

**MINUTES OF THE THIRTIETH
AUSTRALASIAN and PACIFIC HANSARD EDITORS ASSOCIATION
CONFERENCE
held in Wellington, New Zealand
from 3 to 5 February 2003**

PRESENT

Delegates:

Commonwealth of Australia	Ms Val Barrett Manager, Client Services
Fiji	Ms Kacaraini Kikau Editor of Official Reports (Hansard) Ms Lusi Bale Deputy Editor
Kiribati	Ms Terengaiti Ieita representing the Hansard Editor
New South Wales	Mr Mark Faulkner representing the Editor of Debates
New Zealand	Mrs Wynne Price Clerk-Assistant (Reporting Services))
Papua New Guinea	Mr Harry Momos representing the Principal Parliamentary Reporter
Queensland	Mr Doug Rohl Chief Reporter
Samoa	Mr Leu V. Sootaga Clerk-Assistant (Reporting and Translation Services)
South Australia	Ms Joan Richards Leader of Hansard Staff
Tasmania	Ms Jenny Batchler Editor of Debates
Victoria	Ms Carolyn Williams Editor of Debates
Western Australia	Mr Chris Hall Reporting Services Manager

Observers:

United Kingdom	Ms Catherine Fogarty representing the Editor, Official Report (Hansard)
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MONDAY, 3 FEBRUARY 2003:

Conference met at 9.30 a.m.

Powhiri — Official Maori Welcome

1. OPENING AND WELCOMING ADDRESS

Official welcome by Ms Mary Harris, Deputy Clerk, and Mrs Wynne Price, (Clerk-Assistant, Reporting Services, Parliament of New Zealand.

Mrs Price welcomed delegates to the conference and introduced Ms Harris to make the keynote address.

(For full report of above agenda item reference should be made to the transcript of proceedings)

2. CONFERENCE FORMALITIES

(a) Welcome to new guests/members

The Vice-President (Mrs Price) welcomed the following new participants:

Mr Harry Momos (PNG)
Mr Leu Sootaga, (Samoa)
Ms Terengaiti Ieita (Kiribati)

The Vice-President also welcomed the observer from the United Kingdom, Ms Catherine Fogarty.

(b) Apologies

The Vice-President (Mrs Price) informed the conference of the following apologies:

Delegates
Ms Tutai Manavaroa (Cook Islands)
Ms Clerah Pita (Solomon Islands)
Ms Helen Allmich (Northern Territory)
Mr Seah Ah Ee (Singapore)

Observers
Ms Bonita Neri (Canada)
Ms Joey du Toit (South Africa)

(c) Retirements and appointments

Pending retirement of Mr Keith Ryder, Editor of Debates, Australian Capital Territory

Ms Barrett (Cwealth) noted the pending retirement of Mr Keith Ryder as the Editor of Debates for the Australian Capital Territory.

Ms Williams (Vic) expressed her appreciation for the assistance Mr Ryder had given her over the years and wished him well in his retirement.

Ms Fogarty (UK) thanked Mr Ryder for the assistance he had given her during his time with the ACT Parliament.

Pending appointment of Mr Russell Lutton, Manager, Hansard and Communications, Australian Capital Territory

Ms Barrett (Cwealth) noted the retirement of Mr Russell Lutton from service to the Commonwealth Parliament after 32 years and his pending appointment as the Manager, Hansard and Communications, for the Australian Capital Territory. She expressed appreciation for the contribution he had made to the association by representing her at conferences and assisting its members.

Mr Rohl (Qld) supported Ms Barrett's remarks and noted his long friendship with Mr Lutton.

Ms Fogarty (UK) thanked Mr Lutton for his assistance in providing advice and information on the Commonwealth Parliament's digital audio system.

Retirement of Mr Ian Church, Editor, Official Report (Hansard) and subsequent appointment of Mr Bill Garland

Ms Fogarty (UK) noted the retirement of Mr Ian Church as Editor, Official Report (Hansard), United Kingdom and the subsequent appointment of Mr Bill Garland to the position.

Mrs Price (Vice-President) moved, seconded Ms Kikau (Fiji):

That the Australasian and Pacific Hansard Editors Association records its deep appreciation of the contributions of Mr Keith Ryder, Mr Russell Lutton and Mr Ian Church to the development of Hansard.

Motion agreed to unanimously.

(d) Minutes of twenty-ninth meeting held in Port Moresby, PNG, 2002

Ms Batchler (Tas) moved, seconded Mr Faulkner (NSW):

That the minutes of the twenty-ninth meeting held in Port Moresby, PNG, in 2002 be adopted as a true and accurate record.

Motion agreed to unanimously.

(e) Venue and date of next meeting

Mr Rohl (Qld) confirmed that the Parliament of Queensland would host the thirty-first conference of the association in 2004.

Subject to confirmation, the following venues were agreed to:

2005	Samoa
2006	Adelaide

(f) Election of office-bearers

Ms Williams (Vic) moved, seconded Mr Hall (WA):

That Mrs Wynne Price, Clerk-Assistant (Reporting Services), Parliament of New Zealand, be elected President of the Australasian and Pacific Hansard Editors Association for the ensuing 12 months and that she be the Chair of the conference.

Motion agreed to unanimously.

The Chair (Mrs Price) moved, seconded Mr Momos (PNG):

That Mr Doug Rohl, Chief Reporter, Parliament of Queensland, be elected Vice-President of the Australasian and Pacific Hansard Editors Association for the ensuing 12 months.

Motion agreed to unanimously.

(g) Exchange of information

The Chair (Mrs Price) reminded delegates that all information should be passed on to Ms Williams, the Secretary of the association, for inclusion on the APHEA web site.

The Chair circulated the current list of contact details and requested that all members updated their details. Ms Williams requested all delegates to inform her of any changes to the contact details as they occurred during the year.

3. REPORTS FROM MEMBERS

Topics covered in this agenda item included the use of various technologies — shorthand software, voice recognition software, digital audio recording — broadcasting of proceedings, employment practices — sessional employees, home-based work, rostering — occupational health and safety issues and customer service. Delegates were given the opportunity of asking questions after each presentation.

Reports were presented by delegates representing the following jurisdictions:

Victoria
Commonwealth

(For full report of above agenda item reference should be made to the transcript of proceedings)

Delegates were taken on a tour of the New Zealand Parliament.

Reports were presented by delegates representing the following jurisdictions:

Tasmania
New South Wales

(For full report of above agenda item reference should be made to the transcript of proceedings)

Conference adjourned 4.55 p.m.

WEDNESDAY, 4 FEBRUARY 2003:

Conference met at 9.10 a.m.

4. PRESENTATION — DEVELOPMENTS IN NEW ZEALAND HANSARD UNIT

Mrs Price, Assistant Clerk (Reporting Services) briefed delegates on the organisation structure and employment practices of the New Zealand Hansard unit. She then invited senior staff members to deal with recent developments. Ms Lynlee Earles, Senior Parliamentary Officer, dealt with editorial issues; Mrs Valerie Hellberg, Senior Parliamentary Officer, focused on production issues; and Mr Jeremy Low, Subeditor, referred to the work involved with Maori translation.

(For full report on above agenda item reference should be made to the transcript of proceedings)

3. REPORTS FROM MEMBERS (cont'd)

Reports were presented by delegates representing the following jurisdictions:

United Kingdom
Western Australia
South Australia

(For full report on above agenda item reference should be made to the transcript of proceedings)

Pacific Island Forum

This forum provided an opportunity to discuss issues specifically faced by the Pacific Island countries.

Reports were presented by delegates representing the following Pacific Island jurisdictions:

Fiji (including a report on the Commonwealth Hansard Editors Association conference held in Fiji in July 2002)
Samoa
Papua New Guinea
Kiribati

Reports were presented by delegates representing the following jurisdictions:

(For full report on above agenda item reference should be made to the transcript of proceedings)

5. PRESENTATION — VIDEO CONFERENCING

Andrew Beattie, Clerk-Assistant (Select Committees), and Catherine Parkin, Select Committee Office, Parliament of New Zealand, briefed delegates on the select committee process and demonstrated the video conferencing facilities used by the committees.

(For full report on above agenda item reference should be made to the transcript of proceedings)

Conference adjourned 3.55 p.m.

Delegates were taken on a bus tour of Wellington.

WEDNESDAY, 5 FEBRUARY 2003:

Conference met at 9.10 a.m.

6. PRESENTATION — FTR (For the Record) DIGITAL RECORDING SYSTEM

Mrs Wynne Price, Clerk-Assistant (Reporting Services); Ms Lynlee Earles, Senior Parliamentary Officer, Editorial; Mrs Valerie Hellberg, Senior Parliamentary Officer, Production; and Mr Bob Bevan Smith, Technical Officer, Parliament of New Zealand, demonstrated the digital recording system used by the New Zealand Hansard unit.

(For full report on above agenda item reference should be made to the transcript of proceedings.)

7. WORKSHOPS

(a) Managing change

Discussion facilitated by Mrs Wynne Price, Clerk-Assistant (Reporting Services), Parliament of New Zealand.

(b) New Zealand Parliament Hansard unit

Tour of unit led by Ms Lynlee Earles, Senior Parliamentary Officer, Editorial, and Mrs Valerie Hellberg, Senior Parliamentary Officer, Production.

8. GENERAL BUSINESS

Commonwealth Hansard Reporters Forum

Ms Williams (Secretary) referred delegates to the decision made at the Commonwealth Hansard Editors Association in Fiji in July 2002 to develop a web site for a Commonwealth Hansard Reporters Forum. Ms Williams explained that the APHEA web site, managed by the Secretariat in Victoria, was hosting the web site and that it was almost complete. She invited members to provide her with style guidelines and so on from their jurisdictions for inclusion on the forum web site.

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Scheduling of future conferences

Ms Williams (Secretary) referred to the concerns expressed by delegates during informal discussion regarding the scheduling of conferences, with particular reference to consecutive overseas conferences and APHEA and CHEA conferences scheduled in the same year.

Ms Kikau (Fiji) suggested that in years when CHEA conferences were held the APHEA should set aside a day to hold its conference at the same venue.

Delegates were also asked to consider whether conferences should be scheduled every two years instead of annually.

Due to time constraints and the need to change the association's constitution in order to take account of any such changes, no decisions were made. Delegates were asked to think about the most suitable scheduling of future conferences.

It was agreed that proposed changes be considered during the ensuing year for further discussion and decision at the next conference.

(For full report on above agenda item reference should be made to the transcript of proceedings)

9. CLOSING

Ms Mary Harris, Deputy Clerk, Parliament of New Zealand, officially closed the conference and thanked delegates for attending.

Mr Sootaga (Samoa), on behalf of all delegates, thanked Mrs Price (Chair) and all the staff of the New Zealand Hansard unit and other Parliamentary staff who had been involved in hosting the delegates.

The Chair (Mrs Price) acknowledged the huge effort of her staff who had made their time available to delegates, and she thanked delegates for their contributions.

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Conference concluded 1.15 p.m.

Carolyn Williams, Secretary