

LEGISLATIVE ASSEMBLY



# ANNUAL REPORT 2004/05

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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

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## Contact Details

The Department of the Legislative Assembly is located at:  
Parliament House  
Macquarie Street  
Sydney NSW 2000

Inquiries may be directed to:

	Telephone:	E-mail:
Switchboard	9230 2111	assembly@parliament.nsw.gov.au
Office of the Clerk	9230 2666	russell.grove@parliament.nsw.gov.au
Procedure Office	9230 2225	ronda.miller@parliament.nsw.gov.au
Employee and Corporate Services	9230 2226	elaine.schofield@parliament.nsw.gov.au
Chamber Support	9230 2277	greg.kelly@parliament.nsw.gov.au
Committee Office	9230 2224	les.gonye@parliament.nsw.gov.au
Financial Controller	9230 2292	greg.mcgill@parliament.nsw.gov.au

Contact details for members of the Legislative Assembly and their electorate offices can be obtained through the Procedure Office, telephone 9230 2616 or email [jeff.page@parliament.nsw.gov.au](mailto:jeff.page@parliament.nsw.gov.au).

Detailed information about the Parliament of New South Wales and the members of the Legislative Assembly is available on the Internet at the Parliament's home page, [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au).

### **LEGISLATIVE ASSEMBLY OPERATING HOURS**

The Legislative Assembly is open between 9.00 am and 5.00 pm weekdays on non-sitting days (excluding public holidays).

The Procedure Office is open from 8.30 am until the rising of the House on sitting days.

#### **Tours are available at the following times:**

*Non-sitting days (weekends and public holidays excluded)* — 9.00 am to 3.00 pm. Tours are of approximately 45 minutes duration.

*Sitting days* — Tuesdays only. Tours commence at 1.30 pm and are followed by the opportunity to view Question Time (bookings essential).

Tours may be arranged by inquiring at the Legislative Assembly reception desk, located on the ground floor, Parliament House, Macquarie Street, Sydney or by phoning 9230 3444.

Wheelchair access is available. Please phone 9230 2219 before arrival so that assistance can be arranged.

Hearing loops have been installed in the Legislative Assembly Public Gallery and in the Theatrette to assist the hearing impaired.



25 November 2005

The Honourable John Aquilina MP  
Speaker of the Legislative Assembly  
Parliament House  
Macquarie Street  
SYDNEY 2000

Dear Mr Speaker

I have pleasure in submitting to you the Annual Report of the Department of the Legislative Assembly for the year ended 30 June 2005.

Despite an insufficient base level budget allocation, officers of the Department have continued to work hard during the 2004/05 financial year to maintain existing services and to deliver new and improved services to Members and to our other clients.

I believe that the Department has achieved a great deal in the reporting period across three main programs.

In the area of Procedural Support we continue to provide a high level of procedural support services and written procedure material to Members and others. A number of important procedural research and reference documents have been written and others enhanced. We have also commenced a more formal program for staff training in Parliamentary practice and procedure to strengthen the Legislative Assembly's future knowledge base and develop potential Clerks at-the-Table to serve the House.

In the provision of Services to Members we have focussed on improving our administrative practices including the approval processes for Electorate Mailout Accounts, and in the assessment and acquisition of new technology for Members.

The corporate management across the whole Parliament has also been in focus and, in conjunction with the Legislative Council, we have reviewed our corporate goals and aligned the Parliament's Results and Services Plan to our goals. We have commenced a project to revamp the strategic planning and reporting framework for the Parliamentary joint services.

I acknowledge, with appreciation, the commitment of the staff of the Legislative Assembly during this busy time. We look forward to working together to consolidate these achievements in the forthcoming year.

  
Russell D. Grove  
Clerk of the Legislative Assembly



Parliament House Sydney 2000


Phone: 9230 2201 Fax: 9230 2846

### **SPEAKER'S FOREWORD**

I am pleased to accept the Annual Report for the Department of the Legislative Assembly for the year ended 30 June 2005.

This Annual Report provides a useful statistical summary of the work of the Chamber, and clear information on the administrative and corporate programs that support the work of Members in carrying out their parliamentary duties.

I would like to thank the staff of the Legislative Assembly for successfully meeting the challenges they faced and for their on-going and outstanding commitment to providing a professional service to the Members of the Legislative Assembly and citizens of New South Wales.

  
John Aquilina MP  
Speaker



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## Our History

The Legislative Assembly was constituted in 1856 as the fully elected Lower House of the bicameral Parliament of New South Wales.

Because the colonists were drawn from Britain (three quarters of the members of the 1856 Parliament had migrated from the British Isles) and because the Constitution Act, which allowed for the setting up of the Parliament of New South Wales as we know it, was passed as a schedule of an Act of the Imperial Parliament, the new Parliament adopted the Westminster system of government. This meant that the practices of the Imperial Parliament in the Palace of Westminster were adopted, from the way the Houses operated procedurally to the colours of the Chamber.

A writer of the time suggested that the Parliament was an “ancient institution renewed in another land”. The modes of address, the arrangement of the Chambers, the Clerks-at-the-Table and division bells were all reflections of the Parliament at Westminster.

Responsible government was established in 1856. Under the doctrine of responsible government, the Executive holds office subject to the sanction and control of Parliament and the Governor’s powers are mostly exercisable only on the advice of and through the Ministers responsible to Parliament.

In 1856 the Constitution allowed for 54 members of the Legislative Assembly. Since March 1999 there have been 93 members in the Legislative Assembly, each representing a single constituency.

## Our mission

To service and enhance the operations of the New South Wales Parliament by providing an apolitical, innovative and integrated support service to members both within and outside Parliament House and relevant services to the people of New South Wales.

## Our vision

To provide an innovative, coordinated and integrated service to the Legislative Assembly, its members and other clients.

## Our functions

In fulfilling our mission, we undertake the following functions:

- providing impartial and professional advice in both written and oral form to the Speaker and members inside and outside the Chamber;
- recording the proceedings of the House on a daily basis through the preparation of House Papers;
- preparing publications such as Standing and Sessional Orders and Speakers Rulings; and
- providing a comprehensive range of administrative, corporate and other services to support members while at Parliament House and in the operation of the electorate offices.

# overview

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## Our Corporate Goals

1. Provide the procedural support, advice and research necessary for the effective functioning of both Houses and their committees;
2. Provide effective services to Members and other client groups;
3. Promote awareness of the purposes and functions of the Parliament and facilitate community access;
4. Provide a functional, safe and secure working environment for Members, staff and visitors; and
5. Enhance organisational capability in planning and service delivery.

## Our Corporate Values

All staff of the Department of the Legislative Assembly observe the standards of professional behaviour which are set out in our Code of Conduct. In addition our staff strive to work in accordance with the following corporate values.

Staff will:

- be strongly customer focused
- maintain consistently high levels of service delivery
- exercise discretion and respect confidentiality in all dealings with members, staff and other agencies
- provide an apolitical service at all times
- be flexible and adaptable in order to accommodate everchanging and emergency situations
- exhibit a high degree of professionalism in all work activities
- provide services which are accurate, efficient and effective
- respect the right of all staff to a workplace free of all forms of intimidation and harassment
- respect the cultural diversity of the community we serve, visitors to the Parliament and our major client groups.

## Goal 1 Provide procedural advice, support and research for the effective functioning of both Houses and their committees

### **SITTINGS OF THE HOUSE**

The Legislative Assembly resumed for the spring sittings on 31 August 2004 continuing the First Session of the Fifty-Third Parliament. The House rose on 10 December 2004 for the summer recess and resumed for the autumn sittings on 22 February 2005. After an eight-week session the House rose for the winter recess on 23 June 2005.

During the two sitting periods the House sat for a total of 54 days, with the average daily length of sitting being 8.4 hours. While this is fewer sitting days than in 2003/04, the average length of sitting day increased slightly with only 2 sittings after midnight. During this reporting period the House passed 112 out of a total of 114 bills introduced.

Appendix A provides select procedural statistics relating to the sittings of the Assembly for the past 6 years.

Major procedural events that occurred during the sittings are included in the section below.

### **MAJOR EVENTS AND HIGHLIGHTS OF THE YEAR**

#### **Review of the Independent Commission Against Corruption (ICAC)**

In January 2005 the report of the Independent Review of the Independent Commission Against Corruption Act was furnished to the Governor. The inquiry was commenced by the Honourable Jerrold Cripps QC, and concluded by Mr Bruce McClintock SC following Mr Cripps' appointment as the next ICAC Commissioner on the expiration of the term of office of Ms Irene Moss.

The Review's terms of reference were broad, covering the ICAC's functions, the definition of "corrupt conduct" in the Act, the jurisdiction of the ICAC, and whether current accountability mechanisms were adequate. One of the accountability mechanisms is a joint parliamentary committee.

The review came about following a recommendation by the Parliamentary Committee on the ICAC. The Committee has a statutory function of overseeing the operation of the ICAC and conducts inquiries at regular intervals to review how the ICAC fulfils its investigative, educative and corruption prevention roles. The Committee on Parliamentary Privilege and Ethics, which is established under the ICAC Act, also made a submission to the review.

The major findings of the review that directly concern members of Parliament were as follows:

- The ICAC should direct its attention towards corruption that is serious or systemic;
- Consideration should be given to the establishment of a Parliamentary Investigator or Parliamentary Committee to investigate minor matters involving members of Parliament so as to permit ICAC to focus on serious and systemic allegations;
- The Investigator or Committee should also be able to investigate allegations of corruption that ICAC is unable to investigate due to Parliamentary Privilege (s122 of the ICAC Act preserves the rights and privileges of Parliament in relation to Parliamentary proceedings);
- The Act be amended to rename "public hearings" as "public inquiries", and public inquiries should only be held when the ICAC is satisfied that the public interest in public exposure and awareness outweighs the potential for prejudice or privacy infringements; and

# year in review

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- An independent Inspector of ICAC should be established to audit the operations of ICAC. The role and functions of the position should be modelled on the Inspector of the Police Integrity Commission.

Legislation implementing some of the recommendations was introduced in February 2005.

## **Death of a sitting Member**

On 15 September 2004 the Premier informed the House of the death of Anthony Michael McGrane, Member for Dubbo. Without considering any other business the House adjourned as a mark of respect.

On Wednesday 20 October 2004, a large number of members spoke on a condolence motion on the death of Mr McGrane. The question was put and carried unanimously with members and officers of the House standing. The House again adjourned as a mark of respect.

## **MATTERS OF PROCEDURAL INTEREST**

### **Substantive advice on parliamentary procedure**

As a matter of course, advice is regularly furnished to the Speaker and to members on matters of parliamentary procedure. During the year detailed advice was provided on:

- Consideration in the House of matters before the Independent Commission Against Corruption;
- Unauthorised disclosure of committee documents (in response to the Senate Privileges Committee).

### **Written Procedural Advice to the Speaker and Members**

Written advice provided to members on procedural issues included:

- Standing orders regarding wording of notices of motions, questions, answers and relevant deadlines and time-frames;
- Admissibility of petitions and research for petitions previously tabled on particular subjects;
- Appointees to university councils, as a result of legislative change (2004);
- Use of the State crest by members (August 2004);
- Disallowance of statutory rules (November 2004);
- Application of the Freedom of Information Act (December 2004);
- E-petitions (December 2004);
- Operation of the Main Committee (House of Representatives) (February 2005);
- Lapsing of notices of motions (February 2005);
- Defamation Act and the printing of papers (March 2005);
- A proposed sessional order to provide for government responses to committee reports and tabling out of session (March 2005);

- Dissent from Speaker's ruling (March 2005);
- Protocol for search warrants and entry to Parliament House (March 2005);
- Subjudice rule (March 2005);
- Citizens' Right of Reply (April 2005); and
- The circumstances relating to the provision and use of substitute members on parliamentary committees in other jurisdictions. (May 2005).

## **Briefing Papers**

The following briefing papers were prepared for members during the year:

- Advice regarding response to application of Freedom of Information (FOI) exemptions to Members' correspondence held by other agencies (December-January 2004/05);
- Appointment and role of the Parliamentary Ethics Adviser (February/March 2005); and
- Proposed protocol for entry to Parliament House by investigatory agencies (June 2005).

## **Publication of Procedural and Other Information**

The Department issues an extensive array of publications and each year additional material is added.

- In August 2004 a Procedural Digest of relevant articles on parliamentary procedure was issued. It is intended that this will be a regular publication.
- A new consolidated version of Speakers' Rulings up to and including 25 June 2004 was issued in August 2004.
- The book *NSW Legislative Assembly Practice, Procedure and Privilege* was completed in May 2005 and it is anticipated it will be published in 2005/06.
- Work commenced on the drafting of a *Members' Ethics Handbook*.

## **Procedure and precedents databases**

The precedent databases form a crucial part of the Department's information resources and are called upon regularly when advising the Speaker and members. Precedents have now been collected since 1991 and they are added to from a variety of sources. This year saw material included from the Procedure Office precedent files and from files maintained by the current and former Clerks of the Legislative Assembly. These are invaluable historical records, which will be gradually incorporated into the database as time permits and eventually into *NSW Legislative Assembly Practice, Procedure and Privilege*. The opportunity was taken during the year to have the accumulated indexes to the Votes and Proceedings scanned and made into searchable digital (pdf) files.

# year in review

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## **Review of Standing Orders**

A complete review of the current standing and sessional orders, the first since the adoption of the revised “plain English” standing orders in 1994, has been completed.

The proposals will be placed before the Standing Orders and Procedure Committee and the House as soon as practicable.

## **Parliamentary Record**

An updated edition of the New South Wales *Parliamentary Record* was published on the Parliament’s website. The *Parliamentary Record* is an alphabetical record of Members of both Houses since 1824 containing the particulars of each member’s service and offices held.

## **CONFERENCE AND OTHER PAPERS**

### **Papers – Presiding Officers and Clerks Conference**

Research was undertaken for papers presented by the Deputy Speaker and the Clerk at the Presiding Officers and Clerks’ Conference held in Melbourne in July 2004.

The papers were entitled:

- *Keeping Parliament Safe: Security at the Parliament of New South Wales* (paper presented by the Clerk); and
- *Codes, Regulations and Guidelines: the elusive balance between external accountability and Parliament’s powers, privileges and immunities* (paper presented by Hon. John Price MP, Deputy Speaker).

The following papers were prepared during the year:

- Speeches prepared by the Clerk-Assistant (Procedure) on the ethics regime in NSW (various, 2004/05);
- Background paper prepared by the Clerk-Assistant (Procedure) on ethics for Parliamentary Officers for the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar, Wellington (January 2005); and
- Speech prepared by the Clerk-Assistant (Procedure) on events management in the NSW Parliament (June 2005).

## **TABLED PAPERS**

As a result of increased information about tabled annual reports being available on the Parliament’s website, which includes direct links to papers on the internet, the number of requests for copies of those papers not available on-line has risen substantially.

Bound volumes of annual reports (the *Joint Volumes of Parliamentary Papers*) for all years up to early 2004 have been placed in the State Library of New South Wales and the Parliamentary Library. The project to scan the volumes onto CD-Rom and microfiche has been delayed pending the installation of high-speed digital Docutech machines in the Printing Services Section.

The Procedure Office is currently reviewing its policy for retaining bulk copies of tabled papers over 3 years old, due to the increasing ability to access reports on the internet, the availability of in-house high speed copying on demand and the storage space required.

## **PARLIAMENTARY PAPERS**

Following requests for improved search capability on the Questions and Answers Paper, work commenced on the development of a Questions and Answers database. Other databases such as the Bills Register and sitting day statistics have been improved to facilitate formatting and printing of specialised reports for particular time frames.

## **PROCEDURE OFFICE TASK MANUALS**

In 2005 the Procedure Office developed procedural guides for the Opening of Parliament, by-elections, and the procedure for declaration of vacant seats suddenly arising.

## **COMMITTEES PROCEDURE AND ADVICE**

### **New Committee**

A new committee, the Joint Standing Committee on Electoral Matters, was appointed and met for the first time on September 2004. The Chairman is Marianne Saliba MP. The full membership and other details relating to this committee can be found in the committees section of this report.

The terms of reference for the Committee include, to "...inquire into and report upon such matters as may be referred to it by either House of the Parliament or a Minister that relate to:

- (a) The following electoral laws:
  - (i) *Parliamentary Electorates and Elections Act 1912* (other than Part 2);
  - (ii) *Election Funding Act 1981*; and
  - (iii) those provisions of the *Constitution Act 1902* that relate to the procedures for, and conduct of, elections for members of the Legislative Assembly and the Legislative Council (other than sections 27, 28 and 28A);
- (b) The administration of and practices associated with the electoral laws described at (a).

All matters that relate to (2)(a) and (b) above in respect of the 22 March 2003 State election, shall stand referred to the Committee for any inquiry the Committee may wish to make. The Committee shall report on the outcome of any such inquiry within 12 months of the date of this resolution being agreed to by both Houses."

It is envisaged that the role of the Committee will be similar to the Commonwealth Committee. Interestingly, the Opposition moved to amend the resolution for the Committee membership to provide for its membership to come solely from the Legislative Council.

# year in review

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## **Committee evidence**

The Chairmen of the various committees were canvassed for their comments on suggested practice for dealing with committee evidence and its publication on the Internet. Essentially, committees are able to utilise the provisions of the *Parliamentary Papers (Supplementary Provisions) Act 1975* to allow evidence taken before a Parliamentary Committee to be posted on the internet so it is more widely available to the public and in a more timely manner.

## **AUSTRALIA AND NEW ZEALAND ASSOCIATION OF CLERKS-AT-THE-TABLE (ANZACATT)**

During the year, the Department actively supported the activities of the ANZACATT.

The Clerk and the Deputy Clerk both served on the Executive Committee, which undertook a number of activities during the reporting period:

- The redevelopment of the Association website.
- The inclusion of a number of papers and articles on the site, including the minutes from the annual general meetings; papers from 35<sup>th</sup> Presiding Officers and Clerks' Conference held in Melbourne and abstracts of conference papers given by the Legislative Assembly.
- Links were created to additional parliamentary organisations and to useful sites.
- The papers in the online library were re-organised and categorised by subject.
- Investigation commenced on the creation of a new list server for use by members of the Association. In January 2005 a proposal that costs be shared was agreed to by a meeting of Clerks of all the Houses in Australia and New Zealand. The list server (called e-Catt Info-Share) was tested during the year with a view to it commencing early in 2005/06.
- Papers from the Professional Development Seminar held in Wellington, New Zealand in January 2005 were placed on the website.
- The first (pilot) Parliamentary Law, Practice and Procedure Program (PLPP) was conducted between 13 December and 17 December 2004 at the Queensland University of Technology in Brisbane. This course is an important component in the training and development of Table Officers and will be valuable in succession planning. Three NSW Legislative Assembly officers attended the week long course, which looked at the legal framework of Parliament and the internal practice and procedure of Parliament. Lecturers were drawn from QUT, Bond University, Griffith University and Clerks from around Australia.
- The development of a handbook for members of the Association was commenced.

## **NSW BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)**

The Department supports the Clerk of the Legislative Assembly in his role as Honorary Secretary/Treasurer of the NSW Branch of the Commonwealth Parliamentary Association (CPA). The Department provides administrative and research assistance in response to inquiries from fellow CPA parliaments and arranges programs for visitors. CPA goods are sold through the Procedure Office.



## **Commonwealth Parliamentary Association (CPA) Mid-year Executive Committee Meeting**

From 10-15 April 2005, the New South Wales Branch of the CPA hosted the Association's Executive Committee Mid-year Meeting, which was attended by 42 delegates. The meeting was supported by staff from the NSW Legislative Assembly and the CPA headquarters secretariat. To mark the occasion, the April edition of *The Parliamentarian* contained a supplement featuring New South Wales. The journal featured articles across a range of topical contemporary issues written by a number of members representing Government, Opposition, Cross Benchers and the Upper and Lower Houses (including the Presiding Officers, Premier and Leader of the Opposition).

## **AUSTRALASIAN STUDY OF PARLIAMENT GROUP (ASPG)**

The Department supports the activities of the ASPG and was represented on the Committee of the NSW Branch by the Clerk, the Deputy Clerk and by Ms Cheryl Samuels, Parliamentary Officer-Procedure Support, who is the Honorary Secretary/Treasurer.

During the year work commenced on the October 2005 annual conference, which is being hosted by the NSW Branch, with the theme "Parliament and Accountability in the 21<sup>st</sup> Century: The Role of Parliamentary Oversight Committees".

# year in review

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## Goal 2 Effective services to Members and other client groups

### **INDUCTION PROGRAMS FOR MEMBERS**

On 26 November 2004 the new Member for Dubbo, Mrs Dawn Fardell, attended an induction program covering the Members' Code of Conduct, pecuniary interests, accommodation, the Commonwealth Parliamentary Association, salaries and allowances, House procedures and security arrangements (Parliament House and electorate offices). In addition, other meetings were arranged with the Parliamentary Library, Members' Services, Information Technology Services and other staff, as appropriate.

### **MEMBERS' HANDBOOK**

In July 2004, a project commenced to update the Members' Handbook. Several proposals were considered before a consultant was appointed in August 2004 to undertake the task in conjunction with senior staff of Members' Services. Work has commenced on redesigning the format and updating the contents. The Handbook is expected to be re-published in 2005/06.

### **MEMBERS' ENTITLEMENTS**

#### **Advice to Members and former Members about entitlements**

Apart from the advice furnished every day on a wide variety of topics, the Department provided specialised and focused advice on the use of electorate mail-out accounts, home broadband for members, relocation of Parliament House computers to members' electorate offices, official passports and the provision to members of the BlackBerry device.

### **Logistic Support Allocation (LSA)**

In June/July 2004, the Presiding Officers extended use of the Logistic Support Allocation (LSA) to the following:

- Conference, congress and seminar fees for members and their staff;
- Membership/subscription fees to Australian public policy research organisations and institutions;
- Local and regional newspaper clipping services (i.e. papers that are not covered by the Parliamentary Library service);
- Telephone interpreter services;
- Constituent access to 'Freecall 1800' or 'Priority 1300' services; and
- Conference calls.

Some of the other issues dealt with during the reporting period related to:

- The use of hire cars;
- Conditions for staff travelling with a member;
- Possible use of debit cards;
- Reconciliation of the Sydney Allowance;
- Late submission of claims;
- Advertising costs;
- Staff training by political parties;
- Parliamentary Friendship Groups;
- Official passport costs;
- Website maintenance training; and
- Non-transferability of stationery costs from the Logistic Support Allocation (LSA) to the Electorate Mail-out Account (EMO).

### **Review of LSA/EMO administration**

The extra workload occasioned by the introduction of the Logistic Support Allocation (LSA) and Electorate Mail-out Account (EMO) is continuing to adversely effect the operations of the Department, particularly in the Office of the Financial Controller and in Members' Services.

In order to streamline the approval process for the EMO, a checklist and a "fax back form" were developed to take the place of the letters that were sent previously. Since that time there has been on going development of the checklist form.

Because of the number and variety of EMO letters and newsletters, and to assist in the approval process, a precedents system has been developed for electronically recording different examples of EMO requests that have been approved or not approved as falling within PRT guidelines.

### **Members' telephone directory entries**

Members Services is now responsible for the management of the White Pages entries for members' electorate offices. This can be a complicated undertaking, particularly when members' electorate offices straddle a number of different White Pages books. A new methodology for dealing with these entries was negotiated with Sensis (the publishers) and, in addition, a new billing regime was established. After the final bills were paid for the listings in the 2004/05 directories, it was established that the introduction of the new system for entries and accounts, a saving of \$37,240 was made on the previous year's account.

# year in review

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## **Introduction of the BlackBerry device for members**

The project to offer the BlackBerry communication device as an option for members commenced in October 2004.

For some time investigations were being made to find a suitable mobile handheld device to manage members' electronic diaries, contacts and e-mail. Although there were a number of devices on the market, the main stumbling block had been the lack of security of the communications.

A trial, preceded by training in the use of the device was organised for four members of the Legislative Assembly in April 2005. Following the successful trial in June 2005, the BlackBerry was recommended by the Information Technology Section as an approved mobile solution for members. The Presiding Officers agreed that the device be added to the list of equipment that could be purchased from the Logistic Support Allocation and an information seminar for all members was held on 22 June 2005.

## **ELECTORATE STAFF**

### **Staff training**

Staff induction courses were offered through the year and were well received, with the opportunity of face to face meetings and contact with Parliamentary staff being valuable to the electorate officers who generally work in small, geographically diverse electorate offices. Following ICAC recommendations, the course uses the Draft Code of Conduct for Members' staff and the position descriptions for electorate officers, which identify the limitations of their position in relation to political party activities, election campaigning and fund raising.

Thirty five electorate officers attended the 'Thriving in the Electorate Office' courses. As psychiatric disability awareness training presented by a disability advocate is a new addition within the two-day format, the course was opened to all electorate officers including those wanting a "refresher". All sessions have continued to be evaluated as most useful in addressing the needs of electorate officers.

### **Procedure Office training**

Tailored training was provided by Procedure Office staff at the request of the staff of ministers and members in July, August, September, November and March, and at the regular electorate office training sessions.

### **Occupational health and safety training**

The occupational health and safety audit and training in electorate offices continued during the reporting period, with 25 offices having been completed. The training has focused on ergonomic assessment of each workstation, as well as work and office organisation.

### Goal 3 Awareness of the purposes and functions of the Parliament and facilitate community access

#### **SESQUICENTENARY OF RESPONSIBLE GOVERNMENT CELEBRATIONS PROJECT**

The Clerk-Assistant (Procedure) along with officers from the Legislative Council, the Parliamentary Library and the Parliamentary Archivist is supporting the Committee on the Sesquicentenary of Responsible Government, which is chaired by the Deputy Presiding Officers. The Committee is planning events and functions to mark the occasion of the 150<sup>th</sup> anniversary of the commencement of responsible government in Australia. The parliamentary committee is liaising with the Committee established by the Government (chaired by former member and minister Mr Rodney Cavalier), which is funding a research and publishing program on parliamentary and political history in NSW. The Committee met on 12 occasions in 2005.

#### **Pre 1879 Hansard sesquicentenary of responsible government project**

The Presiding Officers wrote to the Chairman of the Committee for the Sesquicentenary of Responsible Government in NSW 1856 to 2006, Mr Rodney Cavalier, requesting funding for a proposal to digitise and publish the reports of the NSW parliamentary proceedings that were originally published in the *Sydney Morning Herald* between 1856 and 1879 (and also for the period 1843 to 1856, if there was adequate funding).

A service level agreement was entered into with the Fuji Xerox and work commenced in early December 2004. The scanning part of the project was completed in January 2005, which was followed by a period of quality assurance.

The work was undertaken on the parliamentary premises, with the assistance of Library and other parliamentary staff. Some of the project costs were met by the Parliament, including the cost of unbinding and then rebinding the *Sydney Morning Herald*s.

The implementation project group, consisting of the Deputy Clerk, the Acting Parliamentary Librarian (Mr Tillotson), the Editor of Debates, the Parliamentary Archivist and an officer from the Legislative Council, were very well supported by the officers of the Information Technology Services.

Whilst the Fuji Xerox machines were on site, the index to the parliamentary reports that were originally published in the *Sydney Morning Herald* from 1843 to 1856, were also scanned.

#### **30<sup>TH</sup> ANNIVERSARY OF THE MACE AND PUBLICATION OF "THE MACE"**

The publication, *The Mace*, was updated on the occasion of the anniversary of the presentation of the Legislative Assembly Mace by the NSW Jewish Board of Deputies.

On Wednesday 17 November 2004 the Speaker hosted a morning tea to officially celebrate the 30th anniversary of the Mace. Many members as well as representatives of the Jewish community in Sydney attended the celebration.

# year in review

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Under Westminster tradition, the Mace is always presented to a Parliament as a gift. Despite first sitting last century it wasn't until 30 years ago that the NSW Legislative Assembly actually received the Mace. Its presentation was brought about by a suggestion made to the Board of Deputies by the Hon Sir Asher Joel KBE, then a Member of the Legislative Council.

Historically it is a major honour for an organisation to present a Mace to a Parliament in the British Commonwealth. The Mace is symbolic of the substantial contribution of the Jewish community to the society, culture, law and democracy of New South Wales. The Mace is made of silver and gold plate with exquisite workmanship by the Crown Jeweller.

The NSW Parliament is continuing the tradition and is currently in the process of donating a Mace to the new National Assembly for Wales.

## **EDUCATION AND COMMUNITY AWARENESS PROGRAMS**

The Department has continued to support a large number and variety of users of the Parliament, offering community awareness programs, educational presentations and community and client based support.

Support for teachers within the Government and private schools systems and the educational fraternity continues with programs coordinated and presented by Chamber & Support Services staff, with the educational expertise and curriculum content being coordinated through the Parliamentary Education and Community Relations Section. Active revision and continued re-development of the presentations which form part of the school tour program have made visiting the Parliament a valuable educational experience. As a result, a visit to the Parliament is now a mandatory part of some school curricula.

Having developed a program to cater for students studying English as a second language (ESL) the previous year, presentations were further developed and refined to meet the special needs of ESL students during the reporting period.

The Department has continued to actively promote the significance of the Parliament through its participation in programs presenting the historical significance of the Parliament to the community. These include programs such as the Australia Day open day, Heritage Week and the Eastside Precinct functions, which together attract approximately 10,000 visitors a year.

Facilities such as the Theatrette, Jubilee and Parkes Rooms, together with the general meeting and committee rooms continue to be used by both Government and community groups for programs and public events, including book and other launches, seminars, briefings, familiarisation programs, workshops, exhibitions and promotions. In recent years the Speaker has approved the use of the Parliament's facilities (e.g. the Chamber) for mock parliaments and debating sessions.

## **TOUR PROGRAMS**

Statistics collected over the reporting period indicate a slight downturn in the number of school visits and students participating in the tour program. However, Chamber and Support Services continues to coordinate a fully booked program. The range of programs has been rationalised to account for differing group needs, in terms of age, ability and specific interests, with the aim of facilitating interaction and rapport between students and the presenter.

Role-plays continue to be the most valuable teaching mechanism, particularly for primary school-aged students, with bookings having to be made months in advance due to the demand. In an effort to enhance the learning process, parliamentary language is kept to a minimum with student groups, including TAFE and ESL students.

When using role-play as the training medium, primary school students are offered one of the following bills for debate as an example of the passage of a bill:

- School Uniform Bill;
- Voluntary School Sports Bill;
- Homework Abolition Bill; and
- Payment of School Students Bill.

The Assembly continues to provide interpreter services through the Deaf Education and Auslan Networks, enabling students and teachers with hearing or speech difficulties to participate in the educational programs. To date, feedback in this area of development has proven very positive, foreshadowing expansion in coming years.

The on-line booking facility through the Parliament's website continues to be accessed by teachers and provides opportunities for teachers to tentatively book tours which are later confirmed by tour services coordinators. Once visits are confirmed, teachers receive a schools information pack or resource kit containing material explaining the roles of Parliament, Government, each House, the role of members and officers of the House, and historical material on the history and establishment of the Parliament. This information is also readily available through the Parliament's website.

The following table summarises the tour groups visiting the Parliament during the reporting period:

<b>Group Type</b>	<b>No. of Visitors</b>	<b>No. of Groups</b>	<b>Average No. of Visitors per Group</b>
Primary Schools (Years K-6)	12,497	240	52
Secondary Schools (Years 7-12)	6,478	156	42
Special Schools	31	3	10
ESL Colleges/ TAFE	1,504	71	21
Universities	506	23	22
Business Colleges	225	9	25
Probus Clubs and Seniors Groups	1,075	39	28
Members' Guests	1,446	41	35
Education and Community Relations	3,239	58	56
Others	1,052	57	18
<b>Total</b>	<b>28,053</b>	<b>697</b>	<b>40</b>

The Department's educational programs strive to provide relevant information through enjoyable presentations that are stimulating to both individuals and groups.

As in previous years, the Department has continued to work with other State and Commonwealth Departments and authorities, local government, private and professional institutions, community organisations and groups, and other Parliaments to ensure a better understanding and appreciation of the operations of Government and the Parliament.

# year in review

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## **SCHOOL LEADERSHIP PROGRAM AND SCHOOL FORUMS**

The School Leadership Program operates in conjunction with the Governor's Office, the Department of Education and Training, the Catholic Education Commission and the Association of Independent Schools. In 2004/05, 1,032 students from 443 schools participated over 11 days, with 74 attendances by members. Officers of the Department of the Legislative Assembly also speak to the groups.

Co-ordinated by Education and Community Relations, two forums were conducted in the Legislative Assembly Chamber. These one-day programs involve conducting issues-based mock Parliaments, and, in all, approximately 150 Year 10 students from 32 schools were involved.

## **WORK EXPERIENCE STUDENTS**

In 2004/05, 16 students were placed within the Parliament, including ten Year 11 vocational education and training students and six Year 10 work experience students.

## **PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS**

The Education and Community Relations Section, in cooperation with the education sectors, conducted three primary *Making Civics and Citizenship Work* seminars for primary teachers, three *Civics and Citizenship Strategies for Stage 5 History* seminars, three history and civics courses for primary teachers, and a range of other professional development activities. In all, some 550 teachers took part in 15 days of teacher activities at Parliament House. All of these involved information about and/or visits to the Legislative Assembly.

## **UNIVERSITY INTERNS**

The Parliament offers internship programs in partnership with the University of New South Wales, University of Sydney and the University of Technology, Sydney. These internships form part of undergraduate studies in public policy making, and students are assigned to members of Parliament or committees to work part-time on a voluntary basis and to complete reports or projects as part of their assessment.

In addition, the Education and Community Relations Section was involved in the placement, induction and evaluation processes in Sydney University's Public Policy Internship Program.

## **INFORMATION AND PUBLIC AWARENESS PROGRAMS**

Legislative Assembly members played an important part in the Education and Community Relations Section's programs to increase community awareness of Parliament. These generally involve an information session, a public forum with members and a visit to the Houses at sitting times. In 2004/05, 6 sessions of *A Little Night Sitting* were conducted, including a daytime version. More than 360 members of the public attended these sessions. The Section also conducted 19 two-hour workshops for students in English for Speakers of Other Languages (ESL) covering voting, parliamentary procedure, and role-plays in the Legislative Assembly Chamber. Some 350 students from 33 institutions participated.



Once again, the Parliament participated in the special openings for Australia Day and 'Sydney Open', attracting upwards of 4,000 visitors across the two events. The Education and Community Relations Section also ran two series of its new Workers Education Association course of six weekly sessions of two hours each, called 'Corridors of Power', which was well booked and highly successful. Sessions and visits were also conducted for several other Workers Education Association courses which, together with other tours and outreach activities involved some 300 participants.

## **DISABILITY ACTION PLAN**

The Disability Action Plan was approved in 2001, and together with guidelines for best practice customer service for people with disabilities, was published on the Parliament's intranet and website. The plan has now lapsed with most strategies having been achieved. All strategies relating to physical access to Parliament House were completed or implemented, exceeding the objectives of the plan. The plan will be reviewed during the next reporting period.

## **PROVISION OF SERVICES TO OTHER AGENCIES**

### **Forums and summits**

Staff of the Legislative Assembly advised, coordinated and provided administrative support to the Science Expo (Ministry of Science) held on 25 and 26 October 2004.

In September 2004, the Parliament hosted a Forum on Aging (Department of Disabilities, Ageing and Home Care). The Forum was attended by members and a wide range of departmental, ministerial, key interest and industry groups. The House departments and the joint parliamentary departments and sections supported the forum through the provision of facilities and staff to facilitate the smooth functioning of proceedings.

## **PROVISION OF INFORMATION TO AGENCIES AND TO THE PUBLIC**

Throughout the reporting period, the Department handled many public enquiries, as well as providing information to other Parliaments, the Government and the media. Some notable examples were:

- Advice to the Legislative Assembly of Victoria on time limits for speeches for "third party" leaders (July 2004)
- Advice to CATS (Canadian Clerks-at-the-Table) on the status of members following conviction of a criminal offence (August 2004)
- Advice to the Victorian Legislative Assembly on the tabling of second reading speeches (August 2004)
- Advice to CATS on court cases concerning parliamentary law (October 2004)
- Advice to CATS on the recognition of the position of leader of the opposition (October 2004)
- Advice to CATS on the review of Government appointments by legislatures (October 2004)
- Advice to CATS on the use of video/DVD clips of House proceedings (October 2004)
- Advice to CATS on photography in the Chamber (October 2004)

# year in review

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- Advice to CATS on funding of the Human Rights Commission by the Legislature (October 2004)
- Advice to CATS on the adoption of days and hours of sitting and prohibition on secondary employment (October 2004)
- Advice to CATS on Chief Government Whips who are Ministers (October 2004)
- Advice to CATS on free votes (October 2004)
- Advice to Mr Seth B. Tillman (Law Clerk, USA) on the effect of prorogation on dissolution of bills and passage of bills in successive parliaments (November 2004)
- Advice to Legislative Council of Hong Kong on the display of signs in the Assembly during sittings (November 2004)
- Advice to CATS on adjournment to time and date other than those in standing orders (November 2004)
- Advice to CATS on appropriations for Parliament (December 2004)
- Comments to the Legislative Assembly of Norfolk Island on the case of *Pitcher v The administration of Norfolk Island* (December 2004)
- Advice to the Parliament of Victoria on staffing and uniforms (December 2004)
- Advice to the Parliament of Western Australia on evidence to committees (December 2004)
- Advice to the Senate on the disclosure of committee documents (January 2005)
- Advice to the Legislative Assembly of Western Australia on casting votes (February 2005)
- Advice to the Parliament of Namibia on legal advice provided to members (February 2005)
- Advice to CATS on Question Time (February 2005)
- Advice to CATS on privilege pertaining to documents (March 2005)
- Advice to the Legislative Assembly of Western Australia on conferences between the Houses (April 2005)
- Advice to the Parliament of Queensland on the broadcasting of proceedings (April 2005)
- Advice to the Legislative Assembly of Norfolk Island about closure of the public gallery (May 2005)

## **INTERNET REVIEW PROJECT**

September 2004 saw the launch of the updated website, which was the first significant redesign since its inception in 1996. The Department took part in the Web Steering Committee convened by ITS to facilitate usability and access through an improved search engine and clearer architecture. As a result, usage has increased substantially, and telephone inquiries have decreased in number. User feedback reveals high expectations of retrospectivity and speed of updating. The Procedure Office continues to retrospectively update members' biographical entries and input information from earlier parliaments.

## **Committee website redesign project**

The committees' website redesign project which was substantively completed in the previous year was finalised and operational in 2004/05, with some individual committees acquiring their own URLs.

## **NEW PUBLICATIONS**

### **Aboriginal Reconciliation pamphlet**

Work commenced on a new pamphlet on the topic of Aboriginal Reconciliation and the NSW Parliament, including reference to debates in the House, the Black Parliament, and the election of the first Aboriginal member of the Legislative Assembly, Ms Linda Burney MP, Member for Canterbury.

## **ROOM AND THEATRETTE BOOKING POLICY**

The policy for booking meeting rooms and the Parliamentary Theatrette was reviewed to facilitate availability to Parliamentary committees and to ensure adherence with current building access policies.

# year in review

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## Goal 4 Functional, safe and secure working environment for Members, staff and visitors

### **REPLACEMENT OF CHAMBER SOUND SYSTEM**

In early 2004, the Parliament's contractors were asked to provide a report on the technical deficiencies of the sound reinforcement system in the Chamber. The report concluded that the system, which was over 30 years old, but modified over the years, was beyond effective rectification. A decision was therefore made to replace the system. In early June 2004, the Speaker appointed Acoustic Directions to manage the project. Acoustic Directions had previously undertaken projects at the High Court, the Australian Parliament, the new Northern Territory Supreme Court and the Sydney Town Hall.

Conceptual drawings were completed by Acoustic Directions in August 2004 in collaboration with the architects from Heritage Design Services of the Government Architects Office. Based on these drawings, the Speaker authorised the project to proceed. Because Parliament House is State heritage listed, the drawings were then submitted to the Heritage Office for approval, together with a Heritage Impact Statement.

The design concept was unusual in that it incorporated a central suspended brass framework to house three speaker modules. The design was also selected because it minimised any visual interference for visitors in the Speaker's Gallery. The rest of the design package consisted of discrete speaker placements in all the other galleries and behind the Speaker's Chair. New hardware and software were also purchased.

The installation was completed on time for the Spring 2005 sittings of the House.

### **GOVERNOR'S LICENCE FOR PARLIAMENT HOUSE**

Throughout the year, there were extensive discussions with officers of the Department of Gaming and Racing and the Parliament's own legal advisers concerning required administrative arrangements for the grant of a Governor's licence to the Parliament.

As mentioned in last year's annual report, following the passage of the *Liquor Amendment (Parliamentary Precincts) Act 2004*, certain administrative arrangements for the implementation of a scheme for the sale and consumption of liquor at Parliament House and, in particular for the implementation of a scheme for the responsible service of alcohol under the conditions in a Governor's Licence and in a memorandum of understanding entered into between the Parliament and the Department of Gaming and Racing, needed to be put in place. The Act will commence once these arrangements are made and the licence granted.

By virtue of the legislation, all the provisions of the *Liquor Act 1982* will apply at Parliament House. Conditions required for the Licensing Court to grant the Governor's Licence include:

- Responsible service of alcohol and other harm minimisation measures must be adopted;
- House policy must state:
  - That there are certain prohibitions in supplying liquor (e.g. persons under 18 are not to be served);

- That advertising and promotions are conditional (e.g. they cannot encourage excessive drinking);
- That there are responsibilities in being hosts (e.g. having trained and courteous staff); and
- That service to patrons will encompass certain elements (e.g. the provision of food with drinks).
- The industry code of practice for the responsible promotion of liquor products must be followed.
- The code and the house policy are required to be displayed with other relevant signage in all licensed areas.

In relation to all functions (including those in non licensed areas) involving the delivery and service of alcohol:

- Under age offences will apply (it is an offence to supply alcohol to a person under 18 years of age). This applies to all areas of the Parliamentary precincts;
- The relevant signage will be displayed; and
- The required written approvals will have been secured and the “request for approval for a function involving the supply of alcohol form” will have been lodged.

Although it is expected that the licensed areas will be specifically designated as the bars, dining and function rooms and the cellar, it is expected that the requirements under the *Liquor Act*, and the responsible service of alcohol will be followed in non-licensed areas, whether or not service is being provided by Food and Beverage staff. At the time of writing, advice received from the Parliament’s consultants was being considered along with material provided by the Department of Gaming and Racing with a view to a recommendation being given by the Minister to Her Excellency the Governor for the issue of a Governor’s Licence.

## **SECURITY**

### **Security – electorate offices**

During the reporting period, the Department gave increased attention to the provision of security in Members’ electorate offices.

Initiatives in this area include:

- The availability of online incident reporting and a policy in place to deal with security incidents; and
- Assessments of electorate offices being regularly undertaken by the Parliamentary Security Services Section and in response to security incidents.

### **Security – Members’ homes**

In conjunction with the Parliamentary Security Services Section, work commenced during the year on a policy for the management of security in members’ homes.

# year in review

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## **MAINTENANCE OF ELECTORATE OFFICES**

### **Source, lease and fit out new electorate offices for Members**

There were a number of new electorate offices located, leased and fitted out for members during the year, including Bega, Clarence, Coffs Harbour, Ku-ring-gai and Southern Highlands.

In addition, electorate offices in Liverpool and Murrumbidgee were refurbished and the electorate office in Canterbury was refurbished to provide additional space.

### **Oversights of contractors engaged to provide repair maintenance to electorate offices**

During the year, meetings were held with possible alternative service providers for the repair and maintenance of electorate offices. It has been agreed that the Department of Commerce — Urgent Repairs and Maintenance Service will remain the main provider of this service to electorate offices in the Sydney, Newcastle and Wollongong regions.

### **Review of electorate office cleaning contract**

Electorate offices are cleaned as part of the NSW Government Cleaning Contract, which is managed by the Department of Commerce. During the year, Commerce advised that the contract is due to expire in January 2006 and that a new contract would go out to tender. The Assembly commented on a preliminary draft contract at a meeting held with representatives of the Department of Commerce and will continue to monitor the new contract's formulation.

## **OCCUPATIONAL HEALTH AND SAFETY**

### **Occupational Health and Safety Committee**

The Occupational Health and Safety Committee provides a consultative forum for employee and management representatives to monitor, review and make recommendations to ensure the health and safety of employees, members and visitors, at Parliament House, committee offices and the electorate offices.

The Occupational Health and Safety Committee has introduced an intranet page to list safety information, including minutes of the Committee meetings. Recognising that electorate offices are a separate working environment, the two electorate officers on the Committee surveyed a group of employees on their occupational health and safety concerns. The electorate office representatives, as a consequence of the survey, have introduced a newsletter for electorate staff that focuses on relevant safety issues.

The Committee has an ongoing program of workplace inspections to support managers in identifying and assessing risks in their areas of control. The Committee submits inspection reports to the Clerks and relevant managers, making recommendations for improvements where necessary.

### **Occupational Health and Safety in Electorate Offices**

Throughout the year, both Members' Services and the Office of the Clerk have worked on streamlining administrative arrangements for the delivery of improved occupational health and safety services in electorate offices.

A review of the occupational health and safety program in electorate offices is planned during 2005/06, including consultation arrangements, hazard identification, risk assessment and training of staff.

The Assembly has contracted an external consultancy to provide high-level occupational health and safety advice. The consultant will assist to clarify occupational health and safety issues in a range of areas, including pre-lease inspections of proposed electorate office premises and office fit outs while occupied, contractor management, accident investigation and policy development.

## **Safety Audit and Training Program in Electorate Offices**

Under the Occupational Health and Safety Act, the Legislative Assembly, the Speaker and the Clerk and all members are required to ensure that premises under their control are safe and without risks to health. A safety audit and training program is being delivered over a four-year parliamentary term to all electorate offices. Staff in a total of 25 offices have taken part in the program during the first year and a further 25 offices have been identified for the next reporting period. The program will be completed in 2006/07 year.

All members are encouraged to be present during these audits to raise their awareness of occupational health and safety issues and their responsibilities in relation to electorate offices. Following the inspection, a report of findings and recommended corrective actions are referred to the member, electorate officers, Members Services' and other relevant officers for required action. All risks identified are addressed in accordance with the priority determined by the occupational health and safety professionals who undertake the assessments.

A database has been developed to record all maintenance and other jobs generated as result of the occupational health and safety inspections of electorate offices. This database is separate from the existing repairs database that has been in operation for some years.

There have been a number of other initiatives adopted in this operational area, including:

- A commitment to pre-lease occupational health and safety inspections by a specialist firm;
- Inclusion of an occupational health and safety provision in all leases;
- Commencement of a review of the Assembly's current practices; and
- The production of a report to the Speaker, the Clerk and the Occupational Health and Safety Committee regarding progress on identified repairs and maintenance jobs.

## **Injury reporting and investigation procedures**

Injury reporting and investigation procedures for staff, contractors and visitors were again examined with a view to implementing an intranet based notification system for use by staff. This database will allow for the automated generation of secondary forms related to injuries (e.g. TMF notification, the investigation report), which will eliminate unnecessary duplication. The intranet injury reporting system, which was developed in-house by ITS staff, underwent testing prior to rollout in 2005/06.

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## **HEALTH AND WELFARE ACTIVITIES**

Health and welfare activities included:

- Organising voluntary influenza vaccinations for members and staff at Parliament House. Eighty nine people participated in the program;
- Organising worksite assessments to facilitate reasonable adjustment requirements for staff;
- Providing advice and assistance on ergonomics and occupational health and safety issues for staff at Parliament House and electorate offices; and
- The Employee Assistance Program continuing to be made available and promoted to staff, including the use of 'lunch time' seminars on topical issues such as dealing with depression and family-work life balance.

## **INJURIES AND WORKERS COMPENSATION CLAIMS**

### **Workers compensation claims**

The number of claims this financial year based on injury date was 33 for the whole Parliament, falling into the following types:

- 44% Body stressing
- 23% Fall/trip/slip
- 23% Hitting objects

The full table of injuries by type and location is on page 33. Appendix C has a further table of injuries by Department and Section.

### **Injury management and Rehabilitation Programs**

The Parliament directly supported 27 new return to work programs for injured employees, with a further 7 cases requiring ongoing support through programs carried over from injuries sustained in previous years. There were 2 return to work programs for workers whose injuries were not work-related. The injury management and return to work programs continued to make a positive contribution in terms of assisting injured workers and reduced incidents of claims.

Bi-annual workers' compensation claims review meetings were conducted with the insurer and the Parliament's risk managers to ensure effective management of Parliament's compensation claims. The internal audit of injury management and workers compensation found that Parliament has achieved success in controlling the cost of workers compensation claims over recent years. This was evidenced by the three and five year hindsight premiums taking the form of refunds, rather than additional payments.

However, the deposit premiums continued to exceed the NSW Treasury benchmark premium for funding purposes. This indicated there was scope for improving the overall management of the workers compensation claims.



<b>The Legislature - Occupational Health and safety - Injuries</b>				
	<b>2004-05</b>	2003-04	2002-03	2001-02
<b>Type of injury</b>				
slips trips and fall	<b>30</b>	23	27	33
contact with objects	<b>18</b>	16	19	27
lifting/pushing	<b>20</b>	25	29	21
repetitive strain injury	<b>9</b>	3	4	4
work-related stress	<b>6</b>	1	0	2
eye injury	<b>1</b>	0	4	3
Other	<b>16</b>	12	10	12
near misses	<b>3</b>	3		
<b>Total</b>	<b>103</b>	<b>83</b>	<b>93</b>	<b>102</b>
<b>Compensation injuries</b>	<b>39</b>	<b>33</b>	<b>23</b>	<b>31</b>
<b>Place of Injury</b>				
At Parliament House	<b>61</b>	58	65	63
Electorate Offices	<b>11</b>	7	4	9
At other worksites	<b>3</b>	2	2	4
<b>Total work place injuries</b>	<b>75</b>	<b>67</b>	<b>71</b>	<b>76</b>
Pedestrian travel to/from work	<b>22</b>	11	18	18
Railway travelling to/from work	<b>4</b>	3	4	
Driving accidents to/from work	<b>2</b>			4
<b>Total Journey Injuries</b>	<b>28</b>	14	<b>22</b>	<b>22</b>

### **Return To Work Coordinator's Network**

The Public Sector Return to Work Coordinator Network established by the Legislative Assembly in the previous reporting period was given financial support by insurers GIO and a Strategic Committee was formed to plan presentations and meetings.

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## Goal 5 Enhance organisational capability in planning and service

### **MANAGEMENT ACTIVITY AND REVIEW**

#### **Results and Services Plan (RSP)**

During the period from August through to early December 2004, in consultation with the Legislative Council, work commenced on the development of a Results and Services Plan for the Parliament. The RSP was discussed by the senior managers of the Parliament and agreed to in December 2004. The results logic summary of the plan is attached as Appendix G. The Results and Services Plan supports the corporate goals of the Parliament and the high level outcome for the State of New South Wales.

#### **Parliament's Corporate Goals**

As part of the process of developing the Results and Services Plan, the corporate goals of the Parliament were redrafted and agreed to by managers at their meeting in November 2004. The new corporate goals are reported against in this report and are listed on page 10.

#### **Strategic Management Framework and Reporting**

- A project to develop a strategic management framework for the NSW Parliament was commenced in June 2005.
- As part of the project an external provider has been engaged to review our monthly reporting format and to place it on a more strategic footing. A software agreement has been entered into and the new system will be implemented as part of the strategic management program.
- Work has commenced on the development of a financial management strategy for the Parliament. This is important work in the context of the Treasury requirement for the production of a savings plan for the Parliament.

#### **Asset management in the Department**

Another priority for the Department for 2004/05 has been the development of a clearer strategy for management of the Department's assets. A policy has been in place for a number of years, however the Department did not have the necessary resources to implement the policy to its fullest. During the year, asset management was transferred to Members' Services. Visits to electorate offices for stock take and inspection purposes were commenced following a trial in metropolitan offices. By 30 June 2005, 11 metropolitan and 13 country offices had been visited. As the Department received very positive feedback about this initiative, the stock take and visits to all electorate offices will be completed next financial year.

#### **Total Assets Management Plan (TAM)**

The Acting Manager, Parliamentary Building Services, in consultation with senior officers of the two Houses, completed the development of the Parliament's Total Assets Management Plan (TAM) in December 2004, which was submitted to Treasury. The process of developing the plan was useful in that it showed that the Parliament was underfunded in capital for the maintenance of the building by \$578,624 and a further \$1.1M would be required in the upcoming financial year for capital projects in the Parliament building.

## **Procedure Office restructure**

A proposal to restructure the Legislative Assembly Procedure Office was developed and indicative position descriptions discussed with Office staff. The proposal will be formally forwarded to the Public Service Association for comment and consultation process.

## **Parliamentary Library Collection Development Policy**

The Clerk-Assistant (Procedure) represented the Clerk of the Legislative Assembly on the Library's Collection Development Team and assisted in drafting a policy for the disposal of books assessed as no longer required in the Library.

## **INTERNAL AUDIT PROGRAM**

Deloitte Touche Tohmatsu provides internal audit services for the Parliament, including the Legislative Assembly, under a contract arrangement. The audit program is based on a business risk assessment undertaken in 2002/03 and is approved by the Parliament's Audit Committee. This Audit Committee meets four times a year and is independently chaired by Ms Helen Bauer, a business consultant. The other members of the Audit Committee are the Clerk of the Legislative Assembly and the Clerk of the Parliaments.

Audits performed during the year were:

- Services provided to members' offices by the Parliament's administration;
- IT security access review;
- Income and finance review including follow up from previous audit;
- Occupational health and safety;
- Asset management;
- SAP financial management system upgrade; and
- Workers' compensation.

Prior to finalising the internal audit program for the 2005/06 financial year, it is proposed to undertake a further business risk assessment so that high-risk areas can be targeted in subsequent audit reviews.

## **Occupational Health and Safety Audit**

The Final report of the occupational health and safety internal audit with management responses was received in January 2005.

The main objective of the report was to review occupational health and safety risks and controls, including policies and procedures, as documented and in practice.

The scope of the review included the following areas:

- Assess compliance of NSW Parliament occupational health and safety policies and procedures with the Australian Standard for occupational health and safety management systems (AS/NZS 4801) and NSW Government guidelines (Taking Safety Seriously) to the extent applicable.

# year in review

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- Test compliance in practice through a sample of occupational health and safety incidents reported and actions taken.
- Review controls on occupational health and safety incident recording and reporting.
- Review occupational health and safety management arrangements and responsibilities.

The overall rating of the audit was 3 – “Reasonable level of controls, however, some control weaknesses of concern were identified”.

The audit report made 9 findings, of which 2 were “significant”, 5 “important” and 2 “minor”.

Although some of the minor items have been addressed the two following significant findings had not been implemented at the end of the reporting period:

1. To review our compliance with the Occupational Health and Safety Regulations 2001 and develop and implement policies where required; and
2. To develop our risk assessment policy and framework and the implementation across the whole Parliament.

These issues pose a risk for the Parliament and resources will be allocated to them in the next reporting period.

## **Workers Compensation Management Audit**

The draft audit report was received from the Audit Committee in February 2005 and a final report with management responses was agreed to in May 2005. The objective of the report was to review workers compensation policies and procedures, and the practical management of workers compensation claims.

The scope of the review was as follows:

- Identifying the extent to which the NSW premium is monitored and the adequacy of management reporting to both senior and line management;
- Identifying the key drivers of the NSW workers compensation premium; and
- Reviewing the procedures in place for managing rehabilitation and return to work processes and identifying opportunities to improve procedures.

The overall assessment of the audit was 3 – “Reasonable level of controls, however, some control weaknesses of concern identified”.

There was one significant item of risk relating to the deficiencies in early reporting of injuries to our insurers. This issue has been addressed in the development of an on-line injury reporting system and integrated notification to the insurers. This has decentralized the initial reporting of injuries so that employees, supervisors and personnel clerks can quickly access and report injuries and has allowed one capture of data to be utilized for the notification of our insurers. Responsibility for notification to our insurer has been centralized to one officer.

There were 8 other important and minor recommendations and these will be implemented in the next reporting period.

## **Members' Offices Support Systems Audit**

In accordance with the 2004/05 Internal Audit Program, Deloitte Touche Tohmatsu conducted a pilot study of the systems supporting members' offices. Deloitte examined the risks and controls associated with systems supporting members' offices with the objective of developing an efficient and effective methodology for future internal audit review of members' offices and the Parliamentary systems that support their operation.

The overall assessment (pilot study only) of the audit was 4 – “Well controlled with some control weaknesses/opportunities for improvement identified”.

A number of minor recommendations were made and these will be reviewed and incorporated into practices where possible. As this was a pilot study the sample was drawn from experienced members and staff.

## **Payroll and Food and Beverage Services Audit**

Audits of the Parliament's payroll and Food and Beverage Services internal control processes were in progress at year's end.

## **Personnel Management Audit**

The personnel management audit from the previous reporting period has been progressed including:

- The recruitment and employment of casual staff within Food and Beverage Services;
- Drafting of exit interview procedures, standardising termination letters and certificates of service.

## **BUSINESS CONTINUITY PLAN**

In July 2004 a working party was established to commence a project to develop a business resumption plan for the NSW Parliament, with the Manager, Parliamentary Security appointed as the project officer. By January 2005, after extensive consultation, the document was completed and submitted for approval. The plan, which was for the resumption of the Parliament's core business only (that is, the sittings of the Houses) was approved in January 2005. With the completion of the draft plan and its submission to the Premier's Department, activities for 2005/06 will now include testing the plan in a tabletop exercise, conducting an evacuation with a business continuity exercise, training, negotiating memorandums of understanding for secondary sites and extending the plans to Department and Section level.

## **Committee Office Microwave Link**

In June 2005 a component of the microwave link connecting committee staff located at 1 Castlereagh Street with the Parliament House local area network burnt out. As a result, temporary arrangements were put in place to allow staff to continue working and contingency planning for committee staff has been reviewed and updated.

# year in review

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## **KNOWLEDGE MANAGEMENT**

### **Review and Strategic Focus**

In March 2005, a paper on the introduction of knowledge management for the Parliament was completed and submitted to the Clerks for consideration. Following on from this paper, between April and June discussion ensued on the proposal to identify pertinent resources and accountability for the development of a strategic plan for knowledge management at Parliament House.

### **Intellectual Property (IP) in the Legislative Assembly**

Work has commenced on a policy document and register of IP assets in the Legislative Assembly and Joint Services.

### **Hard copies of statutes**

During the year liaison has continued with State Records, the Legislative Council and Parliamentary Counsel's Office to replace damaged vellum copies of statutes and to minimise the risk of water damage in future.

### **Review of the *State Records Act***

In April 2004 the Clerks advised the Director of State Records that they were of the opinion that Parliament should be excised from the *State Records Act*. It was suggested that a Memorandum of Agreement be negotiated between the Presiding Officers and State Records. To date this has not been completed.

### **Records Management Administration and Training**

Trim Captura is now the preferred records management system for the majority of departments administered by the Legislative Assembly. Access to the Trim records management system was given to:

- Members Services – Property Services (July 2004)
- Joint Standing Committee on Electoral Matters (August 2004)
- Parliamentary Library (September 2004)
- The Committee Library (a service shared by all LA Committees) (October 2004)
- Parliamentary Education and Community Relations (February 2005).

The Trim Captura records management system continues to be administered by the Parliamentary Officer-Records, who also conducts training for new users and provides Help Desk services for all users.

## **Records Activity**

During the year Legislative Assembly records staff registered 1611 folios, 312 general files, and 87 personal files, and 106 boxes were transferred to Parliamentary Archives for disposal. Most folios registered are records of the administration of members' entitlements, predominantly Electorate Mail-out Account and Logistic Support Allocation transactions. Whilst folio and general file registrations were slightly down on previous years, activity increased in the creation of personal files and boxes.

## **STAFFING**

### **Succession Planning**

Succession planning has assumed some significance in the Legislative Assembly, with the majority of the Clerks-at-the-Table intending to retire from the Department within the next 10 to 12 years. Accordingly, two committee managers are now training at the Table as part of the House roster and a number of staff have completed the ANZACATT Parliamentary Law, Practice and Procedure Program (PLPP), which is conducted by the Queensland University of Technology in Brisbane.

In addition, the Department is providing professional development opportunities, including access to seminars and conferences and assistance to further qualifications.

### **Committee Staffing**

During the reporting period the issue of the terms of employment for committee managers was raised. In March 2005, following negotiations between the Workplace Group and the Speaker, it was agreed that committee managers contracts would be extended pending a review of approaches for the flexible deployment of committee staff in order to enhance services to committees. The review is due to commence in November 2005.

# year in review

## HUMAN RESOURCES PERFORMANCE INDICATORS

The Legislative Assembly is committed to introducing performance indicators and measures in our key corporate direction of people and culture. The figures provided for this reporting period will allow a baseline for future activity. Targets and regular reporting on indicators will be developed.

### Human Resources – Staff Development

<b>Training and Development</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Full-time equivalent staff [FTE]	266	273	278	271	273
<i>average over period</i>					

<b>Training Expenditure</b>					
Gross	\$38,859	\$75,884	\$56,162	\$58,528	\$69,855
Per FTE	\$150	\$278	\$202	\$216	\$256

<b>Participants in centrally funded executive development programs based on year of beginning programs</b>					
Executive Masters of Public Administration				1	0
Graduate Diploma of Public Administration				1	1
Executive Development Program				1	0

<b>Staff Participating in Tertiary Approved Courses of Study</b>					
Electorate Offices	1	6	4	3	5
LA Staff	1	3	3	5	3

### Turnover and Absenteeism

<b>Retention Rates</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
(A discontinuous series following review of workforce profile reporting across the Parliament)					
Stability Rates (percentage of people employed within same agency at end of year)			83.6%	87.67%	
Stability Rates – public sector				92%	

<b>Turnover Rates (non-casual staff)</b>					
LA – includes Electorate Office Staff			19.33%	14.29%	16%
LA – excludes Electorate Office Staff				n/a	15%
NSW Parliament				n/a	16%
Public Sector Average				n/a	15%

<b>Unplanned Absences</b>					
Average Hours sick leave FTE – LA	71.6	52.1	65.9	70.2	65.5
Average Hours sick leave FTE – EOs	44.5	43.75	43.7	48.9	56.3
Average Hours sick leave FTE – NSW Public Sector				56.48	
WorkForce profile Sick Leave Rate – LA including Electorate Officers				25.93	
WorkForce profile Sick Leave Rate – Public Sector				29.4	

Sick leave rate is hours of sick leave per 1000 hours worked.

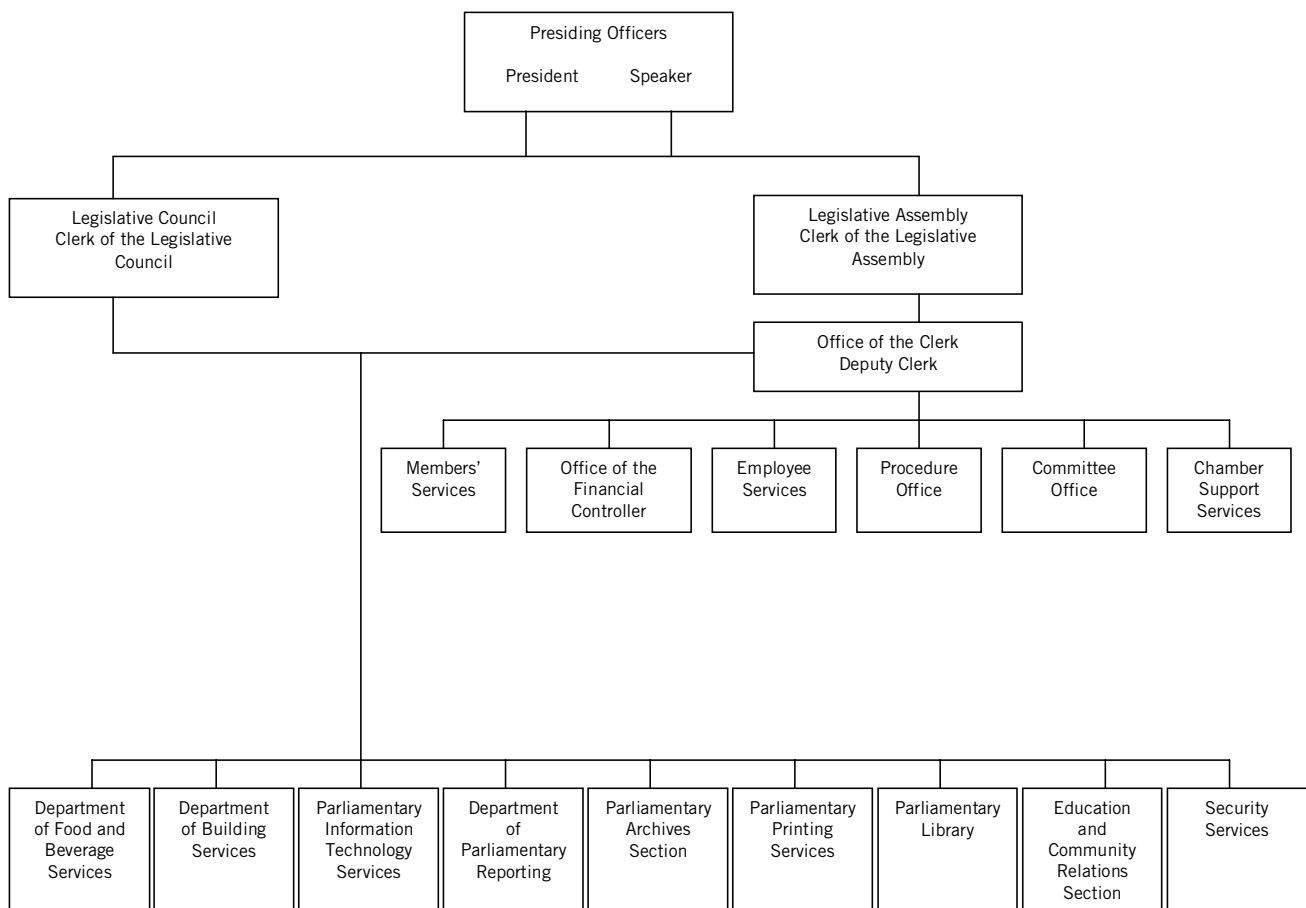


# structure & management

The Speaker of the Legislative Assembly and the President of the Legislative Council are responsible for the management of their respective Houses and are jointly responsible for the overall management of the Parliament. The Speaker is directly responsible for the oversight of the Department of the Legislative Assembly. Besides the two House Departments, there are nine joint services. Six of the Services are administratively attached to the Legislative Assembly and three to the Legislative Council.

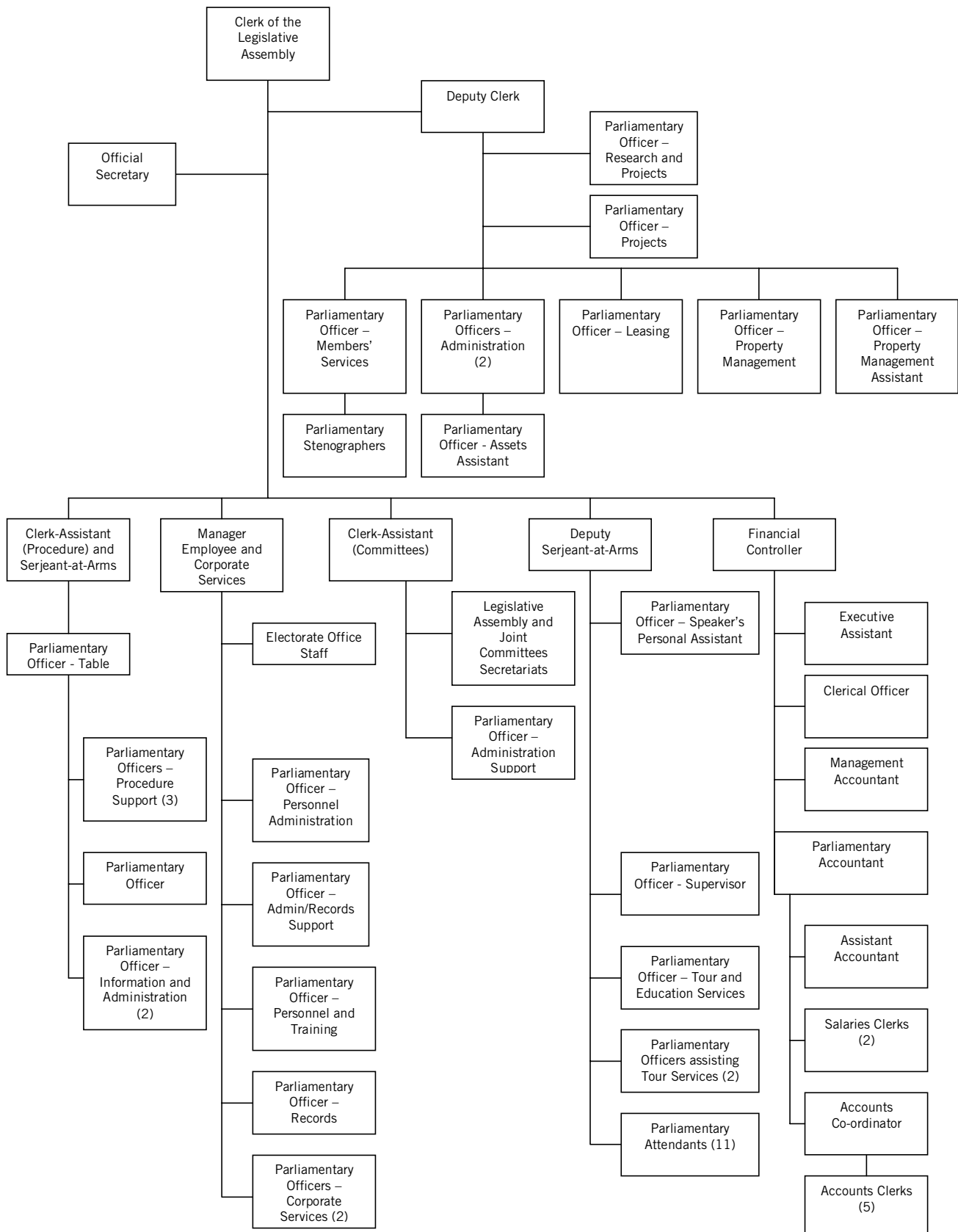
## ORGANISATION CHART

### PARLIAMENT HOUSE



# structure and management

## ORGANISATION CHART LEGISLATIVE ASSEMBLY



## STAFF

*Senior staff as at 30 June 2005:*

Russell David Grove, BA, PSM  
Clerk of the Legislative Assembly

Mark James Swinson, BA, BLegS  
Deputy Clerk of the Legislative Assembly

Leslie Eric Gönye, MA  
Clerk-Assistant (Committees)

Ronda Mary Miller, BA, Dip Lib, BLegS, MBT  
Clerk-Assistant (Procedure) and Serjeant-at-Arms

Elaine Schofield, BEc, Grad Dip Employee Relations  
Manager, Employee and Corporate Services

Gregory John McGill, FCPA, ACIS  
Financial Controller

Gregory Edward Kelly  
Deputy Serjeant-at-Arms

## PARLIAMENTARY MANAGEMENT MEETINGS

The Parliamentary management meetings are held each month (except in January) to provide a forum for the 14 managers to exchange views and discuss a wide range of issues relevant to the functioning of Parliament House. The Financial Controller provides a detailed written financial report prior to the meeting, which is discussed at the meeting. In addition, in 2004 a monthly occupational health and safety report has been prepared for presentation and discussion at the meeting and in 2005 it was agreed that governance matters would be a permanent agenda item. The chair of the meeting rotates between the Clerks on a calendar year basis.

There were 11 meetings held in 2004/05 and attendances were as follows:

<b>Parliamentary Officers</b>		<b>Alternate</b>	
Mr Russell Grove Clerk of the Legislative Assembly	11		
Mr John Evans Clerk of the Legislative Council	9	Mr Rob Stefanic Mr Mike Wilkinson	1 1
Mr Mark Swinson Deputy Clerk of the Legislative Assembly	9		
Ms Lynn Lovelock Deputy Clerk of the Legislative Council	nil		

# structure and management

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## Parliamentary Officers

Ms Kate Curr Acting Parliamentary Librarian	7		
Mr Greig Tillotson Acting Parliamentary Librarian	4		
Mr Robert Walker Manager, Parliamentary Building Services	6	Mr Alistair Leonard	1
Ms Judith Somogyi Editor of Debates	11		
Mr Greg McGill Financial Controller	9	Mr Tom Halpin	2
Mr David Draper Manager, Food and Beverage Services	6	Mr Joseph Rokoqo	1
Mr Robert Lawrie Manager, Parliamentary Archives	10		
Mr Garry Kabakov Business Unit Supervisor, Printing	8		
Mr Graham Spindler Manager, Parliamentary Education and Community Services	8	Ms Daniela Georgi	1
Mr Ali Shariat Manager, Information Technology Services	11		
Mr Morgan Andrews Manager, Parliamentary Security Services and Acting Manager, Parliamentary Building Services (from 28 February 2005)	11		

## Alternate

Matters discussed at the meetings included:

*July* – digital monitoring system, Food and Beverage Services financial performance, insurance premiums, SAP upgrade (changes to purchasing practices).

*August* – supply of financial information, end of financial year financial report preparation, presentations from Manager Printing Services and Education and Community Relations, new Parliament House website, server storage space, savings plan, incorrectly named invoices, assets acquisitions/State assets procurement policies and procedures, material to be prepared for Treasury (Results and Services Plan, Procurement Plan, Total Asset Management Plan), internal audit report on IT security arrangements, audit of financial accounts and members' additional entitlements.

*September* – valuation of Library and Archive collections, Legislative Council restructure, staff induction video, RSPs, recycled paper, security level.

*October* – recycled/archive quality paper, security contractor invoices, computer log-on screen, presentation from Editor of Debates, business continuity planning, occupational health and safety inspections, House Committee accounts.

*November* – internal audit recommendation responses, capital requests, scanning machines, Library stack sprinkler damage, presentations from Manager – Archives, update on RSP, TAM and ICT plans, review of corporate goals, online reporting, Quickscribe software, security controls in lifts, access to the Strangers Dining Room.

*December* – sprinkler system upgrade, Quickscribe update, increased CCSU charges, new corporate goals, staff induction video, building evacuation, TAM and ICT plans, rooftop water tanks, business continuity plan, proposed security review.

*February* – corporate governance issues, WAN (electorate offices), security risk assessment.

*March* – Hansard digital recording system, broadband tender, relocation of Printing Services, strategic management calendar, Internet usage, proposed coffee shop.

*April* – budget allocation, asset acquisition, Parliament House brochures, professional occupational health and safety advice, Financial Policies and Procedures Manual, Strategic Management Framework, risk management.

*May* – computer replacement, ergonomic chairs for Members, presentation by M. Tunks from ImProMation on new monthly reporting format.

*June* – Hansard funding, capital projects, committees' microwave links, workers compensation claims and new arrangements, evaluation of antiques collection, artworks, assets bar coding, end of year financial arrangements, evacuation exercise, House Committee accounts, presentation by Dr Paul Walsh from AGSM on strategic planning framework exercise.

## **SALARY MOVEMENTS**

The Crown Employees (Public Sector – Salaries 2004) Award granted a 4% salary increase on 4 July 2004 to staff of the Legislative Assembly. This award covers most staff of the Legislative Assembly. Senior Parliamentary Officers' salaries were also increased by 4% from 4 July 2004.

The Parliamentary Reporting Staff Salaries Award provides for 16% salary increases from 2004 to 2007, in line with the public sector award above. The award increased the salaries of the Hansard reporting staff by 4% from 4 July 2004.

The Statutory and Other Offices Remuneration Tribunal determination of 1 October 2004 increased the salary of the Clerk of the Legislative Assembly and the Deputy Clerk of the Legislative Assembly by 4% from 1 October 2004.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Legislative Assembly is not required to report under Part 1XA of the *Anti-Discrimination Act 1974* to develop or submit an EEO Management Plan. The Department implements strategies consistent with EEO principles as good management practice.

# structure and management

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EEO survey data forms are provided to all new staff for voluntary completion and the results are put into the human resource information system. This provides the basis for reports to the Premier's Department Workforce Profile survey each year.

The Legislative Assembly has approximately 95 positions and the Electorate Offices (Members Program) approximately 193 positions. The statistics are heavily weighted by the electorate officers in the range of salary \$42,000 to \$68,000. Electorate officers are nominated personal appointments by the members.

The weighted estimate statistics for the year ended 2005 for the EEO target groups:

<b>Representation</b>	<b>The Legislative Assembly (excluding Joint Departments)</b>	<b>The Parliament (LA, LC and Joint Departments)</b>	<b>Benchmark or Govt Target</b>
Women	75%	64%	50%
Aboriginal People & Torres Strait Islanders	0.9%	2.4%	2%
People Whose Language First Spoken as a Child was not English	10%	16%	20%
People with a Disability	4%	5%	12%
People with a Disability Requiring Work-related Adjustment	0.6%	1.1%	7%

## **RISK MANAGEMENT**

The Acting Building Manager, as one of the Parliament's Risk Managers, finalised a report (approved in February 2005) containing a strategy to deal with the outcomes of the 2003 Business Risk Review.

The report outlined a number of concerns with the current treatment of risks at Parliament House:

- Too many low priority/non-strategic matters being targeted.
- The internal audit strategy had rectified this situation to some extent by focussing on more targeted areas.
- The 2003 report did not receive the necessary support at all management levels, nor was risk management being used as a strategic tool except on an individual and non-standardised basis.

Recommendations were made to undertake a number of courses of action, which were approved by the Clerks:

- Implementation of greater management control at all levels.
- Resolution of the current issues before a new risk assessment is undertaken.
- Placing current information in a more accessible and usable format.
- Filtering the 2003 report for strategic and non-strategic priorities and weighing them accordingly.

## **INSURANCE**

Insurance cover for the NSW Parliament is provided through the NSW Government's Treasury Managed Fund. The cover includes Parliament House and Legislative Assembly electorate offices for the following insurance categories:

- Workers' Compensation;
- Liability;
- Motor Vehicle;
- Property; and
- Miscellaneous - including members' personal accident, travel and misappropriation of funds cover.

During the reporting period 33 workers' compensation claims were lodged by Parliamentary employees compared with 29 claims for the previous 2003/04 financial year. The average cost of these claims was \$3,873, which compares favourably with the cost of \$8,779 for 2003/04.

Legislative Assembly staff were responsible for lodging 13 of these claims at an average cost of \$6,670. Three claims were of a value of approximately \$20,000 each. Body stressing, falls, trips or slips were responsible for eighty five percent of the claims lodged.

There was a reduction in the number of property insurance claims lodged during the year, although the average cost per claim increased. A total of 25 claims (29 - 2003/04) were lodged during the year, of which 20 involved the Legislative Assembly and 14 involved vandalism attacks on electorate offices. The average value of each Legislative Assembly claim was \$2,113 (\$1,164 - 2003/2004) compared to \$4,817 (\$2,931 - 2003/2004) for the Parliament as a whole.

Four personal accident insurance claims were lodged during 2004/05 under the Parliament's miscellaneous insurance category. The average value of each of these four claims was \$56,966, of which three claims involved the Legislative Assembly at an average cost of \$13,547 (\$893 - 2003/04).

No liability claims were received by the Parliament for the second successive year, whilst one minor motor vehicle accident insurance claim was processed for \$1,696 (NIL - 2003/04).

## **PARLIAMENTARY SERVICE AWARDS**

The Parliamentary Awards Scheme recognises staff who have achieved 10 years of service and multiples of five years of service thereafter. At a function on 18 November 2004, the Speaker and the President presented the following staff members with an award:

### **30 years of service**

David Clune — Library  
Greig Tillotson — Library

### **25 years of service**

Patricia Broderick — Legislative Assembly  
Mark Swinson — Legislative Assembly

# structure and management

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## **20 years of service**

Patricia Clark — Electorate Officer  
Jo-Ann Delbridge — Electorate Officer  
Mark Faulkner — Hansard  
Patrick Norris — Hansard  
Maurice Rebecchi — Legislative Council  
Shaun Smith — Library

## **15 years of service**

Janice Adie — Legislative Assembly  
Elena Angulo — Building Services  
Isaque Borges — Building Services  
Carla Chicharo — Printing Services  
Janet Duncan — Library  
Helen Elliott — Electorate Officer  
Glenda Formosa — Library  
Lisa Gelzinnis — Hansard  
Niki Giannakopoulos — Food & Beverage Services  
Dianne Green — Electorate Officer  
Margaret Horton — Library  
Ronald Jacobs — Hansard  
Maria Katsogiannis — Electorate Officer  
Katherine Koperberg — Electorate Officer  
Anne Lomas — Electorate Officer  
Ian Nicholls — Building Services  
Catherine Parmeter — Electorate Officer  
Maria Pasten — Electorate Officer  
Jorge Ramos — Food & Beverage Services  
Libby Smith — Electorate Officer  
Dennis Wilson — Legislative Assembly  
Stavroula Zafiratos — Building Services

## **10 years of service**

Colin Blunden — Building Services  
Marilyn Cameron — Electorate Officer  
Lynette Chalmers — Electorate Officer  
Natalina Coluccio — Electorate Officer  
Narelle Duncombe — Electorate Officer  
Cindy Gunek — Electorate Officer  
Elizabeth Jarka — Hansard  
Denise Mothoneos — Building Services  
Natasha O'Connor — Legislative Council  
Hilary Parker — Legislative Assembly  
Judith Russell — Legislative Council  
Stewart Smith — Library  
Phillipa Gately — Legislative Council  
Lucy Smith — Legislative Council  
Jenny Sparkes — Food & Beverage Services  
Graham Spindler — Education & Community Relations



## **ESTABLISHMENT FULL TIME EQUIVALENT – 30 JUNE 2005**

### **Office of the Clerk (FTE 5)**

Clerk of the Legislative Assembly  
Deputy Clerk  
Official Secretary to the Office of the Clerk  
Parliamentary Officer – Research and Projects  
Parliamentary Officer – Projects

### **Office of the Speaker (FTE 3)**

Executive Officer  
Secretary  
Speaker's Attendant

### **Procedure Office (FTE 8)**

Clerk Assistant (Procedure) and Serjeant-at-Arms  
Parliamentary Officer – Table  
Parliamentary Officer – Procedure Support (x3)  
Parliamentary Officer  
Parliamentary Officer – Administration Support - Information (x2)

### **Committees (FTE 28.2)**

Clerk Assistant (Committees)  
Parliamentary Officer – Administrative Support (0.2)  
Committee Manager (x7)  
Project Officer (x7)  
Research Officer (ATSI Cadetship)  
Committee Officer (x6)  
Assistant Committee Officer (x6.6)

### **Office of the Financial Controller (FTE 13.6)**

Financial Controller  
Parliamentary Accountant  
Management Accountant  
Assistant Accountant  
Accounts Coordinator (x.6)  
Payroll Supervisor  
Salaries Clerk  
Accounts Clerk (x5)  
Executive Assistant  
Clerical Assistant

# structure & management

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## **Members' Services (FTE 13.6)**

Parliamentary Officer – Property Management (1.6)  
Parliamentary Officer – Property Management Assistant  
Parliamentary Officer – Administration (2)  
Parliamentary Officer – Members Services  
Parliamentary Officer – Administration Assistant  
Parliamentary Stenographer (x7)

## **Employee Services (FTE 8.4)**

Manager, Employee and Corporate Services  
Parliamentary Officer – Corporate Services (x2)  
Parliamentary Officer – Personnel and Training  
Parliamentary Officer – Personnel Administration (1.4)  
Parliamentary Officer – Records (2)  
Parliamentary Officer – Records and Administration Support

## **Attendant Services (FTE 15)**

Deputy Serjeant-at-Arms  
Attendant Grade 4 (x1)  
Attendant Grade 3 (x5)  
Attendant Grade 2 (x4)  
Attendant Grade 1 (x4)

## **Electorate Offices (FTE 194)**

Electorate Officer grade 2 (x94)  
Electorate Officer grade 1 (x94)  
Research Assistant (x6) (offices of Independent Members only)

**TOTAL ESTABLISHMENT (FTE):** 289.8 as at 30/06/2005

**COMMITTEE ON CHILDREN AND YOUNG PEOPLE**

*Members:* Mrs Barbara Perry MP (Chairman); Hon Jan Burnswoods MLC (Vice-Chairman); Mr John Bartlett MP; Ms Linda Burney MP (until 22 September 2004); Mr Stephen Cansdell MP; Mr Barry Collier MP (from 22 September 2004); Mrs Judy Hopwood MP; Ms Virginia Judge MP; Hon Tony Catanzariti MLC; Hon Kayee Griffin MLC, Hon Sylvia Hale MLC, Hon Melinda Pavey MLC.

*Secretariat:* Ms Helen Minnican (Committee Manager); Ms Pru Sheaves (Senior Committee Officer); Ms Hilary Parker (Committee Officer); Ms Kylie Rudd (Assistant Committee Officer).

**Reports and Highlights**

The Committee tabled two reports on its reviews of reports by the Commission for Children and Young People:

- *Review of the Report of an Inquiry into the Best Means of Assisting Children and Young People with No-one to Turn To*, tabled 28 July 2004;
- *Review of the 2003-2004 Annual Report of the NSW Commission for Children and Young People*, tabled 24 March 2005;

and two reports on its reviews of reports by the Child Death Review Team:

- *Review of the Child Death Review Team Report: Fatal Assault and Neglect of Children and Young People*, tabled 24 March 2005;
- *Review of the Child Death Review Team Report: Suicide and Risk-taking Deaths of Children and Young People*, tabled 6 June 2005.

On 26 May 2005 the Committee resolved to commence an inquiry into trends, changes and issues for children and young people in the development, implementation and coordination of policy, design and planning for the built environment; the mechanisms available for monitoring and reporting on planning processes and decisions concerning the built environment, as they relate to and impact upon children and young people; strategies to ensure that built environment issues affecting children and young people are readily identified and receive coordinated attention across portfolios and different levels of government; the role of the Commission for Children and Young People in giving input to the Government and non-Government sectors on inclusive and integrated planning and policy-making for children and young people in the built environment; and any other matter considered relevant to the inquiry by the Committee.

On 27 June 2005 the Vice-Chairman attended a seminar on child-friendly cities at the Commission for Children and Young People.

**Activities 2004/2005**

Reports	4
Meetings	5
Public hearings	4
Witnesses	4

# committees

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## **JOINT STANDING COMMITTEE ON ELECTORAL MATTERS**

*Members:* Ms Marianne Saliba MP (Chairman); Hon. Dr Arthur Chesterfield-Evans MLC; Mr Geoff Corrigan MP; Hon. Amanda Fazio MLC; Hon. Jenny Gardiner MLC; Hon. Don Harwin MLC; Mr Paul Pearce MP.

*Secretariat:* Mr Leslie Gönye (Committee Manager); Ms Stephanie Hesford (Senior Committee Officer); Ms Cassandra Adams (Assistant Committee Officer)

### **Establishment and Terms of Reference**

The committee was established on 1 September 2004 and met for the first time on 16 September 2004.

The terms of reference for the committee are to inquire into and report on matters that relate to –

- the Parliamentary Electorates and Elections Act 1912 (other than Part 2); and the Election Funding Act 1981;
- those provisions of the Constitution Act 1902 that relate to the procedures for, and conduct of, elections for members of the Legislative Assembly and the Legislative Council (other than sections 27, 28 and 28A);
- the administration of and practices associated with the electoral laws described above;
- the above in respect of the 22 March 2003 State election.

### **First Inquiry**

The committee adopted following terms of reference for its first inquiry:

- (1) That the Joint Standing Committee on Electoral Matters inquire into and report on all aspects of the conduct of the 2003 NSW Election and related matters, including but not limited to:
  - (a) the role of the State Electoral Office;
  - (b) the consistency of procedures used, and rulings made, by District Returning Officers;
  - (c) postal voting, including an examination of inconsistencies between State and Federal postal voting legislation and procedures;
  - (d) the criteria used for the designation of pre-poll voting places; and
  - (e) procedures and provisions relating to the confirmation of enrolment.
- (2) That in conducting its inquiry into the 2003 election the committee include for examination and report:
  - (a) the problems associated with the finalisation of the counting of votes in the Legislative Council periodic election, and in particular-
    - the identification of the nature of the problems
    - ascertaining why the problems occurred
    - ascertaining why the problems were not identified earlier

- ascertaining what can be done to ensure that such problems do not occur again
  - any other relevant matter in addressing these problems;
- (b) the changes to the Legislative Council voting system that applied for the first time at the 2003 periodic election, such as group voting squares; and
- (c) the counting of preference votes, including random sampling.

The committee received 14 submissions from various organizations and individuals and held two days of public hearings at which nine witnesses gave evidence. At time of this report the Chairman was preparing a draft report for consideration by the committee for tabling by its September 2005 deadline.

## Highlights

- The committee held discussions with Mr Colin Barry shortly after his appointment as State Electoral Commissioner.
- The committee met informally with the Justice and Electoral Committee of New Zealand.
- In 2005 a delegation of the committee commenced an overseas study tour to assist with information for the first inquiry.

## Activities 2004/2005

Reports:	0
Meetings:	9
Public hearings:	2
Witnesses:	9

## COMMITTEE ON THE HEALTH CARE COMPLAINTS COMMISSION

*Members:* Mr Jeff Hunter MP (Chairman); Ms Tanya Gadiel, MP; Mr Allan Shearan, MP; Mr Russell Turner, MP; the Hon David Clarke, MLC; Hon Christine Robertson, MLC; and Hon. Dr Peter Wong, MLC.

*Secretariat:* Ms Catherine Watson, (Committee Manager), Ms Cheryl Samuels, (Senior Committee Officer); Samantha Ngui (Committee Officer); Glendora Magno (Assistant Committee Officer).

## Reports and Highlights

The Committee finalised 4 reports in 2004/05:

- Report into Alternative Dispute Resolution, tabled October 2004;
- Report into Draft Amendments to the HCCC Act 1993 and related legislation, tabled October 2004;

# committees

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- Study of Health Care Complaints Handling in Queensland, tabled December 2004; and
- The 10<sup>th</sup> Meeting on the Annual Report of the Health Care Complaints Commission, tabled May 2005.

The Committee tabled a Discussion Paper on the Health Conciliation Registry in June 2004 and sought submissions and conducted an inquiry into Alternative Dispute Resolution of Health Care Complaints in New South Wales. Submissions were received from individuals and interested organisations. The Committee travelled to Brisbane (8-10 September 2004) and visited the Queensland Health Rights Commission, the Office of Health Practitioner Registration Boards, United Medical Protection and the Queensland Doctors' Mutual Pty Ltd to discuss the Queensland dispute resolution system. The report was finalised and tabled in October 2004.

The Committee resolved to inquire into the adequacy of existing models and methods of resolving health complaints in private practices and clinics other than those required to be formally investigated by the Health Care Complaints Commission under Section 23 of the Health Care Complaints Act 1993. The closing date for submissions was 29 April 2005. Submissions have been received from individuals and interested organisations and the inquiry is ongoing.

In June 2005, the Committee commenced an inquiry into the possible regulation or registration of Traditional Chinese Medicine with particular emphasis on quality assurance issues concerning regulation or registration including: formal complaint handling and disciplinary procedures; quality and uniformity of training; accreditation; continuing professional education; grandfathering provisions; the feasibility of a national registration system; approaches to TCM regulation and registration in other jurisdictions. A call for submissions was made with a closing date of 29 July 2005.

## **Activities 2004/2005**

Reports	4
Meetings/briefings	14
Public Hearings	2
Witnesses	2

## **COMMITTEE ON THE INDEPENDENT COMMISSION AGAINST CORRUPTION**

*Members:* Hon. Kim Yeadon MP (Chairman); Hon. Peter Primrose MLC (Vice Chairman); Hon. Jenny Gardiner MLC; Ms Kristina Keneally MP; Mr John Mills MP; Hon. Rev. Fred Nile MLC (to 30 August 2004 and reappointed from 10 November 2004); Mr Barry O'Farrell MP (to 3 May 2005); Mr Paul Pearce MP; Mr John Price MP; Mr Anthony Roberts MP; Mr Andrew Tink MP (from 3 May 2005); Mr John Turner MP.

*Secretariat:* Mr Ian Faulks (Manager); Mr Jim Jefferis (Senior Committee Officer); Ms Millie Yeoh (Assistant Committee Officer); Ms Ashika Cyril (Assistant Committee Officer).

## **Reports**

The Committee tabled three reports in 2004-2005.

In September 2004, the ICAC Committee tabled a report of its examination of the 2001-2002 annual report of the Independent Commission Against Corruption (Report 2/53).

In September 2004, the Committee tabled a report of its examination of the 2002-2003 annual report of the Independent Commission Against Corruption (Report 3/53).

In September 2004, the Committee tabled a report of its examination of a research report of the Independent Commission Against Corruption profiling the New South Wales public sector regarding corruption resilience (Report 4/53).

## **Review of the *Independent Commission Against Corruption Act 1988***

The Hon. Justice Jerrold Cripps QC was appointed to carry out a review of the Independent Commission Against Corruption Act 1988 and to report by the end of October 2004.

The Committee forwarded a formal submission to the Review.

In October 2004, the Hon. Justice Jerrold Cripps QC was nominated for appointment as Commissioner of the Independent Commission Against Corruption. Mr Bruce McClintock SC was appointed to complete the review and the reporting deadline extended to the end of January 2005.

Mr McClintock released a discussion paper in mid-December 2004, calling for public comment. After canvassing views of the Committee regarding matters addressed in the discussion paper, a further submission was made to Mr McClintock. The final report of the review was released publicly in early February 2005.

## **Completion of term of appointment of Ms Irene Moss as Commissioner**

The Commissioner, Ms Irene Moss, completed her term of appointment in November 2004.

The ICAC Committee met with Commissioner Moss and her senior executive staff on Thursday 21 October 2004 in private session to review and discuss issues faced by the Independent Commission Against Corruption over the period 1999-2004.

## **Nomination for appointment of new Commissioner of the Independent Commission Against Corruption**

On 9 November 2004 the Committee examined the nomination of the Hon. Jerrold Cripps QC for appointment as Commissioner of the Independent Commission Against Corruption and agreed to the appointment.

## **Nomination for appointment as Inspector of the Independent Commission Against Corruption**

On 22 June 2005, the Committee examined the nomination of Mr Graham Kelly for appointment as Inspector of the Independent Commission Against Corruption and agreed to the appointment of Mr Kelly as Inspector.

# committees

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## **Review of the *Protected Disclosures Act 1994***

The Premier requested the Committee to conduct a review of the Protected Disclosures Act 1994. The Committee agreed, and by resolution of both Houses, the review required under the Protected Disclosures Act 1994 s.32 was referred to the Committee.

The Committee has called for submissions to this review.

## **Other Matters**

During 2004/05, the ICAC Committee noted the release of seven investigative reports and two other reports of the Independent Commission Against Corruption, as well as the Commission's Annual Report for 2003/04. The ICAC Committee also noted the release of the New South Wales Auditor-General's report of a performance audit on 'Fraud control—current progress and future directions'.

During 2004/05, the ICAC Committee noted the Australian Research Council projects:

- National Integrity System Assessment of Australia; and
- "Whistling while they work".

The ICAC Committee received a number of complaints from members of the public in 2004/05, primarily regarding decisions by the Independent Commission Against Corruption to not investigate particular matters, but also relating to issues associated with investigations undertaken by the Commission. Some complaints related to events up to 10-15 years ago. Under s.64(2) of the Independent Commission Against Corruption Act 1988, the ICAC Committee cannot deliberate on an individual complaint or investigation. The ICAC Committee referred most complaints to the Commission requesting that it review its decision to not investigate a complaint or its conduct of a particular investigation. Commencing in 2005/06, complaints regarding the Independent Commission Against Corruption will be referred to the Office of the Inspector of the Independent Commission Against Corruption.

Committee Members and staff of the secretariat met at Parliament House, Sydney with the Queensland Parliamentary Crime and Misconduct Committee on 17 September 2004.

An officer of the secretariat attended the 5th National Investigations Symposium, Thursday 4 November 2004 and Friday 5 November 2004, at Manly.

On Wednesday 4 May 2005 the Committee received a briefing from Dr Rodney Smith, Discipline of Government and International Relations, University of Sydney, on research into the New South Wales public integrity system. Dr Smith's research forms part of the larger research project on the "National Integrity System Assessment of Australia".

The Committee Manager attended a workshop organised by the Independent Commission Against Corruption regarding the Protected Disclosures Act 1994, held at North Gosford on 24 May 2005.

## **Activities 2004/2005**

Reports	3
Meetings	7
Public hearings	1
Private hearings	3
Witnesses	12



## LEGISLATION REVIEW COMMITTEE

*Members:* Hon Peter Primrose MLC (Chairman from 26 October 2004); Mr Barry Collier MP (Chairman until 22 September 2004), Ms Marianne Saliba MP (Vice-Chairman) until 26 October 2004; Ms Virginia Judge MP (Vice-Chairman from 26 October 2004); Ms Linda Burney MP (from 22 September 2004); Ms Shelley Hancock MP; Hon Don Harwin MLC; Ms Noreen Hay MP (from 26 October 2004); Mr Russell Turner MP; and Hon Dr Peter Wong MLC.

*Secretariat:* Mr Russell Keith (Committee Manager); Ms Indira Rosenthal (Senior Committee Officer); Mr Mel Keenan (Senior Committee Officer); Ms Rachel White (Committee Officer from 9 September 2004); Ms Cathy Brown (Assistant Committee Officer until 4 March 2005); Ms Melanie Carmeci (Assistant Committee Officer from 2 May 2005).

### Scrutiny of Bills and Regulations

The Legislation Review Committee's major functions are to scrutinise all Bills introduced into the Parliament and all Regulations subject to disallowance. The Committee publishes its reports on Bills and any Regulations that warrant the special attention of Parliament in the *Legislation Review Digest*.

#### Bills

The Committee considers all Bills introduced into Parliament and reports on whether a Bill:

- trespasses unduly on personal rights and liberties;
- makes rights, liberties or obligations unduly dependent upon insufficiently defined administrative powers;
- makes rights, liberties or obligations unduly dependent upon non-reviewable decisions;
- inappropriately delegates legislative powers; or
- insufficiently subjects the exercise of legislative power to parliamentary scrutiny.

#### Regulations

Issues the Committee may consider in relation to Regulations include whether a Regulation:

- trespasses on personal rights;
- adversely affects business;
- is outside the objects or spirit of its Act;
- could achieve its objects by a more effective means; or
- had inadequate consultation or analysis of its costs and benefits.

On substantial issues the Committee may hold hearings or seek written submissions from the public.

# committees

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## Summary of Committee Business

During the year, the Committee:

- met 17 times;
- reported on 132 Bills introduced;
- tabled 16 *Legislation Review Digests*;
- commented under the criteria in s 8A of the Legislation Review Act 1987 on 88 Bills, which constitutes two-thirds of all Bills introduced;
- written to Ministers or Members for clarification or justification of issues that relate to the s 8A criteria in relation to 30 Bills;
- referred issues in 33 Bills that relate to the s 8A criteria to Parliament for its consideration; and
- had its *Digest* reports and commentary referred to in Parliamentary debate in relation to 32 Bills.

The Committee has also:

- considered 282 regulations subject to disallowance, including 60 regulations that were the subject of detailed analysis;
- considered 27 proposed postponements of the automatic repeal of a regulation; and
- published correspondence relating to 20 regulations raising issues under s 9 of the Legislation Review Act 1987.

## Reports

The Committee tabled 17 reports in the period 2004/05:

- *Legislation Review Digest No. 10 of 2004*, tabled 30 August 2004
- *Legislation Review Digest No. 11 of 2004*, tabled 13 September 2003
- *Legislation Review Digest No. 12 of 2004*, tabled 21 September 2003
- *Legislation Review Digest No. 13 of 2004*, tabled 19 October 2003
- *Legislation Review Digest No. 14 of 2004*, tabled 26 October 2003
- *Legislation Review Digest No. 15 of 2004*, tabled 8 November 2003
- *Legislation Review Digest No. 16 of 2004*, tabled 16 November 2004
- *Legislation Review Digest No. 17 of 2004*, tabled 6 December 2004
- *Legislation Review Digest No. 1 of 2005*, tabled 18 February 2005
- *Legislation Review Digest No. 2 of 2005*, tabled 1 March 2005
- *Legislation Review Digest No. 3 of 2005*, tabled 18 March 2005
- *Legislation Review Digest No. 4 of 2005*, tabled 4 April 2005
- *Legislation Review Digest No. 5 of 2005*, tabled 2 May 2005

- *Legislation Review Digest No. 6 of 2005*, tabled 23 May 2005
- *Legislation Review Digest No. 7 of 2005*, tabled 6 June 2005
- *Legislation Review Digest No. 8 of 2005*, tabled 20 June 2005
- Report No. 2 – *Human Rights and the Law in South Africa, United Kingdom and the Council of Europe*, tabled 18 February 2005.

## Attendance at conferences and meetings

Staff of the Secretariat attended the following conferences:

- Australia's First Bill of Rights: A Forum on the National Implications of the ACT *Human Rights Act 2004*, held in Canberra 1 July 2004;
- Annual Conference of the Australian and New Zealand Conference of Clerks at the Table (ANZACATT), held in Wellington, New Zealand, in January 2005;
- "Legislative Scrutiny in a Time of Rights Awareness", Ninth Australasian and Pacific Conference on Delegated Legislation and Sixth Australasian and Pacific Conference on the Scrutiny of Bills, held in Canberra, 2-4 March 2005 (at which a paper was presented on behalf of the Chairman); and
- Working with Statutes, 17-19 March 2005, hosted by the NSW Bar Association.

## Activities 2004/2005

Legislation Review Digests	16
Reports	1
Meetings	17
Public hearings	0

## NATURAL RESOURCE MANAGEMENT COMMITTEE

*Members:* Hon Pam Allan MP (Chairman); Hon Richard Amery MP; Mr Greg Aplin MP; Hon Ian Armstrong MP (from 1 September 2004); Mr Peter Draper MP (from 21 October 2004); Mr Tony McGrane MP (to 15 September 2004); Mr Don Page MP (to 1 September 2004).

*Secretariat:* Mr Mervyn Sheather (Committee Manager) (to December 2004); Mr Ian Thackeray (Committee Manager (from January 2005); Ms Louise Armstrong (Senior Committee Officer); Mr Leslie Gönye (Committee Officer) (to December 2004); Mr Chris Papadopoulos (Committee Officer) (from February 2005); Ms Cassandra Adams (Assistant Committee Officer to February 2005); Ms Vanessa Pop (Assistant Committee Officer) (from March 2005).

The Legislative Assembly tasked the Committee with six terms of reference, which the Committee resolved to complete in discrete sections. The Committee first addressed term of reference "f", dealing with the impact of water management arrangements on salinity management. The majority of this report was carried out in the previous year as reported in last year's annual report. The work was completed and the report tabled in October 2004.

# committees

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Following the tabling of this report, the Committee commenced its inquiry into terms of reference “c” and “d” dealing with approaches to on-farm land use to reduce salinity and mitigate the effects of drought.

The report will canvass a range of issues and on-farm practices. It proposes to provide a brief history of European farming approaches in Australia; an overview of the regulatory framework; considers whether on-farm practices that deal with salinity problems can also help mitigate drought impacts; and identifies a number of practices that address these problems while still contributing to a profitable farm business.

At the end of this reporting period, the chairman’s draft was being prepared.

In June the committee commenced hearings into the next phase of its inquiries dealing with terms of reference “a” and “b” – ecologically sustainable land and water use.

To assist in developing these core reports, the committee has attended conferences and carried out site inspections. Separate reports are tabled for these activities.

## **Briefing**

Dr Richard Sheldrake, Deputy Director (Agriculture and Fisheries) and Mr John Fisher, Manager Natural Resources Advisory Services, (Department of Primary Industries) briefed the Committee in October 2004 in relation to its inquiry into ecologically sustainable land and water use.

## **Conferences and Visits of Inspections**

In July 2004 a delegation attended the annual conference of Parliamentary Public Works and Environment Committees in Victoria.

In November 2004 a delegation of the Committee visited China and Spain to look at approaches to dealing with natural resource management issues and South Africa to attend the Pan-Africa Water Conference. At the end of this reporting period the report has not been finalised. It will be tabled in the next reporting period.

In February 2005 a delegation of the Committee visited Albury to look at a range of activities and operations relating to on-farm practices, current research into water management and urban water management initiatives. At the end of this reporting period the report has not been finalised. It will be tabled in the next reporting period.

In March 2005, a delegation of the Committee attended the Australian Water Summit in Sydney.

## **Reports Tabled**

- Report No 1 – *Report on Attendance at Conferences – 9<sup>th</sup> PUR\$L Conference (29<sup>th</sup> September to 2<sup>nd</sup> October 2003) and the 21<sup>st</sup> Commonwealth Agricultural Conference (24<sup>th</sup> to 27<sup>th</sup> March 2004)*, tabled September 2004
- Report No 2 – *The Impact of Water Management Arrangements on Salinity Management*, tabled October 2004

- Report No 3 – *National Conference of Parliamentary Environment and Public Works Committees, Melbourne and Lorne 11 – 14 July 2004*, tabled December 2004
- Report No 4 – *Report On Central West Study Tour – Dubbo, Nyngan, Narromine, Wellington*, tabled December 2004

## Activities 2004/2005

Meetings	7
Public Hearings	7
Briefings	1
Witnesses	36

## COMMITTEE ON THE OFFICE OF THE OMBUDSMAN AND THE POLICE INTEGRITY COMMISSION

*Members:* Mr Paul Lynch MP (Chairman); the Hon Jan Burnswoods MLC (Vice-Chairman); Mr Geoffrey Corrigan MP; Ms Noreen Hay MP; Mr Malcolm Kerr MP; the Hon Peter Breen MLC; Hon David John Clarke MLC.

*Secretariat:* Ms Helen Minnican (Manager); Ms Pru Sheaves (Senior Committee Officer); Ms Hilary Parker (Committee Officer); Ms Kylie Rudd (Assistant Committee Officer).

## Reports and Highlights

The Committee tabled three reports on its annual general meetings with the bodies it oversees:

- *Sixth General Meeting with the Inspector of the Police Integrity Commission*, tabled 23 September 2004
- *Eighth General Meeting with the Police Integrity Commission*, tabled 22 March 2005
- *Eleventh General Meeting with the NSW Ombudsman*, tabled 22 March 2005

General meetings are public hearings where a wide range of issues, including statutory functions, are examined. They are one of the mechanisms used by the committee in the exercise of its functions.

The Committee also tabled two interim reports on its on-going inquiries:

- *Interim Report on an Inquiry into Section 10(5) of the Police Integrity Act 1996*, tabled 22 March 2005. Section 10(5) prohibits the employment by the Police Integrity Commission (PIC) of serving or former NSW police officers. The interim report recommends that the employment prohibition found at s 10(5) of the Act be retained. As part of the second stage of this inquiry, the committee is examining the PIC's independence from NSW Police with respect to its role as an investigative commission focussed on the detection, investigation and prevention of police corruption and serious misconduct, and any other matter that the committee considers relevant to the inquiry. Phase Two of the inquiry is continuing.

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- *Interim Report on an Inquiry into the Police Integrity Commission's jurisdiction to oversight the Protective Security Group*, tabled 22 March 2005. This inquiry is examining the functions of the PIC under ss 14(e)-(f) of the Police Integrity Commission Act 1996; the provision of reports under Part 3 of the *Police Act 1990*; oversight of the conduct of NSW police officers involved in the Counter Terrorism Coordination Command; and any other matter that the committee considers relevant to the inquiry. The inquiry is continuing.

On 7 September 2004 the Committee received a briefing from the NSW Ministry for Police on statutory reviews affecting the Office of the Ombudsman and the Police Integrity Commission.

On 25 May 2005 the committee resolved to inquire into the impact of the Qualitative and Strategic Audit of the Reform Process (QSARP), the status of the post-QSARP reform process in NSW Police and the ongoing relevance of the QSARP's outcomes to the work of the Police Integrity Commission.

## Visits

The Chairman and three Committee Members met with the Western Australian Legislation Review Committee at Parliament House, Sydney, on 5 August 2004 to discuss the previous Committee's report on the NSW Administrative Decisions Tribunal.

Committee Members met at Parliament House, Sydney, with the Queensland Parliamentary Crime and Misconduct Committee on 17 September 2004 and with the Queensland Legal, Constitutional and Administrative Review Committee on Thursday 28 April 2005 to discuss matters of mutual interest.

The Chairman and two Committee Members attended the 5<sup>th</sup> National Investigations Symposium, hosted by the NSW Ombudsman, ICAC and IPAA, in Manly, NSW, on 4 and 5 November 2004. A key theme of the symposium was integrity systems: the institutions and practices that work to sustain accountability and control corruption, misconduct and maladministration.

## Activities 2004/2005

Reports	5
Meetings	6
Public hearings	4
Private hearings	3
Witnesses	17
Visits of Inspection	0

## JOINT STATUTORY COMMITTEE ON THE OFFICE OF THE VALUER GENERAL

*Members:* Hon Kaye Griffin MLC (Chair), Mr Tony McGrane MP (Vice-Chair) (to September 2004); Ms Gladys Berejiklian MP (to 6 April 2005); Hon Donald Harwin MLC; Mr Allan Shearan MP; Mr Richard Torbay MP (from 21 October 2004);

*Secretariat:* Ms Carolynne James (Committee Manager from March 2004), Ms Violeta Brdaroska (Senior Committee Officer from June 2004 to April 2005); Mr Chris Papadopoulos (Committee Officer to February 2005); Ms Natasa Tomic (Assistant Committee Officer to February 2005, Acting Committee Officer from February 2005).

## Reports and highlights

- *Report on the First General Meeting with the Valuer General*

Since its establishment the Committee has undertaken a self-education program to understand relevant activities of the Valuer General and develop an appropriate oversight program to effectively monitor these activities.

In 2004 the Committee commissioned a series of information briefings on the general operations of the Office of the Valuer General and on land valuation methodology in particular. The Committee also determined an approach for oversight of the Office in accordance with the Committee's powers and functions under the legislation. In October 2004, the Committee held the First General Meeting of the Committee with the Valuer General, which marked the implementation of the Committee's reporting program.

A report on the meeting and all these activities was published in December 2005.

- *Committee on the Office of the Valuer General Brochure*

In August 2004, the committee published a brochure outlining the role and functions of the committee. Due to the public interest in the committee, the committee felt that it was important to communicate that the committee does not function as a legislative appeals body for individual land valuations. The brochure directs the public to the existing avenues for objections and appeals concerning individual valuations.

The brochure was distributed to all NSW Members of Parliament, Federal Members of Parliament (in NSW), relevant peak bodies and all NSW councils. The brochure is available online from the NSW Parliament website.

- *Committee briefing with the Office of State Revenue*

The committee attended a briefing with the NSW Office of State Revenue on the 21 January 2005. The brief outlined public education initiatives, management and compliance processes for the changes to land tax commencing in 2005.

- *Committee briefing with the Local Government and Shires Association of NSW*

The committee also attended a briefing with the Local Government and Shires Association of NSW on 17 June 2005, where the LGSA outlined the key processes for Council use of land value information.

- *Second General Meeting with the Valuer General*

The committee held its second General Meeting with the Valuer General on the 19 May 2005. The Committee's Second General Report was released in July 2005 and outlined some key issues of concern to the committee and some proposed actions. In particular, the report highlighted the need for a review of best practice reporting by the Valuer General on the basis of information gathered by the committee.

A more detailed report will be provided next year's annual report.

# committees

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## Activities 2004/2005

Reports:	1
Publications:	1
Meetings/Briefings:	9
Public Hearings:	0

## LEGISLATIVE ASSEMBLY STANDING COMMITTEE ON PARLIAMENTARY PRIVILEGE AND ETHICS

*Members:* Hon John Price MP (Chairman); Mr John Mills MP (Vice-Chairman); Ms Kristina Keneally MP; Ms Clover Moore MP; Mr Barry O'Farrell MP; Mr Paul Pearce MP; Mr John Turner MP; Hon Kim Yeadon MP.

*Secretariat:* Ms Ronda Miller (Clerk to the Committee).

Functions and powers of this committee are outlined in sections 72D – 72E of the Independent Commission Against Corruption Act 1988, and the resolution of the Legislative Assembly of 4 December 2003.

## REPORTS AND HIGHLIGHTS

The Committee continued to follow up implementation of the recommendations in the former Committee's report on section 13B of the Constitution, writing to the Premier and the Legislative Council Privileges Committee to seek comment and advice on the recommendations.

The Committee also reviewed the recommendations made by the Independent Commission Against Corruption in its report on Regulation of Secondary Employment of Members of the Legislative Assembly. In a report tabled on 23 February 2005, the Committee commented on the ICAC recommendations and made a number of further recommendations of its own to address the issues raised by the ICAC.

The Committee's work for the remainder of the year consequently focussed on the implementation of the recommendations in its report, including publication of a handbook and review of the form for declaration of pecuniary interests. In May, a delegation comprised of the Committee Chairman and Mr John Turner, accompanied by the Clerk to the Committee visited England, Scotland, Sweden, Ireland and Wales to discuss developments in parliamentary privilege, and the role of parliamentary commissioners.

During the course of the year the Committee Chairman, and the Committee, had input into the review of the Independent Commission Against Corruption Act being undertaken by the Hon. J Cripps, which was completed by Mr Ian McClintock QC following Cripps J's appointment as Commissioner of the ICAC.

The Committee continued to monitor developments in other jurisdictions on codes of conduct and parliamentary privilege, and a small delegation of the committee visited Brisbane on Wednesday 13 October to meet with Mr Gary Crooke QC, Integrity Commissioner and the Queensland Parliamentary Committee on Members' Ethics and Parliamentary Privileges about proposed changes to the law concerning privilege and members' correspondence and papers.

The Committee met with the Parliamentary Ethics Adviser, Mr Ian Dickson, on 23 February 2005 to discuss matters related to the Committee's response to the ICAC Report on Regulation of Secondary Employment, and the role and function of the PEA.



At the close of the year, in response to a letter received from the ICAC Commissioner, the Committee received a reference from the House to undertake a new inquiry on a protocol for execution of search warrants on Members' offices, and the procedures to be followed.

### Activities 2004/2005

Reports	1
Meetings	4

### PUBLIC ACCOUNTS COMMITTEE

*Members:* Mr Matt Brown MP (Chairman); Mr Paul McLeay MP (Vice Chairman); Mr Richard Torbay MP; Ms Gladys Berejiklian MP; Mr John Turner MP; Mr Steve Whan MP.

*Secretariat:* Ms Vicki Buchbach (Committee Manager), Ms Jackie Ohlin (Senior Committee Officer), Ms Eloise Murphy (Committee Officer from September till December 2004), Ms Jacqui Isles (Committee Officer from February to June 2005), Ms Mohini Mehta (Assistant Committee Officer (and Acting Committee Officer from June 2005); Mr David Daniels (Audit Office Seconded from February till August 2004); Ms Karen Taylor (Audit Office Seconded from February 2005).

### Highlights

In 2004/05 the Committee completed six inquiries commenced in the previous year. It conducted an inquiry into the operation of audit committees and commenced inquiries into risk management in the NSW public sector, sustainability reporting and value for money from Corrective Services.

- *International Delegations*

On Tuesday 23 November 2004 the Committee hosted a delegation from the Chinese Ministry of Finance. The visit was hosted by Paul McLeay MP (Vice-Chairman, PAC) and Gladys Berejiklian MP (PAC Member) on behalf of the Committee.

- *ACPAC*

Five Committee Members and the Committee Manager attended the Australasian Council of Public Accounts Committees (ACPAC) 8<sup>th</sup> biennial conference on 6<sup>th</sup> February 2005 in Brisbane. The discussions covered Current Challenges Facing Public Accounts Committees. The Chairman presented a paper entitled *Risk Management – the relationship between planning, risk and accountability*.

- *Auditor-General's Briefings*

The Committee hosted eight briefings by the Auditor-General and his staff for members of Parliament. These provided opportunities for members to discuss the Auditor-General's reports immediately after they were tabled in Parliament.

- *Budget and Finance Seminars for Members*

In October and November the Committee arranged for three educational seminars on the budget and financial reporting in New South Wales for Members of Parliament and their staff. The presenters were staff of NSW Treasury and the NSW Audit Office.

# committees

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## Current Inquiries

- *Risk Management in the NSW Public Sector*

The Committee is also well advanced on an inquiry following up a 2002 Performance Audit called *Managing Risks in the Public Sector*. The Committee is investigating how a range of different agencies have responded to that report. The Committee will also consider the level of progress towards development of better risk management practices in the NSW public sector.

- *Sustainability Reporting*

The Committee's major inquiry in 2004/05 has been a comprehensive investigation of sustainability reporting in the public sector. Sustainability or "triple bottom line" reporting provides information on the economic, environmental and social performance of organisations. Currently, many agencies prepare some type of environmental or social impact report but there is no consistency in the form of these reports and limited external scrutiny. The Committee has consulted widely with academics, standard setters, businesses and government agencies and is close to completing this inquiry.

- *Value for Money from Corrective Services*

The Committee resolved to undertake this inquiry as a result of comments in Auditor-General's reports to Parliament from 2002 to 2004 comparing costs of correctional centres operated by the Department of Corrective Services against the privately operated centre at Junee. The Committee has taken submissions, held hearings and conducted a visit of inspection to correctional centres at Kempsey and Junee. This inquiry should be completed in 2005.

## Reports

- *Report 148: Review of Fire Services Funding*, tabled 2 September 2004

The Treasurer requested that the Committee evaluate current and alternative fire services funding arrangements in order to make recommendations about stable funding arrangements to meet the current and future needs of the fire services. This was a large and complex investigation of taxation policy. In order to give a sound basis to its recommendations, the Committee commissioned financial modelling of the impact of any proposed changes. The Committee found that while the existing funding arrangements were flawed, there was insufficient evidence that alternative arrangements would work better. It made comprehensive recommendations to improve the current system as well as how alternative schemes should operate if the government chose to pursue them further.

- *Report 149: Inquiry into Infringement Processing Bureau*, tabled 15 September 2004

The Treasurer also asked the Committee to inquire into difficulties arising from the regional relocation of the Infringement Processing Bureau and the implementation of a new computer system in the relocated Bureau. These problems led to delays in processing of fines and the loss of significant amounts of potential revenue. The Committee found that most of the problems arose from poor management practices within the agency and made a number of recommendations designed to prevent similar problems arising in the future.

- *Report 150: Inquiry into Academics' Paid Outside Work*, tabled 22 September 2004

The Committee conducted a short inquiry to follow up a performance audit of universities' guidelines for academics' paid outside work and intellectual property. The Committee found that most universities' guidelines are now consistent with minimum requirements. The report contained some recommendations for improvement of compliance and suggested that the Auditor-General conduct an audit to test the level of compliance with the guidelines.

- *Report 151: Government (Open Market Competition) Bill 2003 and Visits of Inspection*, tabled 20 October 2004

The Legislative Assembly referred for inquiry and report the Bill proposing to broaden publication of contract information and for the Auditor-General to audit the accounts of government grant recipients. In conducting this inquiry, the Committee considered the appropriate balance between the public interest and government accountability and found that if enacted, the Bill would have been unworkable. The report recommended that the Bill not be passed but that compliance with current disclosure requirements be reinforced.

- *Report 152: Annual Review*, tabled 17 November 2004

This reported on the Committee's activities in 2003/04, which included conducting five inquiries and tabling four reports. The Committee produced a comprehensive history of the first century of its operations and tabled the report of an independent review of the Audit Office.

- *Report 153: Reporting and Auditing Requirements for Small Agencies*, tabled 7 December 2004:

This inquiry was prompted by a comment in an independent review of the Audit Office in 2000 regarding the potential inefficiency of auditing small agencies. The inquiry investigated whether the costs and effort of complying with the requirements of reporting to Parliament were too high for some agencies. The Committee found that there was not much evidence to suggest that the current arrangements cause inconvenience for the majority of public sector entities and that the principle of accountability for public funds should be upheld despite the expense. It made a number of recommendations to improve the administration of reporting requirements.

- *Report 154: Review of Operations of Audit Committees*, tabled 7 April 2005:

The inquiry followed up the Auditor-General's *Compliance Review of the Operations of Audit Committees*. The Committee was particularly concerned that some government agencies still had no external members on their audit committee. The Committee recommended that all NSW Government agencies should have an operating Audit Committee unless specifically exempted by the NSW Treasury.

## **Activities 2004/2005:**

Reports:	7
Meetings/briefings:	20
Public Hearings:	7
Witnesses:	56

# committees

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## **STANDING COMMITTEE ON PUBLIC WORKS**

*Members:* Mr Kevin Greene MP (Chair); Mr Marie Andrews MP (Vice-Chair); Ms Angela D'Amore MP; Mr Peter Draper MP; Mr Karyn Paluzzano MP; Mr Steven Pringle MP; Mr Ian Slack-Smith MP.

*Secretariat:* Ms Carolynne James (Committee Manager from March 2004), Ms Violeta Brdaroska (Senior Committee Officer from June 2004 to April 2005); Mr Chris Papadopoulos (Committee Officer to February 2005); Ms Natasa Tosic (Assistant Committee Officer to February 2005, Acting Committee Officer from February 2005).

### **Reports and highlights**

- *Report: Inquiry into the Joint Use and Co-location of Public Buildings*

In May 2004, the Committee commenced an inquiry into the joint use and co-location of State and local government public buildings. State and local governments are responsible for the provision of many public buildings, from schools, police stations, and hospitals at a state level; and childcare centres, libraries and sporting facilities at a council level. The inquiry aimed to explore the option of combined facilities. Fifty submissions were received.

The inquiry discovered that to date, there have been two main approaches to combining facilities: the joint use approach where a single building has multiple uses; or the co-location or campus approach where multiple facilities are based at a common location. Further to these approaches, is the co-location of public and private buildings. New South Wales already has many instances of co-location of public/private buildings, such as new civic complexes. The Committee, in these cases, was concerned with balancing public and private spaces for community benefit.

The Committee found in the course of the inquiry that current NSW Government asset management strategies are not actively promoting and supporting agencies and local government collaborating in co-location and joint use projects.

The Committee recommended that NSW Government agencies prove that joint use and re-use options have been explored before seeking funds for new public buildings. Agencies should also set key performance targets that ensure the efficient use of building assets through joint use and co-location.

The report was tabled in December 2004.

- *Report on the National Conference of Public Works and Environment Committees*

The National Conference of Parliamentary Public Works Committees was held in Victoria over three days from 12 July to 14 July 2004.

The Conference theme was *Emerging Challenges and Future Directions for Environment and Public Works Committees*. Delegates examined future issues concerning government management of public infrastructure and the environment. The public works stream of the conference focused on issues surrounding delivery of infrastructure by public private partnerships. Delegates also reviewed the conference format and organisational arrangements in the final plenary session.

The Chair of the Committee, Mr Kevin Greene MP presented a paper on *The Changing Nature of Capital Works Programs and the Role of Public Works Committees – a State Perspective*. The presentation highlighted the Public Works Committee's recent inquiries, which examine both the economic and environmental sustainability of infrastructure works, and argued that this should be a key theme for both environmental and public works committee inquiry programs.

The Conference Report was tabled in November 2004.

- *The 6<sup>th</sup> International Cities, Town Centres and Communities Conference – May 31<sup>st</sup> – 3<sup>rd</sup> June 2005, Yeppoon, Queensland.*

Representatives from the committee attended the 6<sup>th</sup> International Cities, Towns and Communities Conference from 31 May to 3 June 2005. Many of the conference's sessions concerned coastal area management, which is a major component of the Committee's current Inquiry into Infrastructure Provision in Coastal Growth Areas. The conference also covered a number of important public infrastructure issues relevant to New South Wales, including urban water recycling, energy management, planning for high-density urban areas and provision of infrastructure through public private partnerships.

- *Current Inquiry: Provision of Infrastructure in Coastal Growth Areas*

In February 2005, the Committee commenced an inquiry into the provision of infrastructure in coastal growth areas. There has been significant growth of population in the coastal areas of NSW over the past decade. Over 85% of the NSW population reside within 50 kms of the coast.

The coastal growth and the increased residential and commercial development along the coast have placed significant demands on coastal communities. These include:

- Basic infrastructure: roads, power, water and waste infrastructure;
- Social/community services: aged care, education facilities, health, social and policing services;
- Economic: creation of local jobs through increased economic planning and development; and
- Environmental: prevention of coastal erosion and pollution and creation of sustainable communities that would protect the fragile coastal environment.

The Committee has thus far conducted a number of site visits to coastal areas to assess the needs and concerns of these coastal communities; communities visited included Kiama, Port Stephens, Port Macquarie, Wyong and Gosford.

A call for submissions was made in March 2005 and the Committee is due to report in the second half of 2005. Over 100 submissions were received.

## **Activities 2004/2005:**

Reports:	2
Meetings/Briefings:	7
Public Hearings:	2
Witnesses:	16

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## **PUBLIC BODIES REVIEW COMMITTEE**

*Members:* Mr Milton Orkopoulos, MP (Chairman); Mr Alan Ashton, MP; Mr Andrew Constance, MP; Mr Wayne Merton, MP; Mr Matthew Morris, MP; Mr Robert Oakeshott, MP.

*Secretariat:* Catherine Watson, Committee Manager; Cheryl Samuels, Project Officer; Samantha Ngui, Committee Officer; Glendora Magno, Assistant Committee Officer.

## **Reports and Highlights**

The Committee finalised one report in 2004/2005:

- *Interstate Study Tour, 17-20 May 2005*, tabled 27 June 2005

The Committee is currently conducting a Follow-up Review of the Auditor-General's 1997 Performance Audit Report on Corporate Governance. The main aim of the inquiry is to identify ways in which the existing corporate governance arrangements within the New South Wales Public Sector can be further strengthened. The major part of the inquiry process involves the conduct of a survey of agencies, boards and committees. To assist the inquiry, the Committee and an officer of the Secretariat attended the 2005 Australasian Council of Public Accounts Committees (ACPAC) 8<sup>th</sup> Biennial Conference in Brisbane (6-8 February 2005). The sessions at the conference covered topics of relevance to the Committee's current inquiry in corporate governance.

In April 2005, the Committee commenced an inquiry into the Public Trustee of New South Wales. The inquiry focuses on the following issues: legislative functions under the *Public Trustee Act 1913*; administration of clients' estates; current fee structures; the common fund and administration of powers of attorney. Submissions have been received from individuals and interested organisations and groups. The inquiry is ongoing.

Members and staff of the Committee attended the National Public Sector Convention 2005 from 18-20 May 2005, relevant topics included public sector governance, changing accounting requirements, performance management, internal audit and audit compliance issues. While in Melbourne they visited the Victorian Public Accounts Committee, which is undertaking an inquiry into Corporate Governance, State Trustees Limited which is relevant to the current Inquiry into the Public Trustee of New South Wales.

## **Activities 2004/2005:**

Reports	1
Meetings/briefings:	11
Public Hearings:	0
Witnesses:	0

**JOINT STANDING COMMITTEE UPON ROAD SAFETY (STAYSAFE COMMITTEE)**

*Members:* Mr Paul Gibson MP (Chairman); Hon Ian West MLC (Vice Chairman); Mr David Barr MP; Mr John Bartlett MP; Ms Noreen Hay MP (from 5 May 2005); Mr J. Hunter MP; Mr D. Maguire MP; Ms Marianne Saliba MP (until 5 May 2005); Hon George Souris MP; Hon Richard Colless MLC; Hon John Tingle MLC.

*Secretariat:* Mr Ian Faulks (Manager); Mr Jim Jefferis (Senior Committee Officer); Ms Millie Yeoh (Assistant Committee Officer); Ms Ashika Cyril (Assistant Committee Officer).

**Reports**

The STAYSAFE Committee tabled six reports in 2004/05.

- *Report on car surfing and the carriage of unrestrained and unprotected passengers on motor vehicles* (Report 2/53).

In September 2004, the Committee tabled a report on the risks associated with car surfing, where persons ride on the roof, bonnet, boot or other areas of a motor vehicle.

- *Report on World Health Day 2004—"Road safety is no accident"* (Report 3/53).

In September 2004, the Committee tabled a report of the proceedings of a seminar marking World Health Day, 7 April 2004.

- *Report on the safety of railway level crossings—where roads and railway lines meet at substantially the same level* (Report 4/53).

In October 2004, the Committee tabled its final report for the inquiry into the safety of railway level crossings.

- *Report on road safety administration in New South Wales. Road crashes in New South Wales in 2002* (Report 5/53).
- *Report on road safety administration in New South Wales. Road crashes in New South Wales in 2003* (Report 6/53).

In October 2004, the Committee tabled two reports arising from its inquiry into road safety administration in New South Wales. In evidence before the Committee, the Roads and Traffic Authority admitted that the preparation and release of road trauma statistics had been very delayed, despite an examination by the Committee in 2000 of similar delays and subsequent recommendations by the Committee for corrective action. The Committee established that the statistical statements of road traffic crashes in New South Wales in 2002 and 2003 had in fact been prepared, but had not been released publicly. The Committee ordered the production of these documents, and subsequently tabled them as reports.

- *Vehicle-based measures to better monitor, manage and control speed, and other road safety matters – Report of a visit of inspection by a delegation of the STAYSAFE Committee, 10-28 July 2004* (Report 7/53).

In June 2005, the Committee tabled a report of an overseas study tour for the inquiry into speed and motor vehicles and related road safety matters.

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## **Inquiries**

- *Inquiry into vehicle-based measures to better monitor, manage and control speed.*

The Committee continued its inquiry into vehicle-based measures to better monitor, manage and control speed during 2004/05.

- *Inquiry into road safety administration in New South Wales.*

The Committee continued its inquiry into road safety administration in New South Wales, holding 11 public hearings during 2004/05 that examined a number of road safety program areas, including:

- Statistics and research;
- Traffic law enforcement, with particular regard to police pursuits;
- Young drivers;
- Heavy vehicle safety;
- Local government road safety; and
- Unlicensed driving.

## **Committee travel**

A delegation of the committee undertook a study tour to England, Iceland, Switzerland and the United States of America during July 2004.

A delegation of the committee attended a conference on intelligent vehicles and road infrastructure at the University of Melbourne in February 2005.

## **Issues**

During 2004/05, the Committee made continuing contributions to media and community debate on road safety issues, including comment on:

- The safety of new drivers and proposed licensing reforms and possible restrictions to be placed on provisionally licensed drivers;
- Intelligent speed adaptation;
- Road safety administration and the Roads and Traffic Authority;
- Road safety administration and New South Wales Police;
- Guideline judgment for high range PCA (drink driving) offences;
- Distraction of road users (death of young pedestrian wearing earphones);
- 4WD vehicle safety;
- School travel safety;
- Railway level crossing safety;



- Police pursuits;
- Speed cameras;
- Young drivers and passengers;
- The 2004 road toll in New South Wales;
- Unlicensed drivers;
- Double demerit points;
- Achievement of Road Safety 2000 target of 500 deaths or less over a twelve month period;
- Bicycle helmets;
- Enforcement of 40 km/h school speed zones;
- Neurological maturation, risk taking and impulsivity, and young drivers;
- 40 km/h speed limit in Sydney CBD;
- Road safety reforms in New South Wales;
- Shaming owners of motor vehicles with high fuel consumption and high emission levels;
- Vehicle technologies and safety;
- Road User Summit, 16-17 March 2005;
- Proposed removal of 70 km/h and 90 km/h speed zones on major arterial roads;
- Changes to fines and demerit points as penalties for traffic offences;
- Older drivers;
- Drivers detected speeding;
- Motorcycle safety;
- Road barriers and road works;
- Road fatalities in 2005;
- 4WD vehicle safety;
- GPS tracking devices to monitor novice drivers;
- Bicycle safety;
- Text messaging, mobile phones and young drivers;
- Distracted driving conference, 2-3 June 2005;
- Repeat drink driving offenders;
- Restrictions on young drivers;
- Motor vehicle telematics;
- Heavy vehicle safety;

# committees

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- Smoking and motor vehicle crashes;
- Speeding and high performance motor vehicles.

## Highlights

- The Committee continued to monitor progress in the government response to the Auditor General's report into unlicensed driving and unregistered vehicles.
- The Committee noted the release by the New South Wales Court of Criminal Appeal of a guideline judgment for high range drink driving offences which establishes criminal practice and procedure in respect of sentencing for offences of high range prescribed concentration of alcohol offences, first offences, and to second or subsequent offences.
- On Friday 26 November 2004, the Committee Manager attended a meeting of the Professional Association of Road Safety Officers at Bowral, and briefed local council road safety officers on road safety matters in New South Wales.
- The Committee Manager attended a Stop the 4 O'Clock Knock young driver forum, held at Hornsby on Thursday 2 December 2004.
- The Committee, in partnership with the Australasian College of Road Safety, organised a seminar on motorcycle safety issues at Parliament House on Friday 3 December 2004.
- The Chairman and the Committee Manager attended a national forum on the safety of young drivers at Parliament House, Canberra, on 15 December 2004. The Committee Manager also attended a technical seminar on young driver licensing research on 16 December 2004 in Canberra.
- The Committee Manager attended the launch of the Rotary Youth Driver Awareness (RYDA) 2005 program, at the Honda Advanced Road Training site, St Ives, on Friday 18 February 2005.
- The Committee, in partnership with the Australia France Association for Science and Technology, the Australasian College of Road Safety and the Biomedical Panel of the Society of Engineers Australia, held a seminar on vehicle technology and safety at Parliament House on 8 March 2005.
- The Committee Manager attended the Professional Association of Road Safety Officers summit, at Bowral, 21-22 March 2005, and delivered a presentation on road safety and the current work of the Committee.
- Representatives of Convenience Advertising (Australia) Pty Ltd, made a presentation on road safety advertising to the Committee on 23 March 2005.
- On 19 April 2005, a delegation of the Committee attended a trucking forum organised by the '60 Minutes' current affairs program. An edited version of the forum was aired in the '60 Minutes' program broadcast on Sunday 24 April 2005.
- The Committee, in partnership with the Australia France Association for Science and Technology, held a seminar on street furniture on 21 April 2005 at Parliament House.

- The Committee, in partnership with the NSW Office of Ageing and the Australasian College of Road Safety, held a seminar on older driver licensing on 5 May 2005 at Parliament House.
- The Committee, in partnership with the Australasian College of Road Safety, and Monash University Accident Research Centre, held the first international conference on driver distraction at Parliament House on 2 and 3 June 2005. The conference was made possible through the principal sponsorship of NRMA Motoring & Services, aided by the Motor Accidents Authority and the Australian Driver Trainers Association. Over 120 delegates heard from more than 25 speakers on a diversity of topics concerning driver distraction.

**Activities 2004/2005:**

Reports	6
Meetings/briefings	16
Public hearings	11
Private hearings	0
Witnesses	65

# appendix a

## Procedural Statistics

	1998/99	1999/ 2000	2000/01	2001/02	2002/03	2003/04	2004/05
<i>Sitting Days</i>	36	49	55	64	69	65	54
<i>Total Sitting Hours</i>	674.4	501.08	510.36	549.05	431.8	531.12	454.9
<i>Average Hours Per Sitting</i>	18.73	10.14	10.4	8.57	6.25	8.17	8.42
<i>Entries in Votes</i>	1012	1264	1372	1414	1407	1460	1177
<i>Divisions In House</i>	101	143	122	87	55	148	118
<i>Divisions in Committee</i>	29	15	13	8	29	21	27
<i>Questions on Notice</i>	377	975	1412	1137	1087	2054	1909
<i>Questions on Notice Answered</i>	402	755	1449	1338	1087	1984	1940
<i>Questions Without Notice</i>	344	449	496	530	460	520	470
<i>Petitions</i>	1317	1135	1482	1223	801	1836	1882
<i>Bills Introduced</i>	135	143	124	141	120	134	114
<i>Bills Passed</i>	124	118	105	115	91	128	112
<i>Bills Passed/Otherwise Disposed of</i>	46	4	5	17	34	6	5

# Equal Opportunity Tables

**LEGISLATIVE ASSEMBLY (WITHOUT JOINT SERVICES) TABLE 1.3  
PERCENT OF TOTAL STAFF BY LEVEL**

Level	Total Staff (Number)	Subgroup as Percent of Total Staff at each Level			Subgroup as Estimated Percent of Total Staff at each Level				
		Respondents	Men	Women	Aboriginal People and Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
<\$31,352	1	100%		100%	100.0%				
\$31,352 - \$41,177	127	49%	27%	73%		5%	10%	3%	
\$41,178 - \$46,035	20	55%	10%	90%		27%	36%		
\$46,036 - \$58,253	115	56%	17%	83%	1.6%	8%	8%	3%	
\$58,254 - \$75,331	26	54%	35%	65%		14%	7%		
\$75,332 - \$94,165	23	52%	48%	52%		8%		17%	8.3%
>\$94,165 (non SES)	4	100%	75%	25%		25%	25%		
>\$94,165 (SES)									
<b>TOTAL</b>	<b>316</b>	<b>53%</b>	<b>25%</b>	<b>75%</b>	<b>0.9%</b>	<b>9%</b>	<b>10%</b>	<b>4%</b>	<b>0.6%</b>
<b>Estimated Range (95% confidence level)</b>					<b>0.6% to 1.6%</b>	<b>5.7% to 11.5%</b>	<b>6.8% to 13.1</b>	<b>1.9% to 5.7%</b>	<b>0.3% to 1.4%</b>

**LEGISLATIVE ASSEMBLY (INCLUDING JOINT SERVICES) TABLE 1.3  
PERCENT OF TOTAL STAFF BY LEVEL**

Level	Total Staff (Number)	Subgroup as Percent of Total Staff at each Level			Subgroup as Estimated Percent of Total Staff at each Level				
		Respondents	Men	Women	Aboriginal People and Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
<\$31,352	29	59%	3%	97%	11.8%	65%	71%		
\$31,352 - \$41,177	182	45%	42%	58%	2.4%	9%	11%	5%	
\$41,178 - \$46,035	53	38%	32%	68%	10.0%	50%	35%	5%	
\$46,036 - \$58,253	211	43%	27%	73%	1.1%	11%	10%	4%	2.2%
\$58,254 - \$75,331	87	46%	41%	59%		20%	15%	5%	
\$75,332 - \$94,165	63	49%	51%	49%		19%	6%	10%	3.2%
>\$94,165 (non SES)	9	78%	78%	22%		14%	14%	29%	
>\$94,165 (SES)									
<b>TOTAL</b>	<b>634</b>	<b>45%</b>	<b>36%</b>	<b>64%</b>	<b>2.4%</b>	<b>18%</b>	<b>16%</b>	<b>5%</b>	<b>1.1%</b>

# appendix c

## Occupational Health & Safety Statistics

### REVIEW OF 2004/05 INJURIES

1. An initial review of the 2004/05 injuries has shown an increase in the number of injuries from 83 to 103. There was an increase of 14 to 28 in the number of journey injuries to/from work. There were also increases in slips/trips falls (main type in journey injuries), occupation overuse syndrome and stress related injuries.
2. A three-year review of injuries has shown the Parliamentary Building Services has successfully reduced the number of injuries by 50% from 47 to 23. Other decreases were achieved in the Parliamentary Library, Parliamentary Information Technical Services, Archives and Education.

Increases were seen in Hansard, Security, electorate offices, the Legislative Assembly, Food & Beverages Services and the Legislative Council.

### OCCUPATIONAL HEALTH AND SAFETY - INJURIES

Dept/Section	2002/03	2003/04	2004/05	Percentage change 2yrs	Change
Archives	1	3	0	-100%	-1
Education & Comm	1	0	0	-100%	-1
Information & Tech	3	1	1	-67%	-2
Building Services	47	38	23	-51%	-24
Library	13	4	9	-31%	-4
Legislative Council	6	0	9	50%	3
Food & Beverage	7	7	14	100%	7
Legislative Assembly (incl Accounts)	8	11	18	125%	10
Electorate Offices	4	7	11	175%	7
Security	2	5	6	200%	4
Hansard	1	1	5	400%	4
Printing	0	1	0		0
Visitors/ministerial etc	n/a	4	6		6

## Official visitors

Hon. Rebecca Kadaga, MP (Deputy Speaker)	Uganda	June-July 2004
Ms Julia Kloeckner (Member of Bundestag)	Germany	15 July 2004
Parliamentary Delegation	Sri Lanka	10 August 2004
Parliamentary Delegation	Ireland	12 August 2004
Parliamentary Delegation	United Kingdom	12-15 August 2004
Delegation (Australian Political Exchange Council)	United States of America	19 August 2004
Ms Hilary Penfold, QC (Secretary, Department of Parliamentary Services)	Commonwealth Parliament	2 September 2004
Mr Vishwas R. Satakar (Speaker, Goa Legislative Assembly) Mr G.R. Mussafir (Speaker, Himachal Pradesh Legislative Assembly)	India	13 September 2004
Parliamentary Delegation (House of Commons Works and Pensions Committee)	United Kingdom	14 September 2004
Mrs Sumitra Singh (Speaker, Rajasthan Legislative Assembly)	India	22 September 2004
Parliamentary Delegation (Irish Parliament Privileges and Ethic Committee)	Ireland	19 October 2004
Mr Perry Brook (Head Attendant, House of Assembly)	South Australia	19-20 October 2004
Delegation (Anhui Province Government Officials)	People's Republic of China	22 October 2004
Hon. Denis Marshall, QSO (Secretary General, Commonwealth Parliamentary Association)	United Kingdom	29 October 2004
Californian Delegation	United States of America	10-16 November 2004
Parliamentary Delegation (Hokkaido Prefectural Assembly)	Japan	15 November 2004
Jewish Board of Deputies (30 <sup>th</sup> Anniversary of the Presentation of the Mace)	New South Wales	17 November 2004
Peak Hill High School (Year 11) (Sponsored by Belrose Rotary Club)	New South Wales	23 November 2004

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Dr Ibolya David (Deputy Speaker, Hungarian Parliament)	Hungary	29 November 2004
Delegation (Japan Painting Contractors Association)	Japan	30 November 2004
Hon. Shri Narenara Damodardas Modi (Chief Minister, Gujarat State)	India	14 December 2004
Parliamentary Delegation (Eastern Cape Provincial Legislature)	Republic of South Africa	17-28 January 2005
Ms Jane Gray (Parliamentary Education Officer, Legislative Assembly)	Western Australia	18-19 January 2005
Delegation (Seoul Metropolitan Council)	Republic of Korea	19 January 2005
Mr Robert Buchanan (Audit Office)	New Zealand	24 January 2005
Delegation (Senior Parliamentary Staff)	Thailand	31 January 2005
Delegation	European Parliament	7 February 2005
Delegation (Western Cape Provincial Legislature Public Accounts Committee)	Republic of South Africa	9 February 2005
Delegation (Australian Political Exchange Council)	Papua New Guinea	14 February 2005
Hon. John Cowdell, MLC (President, Legislative Council)	Western Australia	21 February 2005
Dr Bouthaina Shaaban (Minister for Expatriates)	Syria	12-15 March 2005
Parliamentary Delegation	Finland	18 March 2005
Delegation (Qingyuan City, Guangdong Province)	People's Republic of China	21 March 2005
Department of Community Services Officer	Papua New Guinea	28 March-15 April 2005
Delegation (Guangdong Provincial People's Congress)	People's Republic of China	May 2005
Parliamentary Delegation	Kuwait	12 May 2005
Parliamentary Delegation	Turkey	13 May 2005
Ms Jane Bani	Vanuatu	25 May 2005
Delegation (Justice and Electoral Committee)	New Zealand	26 May 2005
Parliamentary Delegation	Indonesia	27 May 2005



# 2004/05

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Mr Zhang Wenyue (Governor, Liaoning Province)	People's Republic of China	14 June 2005
Delegation (Senior House of Representatives Staff)	Thailand	16-17 June 2005
Parliamentary Delegation	Cambodia	20 June 2005
Ms Louise Sparrer (Parliamentary Officer)	New Zealand	23 June 2005

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# appendix e

## Parliamentary Supported Travel

July 2004 – Hon John Price, MP and Mr Russell Grove to Melbourne to attend the Presiding Officers and Clerks' Conference. Cost: \$4,339

July 2004 – Mr Mark Swinson to Melbourne to attend the Parliamentary ITS Forum hosted by the Victorian Parliament. Cost: \$814

July 2004 – Ms Indira Rosenthal to Canberra to attend a Forum on the National Implications of the ACT *Human Rights Act 2004*. Cost: \$298

July 2004 – Delegation of the Legislation Review Committee (Mr Barry Collier MP, Mr Russell Turner MP and Mr Russell Keith) to South Africa, the United Kingdom and France in regard to personal rights and liberties through the examination and comparison with approaches in other jurisdictions. This is to better inform the committee in relation to its legislative function to consider whether legislation unduly trespasses on personal rights and liberties. The delegation attended the 'Twenty Years of Human Rights Scholarship and Ten Years of Democracy' conference and the Human Rights Commission in Johannesburg, and met with the committees of the Western Cape Provincial Parliament, the Constitutional Review Committee and the Parliamentary Law Advisor of Western Cape in Cape Town. In the United Kingdom the delegation met with Justice (a legal and human rights organisation), and met with Members and staff of the Joint Committee on Human Rights and attended a hearing at Westminster. In France the delegation met with relevant officers of the European Court of Human Rights, Council of Europe Committee on Legal Affairs and Human Rights and the European Parliament. Report tabled. Cost: \$46,688

July 2004 – Mr Greg Aplin MP and Ms Louise Armstrong (of the Standing Committee on Natural Resource Management) to Brisbane to attend the 13<sup>th</sup> International Soil Conservation Organisation Conference. Report Tabled. Cost: \$2,744

July 2004 – Delegation of the Joint Standing Committee on Road Safety (Mr Paul Gibson MP, Hon Rick Colless MLC and Mr Ian Faulks) to the United Kingdom, Iceland, Switzerland, and the United States of America. In the United Kingdom the delegation called in at Westminster, attended the Parliamentary Advisory Council on Transport Safety conference on work related driving and met with staff of the Institute of Transport Studies. In Iceland the delegation attended the New Energy Seminar and called in at the Parliament. In Switzerland the delegation met with officials of the United Nations Economic Commission for Europe and the Global Road Safety Partnership. In the United States of America the delegation met with officials of Ford and General Motors and the San Francisco Municipal Transportation Agency. Report tabled. Cost: \$57,494

July 2004 – Delegation of the Standing Committee on Natural Resource Management (Hon. Pam Allan MP, Mr Gerard Martin MP, Mr Tony McGrane MP and Ms Cassandra Adams) to Melbourne and Lorne to attend the National Conference of Parliamentary Environment and Public Works Committees hosted by the Parliament of Victoria. Report tabled. Cost: \$4,157

July 2004 – Delegation of the Standing Committee on Public Works (Ms Angela D'Amour MP, Mr Kevin Green MP, Ms Karyn Paluzzano MP and Ms Carolynne James) to Melbourne and Lorne to attend the National Conference of Parliamentary Environment and Public Works Committees hosted by the Parliament of Victoria. Report tabled. Cost: \$3,485

July 2004 - Mr Tony Stewart MP to Papua New Guinea for a Commonwealth Parliamentary Association study tour. Cost: \$3,460

July 2004 – Mr Leslie Gönye to Cobar for the official handback ceremony and celebrations of Mt Grenfell Historic Site to the traditional owners. Cost: \$710

July – August 2004 – Mr Russell Grove to the United States of America and Canada to attend the Annual Meeting of the National Conference of State Legislatures and the Professional Development Seminar of the Canadian Clerks-at-the-Table Association. Cost: \$3,942

August 2004 - Mr Katrina Hodgkinson MP to the United Kingdom, Denmark, Germany, Switzerland and Italy for a Commonwealth Parliamentary Association study tour. Cost: \$16,900

August 2004 – Mr Russell Grove and Mr Mark Swinson to Melbourne to attend a meeting of the Australia and New Zealand Association of Clerks-at-the-Table Executive Committee. Cost: \$796

August 2004 – Ms Helen Minnican and Ms Pru Sheaves to Melbourne to attend the Strategic Themes for Australia's Integrity Systems workshop. Cost: \$986

August 2004 – Delegation of the Standing Committee on Natural Resource Management (Mr Greg Aplin MP and Ms Louise Armstrong) to Moama to attend the Water Management conference held by the Local Government and Shires Association of NSW. Cost: \$963

August 2004 – Mr Matt Brown MP and Ms Vicki Buchbach (of the Public Accounts Committee) to Brisbane to attend the mid-term meeting of the Australasian Council of Public Accounts Committees. Cost: \$1,262

September 2004 – Ms Cherie Burton MP and Mr Russell Grove to attend the 50<sup>th</sup> Commonwealth Parliamentary Association Conference. Cost: \$8,642

September 2004 – Delegation of the Committee on the Health Care Complaints Commission (Hon David Clarke MLC, Ms Tanya Gadiel MP, Mr Jeff Hunter MP, Mr Allan Shearan MP, Mr Russell Turner MP, Hon Peter Wong MLC and Ms Catherine Watson) to Brisbane to meet with officials of the Queensland Health Rights Commission, Office of Health Practitioner Registration Boards, United Medical Protection and Queensland Doctors' Mutual Pty Ltd to discuss the Queensland health dispute resolution system. Cost: \$5,265

October 2004 – Hon. Kayee Griffin MLC, Hon. Gregory Pearce MLC and Mr Russell Grove to Perth to attend the 27<sup>th</sup> Commonwealth Parliamentary Association Australia and Pacific Regional Conference. Cost: \$6,293

October 2004 – Delegation of the Committee on Parliamentary Privilege and Ethics (the Hon John Price MP, Mr John Mills MP, Mr Paul Pearce MP, Mr John Turner MP and Ms Ronda Miller) visited the Queensland Parliament on 13 October to discuss declaration requirements for secondary employment and regulation of conflicts of interest, as part of its current inquiry on those matters, in addition to issues relating to the Code of Ethics for Members, and privilege attaching to members' documents and files. The Queensland Committee on Members' Ethics and Parliamentary Privileges Committee briefed the delegation on its recent report on Communications to Members, Members' Representations to Government and Information Provided to Members.

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The Committee also met with Mr Gary Crooke, QC, Integrity Commissioner, Office of the Commissioner. The Integrity Commissioner administers the Public Sector Ethics Act, which sets standards for the Queensland public sector. Information obtained from this visit was circulated to Members as a briefing note in the course of the committee's inquiry into aspects of the pecuniary interest declaration forms, and also informs the Committee's report on the ICAC recommendations on Secondary Employment by Members of Parliament. Cost: \$2,406

October 2004 - Mr Brad Hazzard MP to Singapore for a Commonwealth Parliamentary Association study tour. Cost: \$2,000

November – December 2004 – Delegation of the Public Accounts Committee (Mr Matt Brown MP, Mr John Turner MP, and Ms Vicki Buchbach) to the Netherlands, United Kingdom, Canada and the United States of America in relation to its inquiry into sustainability reporting in the NSW public sector. The delegation held meetings with representatives of 23 organisations with expertise in the field including academic institutes, banks undertaking sustainability reporting, private consulting firms, non-government standard setting bodies, community groups, parliamentary committees and national, state and local government agencies. Key organisations for the inquiry included the Global Reporting Initiative in Amsterdam, the House of Commons Environmental Audit Committee, the Canadian Commission of the Environment and Sustainable Development and, in the United States, Sustainable Seattle, a non-profit organisation which pioneered the development of environmental indicators. Cost: \$45,645

November – December – Delegation of the Standing Committee on Natural Resource Management (Hon Ian Armstrong MP, Mr Gerard Martin MP and Ms Louise Armstrong) to China, Spain and South Africa in relation to natural resource management issues. In China the delegation met with the Standing Committee of Agriculture and Rural Affairs and staff of the Soil and Water Conservation College of Beijing Forestry University. In Spain the delegation met with officials of the Ministries of Agriculture, Fisheries and Food and for the Environment, the Association for Analysis and Reform of Agro-rural Politics, the Department of Agrarian Economics and Social Sciences and Members of the Parliamentary Network of the World Bank. In South Africa the delegation attended the Pan Africa Water Conference, met staff of the School of Agricultural Sciences and Agribusiness at the University of KwaZulu-Natal and made a field trip from Pietermaritzburg to Okhombe, the main catchment area of KwaZulu-Natal. Report in preparation. Cost: \$42,913

December 2004 – Ms Helen Minnican, Ms Stephanie Hesford and Ms Jennifer Lamont to Brisbane to attend the Australia and New Zealand Association of Clerks-at-the-Table Parliamentary Law, Practice and Procedure course. Cost: \$4,274

December 2004 – Mr Paul Gibson MP and Mr Ian Faulks (of the Joint Standing Committee on Road Safety) to Canberra to attend the Young Drivers Safety Forum and technical seminar. Cost: \$427

January 2005 – Ms Cheryl Samuels to Melbourne as Secretary to the Parliamentary Bowling Club to attend the 45<sup>th</sup> Interstate Parliamentary Bowling Carnival. Cost: \$1,255

January 2005 – Mr Russell Grove, Mr Mark Swinson, Ms Ronda Miller and Mr Russell Keith to Wellington (New Zealand) to attend the Australia and New Zealand Association of Clerks-at-the-Table Professional Development Seminar. Cost: \$5,775

February 2005 – The Public Accounts Committee (Mr Matt Brown MP, Mr Paul McLeay MP, Mr Richard Torbay MP, Mr John Turner MP, Mr Steve Whan MP and Ms Vicki Buchbach) to Brisbane to attend the 8<sup>th</sup> Biennial Conference of the Australasian Council of Public Accounts Committees. The Committee also met with Mr Ian Schmidt and Mr Colin Wade of the Queensland Department of Local Government and Planning to discuss use of software models for consultation on sustainable planning. Cost: \$6,582

February 2005 – Delegation of the Public Bodies Review Committee (Mr Alan Ashton MP, Mr Milton Orkopoulos MP and Ms Catherine Watson) to Brisbane to attend the 8<sup>th</sup> Biennial Conference of the Australasian Council of Public Accounts Committees and in relation to its inquiry into public sector governance. Cost: \$2,734

February 2005 – Ms Pru Sheaves to Wellington (New Zealand) to attend the Annual Conference of the Australia and New Zealand Society of Criminologists. Cost: \$1,698

February 2005 – The Joint Standing Committee on Road Safety (Mr John Bartlett MP, Mr David Barr MP, Hon Rick Colless MLC, Ms Marianne Saliba MP, Hon George Souris MP and Mr Ian Faulks) to Melbourne to attend the Intelligent Vehicles and Road Infrastructure Conference. Cost: \$4,971

February 2005 – The Standing Committee on Natural Resource Management (Hon Pam Allan MP, Mr Greg Aplin MP, Mr Peter Draper MP and Ms Louise Armstrong) to Albury to undertake a visit of inspection on approaches to land use management practices which can both reduce the effects of salinity and mitigate the effects of drought. Cost: \$2,073

March 2005 – Mr Mark Swinson to Perth to attend a meeting of the Australia and New Zealand Association of Clerks-at-the-Table Executive Committee. Cost: \$1,761

March 2005 – Mr Russell Keith and Mr Mel Keenan to Canberra to attend the 9<sup>th</sup> Australasian and Pacific Conference on Delegated Legislation and 6<sup>th</sup> Australasian and Pacific Conference on the Scrutiny of Bills hosted by the Legislative Assembly of the ACT. Cost: \$722

March 2005 – Hon John Aquilina MP to the United Kingdom to attend the Parliamentary Practice and Procedure Seminar. Cost: \$10,218

March 2005 – Mr Mel Keenan and Mr Dennis Wilson to Canberra to escort a delegation of officers from the Senate of Thailand as a part of an officer exchange programme. Cost: \$1,268

April 2005 – Delegation of the Committee on the Health Care Complaints Commission (Mr Allan Shearan MP, Mr Russell Turner MP and Mr Leslie Gönye) to Singapore, the United Kingdom, Ireland, the United States of America and Canada in relation to resolving health complaints in private practices and clinics other than those required to be formally investigated by the Health Care Complaints Commission. In Singapore the delegation met with members and staff of the Singapore Medical Council. In the United Kingdom the delegation met with officials of the Health Care Commission, the National Patient Advice and Liaison Service (PALS), the PALS service at Middlesex Hospital, the Commission for Patient and Public Involvement on Health, the Independent Complaints Advocacy Service, the General Medical Council and the Department of Health and called in at Westminster. In Ireland the delegation met with officials of the Health Service Executive, the Medical Council of Ireland and the Irish Medical Organisation as well as a call in at the Dáil Éireann. In New York City the delegation met with staff at Mount Sinai Hospital and Arthur Levia of

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the Centre for Medical Consumers. In Toronto the delegation met with the Health Professionals Regulatory Advisory Council and officials of the College of Physicians and Surgeons of Ontario as well as making a call in at the Ontario Legislative Assembly. Report tabled. Cost: \$44,464

April 2005 – The Standing Committee on Public Works (Ms Marie Andrews MP, Mr Kevin Greene MP, Ms Karyn Paluzzano MP, Mr Ian Slack-Smith MP, Ms Carolynne James and Ms Natasa Tosic) to Gosford and Wyong for a visit of inspection in relation to its inquiry into Infrastructure Provision in Coastal Growth Areas. Cost: \$2,195

April 2005 - Mr Barry O'Farrell MP to the United Kingdom for a Commonwealth Parliamentary Association study tour. Cost: \$11,700

May 2005 – Delegation of the Standing Committee on Parliamentary Privilege and Ethics (Hon John Price MP, Mr John Turner MP and Ms Ronda Miller) to the United Kingdom, Ireland and Sweden to examine codes of conduct, the role and functions of Parliamentary Commissioners, recent developments in registration of pecuniary interests and parliamentary privilege. In the United Kingdom the delegation met with the Scottish Parliamentary Standards Committee, the Scottish Standards Commissioner, the Welsh Standards of Conduct Committee and the Welsh Standards Commissioner, the House of Commons Registrar of Interests, the Committee on Standards in Public Life and the Parliamentary Commissioner for Standards. In Ireland the delegation met with the Irish Parliamentary Committee on Privileges and officers of the Standards in Public Commission. In Sweden the delegation held discussions with representatives of the Riksdag Committee on the Constitution, The Chairman of the Board of the National Audit Office and an Auditor General and officers and Members about conflicts of interest and secondary employment. The delegation also held discussions with Clerks and officials in each jurisdiction about recent developments in standards regimes. Report being prepared. Cost: \$43,421

May 2005 – Delegation of the Public Bodies Review Committee (Mr Matthew Morris MP and Ms Catherine Watson) to Singapore, the United Kingdom, the United States of America and Canada in relation to its inquiry into the Public Trustee. In Singapore the delegation met with officials of the Insolvency and Public Trustees Office. In the United Kingdom the delegation met with officials of the Office of the Official Solicitor and Public Trustee, the Public Guardianship Office, the Law Commission for England and Wales and the Alzheimer's Society. In the United States of America the delegation met with officials of the New York City Surrogate's Court, Sadin Institute on Law, New York State Office for the Aging and Goldfarb Abrandt Salzman and Kutzin LLP Law Firm. In Canada the delegation met with officials of the Advocacy Centre for the Elderly, Office of the Public Guardian and Trustee, the National Elder Section of the Canadian Bar Association and the Public Guardian and Trustee of British Columbia. Cost: \$34,032

May 2005 – Standing Committee on Public Works (Ms Marie Andrews MP, Ms Angela D'Amore MP, Mr Peter Draper MP, Mr Kevin Greene MP, Ms Karyn Paluzzano MP, Mr Stephen Pringle MP, Mr Ross Fulwood and Ms Carolynne James) to Kiama for a visit of inspection in relation to its inquiry into Infrastructure Provision in Coastal Growth Areas. No Cost

May 2005 - Mr Tony Stewart MP to Singapore for a Commonwealth Parliamentary Association study tour. Cost:\$3,500

May 2005 - Mr Brad Hazzard MP to Vietnam for a Commonwealth Parliamentary Association study tour. Cost:\$1,200

May 2005 – The Public Accounts Committee (Ms Gladys Berejiklian MP, Mr Paul McLeay MP, Mr Richard Torbay MP, Mr Steve Whan MP and Ms Jackie Ohlin) to Melbourne in relation to its inquiry into sustainability reporting in the NSW public sector. The committee met with officials of ICLEI, the Department of Treasury and Finance, Department of Premier and Cabinet, the Auditor-General, URS Australia and the Commissioner for Environment and Sustainability. The committee also met the Public Accounts and Estimates Committee and some members attended CPA Australia's National Public Sector Convention. Cost: \$3,747

May 2005 – Delegation of the Public Bodies Review Committee (Mr Alan Ashton MP, Mr Milton Orkopoulos MP and Ms Samantha Ngui) travelled to Melbourne in relation to the inquiry into a follow-up review of the performance audit report on corporate governance and the inquiry into the Public Trustee of NSW. The delegation attended the CPA Australia's National Public Sector Convention. The delegation also met with the Managing Director of the State Trustees Office, Mr Tony Fitzgerald and met with the Public Works and Estimates Committee of the Victorian Parliament. Report tabled. Cost: \$3,022

May 2005 – The Standing Committee on Public Works (Ms Marie Andrews MP, Ms Angela D'Amore MP, Mr Peter Draper MP, Mr Kevin Greene MP, Ms Karyn Paluzzano MP, Mr Stephen Pringle MP, Ms Carolynne James and Ms Natasa Tasic) to Port Stephens and Port Macquarie for a visit of inspection in relation to its inquiry into Infrastructure Provision in Coastal Growth Areas. Cost: \$2,195

May – June 2005 – Delegation of the Standing Committee on Public Works (Ms Karyn Paluzzano MP, Mr Ian Slack-Smith MP and Ms Carolynne James) to Yeppoon to attend the 6<sup>th</sup> International Cities, Town Centres and Communities Conference. Cost: \$3,574

May – June 2005 – Ms Marie Andrews MP to the Republic of South Africa to attend the 17<sup>th</sup> Commonwealth Parliamentary Association Seminar. Cost: \$5,230

June 2005 – Mr Mark Swinson to Melbourne to attend a meeting of the Australia and New Zealand Association of Clerks-at-the-Table Executive Committee. Cost: \$283

June 2005 – The Public Accounts Committee (Ms Gladys Berejiklian MP, Mr Matt Brown MP, Mr Paul McLeay MP, Mr Richard Torbay MP, Mr John Turner MP, Mr Steve Whan MP, Ms Vicki Buchbach and Ms Karen Taylor) to Kempsey and Junee for a visit of inspection of correctional centres. This visit enabled the committee to compare the operations of public and privately operated correctional centres as part of its inquiry into value for money from corrective services. Cost: \$7,708

# appendix e

## LEGISLATIVE ASSEMBLY MEMBERS' TRAVEL EXPENDITURE FOR THE 2004/05 FINANCIAL YEAR INCLUDING SPOUSE/APPROVED RELATIVE AND ELECTORATE OFFICE STAFF

<b>Electorate</b>	<b>Member</b>	<b>Members' Travel Within Australia</b>	<b>Members' Spouses/ Approved Relatives Travel Within Australia</b>	<b>Electorate to Sydney Travel by Members' Staff</b>	<b>Total</b>
		\$	\$	\$	\$
Albury	Aplin G	18,994.14	2,330.41	421.34	21,745.89
Auburn	Perry B M	-	-	-	-
Ballina	Page D L	23,259.47	638.80	1,566.70	25,464.97
Bankstown	Stewart A P	-	-	-	-
Barwon	Slack - Smith I L	31,228.69	-	926.25	32,154.94
Bathurst	Martin G F	7,448.19	-	7,765.40	15,213.59
Baulkham Hills	Merton W A	-	-	-	-
Bega	Constance A	12,383.93	-	1,651.89	14,035.82
Blacktown	Gibson P B	-	-	-	-
Bligh	Moore C	800.75	-	1,598.31	2,399.06
Blue Mountains	Debus R J	-	-	-	-
Burrinjuck	Hodgkinson K A	21,858.27	956.66	422.64	23,237.57
Cabramatta	Meagher R P	-	-	-	-
Camden	Corrigan G	2,839.04	-	96.51	2,935.55
Campbelltown	West G J	2,566.05	995.70	-	3,561.75
Canterbury	Burney L	3,415.57	-	-	3,415.57
Cessnock	Hickey K A	-	-	-	-
Charlestown	Morris M	4,739.67	179.01	-	4,918.68
Clarence	Cansdell S	17,261.77	-	4,303.97	21,565.74
Coffs Harbour	Fraser A R G	26,361.99	3,213.04	438.76	30,013.79
Coogee	Pearce P	457.34	-	-	457.34
Cronulla	Kerr M J	2,451.16	-	-	2,451.16
Davidson	Humpherson A	4,724.58	-	1,134.13	5,858.71
Drummoyne	D'Amore A	2,057.00	-	25.46	2,082.46
Dubbo	Fardell D	8,782.38	394.23	909.59	10,086.20
East Hills	Ashton A J	270.24	-	-	270.24
Epping	Tink A A	3,154.74	-	-	3,154.74
Fairfield	Tripodi J G	-	-	-	-



<b>Electorate</b>	<b>Member</b>	<b>Members' Travel Within Australia</b>	<b>Members' Spouses/ Approved Relatives Travel Within Australia</b>	<b>Electorate to Sydney Travel by Members' Staff</b>	<b>Total</b>
		\$	\$	\$	\$
Georges River	Greene K P	194.24	-	-	194.24
Gosford	Hartcher C P	725.28	-	1,274.40	1,999.68
Granville	Yeadon K M	-	-	-	-
Hawkesbury River	Pringle S	533.74	-	-	533.74
Heathcote	McLeay P	951.90	-	-	951.90
Heffron	Keneally K	1,273.71	-	-	1,273.71
Hornsby	Hopwood J	1,356.37	-	-	1,356.37
Illawarra	Saliba M F	4,647.78	-	-	4,647.78
Keira	Campbell D A	-	-	-	-
Kiama	Brown M J	13,792.87	-	450.38	14,243.25
Kogarah	Burton C A	325.26	-	-	325.26
Ku-ring-gai	O'Farrell B R	3,536.97	192.73	-	3,729.70
Lachlan	Armstrong I M	39,308.59	1,443.27	668.84	41,420.70
Lake Macquarie	Hunter J	13,373.56	-	992.35	14,365.91
Lakemba	Iemma M	-	-	-	-
Lane Cove	Roberts A	2,669.60	-	-	2,669.60
Lismore	George T	26,522.45	-	969.17	27,491.62
Liverpool	Lynch P G	-	-	-	-
Londonderry	Shearan A	1,837.31	-	-	1,837.31
Macquarie Fields	Knowles C J	-	-	-	-
Maitland	Price J C	3,133.84	1,862.13	647.56	5,643.53
Manly	Barr D	171.50	-	18.19	189.69
Maroubra	Carr R J	-	-	-	-
Marrickville	Refshauge A J	-	-	-	-
Menai	Megarrity A P	-	-	-	-
Miranda	Collier B J	395.56	-	-	395.56
Monaro	Whan S	11,854.56	-	1,283.72	13,138.28
Mount Druitt	Amery R S	-	-	267.28	267.28
Mulgoa	Beamer D	-	-	-	-
Murray - Darling	Black P L	26,084.38	-	4,181.01	30,265.39

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<b>Electorate</b>	<b>Member</b>	<b>Members' Travel Within Australia</b>	<b>Members' Spouses/ Approved Relatives Travel Within Australia</b>	<b>Electorate to Sydney Travel by Members' Staff</b>	<b>Total</b>
		\$	\$	\$	\$
Murrumbidgee	Piccoli A	25,353.60	-	1,367.85	26,721.45
Myall Lakes	Turner J H	22,307.28	429.82	3,121.40	25,858.50
Newcastle	Gaudry B J	2,926.83	351.68	-	3,278.51
North Shore	Skinner J G	735.83	-	-	735.83
Northern Tablelands	Torbay G R	27,338.60	3,011.75	1,260.26	31,610.61
Orange	Turner R W	11,864.64	375.92	1,127.99	13,368.55
Oxley	Stoner A J	22,037.49	4,285.11	2,351.70	28,674.30
Parramatta	Gadiel T	839.64	-	-	839.64
Peats	Andrews M T	886.62	-	-	886.62
Penrith	Paluzzano K	2,028.81	-	-	2,028.81
Pittwater	Brogden J G	11,659.21	1,234.55	2,719.25	15,613.01
Port Jackson	Nori S C	659.09	-	386.94	1,046.03
Port Macquarie	Oakeshott R M J	7,323.14	372.72	595.95	8,291.81
Port Stephens	Bartlett J R	316.63	-	-	316.63
Riverstone	Aquilina J J	315.00	-	-	315.00
Rockdale	Sartor F	-	-	35.92	35.92
Ryde	Watkins J A	-	-	-	-
Smithfield	Scully P A	-	-	-	-
South Coast	Hancock S	18,486.93	-	251.55	18,738.48
Southern Highlands	Seaton P L	1,701.20	-	-	1,701.20
Strathfield	Judge V	1,184.58	-	-	1,184.58
Swansea	Orkopoulos M	6,999.35	-	-	6,999.35
Tamworth	Draper P	16,707.22	-	2,905.26	19,612.48
The Entrance	McBride G A	-	-	59.04	59.04
The Hills	Richardson M J	2,172.45	-	-	2,172.45
Tweed	Newell N J	11,351.22	-	-	11,351.22
Upper Hunter	Souris G	33,403.28	1,107.41	603.72	35,114.41
Vaucluse	Debnam P J	1,968.78	-	-	1,968.78
Wagga Wagga	Maguire D W	19,151.43	1,498.88	1,061.10	21,711.41

2004/05

<b>Electorate</b>	<b>Member</b>	<b>Members' Travel Within Australia</b>	<b>Members' Spouses/ Approved Relatives Travel Within</b>	<b>Electorate to Sydney Travel by Members' Staff Australia</b>	<b>Total</b>
		\$	\$	\$	\$
Wakehurst	Hazzard B R	3,723.55	-	293.04	4,016.59
Wallsend	Mills J C	12,166.53	510.58	-	12,677.11
Wentworthville	Allan P D	1,641.68	-	44.86	1,686.54
Willoughby	Berejiklian G	300.81	-	-	300.81
Wollongong	Hay N	4,997.12	-	-	4,997.12
Wyong	Crittenden P R	10,383.59	-	-	10,383.59
<b>Totals</b>		<b>630,676.57</b>	<b>25,384.40</b>	<b>50,199.68</b>	<b>706,260.65</b>

# appendix f

## Publications produced by the Legislative Assembly

### PROCEDURAL PUBLICATIONS

#### Publications

New South Wales Legislative Assembly Practice and Procedure (4<sup>th</sup> ed.)

Procedural Digest

Procedure Precedents for the 50<sup>th</sup>, 51<sup>st</sup> and 52<sup>nd</sup> Parliaments

Decisions from the Chair (Consolidated)

Decisions from the Chair (Key Rulings)

Short Guide to Parliamentary Procedure

The Operations and Procedures of the NSW Parliament: an Overview

Legislation Impinging on Parliament

Standing Orders

Sessional Orders

Information sheet on petitioning the Parliament

#### Fact Sheets:

1. The Role of the NSW Legislative Assembly
2. History of the Parliament of NSW
3. The Constitutional Base of Parliament
4. Sources of Information
5. Records of the House
6. The Role of the Speaker and other Officers of the House
7. The Parliamentary Calendar and Elections
8. Passage of Legislation
9. Committee of the Whole House
10. Amendments
11. Parliamentary Committees
12. Routine of Business
13. Decorum in the House
14. Rules of Debate
15. Disorder
16. Petitions
- 16a. Sample Petition
17. Suspension of Standing Orders

Most procedural publications are published on the Parliament's internet site, or available in hard copy.

18. Exercise of the Casting Vote of the Chair
19. Questions
20. Address in Reply Debate
21. Quorum, Bells and Divisions
22. Sub judice Convention
23. Personal Explanations and Explanations
24. Matters of Public Importance
25. Tabling of Reports and other Papers
26. Statutory Rules and Instruments
27. Ministerial Statements
28. Private Members' Statements
29. Accountability Mechanisms for Members of Parliament
30. Parliamentary Privilege
31. Closure/Guillotine
32. Motions for Urgent Consideration
33. The Role of a Local Member
34. Citizens' Right of Reply
35. Parliamentary Secretaries
36. Information on the Election of Members to the Legislative Assembly

**Information Pamphlets:**

1. The Role of the Legislative Assembly of NSW
2. Constitutional Basis and Privileges of the Parliament of New South Wales
3. The Role of the Speaker and other Members in the House
4. The Clerk of the Legislative Assembly and other Officers
5. Rules of Debate, Decorum in the House and Keeping Order
6. Certain Procedures of the House
7. Passage of Legislation
8. Committee of the Whole House
9. Routine of Business
10. A Citizen's Right of Reply
11. The Budget Process
12. Petitioning the Legislative Assembly
13. The Role of a Local Member
14. The Parliamentary Calendar and Elections

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15. Records of the House
16. Parliamentary Committees
17. Electing the Parliament
18. The Code of Conduct and Pecuniary Interest Register

## **Other Pamphlets:**

The Parliament of NSW Website  
Preparing Submissions to Parliamentary Committee Inquiries  
Information for Witnesses before Parliamentary Committees  
The Parliamentary Ethics Adviser  
Electoral Legislation Extracts

## **Briefing Papers:**

1. Accountability Legislation
2. Administrative Control of Parliamentary Staffing
3. Defamation and the Right to Political Communication
4. Freedom of Speech in Parliament
5. Law Relating to Parliamentary Committees
6. Liability for Republication of Members' Speeches
7. State Member Standing for a Federal Election
8. Summonses and Subpoenas
9. Qualification and Disqualification of Members of Parliament
10. Parliamentary Privilege – Tabled Papers
11. The Code of Conduct for Members and the Independent Commission Against Corruption

## **MEMBERS' CONFERENCE BRIEFING PAPERS:**

1. The Role of a Member of Parliament
2. Role of Second Chambers
3. Public Accounts Committees
4. Parliament's Financial Supervision of the Executive
5. Parliamentary Privilege and Immunities of the NSW Parliament
6. Parliament and the Media

7. Human Rights and the NSW Parliament
8. Ethics
9. E-Government and Technology for Members of Parliament

## **ADMINISTRATIVE PUBLICATIONS**

List of Members

Committees and Office Holders Appointed

Sessional Returns and Summary

Parliamentary Record

Pecuniary Interest Register

Members' Handbook

Legislative Assembly Former Members' Guide

Committees Handbook

## **CORPORATE PUBLICATIONS**

Annual Reports

Strategic Plan 2003 – 2007

Business Plan 2004 – 2005

## **EDUCATION AND COMMUNITY RELATIONS PUBLICATIONS**

### **Books and booklets:**

Australia's First Parliament (3<sup>rd</sup> ed.)

Parliament of New South Wales: How Does it Work? (revised ed.)

Playing Your Part: Parliamentary Activities and Resources for Teachers

### **Pamphlets:**

Parliament of New South Wales (colour brochure)

Parliament of New South Wales (new editions in community languages)

History Bulletins Nos 1 to 10

Educational Services – Parliamentary Education and Community Relations Section

# appendix f

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**Information material:**

Information Sheets

History Site Study Package

**Miscellaneous material:**

Parliament of New South Wales (video)

What's On In Education (occasional newsletter)

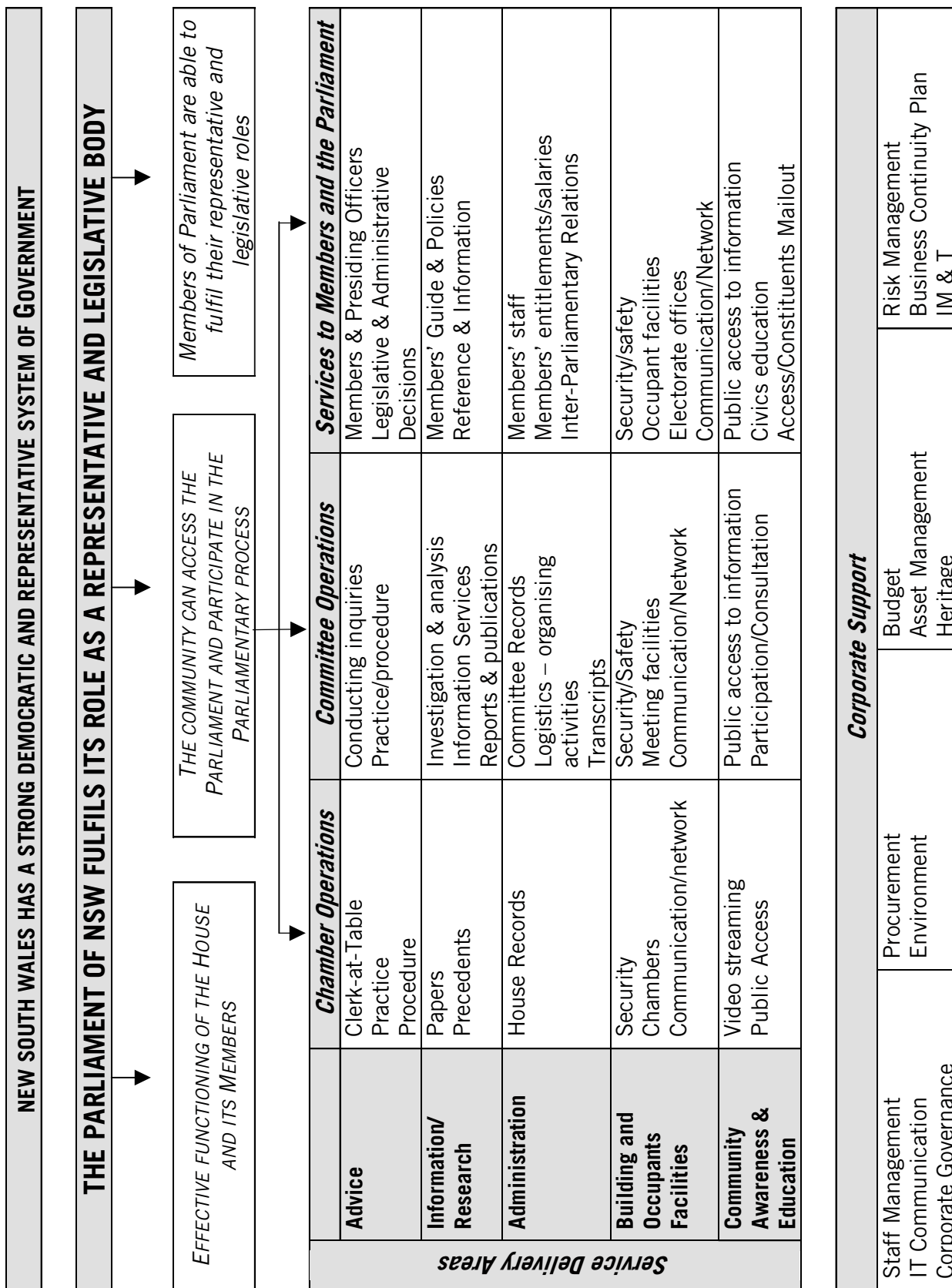
Government in New South Wales (colour poster)

Parliament House (colour poster)

Parliament of New South Wales (bookmark)



Results and Services Plan 2005-06



PERFORMANCE INDICATORS			
	<i>Performance indicators</i>	<i>Measures of performance</i>	
Key Result Area	Chamber Operations	<p>Compliance with Standing Orders and Law.</p> <p>Quality and accuracy of advice on Parliamentary Procedure &amp; Practice.</p> <p>Strong Standing Orders and Parliamentary practice and procedure that facilitates the carriage of the House's program</p>	<p>Review and errors monitored</p> <p>Feedback from Members, review and errors monitored</p> <p>Review and monitoring, Members have opportunity to contribute at appropriate time.</p>
	Committee Operations	<p>Compliance with practice and procedure according to Standing Orders and Resolutions of the House.</p> <p>Inquiries provide opportunities for Members to be informed on the subject areas.</p> <p>Recommendations of committee reports contribute to policy and debate.</p>	<p>Review and errors monitored.</p> <p>Members' feedback and monitoring of committee reports to the House.</p> <p>Government responses monitored, Committee recommendations adopted and secondary uses in reference material.</p>
	Services to Members and Parliament	<p>Delivery of services and entitlements in accordance with law, Parliamentary Remuneration Tribunal determinations and public sector accountability standards.</p> <p>Members are able to fulfil their role and function.</p> <p>Civics and education provided to schools and community groups.</p> <p>Access by community to Members and to Parliament.</p>	<p>External and internal audits results and reports.</p> <p>Feedback from Members.</p> <p>Monitored programs and evaluations.</p> <p>Opening hours, publications, and internet access.</p>

<b>CHAMBER OPERATIONS</b>			
	<i>Chamber Operations</i>	<i>Performance indicators</i>	<i>Measures of performance</i>
Service Delivery Areas	Advice	Clerk-at-Table Practice Procedure	Quality – Accuracy/proceedings Quantity Accepted by Clerk
	Info/ Research	Precedents Papers	Quality – Accuracy/timeliness/ useability Quantity
	Administration	House Records Inter-Parliamentary Relations	Quality – Accuracy/timeliness Quantity
	Building and Occupants Facilities	Security (incl. Attendants) Communication/Network	Incident reports; Quality Quantity – services & infrastructure available
	Community Awareness & Education	Public Information Civics education	Quality/accessibility Quantity

## COMMITTEE OPERATIONS

		Service Delivery Areas	
	<i>Committee Operations</i>	<i>Performance indicators</i>	<i>Measures of performance</i>
Advice	Conducting Inquiries	Chair & members feedback/satisfaction	Comments by members in House/senior management Accuracy/confidence in advice
	Practice/procedure	Compliance with Standing Orders & Resolutions of the House	
Info/ Research	Reports & Publications	Secondary comments in literature/speeches	Use in academic research/public domain
	Collection & Analysis Info Services Procedure	Recommendations Performance reports (no. meetings/length/no.inquiries/qualitative outcomes Government responses Consistency with previous decisions	Impact on government policy Feedback from central agencies Other jurisdictional responses
Administration	Committee Records	Timeliness of reports produced	Extensions of time
	Logistics – organising activities	Project milestones (advertising/draft reports/ witnesses/ site visits) Security risk management	Incident free meetings Unauthorised disclosures
	Transcripts	Confidentiality of committee information	
Building and Occupants Facilities	Security/Safety Meeting facilities Communication/Network	Chair/members' satisfaction Accessibility (witnesses/public gallery) Effective parliamentary reporting Availability of media facilities Availability of meeting rooms	Feedback Transcripts produced Use of media room by Chairs for info releases Ability to obtain rooms when required
Community Awareness & Education	Public access to inquiry/reports Participation Consultation	Chair/members' satisfaction Media/press gallery management Access to information	Feedback Controlled release of information Hits on website No. phone calls Media reporting Requests for reports – no & volume

<b>SERVICES TO MEMBERS AND THE PARLIAMENT</b>			
	<i>Services to Members and the Parliament</i>	<i>Performance indicators</i>	<i>Measures of performance</i>
Advice	Members & Presiding Officers Legislative & Administrative Decisions	Training/seminars to member & their staff Advice provided in accordance with PRT/ legislation/policy/precedent Advice to Presiding Officers on recommendations from Clerks	Knowledgeable members/staff Confidence of members on advice given Acceptance of advice
Info/ Research	Members' Guide/Handbook & Policies Reference & Information	Guide/Handbook – accuracy/clarity/timely updates Investigation of suitable equipment	Number of clarifying memoranda Number of updates Value for money & utility Quality/cost/timeliness Feedback from primary/secondary sources
Administration	Members' staff Members' entitlements/salaries Members' records	Members' claims processed Members & staff salaries paid Recruitment of effective staff Training/induction of member & their staff	Accuracy/timeliness Accuracy/timeliness Turnover/disputes/grievances (members & staff) Unplanned absenteeism
Building and Occupants Facilities	Security/safety Occupant facilities Electorate offices Communication/network	Provide equipment according to requirements System availability/access/security Physical security of members & staff OH&S Provision of offices & other facilities/services	Feedback System downtime/complaints/breaches reported Number of incidents/appropriate response/feedback Compliance with legislation & policies/incidents reported Meets needs/requirements Cost effectiveness
Community Awareness & Education	Access/Constituents Electorate Mailout Accounts Civics education	Electronic access to information (databases/website/publications) Community functions Events/activities hosted by members	Hits on website Involvement of members/education of teachers & students Number of attendances

Service Delivery Areas

# appendix h

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## Attachments/Overseas Links

The Legislative Assembly contributed to a program for visiting staff from the House of Representatives of Thailand on 23 March 2005.

Such attachments are always welcomed by the Legislative Assembly as an excellent opportunity to exchange views and ideas.

## Consultants

### **CONSULTANCIES OVER \$30,000**

During the reporting period there were no consultancies over \$30,000.

### **CONSULTANCIES UNDER \$30,000**

During the reporting period there were a number of minor consultancies with a combined value of \$22,000.

## Waste Management

The Parliament House recycling program continues to be a success. In the last twelve months the co-mingle services has been discontinued as it proved impractical to implement.

A study is being undertaken to investigate the practicality of sending food scraps to a recycling service that processes these scraps to produce electricity and fertilizer. Presently food scraps are sent to landfill. Over the last twelve months Parliament has recycled 60.9 tonnes of paper and 8.9 tonnes of cardboard. This represents 991 trees saved plus 305 cubic metres of landfill avoided.

All paper purchased for the Parliament with the exception of high quality printing paper had a significant recycled content.



GPO BOX 12  
Sydney NSW 2001

## INDEPENDENT AUDIT REPORT

### THE LEGISLATURE

To Members of the New South Wales Parliament

#### Audit Opinion

In my opinion the financial report of The Legislature presents fairly The Legislature's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

My opinion should be read in conjunction with the rest of this report.

#### The Clerks' Role

The financial report is the responsibility of the Clerk of the Legislative Assembly and the Clerk of the Parliaments of The Legislature. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, the program statement - expenses and revenues, the summary of compliance with financial directives and the accompanying notes.

#### The Auditor's Role and the Audit Scope

I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Clerks in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Clerks had not fulfilled their reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of The Legislature,
- that the Legislature has carried out its activities effectively, efficiently and economically,
- about the effectiveness of its internal controls, or
- on the assumptions used in formulating the budget figures disclosed in the financial report.

# financial statements

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## **Audit Independence**

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



R. J. Sendt  
Auditor-General

SYDNEY  
14 November 2005



RUSSELL D. GROVE  
CLERK OF THE LEGISLATIVE ASSEMBLY



JOHN EVANS  
CLERK OF THE PARLIAMENTS

NEW SOUTH WALES  
PARLIAMENT

10 November 2005

File ref: A700

THE LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2005

Statement by Department Heads

We state that:

- a. the accompanying financial statements have been prepared on an accrual basis in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Urgent Issues Group Consensus Views and the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies;
- b. the statements exhibit a true and fair view of the financial position and transactions of The Legislature; and
- c. there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

Handwritten signature of Russell D. Grove in black ink.

Russell D. Grove  
Clerk of the Legislative Assembly

Handwritten signature of John Evans in black ink.

John Evans  
Clerk of the Parliaments

# financial statements

## THE LEGISLATURE

### Statement of Financial Performance for the Year Ended 30 June 2005

	Notes	Actual 2005 \$000	Budget 2005 \$000	Actual 2004 \$000
<b>Expenses</b>				
Operating expenses				
Employee related	2(a)	44,950	43,032	43,291
Other operating expenses	2(b)	21,482	20,582	21,397
Maintenance	2(c)	2,250	610	1,866
Depreciation and amortisation	2(d)	4,838	5,639	5,230
Other expenses	2(e)	<u>35,845</u>	<u>33,978</u>	<u>33,543</u>
<b>Total Expenses</b>		<u>109,365</u>	<u>103,841</u>	<u>105,327</u>
Less:				
<b>Retained Revenue</b>				
Sale of goods and services	3(a)	4,111	4,520	4,592
Investment income	3(b)	94	30	46
Grants and contributions	3(c)	1,871	-	1,179
Other revenue	3(d)	<u>10,167</u>	<u>270</u>	<u>16,054</u>
<b>Total Retained Revenue</b>		<u>16,243</u>	<u>4,820</u>	<u>21,871</u>
<b>Gain / (loss) on disposal of non-current assets</b>	4	<u>(10)</u>	<u>-</u>	<u>(110)</u>
<b>Net Cost of Services</b>	19	<u>93,132</u>	<u>99,021</u>	<u>83,566</u>
<b>Government Contributions</b>				
Recurrent appropriation	5	82,689	80,760	81,031
Capital appropriation	5	2,280	2,244	3,459
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>13,823</u>	<u>13,323</u>	<u>13,049</u>
<b>Total Government Contributions</b>		<u>98,792</u>	<u>96,327</u>	<u>97,539</u>
<b>SURPLUS (DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES</b>				
		<u>5,660</u>	<u>(2,694)</u>	<u>13,973</u>
<b>Non-owner transaction changes in equity</b>				
Net increase in asset revaluation reserve		<u>8,118</u>	<u>-</u>	<u>5,512</u>
<b>Total revenues, expenses and valuation adjustments recognised directly in equity</b>	15	<u>8,118</u>	<u>-</u>	<u>5,512</u>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>	15	<u>13,778</u>	<u>(2,694)</u>	<u>19,485</u>

The accompanying notes form part of these statements.

**THE LEGISLATURE****Statement of Financial Position as at 30 June 2005**

	Notes	Actual 2005 \$000	Budget 2005 \$000	Actual 2004 \$000
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	8	2,408	2,392	1,735
Receivables	9	1,051	1,190	1,240
Inventories	10	285	357	357
Other	11	428	389	389
<b>Total Current Assets</b>		<u>4,172</u>	<u>4,328</u>	<u>3,721</u>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	12			
- Land and Buildings		131,604	114,253	115,297
- Plant and Equipment		10,529	10,947	13,298
- Collection Assets		34,345	33,739	33,739
Total Property, Plant and Equipment		176,478	158,939	162,334
Other	11	-	1	153
<b>Total Non-Current Assets</b>		<u>176,478</u>	<u>158,940</u>	<u>162,487</u>
<b>Total Assets</b>		<u>180,650</u>	<u>163,268</u>	<u>166,208</u>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Payables	13	4,244	3,696	4,042
Provisions	14(a)	3,774	3,494	3,394
<b>Total Current Liabilities</b>		<u>8,018</u>	<u>7,190</u>	<u>7,436</u>
<b>Non-Current Liabilities</b>				
Provisions	14(b)	677	595	595
<b>Total Non-Current Liabilities</b>		<u>677</u>	<u>595</u>	<u>595</u>
<b>Total Liabilities</b>		<u>8,695</u>	<u>7,785</u>	<u>8,031</u>
<b>Net Assets</b>		<u>171,955</u>	<u>155,483</u>	<u>158,177</u>
<b>EQUITY</b>				
Reserves	15			
Reserves	1(i)	24,797	16,679	16,679
Accumulated Funds		147,158	138,804	141,498
<b>Total Equity</b>		<u>171,955</u>	<u>155,483</u>	<u>158,177</u>

The accompanying notes form part of these statements.

# financial statements

## THE LEGISLATURE

### Statement of Cash Flows for the Year Ended 30 June 2005

	Notes	Actual 2005 \$000	Budget 2005 \$000	Actual 2004 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Payments</b>				
Employee related		(41,664)	(40,716)	(40,879)
Other		<u>(50,058)</u>	<u>(46,374)</u>	<u>(48,979)</u>
<b>Total Payments</b>		<u>(91,722)</u>	<u>(87,090)</u>	<u>(89,858)</u>
<b>Receipts</b>				
Sale of goods and services		4,607	4,520	5,508
Interest received		58	30	52
Other		<u>2,515</u>	<u>270</u>	<u>2,126</u>
<b>Total Receipts</b>		<u>7,180</u>	<u>4,820</u>	<u>7,686</u>
<b>Cash Flows From Government</b>				
Recurrent appropriation		82,694	80,760	81,031
Capital appropriation		2,280	2,244	3,459
Cash reimbursements from the Crown Entity		<u>2,319</u>	<u>2,167</u>	<u>2,036</u>
<b>Net Cash Flows From Government</b>		<u>87,293</u>	<u>85,171</u>	<u>86,526</u>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>				
	19	<u>2,751</u>	<u>2,901</u>	<u>4,354</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from sale of property, plant and equipment		1	-	5
Purchases of property, plant and equipment		<u>(2,079)</u>	<u>(2,244)</u>	<u>(3,306)</u>
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>		<u>(2,078)</u>	<u>(2,244)</u>	<u>(3,301)</u>
<b>NET INCREASE / (DECREASE) IN CASH</b>				
Opening cash and cash equivalents		<u>1,735</u>	<u>1,735</u>	<u>682</u>
<b>CLOSING CASH AND CASH EQUIVALENTS</b>				
	8	<u>2,408</u>	<u>2,392</u>	<u>1,735</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Program Statement - Expenses and Revenues for the year ended 30 June 2005

	Program 1.1.1* Legislative Council		Program 1.1.2* Legislative Assembly		Program 1.2.1* Joint Services		Not Attributable		Total	
	2005 \$000	2004 \$000	2005 \$000	2004 \$000	2005 \$000	2004 \$000	2005 \$000	2004 \$000	2005 \$000	2004 \$000
<b>THE LEGISLATURE'S EXPENSES &amp; REVENUES</b>										
<b>Expenses</b>										
Operating expenses	8,095	7,726	20,865	19,974	15,990	15,591	-	-	44,950	43,291
Employee related	2,574	2,212	14,693	14,564	4,215	4,621	-	-	21,482	21,397
Other operating expenses	16	3	180	198	2,054	1,665	-	-	2,250	1,866
Maintenance	368	250	1,822	2,028	2,648	2,952	-	-	4,838	5,230
Depreciation and amortisation	10,836	10,514	23,996	23,029	1,013	-	-	-	35,845	33,543
Other expenses										
<b>Total Expenses</b>	21,889	20,705	61,556	59,793	25,920	24,829	-	-	109,365	105,327
<b>Retained Revenue</b>										
Sale of goods and services	393	383	393	449	3,325	3,760	-	-	4,111	4,592
Investment income	-	-	-	-	94	46	-	-	94	46
Grants and contributions	-	-	-	-	1,871	1,179	-	-	1,871	1,179
Other revenue	52	97	135	242	9,980	15,715	-	-	10,167	16,054
<b>Total Retained Revenue</b>	445	480	528	691	15,270	20,700	-	-	16,243	21,871
Gain / (loss) on disposal of non-current assets	-	0	-	(35)	(10)	(75)	-	-	(10)	(110)
<b>NET COST OF SERVICES</b>	21,444	20,225	61,028	59,137	10,660	4,204	-	-	93,132	83,566
Government contributions**	-	-	-	-	-	-	98,792	97,539	98,792	97,539
<b>NET EXPENDITURE (REVENUE) FOR THE YEAR</b>	21,444	20,225	61,028	59,137	10,660	4,204	(98,792)	(97,539)	(5,660)	(13,973)

\*The name and purpose of each program is summarised in note 7.

\*\*Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "not attributable" column.

# financial statements

## THE LEGISLATURE

### SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

	2005				2004			
	Recurrent Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Recurrent Appropriation \$000	Expenditure on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000
<b>ORIGINAL BUDGET APPROPRIATION / EXPENDITURE</b>								
Appropriation Act	80,760	80,760	2,244	2,244	79,210	2,650	2,650	2,650
Additional Appropriations	-	-	-	-	-	-	-	-
s21A PF&AA - special appropriation	-	-	-	-	-	-	-	-
s24 PF&AA - transfers of functions between departments	-	-	-	-	-	-	-	-
s26 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	80,760	80,760	2,244	2,244	79,210	2,650	2,650	2,650
<b>OTHER APPROPRIATIONS / EXPENDITURE</b>								
Treasurer's Advance	1,934	1,929	682	36	1,821	809	809	809
Section 22 - expenditure for certain works and services	-	-	-	-	-	-	-	-
Transfers from another agency (s25 - Appropriation Act)	-	-	-	-	-	-	-	-
	1,934	1,929	682	36	1,821	809	809	809
<b>Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)</b>	82,694	82,689	2,926	2,280	81,031	3,459	3,459	3,459
<b>Amount drawn down against Appropriation Liability to Consolidated Fund</b>		82,694		2,280				3,459
		5		-				-

The summary of compliance is based on the assumption that Consolidated Fund monies are spent first (except where otherwise identified or prescribed).

## The Legislature

### Notes to and forming part of the Financial Statements for year ended 30 June 2005

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### (a) Reporting Entity

The Legislature as a reporting entity comprises all the operating activities of the Parliament of New South Wales, including the House Committee, under the joint direction and control of the President of the Legislative Council and the Speaker of the Legislative Assembly. It includes all the functions of parliamentary representation undertaken by the Council and the Assembly, and their various supporting Departments and Sections. The House Committee provides food and beverage services for Members of Parliament, their guests and staff. It also caters for functions held at Parliament House.

The reporting entity is consolidated as part of the NSW Total State Sector.

##### (b) Basis of Accounting

The Legislature's financial statements are a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- ❖ Applicable Australian Accounting Standards (AAS)
- ❖ Other authoritative pronouncements of the Australian Accounting Standards Board (AASB)
- ❖ Urgent Issues Group (UIG) Consensus Views
- ❖ The requirements of the Public Finance and Audit Act 1983 and Regulations, and
- ❖ The Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under Section 9(2)(n) of the Act

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific accounting standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

Except for land, collections and certain building and plant assets which are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention.

All amounts shown in the statements are rounded to the nearest one thousand dollars and are expressed in Australian currency.

Comparative information is reclassified where appropriate to enhance comparability

##### (c) Revenue Recognition

Revenue is recognised when The Legislature has control of the good or right to receive, it is probable that the economic benefits will flow to The Legislature and the amount of revenue can be reliably measured. Additional comments regarding the accounting policies for the recognition of revenue are discussed below:

###### (i) Parliamentary Appropriations and Contributions from Other Bodies

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are recognised as revenues when The Legislature obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

# financial statements

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Maintenance work on Parliament House undertaken and paid for by the Department of Commerce has been recognised as revenue with the corresponding expenditure reflected in maintenance costs. (Refer notes 2(c) and 3(c)).

(ii) Sales of Goods and Services

Revenue from the sale of goods and services comprises revenue from the provision of products or services, ie. user charges. User charges are recognised as revenue when The Legislature obtains control of the assets that result from them.

(iii) Investment Income

Interest revenue is recognised as it accrues. Rent revenue is recognised in accordance with AAS 17 Accounting for Leases.

(iv) Other Revenue

Those items classified as other revenue are recognised as revenue according to the most applicable policy listed above, having regard for the type of revenue received.

**(d) Employee Benefits and other provisions**

(i) Salaries and Wages, Annual Leave, Sick Leave and On-Costs

Liabilities for salaries and wages and annual leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Sick leave entitlements for The Legislature's employees are non-vesting. Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

(ii) Long Service Leave and Superannuation

The Legislature's liabilities for long service leave and superannuation are assumed by the Crown Entity. The Legislature accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of Employee Entitlements and other Liabilities".

Long service leave is measured on a present value basis. The present value method is based on the remuneration rates at year end for all employees with five or more years of service.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie, Basic Benefit and First State Super) is calculated as a percentage of employees' salaries. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

**(e) Insurance**

The Legislature's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.



**(f) Accounting for the Goods and Services Tax (GST)**

Revenue, expenses and assets are recognised as net of the amount of GST except for the following:

- ❖ The amount of GST incurred by The Legislature as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- ❖ Receivables and payables are stated with the amount of GST included.

**(g) Acquisition of Assets**

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by The Legislature. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable willing seller in an arm's length transaction.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value at the acquisition date. The discount rate used is the incremental borrowing rate, being the rate at which a similar borrowing could be obtained.

**(h) Plant and Equipment**

Plant and equipment costing \$5,000 and above individually are capitalised.

**(i) Revaluation of Physical Non-Current Assets**

Buildings plus plant and equipment are valued in accordance with the "Guidelines for the Valuation of Physical Non-Current Assets at Fair Value" (TPP 03-02). This policy adopts fair value in accordance with AASB 1041 from financial years beginning on or after 1 July 2002. There is no substantive difference between the fair value methodology and the previous valuation methodology adopted in the NSW Public Sector.

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where the market selling price is not available, the assets fair value is measured as its market buying price i.e. the replacement cost of the assets' remaining future economic benefits. The Legislature is a not for profit entity with no cash generating operations.

Collection assets are valued based on the estimated written down replacement cost of the most appropriate modern equivalent replacement facility having a similar service potential to the existing asset.

Land is valued on an existing use basis, subject to any restrictions or enhancements since acquisition. Office and computer equipment which have short useful lives, are measured at depreciated historical cost, as a surrogate for fair value.

The leasehold expense of Members' electorate offices is valued at cost and amortised over the term of the lease for the relevant electorate office.

Each class of physical non-current assets is revalued every 5 years, and with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. As a result of the size and nature of The Legislature's assets this revaluation is conducted over a five year period. In intervening years valuations are reviewed and adjusted to reflect fair value at year end. The last such revaluation based on an independent assessment for each class of asset was:

Land	30 June 2005	Derek Hill Property Valuer & Consultant
Buildings	30 June 2005	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2005	HP Consultants Pty Lt

# financial statements

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## Collection Assets:

Library Collection	30 June 2005	Simon Storey Valuers
Archives Collection	30 June 2005	Simon Storey Valuers
Antiques	30 June 2005	Simon Storey Valuers
Artworks	30 June 2005	Art Gallery of NSW

When revaluing non-current assets by reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation is separately restated.

Otherwise, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are then increased or decreased by the revaluation increments or decrements.

The recoverable amount test has not been applied as The Legislature is a not for profit entity whose assets' service potential is not related to the ability to generate net cash inflows.

Revaluation increments are credited directly to the asset revaluation reserve, except that to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit for the year, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as expenses in the surplus/deficit for the year, except that to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

## **(j) Depreciation and Amortisation**

Except for archive, antique, artwork and rare book collection assets, depreciation or amortisation is provided for on a straight line basis for all depreciable or amortisable assets, so as to write off the depreciable amount of the asset as it is consumed over its useful life to The Legislature. Land is not a depreciable asset.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance.

Depreciation rates used for the various categories of assets range between:

The Parliament House Building	1.64-20 percent
Plant and Machinery	5-50 percent
Office Equipment	5-20 percent
Computer Equipment	10-50 percent
Library Monograph Collection	5 percent

Leasehold building fit-out costs are amortised over the life of the respective leases. This amortisation rate ranges between 10 and 50 percent.

## **(k) Maintenance and Repairs**

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

**(l) Leased Assets**

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

All leases to which The Legislature is a party are operating leases.

**(m) Receivables**

Receivables are recognised and carried at cost, based on the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

**(n) Inventories**

Inventories are stated at the lower of cost and net realisable value. The cost is calculated using the weighted average cost method.

**(o) Other Assets**

Other assets including pre-payments are recognised on a cost basis.

**(p) Payables**

These amounts represent liabilities for goods and services provided to The Legislature and other amounts, including interest. Interest is accrued over the period it becomes due.

**(q) Budgeted Amounts**

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, s21A, s24 and/or s26 of the Public Finance and Audit Act 1983.

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts, ie per the audited financial statements (rather than carried forward estimates).

# financial statements

## 2. EXPENSES

<b>(a) Employee Related Expenses</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Salaries and wages (including recreation leave)	35,740	34,047
Superannuation entitlements	3,600	3,351
Payroll tax and fringe benefits tax	2,522	2,448
Long service leave	1,446	1,261
Redundancy payments	144	814
Workers compensation insurance	476	517
Other	1,022	853
	<b><u>44,950</u></b>	<b><u>43,291</u></b>
<b>(b) Other Operating Expenses</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Printing and stationery	5,038	4,997
Operating Lease Rental Expense-Minimum Lease Payments	4,012	3,739
Telecommunication costs	1,340	2,034
Travel expenses	1,808	1,710
Cost of Sales - House Committee	1,447	1,683
Computer costs	2,010	1,234
Stores	687	1,065
Postage and state mail charges	768	777
Miscellaneous	1,419	1,376
Gas and electricity charges	1,032	974
Cleaning and laundry	492	477
Contract and other fees	706	512
Consultancy fees	93	159
Insurance	423	414
Legal expenses	102	146
External Auditor's remuneration		
- Audit of the financial reports	50	47
- Audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	55	53
	<b><u>21,482</u></b>	<b><u>21,397</u></b>
<b>(c) Maintenance</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Maintenance undertaken by Department of Commerce	1,717	1,179
Repairs and routine maintenance	363	495
Maintenance on Legislative Assembly electorate offices	170	192
	<b><u>2,250</u></b>	<b><u>1,866</u></b>

<b>(c) Maintenance</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Maintenance undertaken by Department of Commerce	1,717	1,179
Repairs and routine maintenance	363	495
Maintenance on Legislative Assembly electorate offices	170	192
	<u>2,250</u>	<u>1,866</u>
<b>(d) Depreciation and Amortisation expense</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Depreciation on buildings	1,058	1,036
Depreciation on plant and equipment	2,870	3,313
Amortisation of leasehold costs	811	881
Depreciation on Collection Assets	99	-
	<u>4,838</u>	<u>5,230</u>
<b>(e) Other Expenses</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Salaries and allowances of Members of Parliament	24,332	23,481
Superannuation entitlements – Members	8,076	7,776
Payroll tax & fringe benefits tax – Members’ entitlements	1,574	1,592
Payroll tax liability – Members’ superannuation	485	467
Decrement on revaluation of assets	1,013	-
Special Projects	365	227
	<u>35,845</u>	<u>33,543</u>

# financial statements

## 3. REVENUES

<b>(a) Sale of Goods and Services</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<u>Sale of Goods</u>		
House Committee sales of food and beverages	2,193	2,417
Energy recoup from Sydney Hospital and State Library	537	497
Sale of publications	45	56
	<u>2,775</u>	<u>2,970</u>
<u>Rendering of Services</u>		
Rent on Parliament House ministerial offices	784	771
House Committee functions	370	606
Miscellaneous	182	215
Parliamentary committee seminars	-	30
	<u>1,336</u>	<u>1,622</u>
	<b><u>4,111</u></b>	<b><u>4,592</u></b>
<b>(b) Investment Income</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Interest on operating accounts	94	46
	<u>94</u>	<u>46</u>
<b>(c) Grants and Contributions</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Sesquicentenary of Responsible Government	112	-
Legal Deposit Scheme	42	-
Department of Commerce maintenance work	1,717	1,179
	<u>1,871</u>	<u>1,179</u>
<b>(d) Other Revenue</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Increment from asset valuation offsetting prior decrement	9,135	-
Collection assets recognised for the first time	706	15,640
Miscellaneous	326	380
Telecommunications rebate	-	34
	<u>10,167</u>	<u>16,054</u>

During the process of revaluing the Parliament's Antique and Artwork Collection Assets additional collection items were identified which have now been brought to account (refer also note 12).

**4. GAIN/(LOSS) ON SALE OF NON-CURRENT ASSETS**

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>Gain/Loss on Sale of Assets</b>		
Proceeds from Sale	1	5
Written down value of assets disposed	(11)	(115)
<b>Net gain/(loss) on disposal of assets</b>	<b>(10)</b>	<b>(110)</b>

**5. APPROPRIATIONS**

**Recurrent Appropriations**

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Total recurrent drawdowns from Treasury (per Summary of Compliance)	82,694	81,031
Less: Liability to Consolidated Fund (per Summary of Compliance)	5	-
	<b>82,689</b>	<b>81,031</b>

Comprising:

Recurrent Appropriations (per Statement of Financial Performance)	82,689	81,031
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**Capital Appropriations**

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Total capital drawdowns from Treasury (per Summary of Compliance)	2,280	3,459
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
	<b>2,280</b>	<b>3,459</b>

Comprising:

Capital Appropriations (per Statement of Financial Performance)	2,280	3,459
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# financial statements

## 6. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES

The following liabilities and/or expenses have been assumed by the Crown Entity or other government agencies:

	<b>2005</b>	<b>2004</b>
<b>Employees</b>	<b>\$000</b>	<b>\$000</b>
Superannuation	3,600	3,351
Long service leave	1,446	1,261
Payroll tax on superannuation	216	195
	<b>5,262</b>	<b>4,807</b>
<b>Members</b>		
Superannuation	8,076	7,776
Payroll tax on superannuation	485	466
	<b>8,561</b>	<b>8,242</b>
	<b>13,823</b>	<b>13,049</b>

## 7. PROGRAMS/ACTIVITIES OF THE LEGISLATURE

### Program 1.1.1 Parliamentary Government - Legislative Council

**Objective:** To represent the people of New South Wales in the Upper House. To support the functions of the Legislative Council and its forty-two Members.

**Activities:**

- Members of the Legislative Council Representation
- Salaries and allowances of Members of the Legislative Council
- Secretarial and research services for Members of the Legislative Council
- Procedural and administrative support
- Committee advisory, research and administrative support
- Overseas delegations

### Program 1.1.2 Parliamentary Government - Legislative Assembly

**Objective:** To represent the ninety-three electorates throughout New South Wales and support the functions of the Legislative Assembly.

**Activities:**

- Members of the Legislative Assembly Representation
- Salaries and allowances of Members of the Legislative Assembly
- Secretarial and research services for Members of Parliament
- Procedural and administrative support
- Committee advisory, research and administrative support
- Commonwealth Parliamentary Association
- Overseas delegations



<b>Program 1.2.1</b>	<b>Parliamentary Support Services - Joint Services</b>
<b>Objective:</b>	To provide support services to both Houses of Parliament.
<b>Activities:</b>	<ul style="list-style-type: none"> <li>- Accounting and financial services</li> <li>- Archival services</li> <li>- Building services</li> <li>- Catering services</li> <li>- Education and community relations</li> <li>- Hansard</li> <li>- Information technology services</li> <li>- Library services</li> <li>- Printing services</li> <li>- Security services</li> </ul>

#### 8. CURRENT ASSETS - CASH

For the purposes of the Statement of Cash Flows, cash includes cash on hand and cash at bank. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Cash at Bank and on hand	2,408	1,735
	<u>2,408</u>	<u>1,735</u>

The Legislature has the following banking facilities as at 30 June 2005:

- Cheque cashing authority of \$20,000, which is the total encashment facility provided to enable recoupment of advance account activities.
- Tape negotiation authority of \$3,000,000. This facility authorised the bank to debit The Legislature's operating bank account up to the above limit when processing the electronic payroll and vendor files.
- MasterCard facility of \$295,000, which is the total credit limit for all issued credit cards.

The approval under the Public Authorities (Financial Arrangements) Act 1987 (PAFA Act) for financial accommodation is lower than the MasterCard banking facility limit as at 30 June 2005. NSW Treasury approval has subsequently been sought to ensure full compliance with the PAFA Act.

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>9. CURRENT ASSETS – RECEIVABLES</b>		
Sales of goods and services	420	427
Less: Provision for doubtful debts	1	4
	<u>419</u>	<u>423</u>
G.S.T. recoverable from A.T.O.	448	614
Other debtors	128	183
Investment Income	56	20
	<u>1,051</u>	<u>1,240</u>

# financial statements

<b>10. CURRENT ASSETS – INVENTORIES</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Food and beverage stock at cost	285	291
Books at cost	<u>-</u>	<u>66</u>
	<b><u>285</u></b>	<b><u>357</u></b>
<b>11. OTHER ASSETS</b>	<b>2005</b>	<b>2004</b>
<b>Current:</b>	<b>\$000</b>	<b>\$000</b>
Prepayments	405	369
Travel Advances	<u>23</u>	<u>20</u>
	<b><u>428</u></b>	<b><u>389</u></b>
<b>Non-Current</b>		
Prepayments	<u>-</u>	<u>153</u>
	<b><u>-</u></b>	<b><u>153</u></b>

12. NON-CURRENT ASSETS - PROPERTY, PLANT & EQUIPMENT	2005	2004
	\$000	\$000
<b>Land and Buildings</b>		
Land at Valuation	<u>59,125</u>	<u>56,120</u>
Buildings at Valuation	120,298	82,943
Accumulated Depreciation	<u>49,517</u>	<u>25,519</u>
	<u>70,781</u>	<u>57,424</u>
Buildings - Leasehold Improvements at Cost	6,793	6,143
Accumulated Depreciation	<u>5,095</u>	<u>4,390</u>
	<u>1,698</u>	<u>1,753</u>
<b>Total Land and Buildings</b>	<b><u>131,604</u></b>	<b><u>115,297</u></b>
<b>Plant and Equipment</b>		
Building Services at Valuation	24,746	27,495
Accumulated Depreciation	<u>19,403</u>	<u>20,509</u>
	<u>5,343</u>	<u>6,986</u>
Other Plant and Equipment at Cost	13,888	15,930
Accumulated Depreciation	<u>8,702</u>	<u>9,618</u>
	<u>5,186</u>	<u>6,312</u>
<b>Total Plant and Equipment</b>	<b><u>10,529</u></b>	<b><u>13,298</u></b>
<b>Collection Assets</b>		
At Valuation	43,258	42,336
Accumulated Depreciation – Library Monographs	<u>8,913</u>	<u>8,597</u>
<b>Total Collection Assets</b>	<b><u>34,345</u></b>	<b><u>33,739</u></b>
<b>Total Property Plant and Equipment at Net Book Value</b>	<b><u>176,478</u></b>	<b><u>162,334</u></b>

# financial statements

## Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current and previous financial year are set-out below:

	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Collection Assets</b>	<b>Total</b>
<b>2005</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
Carrying amount at start of year	115,297	13,298	33,739	162,334
Additions	872	1,125	50	2,047
Disposals	(106)	(3,303)	-	(3,409)
Net revaluation increments	17,304	(1,013)	(51)	16,240
Assets not previously recognised	-	-	706	706
Accumulated depreciation written back on disposal	106	3,292	-	3,398
Depreciation expense	(1,869)	(2,870)	(99)	(4,838)
<b>Carrying amount at end of year</b>	<b>115,297</b>	<b>13,298</b>	<b>33,739</b>	<b>162,334</b>
<b>2004</b>				
Carrying amount at start of year	112,542	14,225	16,810	143,577
Additions	665	2,478	31	3,174
Disposals	(148)	(3,498)	(234)	(3,880)
Net revaluation increments	4,020	-	1,492	5,512
Assets not previously recognised (refer note 3(d))	-	-	15,640	15,640
Accumulated depreciation written back on disposal	135	3,406	-	3,541
Depreciation expense	(1,917)	(3,313)	-	(5,230)
<b>Carrying amount at end of year</b>	<b>112,542</b>	<b>14,225</b>	<b>16,810</b>	<b>143,577</b>

## 13. CURRENT LIABILITIES – PAYABLES

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Creditors	2,796	2,850
Accrued wages, salaries, on-costs	1,448	1,192
	<u>4,244</u>	<u>4,042</u>

## 14. CURRENT AND NON-CURRENT LIABILITIES – PROVISIONS

	2005	2004
<b>(a) Current</b>	<b>\$000</b>	<b>\$000</b>
Recreation leave	3,449	3,030
On-cost on employee benefits	325	364
	<u>3,774</u>	<u>3,394</u>
<b>(b) Non-Current</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
On-cost on employee benefits	677	595
	<u>677</u>	<u>595</u>
<b>(c) Aggregate employee benefits and related on-costs:</b>	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Provisions – Current	3,774	3,394
Provisions - Non-Current	677	595
Accrued salaries, wages and on-costs (note 13)	1,448	1,192
	<u>5,899</u>	<u>5,181</u>

The Legislature pays for rail travel benefits for the spouses/approved relatives of certain former members of Parliament. The cost of this travel is generally less than \$20,000 per annum.

# financial statements

## 15. CHANGES IN EQUITY

	Accumulated		Asset		Total Equity	
	Funds		Revaluation			
	2005	2004	2005	2004	2005	2004
	\$000	\$000	\$000	\$000	\$000	\$000
Balance at the beginning of the financial year	141,498	127,525	16,679	11,167	158,177	138,692
<u>Changes in equity - other than transactions with owners as Owners</u>						
Surplus/(Deficit) for the year	5,660	13,973	-	-	5,660	13,973
Increment on revaluation of:						
Land and Buildings	-	-	8,169	4,020	8,169	4,020
Plant and Equipment	-	-	-	-	-	-
Collection Assets	-	-	(51)	1,492	(51)	1,492
Total	5,660	13,973	8,118	5,512	13,778	19,485
<b>Balance at the end of the financial year</b>	<b>147,158</b>	<b>141,498</b>	<b>24,797</b>	<b>16,679</b>	<b>171,955</b>	<b>158,177</b>

### Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets. This accords with the Legislature's policy on the revaluation of physical non-current assets and investments, as discussed in note 1(i).

## 16. COMMITMENTS FOR EXPENDITURE

### (a) Operating Lease Commitments

Future non-cancellable operating leases not provided for and payable:

	2005	2004
	\$000	\$000
Not later than one year	3,889	3,479
Later than one year but not later than 5 years	5,597	6,106
Later than 5 years	69	-
<b>Total Lease Commitments (including GST)</b>	<b>9,555</b>	<b>9,585</b>

The above total includes GST input tax credits of \$846,000 (\$825,000 – 2004), which will be recoverable from Australian Taxation Office (ATO).

Legislative Assembly Electorate Offices included in the above figures represent the following commitments:

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Not later than one year	3,317	2,886
Later than one year but not later than 5 years	4,380	4,486
Later than 5 years	69	-
<b>Electorate Office Lease Commitments (inc GST)</b>	<b><u>7,766</u></b>	<b><u>7,372</u></b>

The above total includes GST input tax credits of \$686,000 (\$624,000 – 2004), which will be recoverable from the ATO

**(b) Other Expenditure Commitments**

Aggregate other expenditure contracted for at balance date and not provided for:

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Not later than one year	<u>134</u>	<u>54</u>
<b>Total Other Expenditure Commitments including GST</b>	<b><u>134</u></b>	<b><u>54</u></b>

The above total for 2005 includes GST input tax credits of \$12,000 (\$5,000 – 2004) that will be recoverable from the ATO.

**17. CONTINGENT ASSETS AND LIABILITIES**

The Legislature currently has an independent investigation in progress concerning a number of protected disclosures involving employees of the Parliament together with a bullying complaint, which is the subject of mediation between a number of parties.

Depending on the outcome of this investigation and mediation, the estimated potential liability for the Legislature has been estimated in the range of \$90,000 to \$110,000.

**18. BUDGET REVIEW**

**Net Cost of Services**

Net Cost of Services was \$5,889,000 less than budget due to an increment from an asset valuation which partially offset a decrement in 1999. Higher expenditures on operating expenses, maintenance and other expenses were partially offset by lower than estimated depreciation and higher income. Maintenance expenditure includes an amount of \$1,717,000, which was the value of maintenance and restoration work carried out by the Department of Commerce. The same amount was credited to the income category, grants and contributions.

**Assets and Liabilities**

Current assets were \$156,000 under budget due to lower than estimated receivables balances and the write-off of some inventory.

The \$17,539,000 increase in non-current assets compared with the budget was mainly attributable to revaluation increments to land and building.

Current liabilities were \$828,000 over budget due to higher than estimated creditors at year end and increases to wage and salary rates which affected current leave entitlements. Non-current liabilities (provisions for employee entitlements). were also affected by higher wages and salaries, exceeding budget by \$82,000.

# financial statements

## *Cash Flows*

Net cash flows from operating activities were \$150,000 under budget with higher operating outflows offset by higher cash flows from government.

### 19 RECONCILIATION OF NET CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES:

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Net Cash used in operating activities	2,751	4,354
Depreciation	(4,838)	(5,230)
(Increase) / decrease in provisions	(462)	(328)
(Decrease) / increase in receivables, inventories and other assets	(375)	(646)
(Increase) / decrease in creditors and other liabilities	(270)	294
Gain / (Loss) on sale of non-current assets	(10)	(110)
Library Assets acquired via Legal Deposit	41	-
Net revaluation increments	8,122	-
- Collection assets recognised for the first time – refer note 3(d)	706	15,640
Long Service Leave	(1,446)	(1,261)
Superannuation	(9,357)	(9,091)
Payroll tax on superannuation	(701)	(662)
Less cash flows from government		
Capital Allocation	(2,280)	(3,459)
Recurrent Allocation	(82,694)	(81,031)
Cash reimbursements from the Crown Transactions Entity	(2,319)	(2,036)
<b>Net Cost of Services</b>	<b>(93,132)</b>	<b>(83,566)</b>



**20. FINANCIAL INSTRUMENTS****Cash**

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury.

At period end the deposits were earning 4.50% (4.25% in 2003/2004) while the effective interest rate during the reporting period was 4.33% (4.05% in 2003/2004).

**Receivables**

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts, which are known to be un-collectable, are written off. A provision for doubtful debts is raised when some doubt as to collection exists.

The credit risk is the carrying amount (net of any provision for doubtful debts). As at balance date, the greatest risk was represented by receivables, totalling \$49,000 (\$14,000 in 2003/2004), which had been outstanding for more than 90 days.

Interest is charged on House Committee trade debtors after 60 days at 2% per month. No interest is charged to any other debtors.

The carrying amount approximates net fair value. House Committee sales are made on 7 or 60 day terms. Other sales are made on either 14 or 30 day terms.

**Bank Overdraft**

The Legislature does not have any bank overdraft facility.

**Trade Creditors and Accruals**

These liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are not secured) are settled in accordance with Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received.

**21. Adopting AASB 1047 Disclosure****i Explanation of how the transition to AIFRS is being managed**

The Legislature will apply the Australian Equivalents to International Financial Reporting Standards (AIFRS) from the reporting period beginning 1 July 2005. The Legislature is a not-for-profit entity whose principal objective is not the generation of profit.

The Legislature is managing the transition to the new standards by allocating internal resources to analyse the pending standards and Urgent Issues Group Abstracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition.

NSW Treasury is assisting agencies to manage the transition by developing policies, including mandates of options; presenting training seminars to all agencies; providing a website with up-to-date information to keep agencies informed of any new developments; and establishing an IAS Agency Reference Panel to facilitate a collaborative approach to manage the change.

# financial statements

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## **ii Key Differences in Accounting Policies**

The Legislature has determined that there are no areas where changes in accounting policies are likely to impact the financial report. To ensure consistency at the whole of government level, NSW Treasury has advised agencies of options it is likely to mandate for the NSW Public Sector. To date the only change to emerge has been under AASB 138 Intangible Assets where some computer software will be reclassified as intangible assets.

There are no changes that affect equity under existing AGAAP compared to equity under AIFRS.

## **iii Financial Instruments**

In accordance with NSW Treasury's indicative measures The Legislature will apply the exemption provided in AASB 1 *First Time Adoption of Australian Equivalents to International Financial Reporting Standards* not to apply the requirements of AASB 132 *Financial Instruments: Presentation and Disclosures* and AASB 139 *Financial Instruments: Recognition and Measurement* for the financial year ended 30 June 2005. These standards will apply from 1 July 2005. None of the information provided above includes any impacts for financial instruments. However, when these standards are applied, they are likely to impact on retained earnings (on first adoption) and the amount and volatility of profit / loss. Further, the impact of these Standards will in part depend on whether the fair value option can or will be mandated consistent with Government Finance Statistics.

## **iv Grant recognition for not-for profit entities**

The Legislature will apply the requirements in AASB 1004 *Contributions* regarding contributions of assets (including grants) and forgiveness of liabilities. There are no differences in the recognition requirements between the new AASB 1004 and the current AASB 1004. However, the new AASB 1004 may be amended by proposals in Exposure Draft (ED) 125 *Financial Reporting by Local Governments*. If the ED 125 approach is applied, revenue and / or expense recognition will not occur until either The Legislature supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied. ED 125 may therefore delay revenue recognition compared with AASB 1004, where grants are recognised when controlled. However, at this stage, the timing and dollar impact of these amendments is uncertain.

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**End of Audited Financial Statements**

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## OPERATION OF THE LEGISLATIVE ASSEMBLY

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	3,556	3,078	2,885
Other Operating Expenses	433	553	398
Maintenance	6	0	3
Depreciation	71	97	87
<b>Total Expenses</b>	<b>4,066</b>	<b>3,728</b>	<b>3,373</b>
<b>Revenue</b>			
Sale of Goods and Services	0	5	10
Other Revenue	24	5	29
<b>Total Revenue</b>	<b>24</b>	<b>10</b>	<b>39</b>
Gain (loss) on sale of assets	0	0	1
<b>NET COST OF SERVICES</b>	<b>4,042</b>	<b>3,718</b>	<b>3,333</b>
Less:			
Depreciation	71	97	87
Long Service Leave	320	121	96
Superannuation	278	260	245
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>3,373</b>	<b>3,240</b>	<b>2,905</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>20</b>	<b>0</b>

**ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06**

Salaries and related payments	3,179
Other operating expenses	480
Maintenance	9
Depreciation and Amortisation	75
Total Expenses	3,743
Less Retained Revenue	15
Less Non-controllable items	357
Net Controllable Cost of Services	3,371

# financial statements

## PARLIAMENTARY REPRESENTATION LEGISLATIVE ASSEMBLY

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	14,948	14,138	14,848
Other Operating Expenses	13,274	13,792	13,217
Maintenance	172	310	194
Members Salary Related Payments	23,642	22,895	22,806
Depreciation	1,635	2,015	1,815
<b>Total Expenses</b>	<b>53,671</b>	<b>53,150</b>	<b>52,880</b>
<b>Revenue</b>			
Sale of goods and services	393	380	439
Other Revenue	105	135	210
<b>Total Revenue</b>	<b>498</b>	<b>515</b>	<b>649</b>
Loss on disposal of fixed assets	-	0	(36)
<b>NET COST OF SERVICES</b>	<b>53,173</b>	<b>52,635</b>	<b>52,267</b>
Less:			
Depreciation	1,635	2,015	1,815
Long Service Leave	260	303	303
Superannuation	7,177	7,158	6,827
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>44,101</b>	<b>43,159</b>	<b>43,322</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>1,273</b>	<b>1,348</b>	<b>1,108</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06

Salaries and related payments	14,309
Other operating expenses	14,065
Maintenance	300
Members Related Payments	24,010
Depreciation and Amortisation	1,645
Total Expenses	54,329
Less Retained Revenue	510
Less Non-controllable items	8,165
Net Controllable Cost of Services	45,654

## OFFICE OF THE CLERK

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	760	649	640
Other Operating Expenses	140	141	107
Maintenance	0	0	0
Depreciation	10	19	13
<b>Total Expenses</b>	<b>910</b>	<b>809</b>	<b>760</b>
<b>Revenue</b>			
Sale of Goods and Services	0	5	8
Other Revenue	18	5	23
<b>Total Revenue</b>	<b>18</b>	<b>10</b>	<b>31</b>
Gain (loss) on sale of assets			
<b>NET COST OF SERVICES</b>	<b>892</b>	<b>799</b>	<b>729</b>
Less:			
Depreciation	10	19	13
Long Service Leave	45	35	21
Superannuation	62	58	56
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>775</b>	<b>687</b>	<b>639</b>
<b>CAPITAL WORKS EXPENDITURE</b>		<b>10</b>	

### ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06

Salaries and related payments	670
Other operating expenses	125
Maintenance	-
Depreciation and Amortisation	11
Total Expenses	806
Less Retained Revenue	15
Less Non-controllable items	92
Net Controllable Cost of Services	699

# financial statements

## PROCEDURE OFFICE

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	625	581	562
Other Operating Expenses	136	188	147
Maintenance	0	0	2
Depreciation	28	27	31
<b>Total Expenses</b>	<b>789</b>	<b>796</b>	<b>742</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	1	0	1
<b>Total Revenue</b>	<b>1</b>	<b>0</b>	<b>1</b>
Gain (loss) on sale of assets			
<b>NET COST OF SERVICES</b>	<b>788</b>	<b>796</b>	<b>741</b>
Less:			
Depreciation	28	27	31
Long Service Leave	25	35	16
Superannuation	45	44	43
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>690</b>	<b>690</b>	<b>651</b>
<b>CAPITAL WORKS EXPENDITURE</b>		<b>10</b>	

### ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06

Salaries and related payments	598
Other operating expenses	166
Maintenance	-
Depreciation and Amortisation	27
Total Expenses	791
Less Retained Revenue	-
Less Non-controllable items	97
Net Controllable Cost of Services	694

## LEGISLATIVE ASSEMBLY COMMITTEE OFFICE

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	310	210	187
Other Operating Expenses	16	26	15
Maintenance	0	0	0
Depreciation	1	2	1
<b>Total Expenses</b>	<b>327</b>	<b>238</b>	<b>203</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gain (loss) on sale of assets			
<b>NET COST OF SERVICES</b>	<b>327</b>	<b>238</b>	<b>203</b>
Less:			
Depreciation	1	2	1
Long Service Leave	104	5	10
Superannuation	14	15	13
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>208</b>	<b>216</b>	<b>179</b>
<b>CAPITAL WORKS EXPENDITURE</b>			

### ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06

Salaries and related payments	217
Other operating expenses	23
Maintenance	-
Depreciation and Amortisation	1
Total Expenses	241
Less Retained Revenue	-
Less Non-controllable items	16
Net Controllable Cost of Services	225

# financial statements

## LEGISLATIVE ASSEMBLY COMMITTEES 2004/05

COMMITTEE	2004/05 ACTUAL \$000	EMPLOYEE RELATED EXPENSES \$000	TRAVEL \$000	ADVER TISING \$000	CONTRACT & CONSULT. \$000	PRINTING \$000	RENT \$000	STORES, DEPN, MISC. \$000	POSTAGE & TELEPHONE \$000	COMPUTER COSTS
Public Accounts	447	298	67	7	9	5	51	4	4	2
Public Bodies Review	289	208	41	5	10	-	20	1	3	1
Ethics	50	-	47	-	-	-	-	3	-	-
Public Works	301	226	11	13	4	4	37	2	3	1
Natural Resources	367	264	57	11	13	2	14	3	3	-
TOTAL EXPENSES	1,454	996	223	36	36	11	122	13	13	4
REVENUE	-									
NET COST OF SERVICES	1,454									
Less:										
Long Service Leave	30									
Superannuation	56									
NET CONTROLLABLE COST OF SERVICES	1,368									

## JOINT COMMITTEES ADMINISTERED BY LEGISLATIVE ASSEMBLY 2004/05

COMMITTEE	2003/2004 \$000	EMPLOYEE RELATED EXPENSES \$000	TRAVEL \$000	ADVER TISING \$000	CONTRACT & CONSULT. \$000	PRINTING \$000	RENT \$000	STORES, DEPN, MISC. \$000	POSTAGE & TELEPHONE \$000	COMPUTER COSTS
Health Care Complaints	303	210	50	16	2	1	20	2	2	-
I.C.A.C.	177	136	-	12	5	1	20	-	2	1
Ombudsman	188	152	3	-	5	3	20	2	2	1
Valuer-General	33	31	-	-	-	1	-	1	-	-
Legislation Review	544	405	50	1	14	12	51	5	5	1
Staysafe	306	193	65	-	8	4	26	5	4	1
Committee on Children	165	142	-	-	-	-	20	1	2	-
Nuclear Waste	110	96	2	5	-	-	6		1	-
Electoral Matters	2				1	1				
Pooled Committee Costs	64	-	-	1	6	14	-	12	5	26
TOTAL EXPENSES	1,892	1,365	170	35	41	37	163	28	23	30
REVENUE	1									
NET COST OF SERVICES	1,891									
Less:										
Depreciation	117									
Long Service Leave	39									
Superannuation	127									
NET CONTROLLABLE COST OF SERVICES	1,608									



**EMPLOYEE SERVICES**

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	657	587	441
Other Operating Expenses	59	74	48
Maintenance	0	0	0
Depreciation	9	13	14
<b>Total Expenses</b>	<b>725</b>	<b>674</b>	<b>503</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	2
Other Revenue	2	0	2
<b>Total Revenue</b>	<b>2</b>	<b>0</b>	<b>4</b>
Gain (loss) on sale of assets			
<b>NET COST OF SERVICES</b>	<b>723</b>	<b>674</b>	<b>499</b>
Less:			
Depreciation	9	13	14
Long Service Leave	101	11	22
Superannuation	48	32	30
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>565</b>	<b>618</b>	<b>433</b>
<b>CAPITAL WORKS EXPENDITURE</b>			

**ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06**

Salaries and related payments	620
Other operating expenses	65
Maintenance	-
Depreciation and Amortisation	10
Total Expenses	695
Less Retained Revenue	-
Less Non-controllable items	40
Net Controllable Cost of Services	655

# financial statements

## MEMBERS' SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	422	368	362
Other Operating Expenses	22	51	34
Maintenance	4	0	0
Depreciation	10	16	13
<b>Total Expenses</b>	<b>458</b>	<b>435</b>	<b>409</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gain (loss) on sale of assets			
<b>NET COST OF SERVICES</b>	<b>458</b>	<b>435</b>	<b>409</b>
Less:			
Depreciation	10	16	13
Long Service Leave	17	10	6
Superannuation	44	42	40
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>387</b>	<b>367</b>	<b>350</b>
<b>CAPITAL WORKS EXPENDITURE</b>			

### ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06

Salaries and related payments	380
Other operating expenses	38
Maintenance	7
Depreciation and Amortisation	12
Total Expenses	437
Less Retained Revenue	-
Less Non-controllable items	39
Net Controllable Cost of Services	398

## CHAMBER AND SUPPORT SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	782	683	693
Other Operating Expenses	60	73	47
Maintenance	2	0	1
Depreciation	13	20	15
<b>Total Expenses</b>	<b>857</b>	<b>776</b>	<b>756</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	3	0	3
<b>Total Revenue</b>	<b>3</b>	<b>0</b>	<b>3</b>
Gain (loss) on sale of assets			1
<b>NET COST OF SERVICES</b>	<b>854</b>	<b>776</b>	<b>752</b>
Less:			
Depreciation	13	20	15
Long Service Leave	28	25	21
Superannuation	65	69	63
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>748</b>	<b>662</b>	<b>653</b>
<b>CAPITAL WORKS EXPENDITURE</b>			

**ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06**

Salaries and related payments	694
Other operating expenses	63
Maintenance	2
Depreciation and Amortisation	14
Total Expenses	773
Less Retained Revenue	-
Less Non-controllable items	73
Net Controllable Cost of Services	700

# financial statements

## OFFICE OF THE FINANCIAL CONTROLLER

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	1,045	1,027	1,045
Other Operating Expenses	179	162	360
Depreciation	216	280	265
<b>Total Expenses</b>	<b>1,440</b>	<b>1,469</b>	<b>1,670</b>
<b>Revenue</b>			
Sale of Goods and Services	-	-	164
Other Revenue	99	45	57
<b>Total Revenue</b>	<b>99</b>	<b>45</b>	<b>221</b>
<b>NET COST OF SERVICES</b>	<b>1,341</b>	<b>1,424</b>	<b>1,449</b>
Less:			
Depreciation	216	280	265
Long Service Leave	46	25	41
Superannuation	83	65	77
<b>Net Controllable Cost of Services</b>	<b>996</b>	<b>1,054</b>	<b>1,066</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>822</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2005/06

Salaries and related payments	1,142
Other operating expenses	161
Depreciation and Amortisation	220
Total Expenses	1,523
Less Retained Revenue	75
Less Non-controllable items	271
Net Controllable Cost of Services	1,177

## OTHER SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<b>Expenses</b>			
Presiding Officers Conference	4	20	5
Commonwealth Parliamentary Association.	339	295	217
Overseas Delegations	6	7	2
<b>NET COST OF SERVICES</b>	<b>349</b>	<b>322</b>	<b>224</b>

### ESTIMATED LA EXPENDITURE AND REVENUE FOR 2005/06

Presiding Officers Conference	\$20,000
Commonwealth Parliamentary Association	\$304,000
Overseas Delegations	\$7,000

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## Annual Reporting

The Parliament of New South Wales is not bound by the annual reporting legislation. Since 1990 the Legislative Assembly has prepared annual reports. The Legislative Assembly uses the requirements of the annual reporting legislation as a guide to determining the contents of the report. A number of these requirements are not applicable to the Legislative Assembly, including reporting of legislative change and judicial decisions, freedom of information requests, funds granted to non-government community organisations and land disposal.

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