

Legislative Assembly Annual Report



2007/2008

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New South Wales Parliamentary cataloguing-in-publications data:

New South Wales Parliament. Legislative Assembly

Annual report, 2007/08 New South Wales Department of the Legislative Assembly — Sydney (N.S.W.): Dept. of the Legislative Assembly, (2008). — 142p.; 30 cm.

ISSN 1037-4868

1. New South Wales. Parliament. Legislative Assembly—Periodicals
2. Legislative bodies—Lower chambers—New South Wales—Periodicals (LCSH)
(2.LOWER HOUSES-NEW-SOUTH-WALES (Parl. Thesaurus))
 - I. Title

328.944972 (DDC 20)

Published by the New South Wales Legislative Assembly



Our vision

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



Our mission

To service and enhance the operations of the Legislative Assembly 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 values

Independence and Integrity
Innovation and Diversity
Commitment and Respect

Contents

Clerk's Letter	5
Speaker's Foreword	6
Our Organisation	7
Performance Highlights	9
The Year Ahead 2008/09	13
Organisation Chart	17
Our Performance	19
Effective functioning of the House and committees	21
Community access and participation in the parliamentary process	35
Assisting members of Parliament to fulfil their representative and legislative roles	39
Our Governance	47
Organisational structure	48
Legislation	49
Ethical standards	50
Management	51
Other activities during 2007/08	52
Equal employment opportunity benchmarks	58
Occupational health and safety	60

Appendices	63
Appendix A - Procedural statistics	64
Appendix B - Individual committee operations	65
Appendix C - Legislative Assembly publications	78
Appendix D - Parliamentary supported travel	81
Appendix E - Official visitors	90
Appendix F - Energy and waste management/environment	92
Appendix G - Equal employment opportunity trends	93
Financial Statements	95
Index	138

Clerk's Letter



LEGISLATIVE ASSEMBLY
OFFICE OF THE CLERK OF THE HOUSE

The Hon Richard Torbay MP
Speaker of the Legislative Assembly
Parliament House
Macquarie Street
Sydney NSW 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 2008.

The decision to implement a new organisation structure for the Parliament and to create the Department of Parliamentary Services headed by an Executive Manager has presented significant change management issues and challenges. In the year ahead we will continue to work with the Department of the Legislative Council and the Department of Parliamentary Services to make these changes successful.

In our ongoing roles supporting the House, its committees and the electorate offices, we will continue to look for improvement in our processes, particularly in the application of technology.

A key challenge for the Department over the coming years is the capture and use of our corporate knowledge. Significant progress was made during the year on projects to improve our collaboration, learning and staff development in our core business of parliamentary practice and procedure.

I acknowledge with appreciation the commitment and hard work of the staff of the Legislative Assembly during the year and we look forward to working together within the Department and across the Parliamentary environment to meet the challenges ahead.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Russell D. Grove', written over a circular stamp or seal.

Russell D. Grove
Clerk of the Legislative Assembly

Speaker's Foreword



Speaker's Suite Parliament House Sydney 2000

Tel. 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 ending 30 June 2008.

The annual report provides a summary of the activities and outcomes of the Chamber and committees and information on a number of corporate and administrative functions that support the House, its committees and members.

During the year, the President of the Legislative Council and I introduced a significant change management process across the whole organisation with our decision to implement a new organisation structure. Organisation change always presents challenges and I would like to acknowledge and also thank the management and staff of the Legislative Assembly for their ongoing assistance in implementation.

I would also like to thank the Clerk and the staff of the Department for their commitment to providing a professional service to the Parliament and to the citizens of New South Wales.



Richard Torbay
Speaker

Our Organisation

Organisation

Who we are

The Department of the Legislative Assembly is an independent body that provides services to support the efficient operation of the Legislative Assembly.

The Legislative Assembly, which the Department serves, is the Lower House of the Parliament of New South Wales. The Legislative Assembly derives its powers from the Constitution Act 1902, its standing orders, convention, custom and decisions of its Speakers.

Together with the Legislative Council, the Assembly has the following roles in providing for a system of representative and responsible government for the people of the New South Wales:

- Making laws for the peace, welfare and good government of New South Wales, with the consent of the Governor
- Providing a forum for supervision and scrutiny of the Executive Government and accountability to the people of New South Wales
- Providing a forum for debate, discussion and review of issues of public policy and issues of concern to the people of New South Wales.

What we do

Ensure the efficient and effective functioning of the Legislative Assembly, its committees and members.

Provide access by the community to the Parliament and its proceedings, committees and members so that the people can fully participate in the processes of Parliament

Ensure that members of the Legislative Assembly can fulfil their public duties as elected representatives of the people.

Our key clients

- Members of the Legislative Assembly.
- Parliament as a whole.
- NSW Government agencies.
- Citizens of New South Wales.

Our resources

Operations net cost - \$3.686m

Committees net cost - \$3.067m

Department staff - 76

Members' Program net cost - \$54,624m

Members' staff - 239

Short history

- 1856:** Legislative Assembly constituted as the Lower House of the bicameral Parliament of New South Wales with 54 members, the first responsible parliament of the then Australian colonies
- 1858:** Full manhood suffrage for males and secret voting introduced
- 1859:** Queensland separated from New South Wales
- 1889:** Allowances for members introduced
- 1893:** Plural voting abolished
- 1901:** NSW Parliament becomes a State Parliament in the new Federation of Australia.
- 1902:** Women given right to vote
- 1925:** First woman elected to the Assembly.
- 1926:** Single member electorates
- 1928:** Preferential voting introduced
- 1929:** Compulsory voting introduced
- 1979:** Optional preferential voting introduced
- 1995:** Fixed four-year terms introduced
- 1999:** The number of electorates was reduced from 99 to the current 93
- 2007:** Speaker allowed to debate and vote in the House

Performance Highlights

Highlights

Result Area 1:

Effective functioning of the House, its committees and its members

Outcome/Result	Activity/Output 2006/07	Activity /Output 2007/08
Members' satisfaction with the procedural advice provided and the Procedure Office services	Not available	Average survey score 8.3 /10
The Legislative Assembly fulfils its legislative role	119 bills were introduced 105 bills were passed	118 bills were introduced 118 bills were passed
Supervision and scrutiny of the Executive Government is undertaken	1558 written questions asked 1096 answers to written questions 384 oral questions asked	3005 written questions asked 3113 answers to written questions 482 oral questions asked
Number of committees	17 committees operated	14 committees operated
Committee reports tabled	57	38

Result Area 2:

The community can access the Parliament and participate in the parliamentary process

Outcome/Result	Activity/Output 2006/07	Activity /Output 2007/08
Strengthen community knowledge of our system of government and the Parliament	A total of 674 groups (27,629 visitors) accessed education tours	573 groups 23,925 visitors

Highlights

Result Area 3:

Members of parliament are able to fulfil their representative and legislative roles

Outcome/Result	Activity/Output 2006/07	Activity /Output 2007/08
All members are provided with suitable offices in their electorates to facilitate the carriage of their electorate duties. The offices are the front line of interaction between members and their constituents and are a key resource to enable members to fulfil their representative role	<p>Lease and fitout activity: 12 leases were reviewed 6 new leases were negotiated. 5 fitouts were undertaken at a total cost \$682,869</p> <p>Property and equipment maintenance: 674 jobs valued at \$181,680 Response time target of 24 hours generally met</p>	<p>Lease and fitout activity: 49 leases were reviewed 11 new leases were negotiated. 11 fitouts were undertaken at a total cost \$970,000</p> <p>Property and equipment maintenance: 661 jobs valued at \$192,000 Response time target of 24 hours generally met</p>

Survey of members of the Legislative Assembly

The Department has set 8 out of 10 as our benchmark of satisfactory service with a target of 9 out of 10 to aspire to.

The overall satisfaction rating for the Department was 7.9 out of 10.

Generally, members were highly satisfied with respect to parliamentary procedure and practice and chamber and support services where average satisfaction scores were generally above our benchmark of 8, with a range from 8.1 to 8.5.

Members were also generally very satisfied with services from the committee secretariats where all average scores were generally above the benchmark score of 8 with a range from 8.1 to 8.4.

Members were less satisfied with services provided in supporting their electorate offices and administration of their entitlements. The averages scores were below our benchmark of 8 with a range from 6.9 to 7.9.

A number of members also provided specific comments as part of the survey as to their experiences and concerns and these will be taken into account in providing feedback to managers and staff and in our future service delivery.

Financials at a glance

	2005/06	2006/07	2007/08
Net cost of services:	\$000	\$000	\$000
Legislative Assembly operations	3,790	3,625	3,686
Legislative Assembly committees	3,534	3,234	3,067
Legislative Assembly Members' program	48,518	52,279	54,624

The
Year Ahead
2008/09

The Year Ahead

Completion of the Legislative Assembly restructure

The establishment of a separate Department of Parliamentary Services and ongoing budget and cost constraints will require the Legislative Assembly to review its structure, services and priorities in the year ahead. The Department will also examine its ability to fund its current service level. The review of the operations of the Procedure Office will continue.

A review of the administration of members' entitlements in 2008 has delayed the overall restructure of the Department however, individual office reviews will be progressed in the Procedure Office and in Chamber and Support Services.

Second edition of New South Wales Practice, Procedure and Privilege

During 2008/09 work will begin on the second edition of New South Wales Legislative Assembly Practice, Procedure and Privilege with a view to publishing it at the commencement of the 55th Parliament in 2011. Soon to be available to members in electronic format, changes to practice and procedure of the House will be constantly updated. Additional historical information underpinning the procedures of the House will also be included. To assist with research a number of historical documents, including indexes to the Votes and Proceedings and old procedural precedents, have been converted into Word documents to enable information to be readily accessed.



The Speaker, the Hon. Richard Torbay MP, the Clerk, Russell Grove and Margaret McDonald, Speaker's Private Secretary, with staff of Chamber and Support Services.

The Year Ahead

Compendium of procedural information

This was an ongoing project during 2007/08 and will continue into 2008/09. The aim of the Compendium is to provide access to all information contained in the procedural databases through both a search facility and an alphabetical subject listing. The Compendium will include rulings of the Chair, procedural precedents and standing and sessional orders.

While the Compendium poses some technological challenges, during 2008/09 the project is to be prioritised and a strategy will be devised in order to incorporate other procedural publications such as New South Wales Legislative Assembly Practice, Procedure and Privilege into the Compendium format.

Procedure papers and publications

A revised style guide for the Votes and Proceedings is in course of preparation. The on-line macros database which supports preparation of the Votes and Proceedings is also being reviewed and streamlined.

For a number of years the Assembly has been working with the Treasury to promote the accessibility of annual reports through the internet. In 2008 the Premier issued a formal directive to departments and agencies for annual reports to be accessible through websites, paving the way for the Assembly to review its current bulk annual report collection and storage practices, which are resource-heavy.

In 2008/09 we will investigate the feasibility of electronic access to tabled Parliamentary Papers through the Tabled Papers Database.

In 2008/09 we will finalise the bound volumes for the 51st and 52nd Parliaments.

Parliament-wide policy development

In 2008/09 we will continue to work with the Legislative Council and Department of Parliamentary Services on policy development in relation to new security arrangements, room and theatre bookings and set-up, and educational tour groups and other events.

During the year we will continue the work of a number of project groups which have been set up to review and develop our capacity to undertake the following programs:

- Strategic management cycle
- Performance management
- Strategic and business plans
- Performance measures and indicators
- Survey of members and staff
- On line reporting

The project teams were sourced from across the senior management of the organisation to promote cross team learning and provide exposure and development opportunities.

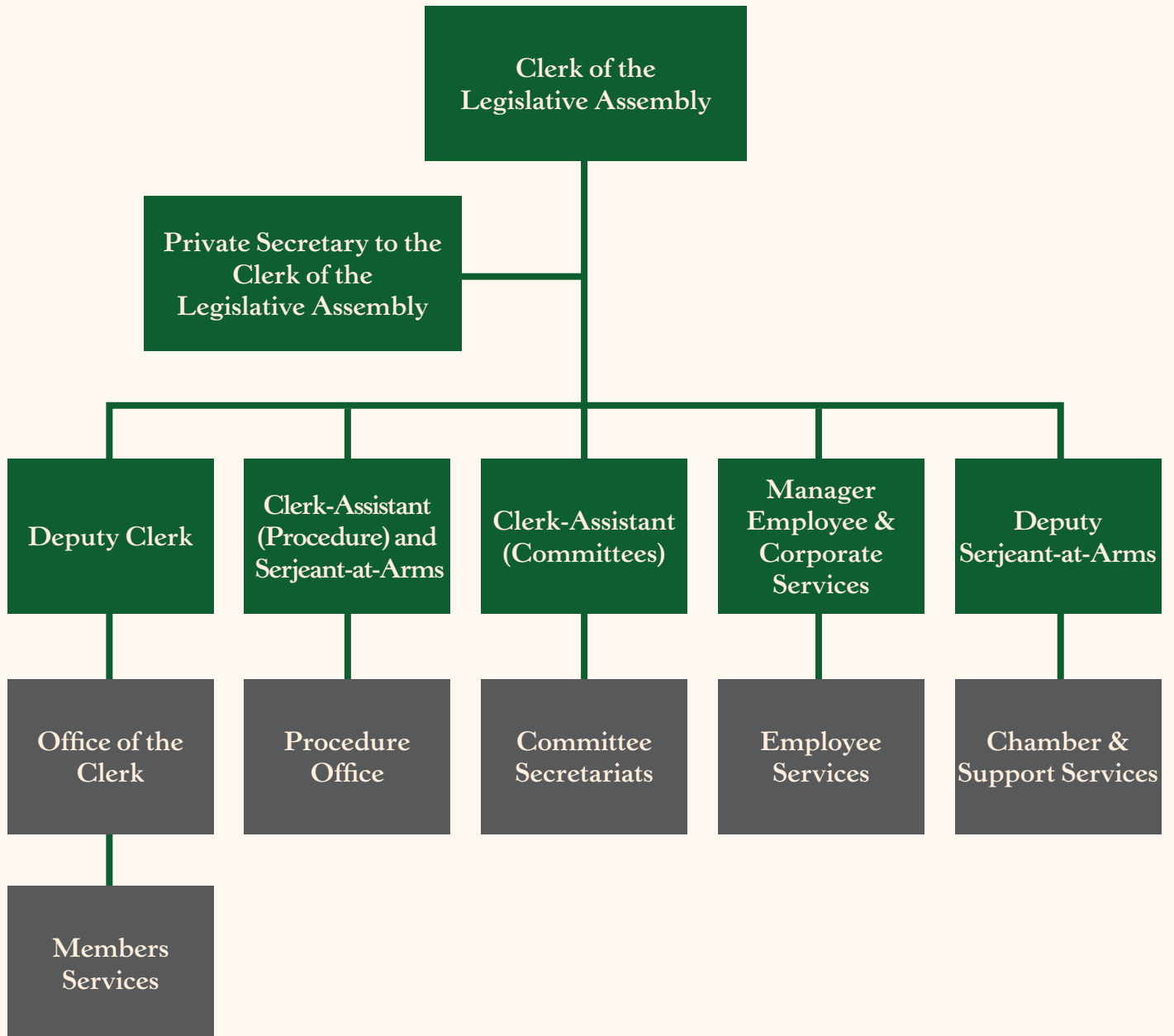
Committee resourcing

With the continuation of the two unfunded temporary Committee Manager and Senior Committee Officer positions, it is anticipated that the Legislative Assembly committee budget will be over spent in 2008/09. In 2007/08 Legislative Assembly committees expenditure was just under budget, reflecting low committee activity after the general election and the late appointment of committees in 2006/07.

With staff of the Committee Office being redeployed to service an additional two committees established in the 54th Parliament there is limited capacity to undertake generic committee related projects.

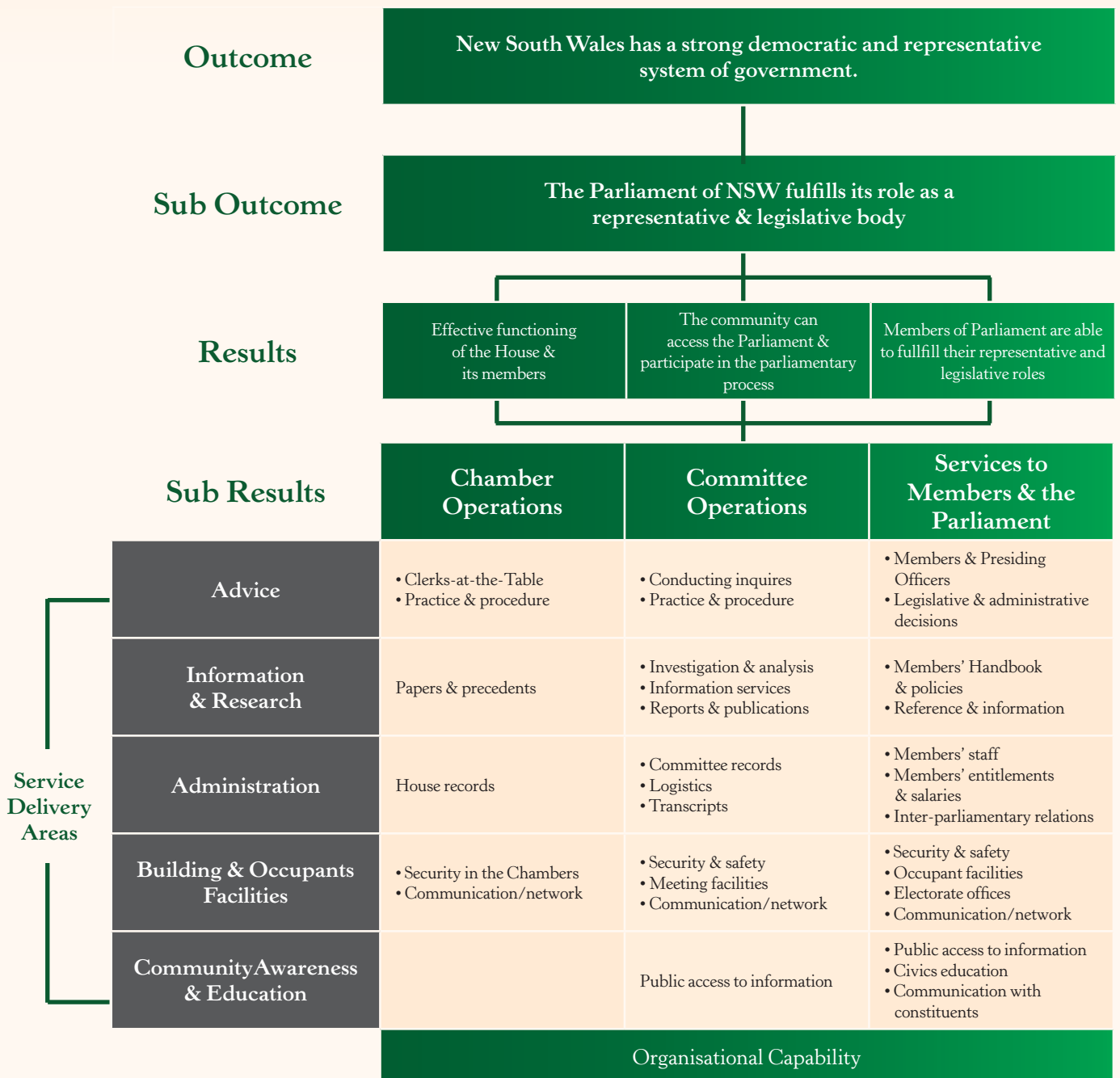
Organisation Chart

Legislative Assembly



Our Performance

Parliament of New South Wales Results and Services Plan 2007/08



Our performance

The Department of the Legislative Assembly provides a range of services to the House and its committees, to its members, and to the community. Many external factors and other agencies impact on the workload of the Department and this can vary greatly from year to year. A key variable is the number of parliamentary sitting days the Executive Government determines should occur each year. The Department must provide administrative services to facilitate these sitting day activities, sometimes at relatively short notice.

The annual report therefore provides both workload measures, which show outputs requiring its resources, and performance measures, which are indicators which the Department endeavours to improve in order to better achieve its goals.

Performance

Effective functioning of the House and committees

Result Area 1 – Effective functioning of the House, its committees and its members

Outcome/Result	Activity/Output 2006/07	Activity /Output 2007/08
Members' satisfaction with the procedural advice and Procedure Office services	Not available	Average survey score 8.3 /10
The Legislative Assembly fulfils its legislative role	119 bills were introduced 105 bills were passed	118 bills were introduced 118 bills were passed
Supervision and scrutiny of the Executive Government is undertaken	1558 written questions asked 1096 answers to written questions 384 oral questions asked	3005 written questions asked 3113 answers to written questions asked 482 oral questions asked
Parliamentary processes are in place to facilitate the carriage of House and committee business	45 House sittings 57 committee reports tabled by 17 committees	62 House sittings 38 committee reports tabled by 14 committees
The records of the House are published	129 bound volumes of Joint Volumes, Questions and Answers and Business Papers were produced	120 bound volumes of Joint Volumes, Questions and Answers and Business Papers were produced
Advice to the Speaker on requests for citizens' right of reply	4	0
Considered rulings drafted for the Speaker	N/A	4 (includes 2 not given)
Papers prepared for conferences	3	4
Responses to inquiries from other Parliaments (Australia)	11	16
Responses to inquiries from other Parliaments (overseas)	30	25
Responses to formal inquiries from Members' offices on procedural/privilege issues	3	7
Briefing papers prepared on procedural issues	8	3

Our achievements against what we said we would do in 2007/08

1. Procedure Knowledge, Learning and Management Development Policy – involve senior staff in corporate and strategic planning and continue Procedure Office placement policy
Achievement: Program developed and reported in more detail in the management section of this report.
2. Publish Legislative Assembly Practice, Procedure and Privilege.
Achievement: Published in October 2007 – full report in this section.
3. Develop the Procedure Compendium
Achievement: Ongoing project to be completed in 2008/09.
4. Develop the series of committee colloquia
Achievement: Program of colloquia and other sessions delivered throughout the year – see full report in this section of the report.

Achievements & activities through the year.

Parliamentary papers

The publication systems used for recording the Votes and Proceedings and the Questions and Answers Paper were reviewed to incorporate changes in light of the new standing orders and sessional orders introduced in May 2008.

Work continued on the software supporting the Questions and Answers database, to facilitate publication of the Questions and Answers Paper.

During the reporting year the Procedure Office produced:

Votes and Proceedings:

80 struck-off archival editions

Business Paper:

80 struck-off archival editions

Questions and Answers Paper:

80 proof editions; 75 struck-off editions

(7 reprints required to properly transcribe symbols)

Bound volumes of :

Questions and Answers:

Up to end of the 2nd session of the 53rd Parliament completed.

Votes and Proceedings:

Up to the end of the 1st session of the 53rd Parliament completed.

Parliamentary Papers:

27 volumes in the 2nd session of the 53rd Parliament completed.

Up to volume 75 completed in 1st session of the 53rd Parliament, remainder being prepared for binding.

Performance

Effective functioning of the House and committees

Pecuniary interests register and regulations

The Register of Disclosures by Members of the Legislative Assembly as at 30 June 2007 was tabled on 6 November 2007.

The financial year 2007/08 was the first in which members were required to make a Supplementary Ordinary Return under the Constitution (Disclosures by Members) Regulation, as amended in 2007. Members now make a formal return every six months. The newly amended regulation, which commenced on 24 March 2007, provides for greater information about clients benefiting from Members' secondary employment, and permits discretionary disclosures to be made. The Supplementary Ordinary Returns as of the 31 December 2007 were tabled on 7 May 2008.

Changes to standing orders and new sessional orders on “family friendly” sitting hours

On Thursday 6 December 2007 the Legislative Assembly adopted a number of sessional orders which commenced on 26 February 2008, the first sitting day in 2008.

The majority of these new sessional orders were introduced to implement ‘family friendly’ sitting hours. The adoption of new sessional orders also provided an opportunity to make a number of changes associated with recent amendments to the Constitution Act 1902 in relation to the Speaker’s participation in debate and divisions, and to clarify a number of procedures in the standing orders.

The sessional orders were designed to ensure that the House is able to adjourn earlier each night but still provide the Government with approximately the same amount of time in which to conduct its business. Private members’ business was also not to be adversely impacted.

One of the difficulties that the family friendly hours has raised is the timely production of House papers, particularly the Questions and Answers Paper which goes through a number of stages before it is produced. Under previous arrangements members were able to submit written questions up until the end of Question Time (approximately 3.30 pm) each sitting Tuesday, Wednesday and Thursday and until 2.00 pm on Friday. Answers to written questions could be submitted up until 5.00 pm on the day they were due regardless of whether it was a sitting day or not.

Approximately 50 written questions are submitted each sitting day and a large amount of work is associated with the production of the paper including deciphering, typing and proofing questions, putting the questions onto a database, allocating numbers and generating the paper itself. The amount of administrative work required often meant that the Questions and Answers Paper was not produced until late each sitting night.

To assist staff with the production of the Paper, all written questions must now be submitted by 12 noon each sitting day. While members are encouraged to email the text of questions submitted, in practice the majority do not, leaving a large number to be typed by Procedure Office staff.

Answers to questions must now be submitted by Ministers by 12 noon on the due date, both in hard copy and electronically, to further assist with the timely production of the Questions and Answers Paper. There has been concern that answers lodged after 12 noon will create a backlog. Therefore, the sessional order relating to the publication of House Papers now provides that during any adjournment of the House for two weeks or more, an occasional Questions and Answers Paper will be published which contains answers received.

Recent amendments to the Constitution Act 1902 amend the standing order related to the Speaker's casting vote to provide that the "member presiding", as opposed to "the Speaker", has a casting vote in the event that the votes are equal. The sessional orders have also amended the standing order on the election of the Speaker by adding a clause allowing the Speaker to participate in debate.

The standing order setting out the procedure for naming a member has also been amended to now provide that when a member is named, the Speaker, not a minister, proposes the question on the suspension of the member to the House.

The adoption of new sessional orders also provided the House with an opportunity to clarify a number of other procedures including allowing a Temporary Speaker to take the Chair at the commencement of a sitting in the absence of the Speaker, Deputy Speaker or Assistant Speaker.

The standing orders setting out the procedure for censure and no confidence motions have also been amended to make it clear that if the closure is moved on these questions it does not preclude the member the subject of the motion, or the Premier, in the case of a motion of no confidence in the Government, from replying to the debate.

It was always expected that the closer the House got to the end of the sittings, the greater the likelihood would be that the family friendly hours would be suspended to facilitate the conduct of government business. This occurred on 3 June 2008, when the sessional orders were suspended to provide for a different regime on Tuesdays and Wednesdays for the remainder of the sittings (6 days in total). There was also some flexibility built into Thursdays if there was a need to conduct Government business on what is, by and large, a private members' business day. Just to make absolutely sure that there would be adequate time for government business, matters of public importance were cancelled altogether. A dinner break was also formally factored into the routine of business on Tuesdays and Wednesdays – the first time that the House has actually recognised this break in sittings.

Performance

Effective functioning of the House and committees

Records of the House

State Records Office memorandum of agreement

A memorandum of agreement was signed by the Clerks and the Director of State Records, on 5 March 2008 to permit parliamentary records, subject to access directions, to be handed over to the care of the State Records Office, under the provisions of the State Records Act 1998.

There are several benefits for the Parliament as a result of the agreement:

- transfer of the archives will only be placed into the care, but not custody, of State Records;
- records, when transferred, will continue to be carefully conserved and will be more widely available for public access (subject to any access orders made by the Parliament); and
- there will be significant savings in terms of storage space and costs.

State Records will also now be available to provide advice to the Parliament on best practice in relation to record keeping.

Prior to the signing of the agreement, the Parliamentary Archivist and representatives of the House Departments were involved in drafting the necessary administrative arrangements for the agreement to operate.

As a result of the agreement, the role of the Parliamentary Archives will undergo a change from being an archive that solely manages records on-site, to one which works co-operatively on the management of the Parliamentary archives with State Records.

This will enable Parliamentary Archives to concentrate on the preparation of records for transfer, to maintain an intellectual control over these records and to extend records management more fully to the Parliamentary administration.

Publication of the New South Wales Legislative Assembly Practice, Procedure and Privilege

New South Wales Legislative Assembly Practice, Procedure and Privilege, edited by Russell Grove, Clerk of the Legislative Assembly with assistance from Mark Swinson, Deputy Clerk and Stephanie Hesford, Parliamentary Officer (Research and Projects) was launched by the Speaker, the Hon. Richard Torbay on Tuesday 23 October 2007

The book includes significant rulings of former Speakers, procedural precedents, discussion of the laws related to the Parliament and also includes reference to past practice where appropriate. The book will be a valuable source of information for members, staff and anyone interested in the law and procedures of the Legislative Assembly. Members have already shown a keen interest in the contents of the book by referring to it when raising points of order.

The book had its genesis in a short guide first produced in the late 1970s and remained a work in progress over many years. In 2002 the publication was expanded to include more detailed information on the practice, procedure and history of the House and a new section was drafted on parliamentary privilege.

The book was largely completed and ready for publication when the standing orders were amended in late 2006. The work was revised to include these new standing orders and also recent changes to the Constitution Act 1902, which enable the Speaker to participate in debate and vote in the House when not presiding in the Chair.

The Legislative Assembly has relied heavily on publications about parliamentary procedure in other jurisdictions such as Erskine May's Parliamentary Practice and House of Representatives Practice. These publications still provide useful information on procedure but are not always directly relevant to the practice and procedures that have developed in the Legislative Assembly over the past 150 years.

Oral history project

As part of our succession and knowledge management plans, the Legislative Assembly has embarked on a four year project to record an oral history of some of the events that impacted on the parliamentary institution over the last 40 years. This appears to be the first time an oral history has been attempted at a state Parliament level.

The project commenced on 6 February 2008 with prominent former members from the Liberal/National Party coalition government between 1965 and 1976 being invited to participate. The Hon Milton Morris, Mr Bruce Cowan, the Hon Wal Fife and Revd John Mason held discussions with the Clerk about issues and events that shaped Parliament and government during those years.

The discussion was facilitated by the Deputy Clerk Mark Swinson and Dr David Clune, the Research Manager in the Parliamentary Library and recorded and transcribed by Hansard.

As an aide memoire, two documents are produced - a synopsis of some of the major events for the period under review which is used as a focus for the discussion and an events chronology for the same period.



The Deputy Clerk, Mark Swinson, the Speaker, the Hon. Richard Torbay MP, the Clerk, Russell Grove, the Leader of the House, the Hon. John Aquilina MP and Stephanie Hesford at the New South Wales Legislative Assembly Practice, Procedure & Privilege book launch.

Performance

Effective functioning of the House and committees

Committees of the Legislative Assembly and Joint Committees

Table – Key committee statistics 2007/08

Outcome/Result	Activity/Output 2006/07	Activity /Output 2007/08
Members' satisfaction with the support from committee secretariats	Not available	Average survey score 8.3 /10
Number of committees	17	14
Committee reports tabled	57	38
Committee hearings	25	32
Committee witnesses	144	218
Committee meetings	76	141

Debate on committee reports

The adoption of family friendly sitting hours meant a rescheduling of certain items in the routine of business, including the time for the consideration of take note debates on committee reports. Take note debates have been moved from 1 pm on Thursdays to Fridays after the conclusion of Government business and prior to taking private members' statements with a dedicated 30 minute slot between 1 and 1.30 pm in the new sessional orders.

One of the consequences has seen the revival of the debate to take note of reports from committees. Previously on Thursdays the occupant of the Chair would leave the chair at 1pm for lunch before the calling on the order of the day (for committee reports). When the House resumed at 2.15 pm business would pick up the routine leading into Question Time. The last occasion the House considered committee reports was Thursday 16 October 2003. Thus for almost the entire previous Parliament there was no opportunity provided to take note of the more than 100 reports that had accumulated from the various committees.

On Friday 7 March 2008 the new provisions were used for the first time. At that date there had already been a build up of a number of committee reports tabled in the first 10 months of this Parliament. The new provision appears to have the universal approval of backbench members.

Other features of the new standing orders in relation to debate on committee reports are:

- a provision for debating reports from the same committee concurrently; and,
- when the order of the day is called and not proceeded with the order is postponed until the next week. However if the order of the day is called on a second time and there is no debate the question is put.

The House has considered committee reports on 8 sitting Fridays during the Autumn sittings. In total there were 24 debates on committee reports, covering 34 reports with 1 report being debated on 2 separate days as debate on it was interrupted.

Reference by the Houses to the Committee on the Independent Commission Against Corruption

In the Legislative Council, on 4 June 2008, the Opposition gave notice to establish a select committee with proposed terms of reference to examine the effectiveness of the current laws, practices and procedures in protecting parliamentary employees who make allegations against parliamentarians. The terms of reference also proposed an examination of the information provided to police and other persons specifically by an electorate officer to a former member of the Legislative Assembly.

On 18 June 2008 the President gave a considered ruling that the notice of motion was out of order, principally on the basis of comity between the Houses. This is the principle that the Houses are equal and sovereign and, subject to constitutional constraints, each has sole cognisance of their operations, including the delivery of services to members and the administration of staffing matters. As a result of negotiations on 26 June 2008, the last sitting week before the winter recess, both Houses resolved on a reference to the statutory based joint Committee on the Independent Commission Against Corruption. The modified terms of reference are for the committee to inquire into and report on the effectiveness of the current laws, practices and procedures in protecting whistleblower employees who make allegations against government officials and members of Parliament.

Performance

Effective functioning of the House and committees

Committee staff workshop and colloquia series

The 2006/07 annual report reported on the introduction of a colloquia series for committee staff. In the first half of 2007, committee staff met on a regular basis to hold colloquia on pertinent committee matters, including both administrative and procedural issues, with all committee staff encouraged to attend. This series was to be expanded into a more formal workshop learning environment. Senior committee staff facilitated workshops on nominated topics related to committee work.

During 2007/08 this capacity building of committee staff knowledge continued. The program was planned and prepared collectively with committee managers and senior committee officers. The following colloquia and workshops were conducted:

- Committee Minutes. (accompanying reference procedure notes were prepared)
- Sources of Committee Power
- The Committee Inquiry Process – part I
- The Committee Inquiry Process – part II
- The Committee Inquiry Process – part III
- The Media
- Working in a Parliamentary Environment led by Ronda Miller (a reprise of a 2007 ANZACATT Professional Development Seminar workshop)
- Applications of Technology – Committee Projects and Development led by Leslie Gönye and Vicki Buchbach (a reprise of a 2008 ANZACATT Professional Development Seminar workshop)
- Unauthorised Disclosures, with reference to a case study of the action taken by the Joint Standing Committee on Police Administration in its Interim Report (1993)
- Electronic Participation in Committee Meetings
- Travellers' Tales, led by Leslie Gönye and Ronda Miller on their work at the Legislative Assembly of British Columbia and the National Assembly of Cambodia respectively.

The aims of these colloquia and workshops are to share knowledge and experience in committee practice, procedure and administration in order to provide for a consistent approach and interpretation to committee operations across all secretariats and to provide professional development for new committee staff.

In the 2006/07 annual report it was also reported that this knowledge management and capacity building in staff would be collated into a committee handbook on practice and procedure and into an administrative handbook. However, due to the allocation of staff away from the Committee Office to directly service the two new committees appointed at the beginning of the current Parliament this project has not commenced.

Committee Chairs' Liaison Group

Following the decline of the Speaker's request to the Treasurer for supplementary funding to administer two additional committees created by the Executive, the Speaker in a memorandum to the members indicated that "the operations of committees will be affected by the need to re-allocate resources within existing committee budgets to resource the two additional committees." One means of assisting with any re-allocation of resources within the existing committee budget is to utilise the collective view of the committee chairs. This led to the Speaker establishing a Committee Chairs' Liaison Group in November 2007. The Group, consisting of the Speaker, the Deputy Speaker and the 13 committee chairs, is not a formal committee of the House as in many other jurisdictions nor does it have any binding powers.

In the current climate the staffing of the new committees and the budget have been the immediate concerns of the first two meetings of the Group. However, over time it is hoped that the Liaison Group will meet regularly and become a discussion forum for both the Speaker and chairs.

Specifically meetings are envisaged as a means for the Speaker to consult and conduct discussion with chairs to get direct feedback on matters such as publications, proposals to amend the standing orders or statutes pertaining to committees and to communicate consistency in practice, new administrative requirements and arrangements across committees. The chairs could also use the Group as a forum to raise issues with their peers, identify trends and seek collective co-operation and resolution to common problems.

The Group met for the first time on 7 November 2007 and during 2007/08 it met three times in total. The Group also commissioned a discussion paper on “Participation in Committee Proceedings by Electronic Communication”. The paper was prepared in May 2008 and canvassed provisions that could be considered to facilitate participation by both members and witnesses in committee meetings by electronic communications.



Committee staff participating in a workshop on 10 August 2007.

Performance

Effective functioning of the House and committees

Committees' budget

During 2006/07 a restructure of committee staffing was implemented. The restructure was dovetailed into the Parliament's global savings plan with the net impact being a 10% cut in the committees' budget and a reduction in committee staff from 31 to 26. However, the Legislative Assembly appointed two new standing committees to replace two other committees. A request for budget supplementation was denied by the Treasurer which leaves the Legislative Assembly with the same number of committees to service as in the previous parliament but with fewer resources.

In 2007/08 the Legislative Assembly established the additional temporary positions of Committee Manager and Senior Committee Officer to resource a secretariat to service the new committees. These additional salary costs will add greater pressure to the committees' budget.

This re-allocation of resources has substantially diminished the capacity of the Committee Office to undertake both new and previously flagged committee related research initiatives, including the harmonisation of committee legislation and the preparation of a committee handbook, as well as ongoing administrative work.

Organisational development

The Legislative Assembly actively participates in a number of programs, groups and institutions to share our own experience with others and to develop our staff.

The sharing of information across both Australian and international jurisdictions is an important mechanism for exchange of procedural practices. It also enables New South Wales to remain up to date with trends and developments in other Parliaments.

Contributions to parliament related groups and other parliaments and institutions

Parliamentary enquiries

The Legislative Assembly provides information and advice to other Parliaments on a range of procedural and administrative matters. These include: the sharing of information in online forums for Table Officers (i.e. the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) and the Canadian Association of Clerks-at-the-Table (CATS), and responding to inquiries from the Commonwealth Parliamentary Association.

Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) - website

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) was formed in 2001 and now comprises 80 members from each House of Parliament in Australia, Norfolk Island and New Zealand.

The objects of the Association are to advance the professional development of its members and to enable its members and other staff of Parliaments in Australia and New Zealand to expand their

knowledge of the foundations and principles of parliamentary systems and parliamentary procedure in Australia and New Zealand as well as the administrative practices essential to the smooth operation of Parliament.

During 2007/08 a number of enhancements were made to the ANZACATT website, which is administered by the NSW Legislative Assembly. A calendar was added that shows the sitting days for all Houses of Parliament in Australia and New Zealand and a new section was created for ANZACATT guides and courses.

The website has been operational since 2003 and since then the amount of information it contains has been greatly expanded. Previously, documents were largely stored in the library section of the website. However, following a review it was determined that those specifically related to ANZACATT, including information on the Parliamentary Law, Practice and Procedure course and the ANZACATT Members' Guide, should be located in their own dedicated section.

In response to feedback from ANZACATT members, the e-CATT Info-share list server was upgraded during 2007/08 and now includes an alphabetical archive as well as a chronological one.

ANZACATT professional development seminar

The annual professional development seminar was hosted by the Parliament of Tasmania in January 2008. The theme of the seminar was "Parliament and Technology: the Management of Change". The following Legislative Assembly staff contributed to the various workshops:

The Clerk-Assistant (Committees), workshop leader, presented a paper on "E-Democracy: Committee Projects and Developments". Vicki Buchbach, Committee Manager, co-presenter

Performance

Effective functioning of the House and committees

of the results of a survey to review strategies for improving the level and quality of involvement of community in committee work. Parliamentary Officer – Research and Projects, workshop leader, presented a paper evaluating the e-CATT Info-share System and explored further options to improve the system for users.

Australasian Study of Parliament Group (ASPG)

The annual conference of the ASPG was hosted by the Parliament of South Australia in August 2007. The conference theme was “Parliament’s Accountability to the People”. The Clerk-Assistant (Committees) delivered a paper “Finding a Balance between Accountability and Exclusive Cognisance: Some Recent Developments in New South Wales”. This paper was also published in the journal of the ASPG, *Australasian Parliamentary Review*, Autumn 2008 volume 23, no. 1.

British Columbia attachment

During the recess in the first two weeks of October 2007, the Clerk-Assistant (Committees), had a two week attachment with the Legislative Assembly of British Columbia [BC] (Canada). The primary purpose of the attachment was to be the “substitute” committee clerk for the public consultation hearings of the Select Standing Committee on Finance and Government Services while the incumbent committee clerk was on maternity leave. It provided a great opportunity to learn and observe the budget process, community consultation process and committee activity in a provincial jurisdiction.

The attachment took place during the annual public consultation phase of the budget process. The Legislative Assembly of British Columbia is required to undertake public consultation on its proposed budget between September and November each year. In a hectic fortnight the

committee conducted 8 hearings and heard from 230 witnesses. The hearings were held in 8 different locations ranging from Victoria (the capital of BC) to the suburbs of Greater Vancouver and across the southern part of the province in Cranbrook, Kelowna and Kamloops.

Further information about the committee, including the report, minutes and transcripts as well as the broadcast audio of the hearings, may be found at <http://www.leg.bc.ca/budgetconsultations/index.htm>.

Centre for Democratic Institutions (CDI)

CDI harnesses Australian and international best practice to support regional country partners in strengthening their parliaments. The centre was established as an Australian Government initiative and receives its core funding through the Australian Agency for International Development (AusAID) and is based in the Crawford School of Economics and Government at the Australian National University. Its geographic focus is the Asia-Pacific region.

In February 2008 Helen Minnican, Committee Manager, ran a session of the CDI committee inquiry workshop for staff of developing countries. Leslie Gönye, Clerk-Assistant (Committees), also addressed the workshop.

CDI Professional Development Course for Papua-New Guinea parliamentary staff and provincial clerks

At the request of the Clerk of Parliament, Papua New Guinea, the CDI assisted the National Parliament of Papua New Guinea with a training course for officers of the Parliamentary Service. One of the Legislative Assembly Committee Managers, Ms Helen Minnican, and two other parliamentary officers assisted CDI Deputy Director, Mr Quinton Clements in presenting the course.

The purpose of the course was to enable PNG parliamentary officials from the different divisions of the Parliamentary Service and the Provincial Assemblies to learn about various aspects of parliamentary work, further develop their professional skills and thereby raise the standards of service they provide to members of the National Parliament and the Provincial Assemblies.

The course focused on developing staff capacity in core areas of parliamentary work. The workshop was held from 19 to 21 May 2008 at Parliament House in Port Moresby. There was participation of around 50 staff from the Parliamentary Service and twelve Provincial Assembly Clerks and staff (from East Sepik, Simbu, East New Britain, West New Britain, New Ireland, Manus, Madang, Morobe and Sandaun Provinces).

Secondment of Solomon Islands officer

During June 2008 a Committee and Research Officer of the National Parliament of the Solomon Islands, was seconded to assist the Legislative Assembly committee secretariat, under the tri-party sponsorship of the Commonwealth Parliamentary Association, the United Nations Development Programme and the Centre for Democratic Institutions. The officer undertook a work program of research for the Committee on Health Care Complaints. The secondment also provided a development opportunity with a series of meetings and briefings across the relevant operational areas of both the Legislative Assembly and Legislative Council.

Cambodia Parliamentary Strengthening Project

In December 2007 the Clerk-Assistant (Procedure) and Serjeant-at-Arms, in association with an officer from the House of Representatives in Belgium, assisted the Cambodian Parliament in a Parliamentary Strengthening Project funded by the International Parliamentary Union and

the United Nations Development Program. The training program, which was a targeted element of the Cambodian Senate's Strategic Framework, focussed on a capacity building program concentrating on legal research, how to review draft legislation and themes of interest to the selected legislative specialists, who mainly worked with the Parliamentary Commissions. Sessions were conducted on legislative research services, committee review functions and procedures, the role of parliamentary officers, consulting civil society, involving the media, and ethics. Sessions were also held in the Senate's internet café, looking at legal internet sites and the information available through Parliamentary websites and associated links. Detailed training notes and recent publications on internet searching were distributed, and informal email contact continues with the Cambodian officers following the 2008 election.

Hosting of conferences

In 2008/09 the Legislative Assembly will be undertaking the substantive work to host:

- the thirteenth annual conference of Public Works and Environment Committees of Australian Parliaments in July 2008; and,
- the second Conference of Australian Members of Parliament in November 2008.

Performance

Community access and participation in the parliamentary process

Result Area 2 - The community can access the Parliament and participate in the parliamentary process

Our achievements against what we said we would do in 2007/08

1. Education and Tours Program - Feedback Reporting System

Achievement : Not completed. Work began on a more comprehensive review and formal feedback and assessment of tour and education services across the Parliament.

Education and Tours Program

During the reporting period the Legislative Assembly conducted various community and public related programs supporting community involvement in the operation of Parliament.

These programs conducted by Chamber and Support Services play a central part in conveying information to the community about the role and functions of the Parliament and the Government. The Schools Education Program, for example, gives primary and secondary school students a unique opportunity to visit Parliament House and take part in a role play in the Chamber. This year 16,355 students participated in the program.

Website development during the reporting period has expanded the information resources that are available to schools and the general public. A substantial part of the printed information available in the schools pack for teachers is available electronically.

Whilst the focus of the Education and Tours Program is principally on school students, the Legislative Assembly also provides less formal presentations focussing on the particular interests of other visiting groups. In the next reporting period it is proposed that these presentations will be further developed into specialised tours and talks covering such topics as:

- the architecture of the Parliament building,
- the artworks and collections at Parliament House;
- and,
- a “behind the scenes” tour of the building.

The Legislative Assembly will also develop and introduce a formal feedback and review procedures for visiting schools and a review of the entire tour program will be undertaken in the next reporting period.

During non-sitting times visitors to Parliament House are able to view a DVD on the Parliament of New South Wales in the Fountain Court. The DVD was substantially updated and expanded to provide more clarity on the Australian system of government and the three tiers of government, the role and functions of the Parliament, the passage of legislation, elections and the history of the Parliament. The DVD is a valuable teaching aid and is available for sale.

Education and Tours Program - English as a Second Language (ESL)

The Legislative Assembly continues to provide assistance to those in the community for whom English is a second language. During the reporting period 1,336 ESL students attended presentations run by Chamber and Support Services staff. At times presentations were given through interpreters to ensure information was communicated accurately to the student group.

Free information brochures about the New South Wales Parliament are available in Arabic, Chinese, Korean, Spanish, Vietnamese, Greek, Dinka, Russian and Japanese and new brochures were published in Portuguese, Persian simplified and traditional Chinese, French and Italian.

Parliament House open days

During the reporting period, staff of the Legislative Assembly assisted in the conduct of open days during which the public has access to areas of the Parliament that they would not otherwise have. The Legislative Assembly regularly takes part in the Eastside Precinct functions on Australia Day and during Heritage Week.

While attendance at open days tends to fluctuate, usually between 5,000 and 7,000 people visit the Parliament and participate in the educational talks and tours of the building on offer from Legislative Assembly staff.

Community access - access for the hearing impaired

To assist people with hearing impairment, three hearing loops are installed in Parliament House - in the public galleries of each Chamber and in the Parliamentary Theatre. Front-of-House Chamber and Support Services staff are trained in the operation of the hearing loop facilities. A comprehensive check of these facilities was undertaken during this reporting period. The DVD, which is played in the Fountain Court on non-sitting days was upgraded to display subtitling.

Performance

Community access and participation in the parliamentary process

Education and Tours Program - booking system

Whilst direct feedback from visitors, tour groups, tour co-ordinators and teachers indicates that the Education and Tours Program is one that exceeds expectations, the booking system for these tours is still cumbersome to operate, and as a result there are sometimes service delays. Changes continue to be made to improve the systems to shorten the time to make a booking.

Community access - wheelchair access

As a heritage building Parliament House presents some difficulty in regard to public access by people with physical impairment. Whilst access to the site and to the public areas of the building is available, access to view proceedings in the Chamber is limited to the Northern Gallery. No immediate practical solution is available at this time.

Education and Tours Program - feedback reporting system

An initiative to review the reporting system for teachers/co-ordinators participating in the Education and Tours Program to provide more timely feedback on the services provided was not completed during the reporting period. The need to review how the two Houses co-ordinate their separate programs delayed implementing a feedback reporting system, however it is expected that an independent evaluation/reporting system will be in place before the commencement of 2009.

Parliament House meeting rooms and venues

There is a growing demand for the use of rooms in Parliament House such as the Parliamentary Theatre, the Jubilee Room, the Parkes Room and other meeting rooms. The rooms are being used for a wider range of purposes than in the past, for example interviews, hearings, presentations, launches, familiarisation programs, formal and informal meetings and exhibitions.

The rooms are no longer being used in the restricted way for which they were designed and as a consequence there is a need for more advanced equipment to assist in the conduct of presentations and meetings. The formation of the Department of Parliamentary Services and defining its role in this area has impacted upon finalising any assessment related to the use of these meeting rooms.

Tours and visitors 2007/08

Group Type	2006/07		2007/08	
	No. of Visitors	No. of Groups	No. of Visitors	No. of Groups
Primary schools (Years K-6)	12,886	244	10,121	189
Secondary schools (Years 7-12)	4,778	136	4,134	117
Special schools	11	1	56	6
Central schools	72	2	83	2
ESL colleges/TAFE	2,165	90	1,336	63
Universities	427	14	455	17
Business colleges	597	18	169	63
Probus clubs and seniors' groups	759	27	379	18
Education and Community Relations	3,442	62	4,483	76
Members' guests	1,841	53	1,733	47
Monthly lunchtime tours	280	8	3,383	11
Other	371	19	479	20
Total	27,629	674	23,925	573

Performance

Assisting members of Parliament to fulfil their representative and legislative roles

Result Area 3: Members of Parliament are able to fulfil their representative and legislative roles

Outcome/Result	Activity/Output 2006/07	Activity /Output 2007/08
Members satisfaction with property and electorate office services	Not available	Average survey score 7.2/10
All members are provided with suitable offices in their electorates to facilitate the carriage of their electorate duties. The offices are the front line of interaction between members and their electorates and are a key resource to enable members to fulfil their representative role	<p>Lease and fitout activity: 12 leases were reviewed 6 new leases were negotiated. 5 fitouts were undertaken at a total cost \$682,869</p> <p>Property and equipment maintenance: 674 jobs valued at \$181,680 Response time target of 24 hours generally met</p>	<p>Lease and fitout activity: 49 leases were reviewed 11 new leases were negotiated. 11 fitouts were undertaken at a total cost \$970,000</p> <p>Property and equipment maintenance: 661 jobs valued at \$192,000 Response time target of 24 hours generally met</p>
Members have access to the latest equipment and technology in the electorate office	<p>Equipment:</p> <ul style="list-style-type: none"> • BlackBerry • Mobile phone handsets 	<p>Equipment: Provision of GSM BlackBerrys for country members until release of new 3G BlackBerry. Provision of new Telstra ZTE mobile phones to country members following problems with 3G network.</p>
Members' electorate office staff are able to support their member in their representative and parliamentary roles	Members' staff resources increased through the creation of new entitlement, additional temporary staff.	A further review of additional temporary staff entitlement provided greater flexibility for members in the utilisation of their staff entitlements.

Our achievements against what we said we would do in 2007/08

1. To publish the Members' Handbook

Achievement : Substantially progressed with publication and an on-line version will be completed early in the next period.

2. Provide new mobile communication devices for members

Achievement: Made short term provision for country members to access BlackBerrys following the closure of Telstra's CDMA network. New devices are planned for the next reporting period. New mobiles phones were also required for country and regional members.

3. Complete leases and fitouts as a consequence of the redistribution

Achievement: As a consequence of the electoral redistribution, the members for Terrigal, Barwon and Wollondilly were relocated to new electorate offices inside their new electoral boundaries.

4. Implement new system for occupational health and safety in electorate offices

Achievement: We did not complete the implementation of a new occupational health and safety system for electorate officers during the reporting period. It remains a key initiative that is required for compliance purposes and risk management purposes and will be progressed. The lack of in-house expertise and resources has indicated the need to utilise consultants and contractors and this will be addressed in the next reporting period.

Members' salaries and entitlements

Members' Handbook

The Members of the Legislative Assembly Code of Conduct requires members to apply the public resources to which they are granted access according to any guidelines or rules about the use of those resources.

An important document for members and administrators are the guidelines and rules about the use of public resources. In the Legislative Assembly the Members' Handbook is the primary reference document for this purpose.

A redesigned Members' Handbook is being readied for publication early in 2008/09. The completely revised Handbook, whilst produced electronically, will also be published annually in paper format following the publication of the Parliamentary Remuneration Tribunal (PRT) Report and Determination each July. Further, an on-line version of the Handbook will be continuously updated as new guidelines are issued and entitlements revised in between PRT Determinations.

Performance

Assisting members of Parliament to fulfil their representative and legislative roles

Continued streamlining of Members' Services

During 2007/08 financial year the restructuring of Members' Services continued with a view to finalisation in early 2009. There are now three grade 7/8 officer positions, each of whom carry out broad administrative roles in Members' Services but also have a priority focus on policy development; entitlements administration and/or asset administration respectively.

This flexible type of arrangement is also in place for the administrative support positions, with both grade 3/4 officer positions able to work across each position, one of which concentrates on repairs and maintenance in electorate offices and the other on the administration of Members' communication devices.

The Members' Clerical Support Officer complements this flexible team approach by assisting in various areas during non sitting periods. This has allowed for the completion of such projects as the Notebook Donation Scheme and the revamping of the property services filing system.

Additional temporary staff entitlement

The Parliamentary Remuneration Tribunal (PRT) Report and Determination of 30 August 2007 provided Members of the Legislative Assembly not elected as Independent Members with a specific budget for the recruitment of temporary staff. The budget is for the employment of an additional staff member to work in the electorate office or at Parliament House and is equivalent to the salary of an electorate officer grade 2 for a period of 61 days per annum. A subsequent ruling by the PRT, initiated by the Speaker, now allows for the entitlement to be provided as a budget allocation of \$17,108 to be managed by the member.

The Legislative Assembly has issued extensive guidelines relating to the use of the entitlement.

Members' Services accommodation changes

In June 2008 all Members' Services staff were located in the same office as a consequence of Information Technology Services and Education Services being relocated to other floors. The relocation will facilitate communication between all Members' Services staff and other Legislative Assembly staff. Following an agreement with the Legislative Council the fit-out is due to be completed during 2008/09.

Electorate office management and services

Review of electorate office lease standard clauses

During 2007/08 the Legislative Assembly and the Crown Solicitor's Office collaboratively updated the standard clauses for electorate office leases to reflect the increasing importance of occupational health and safety standards. The updated lease form is now used in all lease negotiations.

During 2008/09 the letter of offer to prospective lessors will be formalised to include reference to the standard clauses and basic terms and conditions of the lease arrangement. Work will also commence on a standard format for leases in non commercial premises which will assist in the negotiation process and help reduce legal costs

Electorate office relocations and fitouts

Priority lists for the relocation of members' electorate offices are determined three financial years in advance when the Legislative Assembly is advised of its capital works allocation by Treasury. In the lead up to the March 2007 election these priority lists were revised in the light of the redistribution of electoral boundaries.

As a consequence, the electorate offices for the members for Terrigal, Barwon and Wollondilly were relocated inside their new electoral boundaries. In addition, the following electorate office fit-outs also took place in 2007/08 as determined by the priority list: Deniliquin (relocated from Hay); Lake Macquarie; Ryde; Strathfield; Tweed; Port Macquarie; Miranda; Port Stephens; Terrigal; and Manly. At the close of 2007/08 work had also commenced on the relocation of the Hawkesbury, Toongabbie and Davidson electorate offices.

Smithfield electorate office

In November 2007, fire spread from an adjoining premises destroying the Smithfield electorate office then located in Ware Street, Fairfield. On the day of the fire the Legislative Assembly's Property Manager, and the Asset Manager, attended the premises to inspect the damage, provide support and assistance to the member and his staff and to liaise with the fire brigade, police, insurance assessor and the property owner.

Following the inspection and onsite discussions, plans were immediately set in place to utilise office space in Parliament House as a temporary Smithfield electorate office with Members' Services organising appropriate furniture and equipment and for the redirection of all telephones and correspondence. New premises were located in The Horsley Drive, Smithfield and a fitout undertaken as a matter of priority. Four months after the fire, the new Smithfield Electorate Office opened for business.

Electorate office visits

Throughout the year, the Department's program of electorate office visits continued with the Assets Manager visiting seven electorate offices in the south west of the State, five in the north west, as well as three Sydney metropolitan offices. The purpose of the visits is to perform a physical stock take of assets and to address any identified occupational health and safety issues. The Assets Manager also provided assistance to electorate officer staff during the relocation of the Hay electorate office to Deniliquin and the Wee Waa office to Moree.

Performance

Assisting members of Parliament to fulfil their representative and legislative roles

Members' equipment

BlackBerry devices

The closure of Telstra's CDMA mobile phone network in February 2008 significantly affected up to a third of the Legislative Assembly members, particularly members representing country and regional constituents. The delayed release of a 3G network BlackBerry while Telstra conducted further testing required alternative arrangements to be made to provide members with a voice service. After investigating alternative options the only viable option available was to connect country members to the GSM network. Recently superseded GSM BlackBerrys were reconnected to the GSM system to provide members with a viable service until the next 3G BlackBerry becomes available later in 2008.

Mobile phones.

The CDMA closure also affected members' mobile phones. Problems with the initial 3G mobile phone provided to members required rectification. Discussions with Telstra resulted in the rollout of new Telstra brand mobile phones to members with Parliament providing new car kits.

Asset management

Over July and August 2007 a scheme was introduced which allowed members to donate their used notebook computers to charitable and other organisations within their electorates. This project was successfully completed in November and had a high take up rate amongst members.

In May 2008, approval was received to purchase multifunction devices (a printer, fax and scanner) for members' Parliament House offices.

Electorate office staff

Electorate officers and whistleblowing

As noted elsewhere in this report, the Committee on the Independent Commission Against Corruption has been given a reference to inquire into and report on the effectiveness of the current laws, practices and procedures in protecting whistleblower employees who make allegations against government officials and members of Parliament.

One of the principal reasons for the reference to the committee was the publicity surrounding the work injury and termination of employment of an electorate officer who assisted police in an investigation and gave evidence as a witness in the criminal prosecution of a former member of the Legislative Assembly .

Following the events of 2006, the Legislative Assembly has reviewed the induction training given to electorate officers on their code of conduct, the protected disclosures legislation and internal reporting.

The Legislative Assembly remains committed to further reviewing our practices and support to electorate officers in relation to protected disclosures and internal reporting, their rights and who to contact for assistance and support.

Training

The Department continued our series of electorate officer training with three programs offered throughout the year. The three programs continue to be reviewed and to ensure ongoing relevance and attractiveness to staff to participate.

Thriving in the Electorate Office had a slight change to include raising awareness of people with disabilities and accessing government services. The focus remains on supporting staff in managing stress, dealing with difficult behaviours by constituents, and providing aids, skills and knowledge to deal with many challenges they face in the electorate office.

The Vital Information course allows public sector agencies to provide information to electorate officers about their agency, programs and access and how electorate officers can interact and or contact the agency on behalf of their constituents. The course continues to be well supported by participating agencies and staff.

The Electorate Officer Induction Program covers basic employment information, advice on occupational health and safety, code of conduct information as well as presentations from a number of Legislative Assembly and Parliamentary staff on the services available to support electorate officers and members.

Program	Number of courses	Number of participants
Induction	4	50
Thriving in the Electorate Office	4	37
Vital Information	5	59

Performance

Assisting members of Parliament to fulfil their representative and legislative roles

Improving performance enhancement of Members' Services databases

All Members' Services databases were reviewed and enhanced during the reporting year.

Lease database

The lease database is an information system designed to provide one central location for all electorate office information. The database provides an appropriate repository for general details of location, telephone lines and relevant property maintenance information, and more specific information such as floor plans, office measurements, and photographs.

Preliminary work has been undertaken during the year to ensure the accuracy of information to be uploaded into the system. Planning is now underway to expand the information within the system.

Assets database

The assets database has been enhanced to provide a more efficient method of stocktaking. An additional two scanners have been obtained and their use with the assets register has been satisfactorily trialled. Enhancements were undertaken on stock take certificates issued each year to members to provide for a system of paper stock takes.

Legislative Assembly Request System (LARS)

In July 2007, following extensive testing, the Legislative Assembly Request System (LARS) commenced operation to log each job that is allocated to Members' Services. LARS assists in tracking jobs, with a unique job number automatically allocated. Reports can now be produced on the type of request, the member concerned and which staff has been allocated to the task. Search fields also allow particular jobs to be identified where there was not sufficient information available for a decision to be made. Reports can then be generated to ascertain whether the Members' Handbook and/or the relevant policy requires amendment.

The system allows for statistics to be gathered on usage. During the year 421 jobs were assigned in the system, with 398 completed.

Workflow is also assisted by the ability to log Department of Parliamentary Services assistance and generate e-mail responses to members and others directly from the system. Discussions are on-going with ITS in regard to enhancements and for the installation of similar software in other areas of the Legislative Assembly.

Our Governance

Governance

Organisational structure

Senior management team

During 2007/08 the Presiding Officers implemented a new corporate structure for the Parliament. In May 2008 the current joint services plus the Office of the Financial Controller were amalgamated to create the Department of Parliamentary Services, headed by a new position Executive Manager, Parliamentary Services.

The transfer of the Office of the Financial Controller from the Legislative Assembly to the Parliamentary Services was the only structural change during the reporting period. The Legislative Assembly structure comprises of 5 offices managed by the executive of the Department: the Clerk, the Deputy Clerk, the Clerk- Assistant (Committees), the Clerk-Assistant (Procedure) and Serjeant-at-Arms, the Manager, Employee and Corporate Services, and the Deputy Serjeant-at-Arms.

In the year ahead a restructure of the Legislative Assembly is planned and is reported on in more detail in this section.

Russell Grove, BA, PSM

Clerk of the House
Clerk of the Legislative Assembly
Chief Executive Officer

Mark Swinson, BA, BLegS, EMPA

Deputy Clerk
Office of the Clerk
Members' Services
Clerk-at-the-Table
Standing Orders and Procedure Committee

Leslie Gönye, MA

Clerk-Assistant (Committees)
Committee Office
Committee Secretariats
Clerk-at-the-Table

Ronda Miller, BA, Dip Lib, BLegS, MBT

Clerk-Assistant (Procedure) and Serjeant-at-Arms
Procedure Office
Parliamentary Privilege and Ethics Committee
Serjeant-at-Arms
Clerk-at-the-Table

Elaine Schofield, BEc, Grad Dip

Employment Relations
Manager, Employee and Corporate Services
Corporate Services
Human Resources/Industrial Relations
Electorate Office Staff

Gregory Kelly

Deputy Serjeant-at-Arms
Chamber and Support Services
Education and Tours

Governance

Legislation

Legislation governing the Legislative Assembly:

The principal Act governing the Legislative Assembly is the Constitution Act 1902.

Constitution Act 1902 s5 - General legislative powers “The Legislature shall, subject to the provisions of the Commonwealth of Australia Constitution Act, have power to make laws for the peace, welfare, and good government of New South Wales in all cases whatsoever: Provided that all Bills for appropriating any part of the public revenue, or for imposing any new rate, tax or impost, shall originate in the Legislative Assembly.”

Constitution Act 1902 s14A - Disclosure of Pecuniary Interests and Other Matters by Members, and the Constitution (Disclosures by Members) Regulation 1983.

Section 14A provides for the Governor to make regulations in relation to the disclosure by members of pecuniary interests or other matters. The section also provides that any “willful contravention” of the regulation may lead to the House declaring the member’s seat vacant.

The regulation sets out the pecuniary interests that must be disclosed and the timeframes and process for the lodgement of returns. The pecuniary interest forms are contained in Schedule 1 of the regulation. Amendments to the regulation in 2007 require members to submit information about their pecuniary interest twice a year instead of annually.

Constitution Act 1902 s15 - Standing Rules and Orders to be laid before Governor

This section gives the House the authority to make standing orders for approval by the Governor for the conduct of proceedings in the House.

Constitution Act 1902 s31 - Speaker

This section provides constitutional recognition of the Speaker as the independent and impartial representative of the Legislative Assembly. In June 2007 the Parliament passed an amendment to this section to enable the Speaker, when not presiding in the Chair, to take part in any debate or discussion and vote on any question which arises in the House.

Parliamentary Electorates and Elections Act 1912

This Act sets out the way that elections for the New South Wales Parliament will be conducted and related matters. The Act was amended in late 2006 to require candidates for election to disclose child sexual offences.

Parliamentary Evidence Act 1901

This Act provides for the summoning, attendance and examination of witnesses before either House of Parliament or its committees.

Defamation Act 2005

This Act extends parliamentary privilege by providing that on “an occasion of absolute privilege”, such as the publication of “matter” in the course of proceedings of a parliamentary body (e.g. debates and proceedings and submissions to committees or papers tabled during committee proceedings), absolute privilege applies.

Parliamentary Papers (Supplementary Provisions) Act 1975

This Act gives authority to either House, a joint sitting or a committee to publish any documents laid before it or any evidence given to it.

Parliamentary Precincts Act 1997

This Act provides a statutory definition of the Parliamentary precincts and vests control of the precincts in the Presiding Officers.

Parliamentary Remuneration Act 1989

This Act sets the basic salary and superannuation arrangement for Members and additional salaries and allowances for office holders. The Act also establishes the Parliamentary Remuneration Tribunal and sets out its functions.

Legislation Impacting on Parliamentary Committees**Commission for Children and Young People Amendment (Parliamentary Joint Committee) Act 2007**

This Act decreased the size of the Committee on Children and Young People from eleven members to seven, a membership of seven being consistent with the other statutory based joint committees. The Committee now consists of four MPs and three MLCs. The membership of seven is made up of the Legislative Assembly - three government and one opposition; and from the Legislative Council - one government, one opposition and one from the cross bench.

Statute Law (Miscellaneous Provisions) Act 2007

This Act made minor amendments to legislation for the statutory based parliamentary committees by providing for a consistent gender neutral term for the office titles of Chair and Deputy Chair, replacing the previously used Chairman, Chairperson Vice Chairman and Vice Chairperson respectively. It also brought the name of these position holders in line with the new standing orders.

Ethical standards

The Parliament of New South Wales Parliamentary Staff Code of Conduct (May 2005) provides a framework for the Department's ethical conduct. The Department actively promotes sound ethical behavior. During the reporting period, the Department distributed the Parliamentary Staff Code of Conduct to all staff and published regular educational articles in the staff newsletter Assembly Lines.

The Parliament of New South Wales Members' Staff Code of Conduct (May 2006) provides a framework for electorate office staff ethical conduct. The Code of Conduct and Protected Disclosures Act 1994 are presented to new staff at the Electorate Officers Induction Program.

Governance

Management

Corporate planning

The Deputy Clerk has led a Department wide review of a number of corporate projects including corporate planning.

In July 2007, the Clerk and the Speaker approved a wide ranging review of a number of management activities within the Department aimed at revising our existing policies and practices.

Expressions of interest were sought amongst senior managers within the Department to take carriage of the following projects:

- Redesign of position descriptions;
- Strategic management framework and calendar;
- Performance management;
- Strategic and business planning;
- The annual report;
- Performance measures and indicators;
- Election 2011;
- Review of forms;
- Privacy and Personal Information Protection Act;
- Collaboration and learning (knowledge management).

These projects are well underway and will be completed at different times during the year.

On-line reporting - new reporting format focussing on strategic monthly reporting

A new monthly strategic reporting regime was introduced into the Department from January 2008. As a consequence, a monthly report focussing on identified strategic issues is now available to Assembly managers via the Intranet to allow for progressive updating. This part of the report is then added to the financial and personnel information. The successful trial of this process will, in 2008/09, lead to its extension to each of the Department's operational monthly reports.

Total Asset Management Plan review

The Clerk-Assistant (Procedure) and Sergeant-at-Arms, in consultation with the Legislative Council and Building Services, participated in a major review of the Total Asset Management plan to comply with Treasury requirements and to clearly articulate the Parliament's asset replacement and maintenance needs now and into the future.

Review of joint services functions

In October 2007, the Presiding Officers announced a restructure of the Parliamentary organisation, creating a new Department of Parliamentary Services which amalgamated the existing joint services and Office of the Financial Controller and created a position of Executive Manager, Parliamentary Services.

The new structure became effective on the appointment of the new Executive Manager in May 2008.

Members' feedback (survey)

The Legislative Assembly has sought feedback from members on their satisfaction with the services and advice provided by the Department. This is the first survey of members and it is our intention to seek this feedback on a regular basis in the future. As members are the main recipients of most of our services, qualitative feedback is an important element in the measurement of our performance.

The client satisfaction survey of members was undertaken after the reporting period to reflect upon the reporting period. The outcomes are reported throughout this report. The survey was undertaken by external consultants using a telephone survey methodology to improve the response rate. Forty-three out of 93 members participated in the survey - a response rate of 46%.

The overall member satisfaction with the information, advice and services provided by the Legislative Assembly was rated as 7.9 /10. The consultants reported this as the 'average' of their client base satisfaction surveys and that 9/10 was an exceptional rating. The Legislative Assembly has adopted 8/10 as our benchmark score while we aspire to achieve 9/10.

Other activities during 2007/08

Proposed restructure of the Legislative Assembly

During the year, the Department of Parliamentary Services was established. This Department included within it the Legislative Assembly Office of the Financial Controller and, as a consequence, a more Legislative Assembly focussed management structure was required for the Legislative Assembly.

The aim of the restructure is to:

- Clarify that the functions of the Department focus around three areas rather than being defined through the functions carried out by one office or another. These broad areas are:
 - Chamber (core procedural support to the House, its committees and members, which cannot be compromised);
 - Strategic (consultation with members, planning, management and staff development); and
 - Operational (core day to day service delivery functions principally to members and to staff).
- Facilitate the movement of staff from one area of the Department to other areas as workload varies or specific issues arise such as election and non-sitting periods.
- Reduce the existing seven offices of the Department (Office of the Clerk, the Procedure Office, the Committee Office, Members' Services, Employee Services, Chamber and Support Services and the Office of the Financial Controller) to four (Office of the Clerk, Procedure, Committees and Corporate Support). Each of these four functional areas carry out activities which focus on Chamber, Strategy and Operations.

Governance

- The Clerk-Assistant (Committees) will continue to be responsible for select and standing committee management and the Clerk-Assistant (Procedure) and Serjeant-at-Arms will continue to manage the Procedure Office and also assume management of Chamber and Support Services (assisted by the Deputy Serjeant-at-Arms).
- Administrative support for the Office of the Clerk will be strengthened by the creation of an additional position and a review of the allocation of tasks. One position will undertake issues management and manage correspondence within the Office and the other position will undertake clerical work in the Office and assist in the Clerk in his role with the CPA and with visitors' programs.

Progress towards this restructure will continue in the upcoming financial year.

Clerks' Reference Group

The Clerks' Reference Group, which was officially created in July 2006, but which had operated informally for some years beforehand, was effectively wound up with the creation of the position of Executive Manager, Parliamentary Services to head the new Department of Parliamentary Services.

The Reference Group, with senior representatives from both House Departments was created to further the strategic reform agenda within the organisation. During 2007/08 the Group concentrated primarily on the restructure proposals that were identified within the organisation to assist in the meeting of the targets in the Parliament's Savings Plan. These specifically involved changes to the operation of Building Services, Food and Beverage Services and the Parliamentary Library.

Results and Services Plan

During 2007/08 the Parliament's Results and Services Plan was progressively improved and updated to form part of the Parliament's entry in the Budget Papers. In November 2007, a revision was completed and submitted with the Parliament's Total Asset Management Plan. In March 2008, the performance measures and indicators were further revised.

Total Asset Management (TAM) Plan

Assets exist to support the delivery of an agency's identified results and services. The Assembly worked with the Council on finalising the TAM plan for the Parliament's budget and forward planning for the period 2008 to 2018.

The Assembly sought major funding allocations for improvements to the Chamber broadcast equipment, public gallery barriers and other security related installations, and for planned electorate office leases and fit-outs.

Business continuity planning

During the year, the Legislative Assembly participated in a project team with the Legislative Council and Security Services to review the Parliament's business continuity planning. The project team made a number of recommendations regarding the drafting and management of the Plan, planning for an influenza pandemic, promoting awareness, better co-ordination with the Premier's Department, and upgrading communication systems and testing. The Parliament's Business Continuity Plan has now been updated and redrafted in response.

Communication with staff and members: *Assembly Lines*

During 2007/08 the Legislative Assembly published 12 monthly editions of its staff newsletter, *Assembly Lines*.

The newsletter is distributed to all Assembly staff, electorate offices and members. It is also published on the Parliament's Intranet site. The newsletter has been produced continuously since October 1991 and, as at 30 June 2008, 187 editions in total had been published.

Staffing

The staff of the Legislative Assembly as at 30 June 2008 was 239 in members' offices and 76 within the operations of the Legislative Assembly.

Staff development

The Procedural Knowledge, Learning and Management Development Policy, which was adopted in the last financial year, continues to be implemented in various ways. All senior staff are now involved in the Corporate Projects Plan: there is on-going placement of a trainee Clerk-at-the-Table in the Procedure Office and the continuation of the expanded Chamber roster for trainee clerks continues. In addition, regular procedure debriefing sessions are conducted with Table and other officers.

Employment policy and projects

Induction Program

An innovative induction and orientation program was recently introduced for staff of both Houses of Parliament. Under the program, called VoiceMap, staff undertake a self guided tour of the Parliamentary precinct using an iPod to guide them around.

The Voicemap program is a joint initiative between the NSW Parliament and a Hunter Valley organisation called Systabytes Pty Ltd. The project entitled "Keeping the House Safer: Voicemap Induction to NSW Parliament House" is sponsored by the Department of State and Regional Development under the Technology Demonstration Program (TDP).

This type of customised audio program is a first for an Australian Parliament and the company is interested in promoting it to other Parliaments and to public and private sector agencies. We have been contacted by other agencies that are interested in its use in their workplace.

The VoiceMap presentation provides an overview of the history of the precinct buildings, including both chambers. But more importantly it covers areas such as occupational health and safety, first aid, evacuation procedures, security checkpoints and disability access. Whilst on the tour staff are also reminded of relevant policies such as the Code of Conduct, the Alcohol and Drug Policy and the Employee Assistance Program.

Completion of the program will be part of a new starters' entry on duty procedure and will ensure all staff and others working within Parliament House have a clear understanding and appreciation of their responsibilities in relation to occupational health and safety issues and their response to security situations.

Governance

Voicemap provides a two-tiered training strategy, consisting of a customised audio program in combination with a web-based assessment. The benefit of the Voicemap system is that it measures the baseline knowledge of the individual prior to training and then re-assesses them following the training.

Childcare review

The Legislative Assembly commenced investigating the possibility of in-house childcare facilities in Parliament House, with the assistance of the Community Child Care Co-operative and the member for Drummoyne, Ms D'Amore. The Treasurer has provided funding for a feasibility study to be undertaken.

Consultants

There were nine consultancies in the reporting period at a total cost of \$38,399, an average cost of \$4,260.

Wage and salary movements

The Crown Employees (Public Sector Salaries 2004) Award granted a 4% salary increase on 1 July 2007 to most staff of the Legislative Assembly including electorate office staff.

The Statutory and Other Offices Remuneration Tribunal Determination of 1 October 2007 increased the salaries of the Clerk and Deputy Clerk of the Legislative Assembly by 2.5% from 1 October 2007.

Members of Parliament salaries, allowances and entitlements

Members salaries and allowances increased by 6.8 percent from 1 July 2007, representing a flow-on from increases granted to Federal Members of Parliament as provided for under section 4 of the Parliamentary Remuneration Act 1989. Salaries of office and expense allowances paid to recognised office-holders also increased by the same percentage. Effective from 1 July 2007 the base salary for a Member of the Legislative Assembly was \$126,560 per annum, whilst Electoral Allowances, Sydney Allowances and Logistic Support Allocations determined by the Parliamentary Remuneration Tribunal increased by 2.1 percent from 1 July 2007.

Insurance

Insurance cover for the Parliament is provided through the NSW Government self insurance scheme, the NSW Treasury Managed Fund. Coverage is provided by this fund for the following categories of insurance:

- Workers' compensation,
- Liability,
- Motor vehicle,
- Property, and
- Miscellaneous, which includes members' personal accident cover, travel and misappropriation of funds cover.

Employees of the Parliament lodged a total of 27 workers' compensation insurance claims in the 2007/08, which compares favourably with the 30 claims received in the previous year. Apart from a reduction in the number of claims, the average cost of claims for the year reduced from \$5,907 in 2006/07 to \$4,821 for the current year. Of the 27 claims received, 11 involved employees of the Legislative Assembly at an average cost per claim of \$4,191. This represents an increase of three

claims compared with 2006/2007, however the average cost per claim was significantly less than the \$17,063 cost in last year.

Property insurance claims relating to acts of vandalism at Legislative Assembly members' electorate offices continued to escalate in 2007/08 with 20 separate incidences reported (15 in 2006/07) These incidents mostly involved broken shop front windows and graffiti attacks resulting in repair costs totalling \$38,909.

Apart from the vandalism claims a fire that spread from an adjoining premises destroyed the Smithfield electorate office in December 2007 and most of the office contents. The cost of this claim was \$60,311 with the office having to be relocated to Parliament House pending new premises being leased and fitted out. Two further claims were made for storm and water damage, while there were 2 claims made for loss or damage of portable office equipment and mobile telephones.

Overall 32 (29 in 2006/07) property insurance claims were made by the Parliament for the year, at an average cost per claim of \$3,541 (\$6,641 in 2006/07). For the 25 claims relating to the Legislative Assembly the average cost per claim was \$4,027 (\$4,856 in 2006/07).

There was one minor Legislative Assembly motor vehicle claim during the reporting year resulting in a claim for \$2,460. A liability claim was also received relating to a fall on the steps by a visitor when exiting the public gallery of the Legislative Assembly Chamber. Whilst a miscellaneous insurance claim totalling \$349 was received from a member of staff for loss of personal affects whilst overseas on official business.

Internal audit

Deloitte Touche Tohmatsu's internal audit services have been contracted for a further year pending seeking expressions of interest from other audit organisations on the NSW Government panel contract for provision of audit services for a subsequent four year period.

At the time of this report a separate comprehensive review of the administration of members' additional entitlements is being undertaken by IAB Consulting Services. The objective and scope of this review is to recommend, simplify and streamline existing administrative practices and procedures to reduce the administrative burden for members and the Parliament's administrative staff whilst complying with legislative, Parliamentary Remuneration Tribunal Determination and NSW Audit Office requirements.

Other internal audit activity undertaken during the year involved implementing the various recommendations made in previous audit reports relating to finance, information technology, occupational health and safety, business continuity, asset management and employee services.

Recommendations for improvements made in these reports were adopted by the Audit Committee for implementation by the relevant Parliamentary departments and sections with the committee monitoring progress made.

Governance

Risk management

The Parliament's risk management strategies for the 2007/08 were focussed on occupational health and safety, fraud and corruption prevention, and members' entitlements. Office alterations and refurbishments within the Legislative Council and other areas of the Parliament building during the year also presented a significant risk to staff during the construction period that was appropriately managed by Building Services and the Legislative Council. A further update to the strategic business risk assessment undertaken by Deloitte Touche Tohmatsu in late 2005/06 is planned for 2008/09. This update is to incorporate security and information technology services which previously have been based on their own specific reviews due to their specialised requirements.

This strategic risk assessment will be used to develop the Internal Audit Plan for subsequent years which will incorporate strategic, financial and operational audits across the Parliament.

Audit Committee

The Parliament's Audit Committee met on four occasions during the 2007/08 financial year, with each meeting chaired by Mr Jim Mitchell the independent Chairperson. Other members of the committee were Lynn Lovelock, Clerk of the Parliaments and Russell Grove, Clerk of the Legislative Assembly. Audit representatives together with the Financial Controller also attended each meeting in their capacity as observers at the invitation of the Audit Committee.

Activities of the committee during the reporting year included -

- Updated the terms of reference for the operation of the committee as a result of the outcome of the self-assessment of audit committee best practice undertaken in the previous financial year. This self assessment was based on a survey provided by the NSW Audit Office;
- Attendance at the October 2008 meeting of the committee by the Auditor General of NSW Mr Peter Achterstraat at which he addressed the committee on important issues that he had observed from attending audit committee meetings of other government agencies;
- Reviewing audit reports issued during the year and followed up on implementation of recommendations made in those and previous reports;
- Approving a new Fraud and Corruption Prevention Policy for the Parliament.
- Approving the terms of reference for a comprehensive review of the administration of members' parliamentary entitlements by IAB Consulting Services;
- Made recommendations to the Presiding Officers on the appointment of the external auditor (NSW Audit Office) to the Presiding Officers for the 2007/08 financial year.

Equal employment opportunity benchmarks

Each year the Legislative Assembly reports our benchmark data. There are 76 employees within the Legislative Assembly and 239 employees in members' electorate offices.

The results are heavily weighted toward women in this occupation group in the salary range \$42,000 to \$65,526. Electorate officers are personally nominated to the Speaker for appointment by the members.

Governance

Table: EEO Benchmarks 2008

Representation	Legislative Assembly	Parliament as a whole	Benchmark or Govt Target
Women	74%	65%	50%
Aboriginal People & Torres Strait Islanders	0.5%	1.7%	2%
People whose language first spoken as a child was not English	10%	17%	20%
People with a disability	3%	4%	12%
People with a disability requiring work-related adjustment	0.5%	0.3%	7%

Occupational Health and Safety Report 2007/08

The total number of injuries and incidents registered across the Parliament rose during the period by 10.7% with a significant increase in the Legislative Assembly. There was a good reduction in injuries or incidents reported in Catering and a consistently improved result in Parliamentary Building Services.

The more significant and pleasing result is the reduction in compensable claims reported during the year with a 24% reduction from 33 injuries to 25 injuries.

Injuries by Department / Section	2007/08	2006/07	2005/06	2004/05
Archives	1	0	2	0
Education	0	1	0	0
Information Technology	2	1	2	1
Building Services	15	17	38	23
Library	2	2	3	9
Legislative Council	7	4	10	9
Catering	7	12	12	14
Legislative Assembly (including Accounts)	18	9	24	18
Electorate Offices	11	10	13	11
Security	7	7	6	6
Hansard	2	1	3	5
Visitors / Ministerial etc	0	1	2	3
Compensation injuries	25	33	36	39
Total Injuries	72	65	116	103

Governance

The Legislature - Occupational Health and Safety - Injuries

Type of Injury	2007/08	2006/07	2005/06	2004/05	2003/04
Slips / trips / fall	19	19	32	30	23
Contact with objects	11	14	18	18	16
Lifting / pushing	9	5	15	20	25
Repetitive strain injury	7	6	9	9	3
Psychological injury	4	5	9	6	1
Eye injury	4	0	2	1	0
Exacerbation to existing illness	0	2	4		
Vehicle accident	5	3	4		
Muscular strain	3	5	4		
Exposure to chemical substance/ allergens	5	2	6		
Other	1	3	6	16	12
Near misses	2	1	7	3	3
Total Injuries	72	65	116	103	103
Compensation Injuries	25	33	36	39	30

The Legislature - Occupational Health and Safety - Injuries

Place of Injury	2007/08	2006/07	2005/06	2004/05	2003/04
At Parliament House	43	35	73	61	58
Electorate Office	10	8	9	11	7
At other worksites	2	2	9	3	2
Total work place injuries	56	45	91	75	67
Pedestrian travel to/from work	8	12	13	22	11
Public transport to/from work	3	3	6	4	3
Private transport to/from work	5	4	6	2	
Total Journey Injuries	16	20	25	28	14

Appendices

Appendix A

Procedural statistics

	2003/04	2004/05	2005/06	2006/07	2007/08
Sitting days	65	54	48	45	62
Total sitting hours	531.12	454.9	428.6	388.4	469.2
Average hours per sitting	8.17	8.42	8.92	8.63	7.6
Entries in Votes	1460	1177	1246	1100	1332
Divisions in House	148	118	137	130	159
Divisions in Committee	21	27	3	2	N/A*
Written questions	2054	1909	2040	1558	3005
Written questions (ans)	1984	1940	1377	1096	3113
Oral questions	520	470	452	384	482
Petitions	1836	1882	1551	906	1016
Bills introduced	134	114	127	119	118
Bills passed	128	112	111	105	118
Bills lapsed/disposed of	6	5	31	32	0 / 9 [#]
Committees	14	14	14	17	14
Committee reports tabled	38	55	52	57	38
Committee meetings	154	132	113	76	141
Committee hearings	58	40	45	25	32
Committee witnesses	218	217	280	144	218

* New standing orders abolished Committee of the Whole

No bills lapsed / 9 negatived at agreement in principle stage

Appendix B

Individual committee operations

Standing Committee on Broadband in Rural and Regional Communities

Members: Mr Phillip Costa MP (Chair); Mr Gerard Martin MP (Deputy Chair); Mr Andrew Constance MP; Mr David Harris MP; Ms Katrina Hodgkinson MP (until 18 October 2007); Mr Greg Piper MP; Mr Geoff Provest MP (from 18 October 2007); Mr Steve Whan MP.

Secretariat: Ms Vicki Buchbach (Committee Manager, from January 2008); Ms Kylie Rudd (Senior Committee Officer, from March 2008); Mrs Cheryl Samuels (Research Officer); Ms Lluwannee George (Assistant Committee Officer, until March 2008); Mr Leon Last (Assistant Committee Officer from June 2008).

Reports and highlights

The Committee was established to investigate the telecommunications needs of rural and regional communities in New South Wales. Part of this task was to report on options for encouraging service providers to extend services to new areas.

This Committee's role is complicated by the fact that the New South Wales government has limited control over communications delivery because the Federal government regulates communications and many decisions about service delivery are made by private sector carriers.

In 2006/07 the Committee advertised its terms of reference and received 41 submissions from telecommunications companies, state and local government and the community.

It consulted widely by holding meetings with carriers and government agencies in Sydney. The Committee also travelled to Orange and Griffith to discuss telecommunication needs with local business and community members.

In March 2008, the Committee tabled a discussion paper summarising the results of submissions and consultations called Key Issues for Further Investigation: Discussion Paper. It received a further 24 submissions in response.

The Committee held a public hearing in June 2008. It plans to travel to Lismore in August 2008 for a further hearing and to travel to Canberra to meet relevant Commonwealth agencies.

Throughout the year, Committee activities were significantly constrained by a shortage of staff on its secretariat.

Activities 2007/08

Reports	1
Meetings	16
Submissions	65
Witnesses	14

Committee on Children and Young People

Members: The Hon. Carmel Tebbutt MP (Chair); Dr Andrew McDonald (Deputy Chair); Ms Marie Andrews MP; Mr Steve Cansdell MP; the Hon. Catherine Cusack MLC; the Hon. Kayee Griffin MLC; the Hon. Fred Nile MLC.

Secretariat: Mr Mel Keenan (Committee Manager); Ms Jo Alley (Senior Committee Officer); Ms Jacqueline Isles (A/g Research Officer); Mr John Miller (A/g Committee Officer).

Reports and highlights

The Committee finalised two reports in 2007/08:

- Review of the 2005-2006 Annual Report of the Commission for Children and Young People and the 2005 Annual Report of the Child Death Review Team, tabled 11 November 2007; and
- Review of the 2006-2007 Annual Report of the Commission for Children and Young People and the 2006 Annual Report of the Child Death Review Team, tabled 19 June 2008.

The Committee also commenced its Inquiry into the needs of children and young people aged 9-14 years in NSW, with particular focus on the activities and services which best allow children in these middle years to develop the resilience to take them successfully through adolescence and into adulthood. The Committee sought submissions from interested individuals and organisations by 5 May 2008, and ultimately received some 97 submissions.

On 11 June 2008, the Committee held a full day of public hearings at Parliament House at which evidence was given by a range of non-Government organisations, e.g., UnitingCare Burnside, the Australian Children's TV Foundation NSW, and the Federation of Parents & Citizen's Association of NSW. A further public hearing is to be held on 2 July 2008, and the Committee has resolved to travel to Lismore, Fairfield and Albury in August 2008 to further gather evidence for the Inquiry.

On 2 August 2007, Committee Members met with, and were briefed by, the Commissioner for Children and Young People, Ms Gillian Calvert, at the offices of the Commission. As part of the two Reviews noted above, Ms Calvert gave evidence to the Committee on 10 October 2007, and 7 March 2008, respectively

On 8 November 2007, the Chair, the Hon. Carmel Tebbutt MP, Deputy Chair, Dr Andrew McDonald MP, and the Committee Manager, Mr Mel Keenan, attended a talk at Parliament House on 'Early Childhood Intervention' given by a leading American academic, Professor Deborah Phillips, Professor of Psychology and Public Policy, Georgetown University, Washington, at the invitation of the Hon. Linda Burney MP, Minister for Youth.

Activities 2007/08

Reports	2
Meetings / Briefings	9
Public Hearings	3
Witnesses	24

Appendix B

Individual committee operations

Joint Standing Committee on Electoral Matters

Members: Ms Cherie Burton MP (Chair); Mr Robert Coombs MP; the Hon. Tony Stewart MP (until 2 April 2008); the Hon. Diane Beamer MP (from 2 April 2008); the Hon. Amanda Fazio MLC (Deputy Chair); the Hon. Donald Harwin MLC; the Hon. Jenny Gardiner MLC; Ms Lee Rhiannon MLC

Secretariat: Ms Helen Minnican (Committee Manager); Mr Jim Jefferis (Senior Committee Officer until December 2007); Dr Jasen Burgess (Senior Committee Officer from December 2007); Ms Carly Sheen (Research Officer until October 2007); Ms Dora Oravec (Committee Officer until October 2007, then Research Officer from October 2007); Ms Millie Yeoh (Assistant Committee Officer)

Reports and highlights

The Committee tabled the following report on an inquiry it conducted during the reporting year:

- Administration of the 2007 NSW election and related matters, tabled 21 May 2008.

For this inquiry the Committee was directed to inquire into and report upon the administration of the 2007 NSW election with respect to the Parliamentary Electorates and Elections Act 1912, the Election Funding Act 1981, and the relevant provisions of the Constitution Act 1902.

During the inquiry process the Committee held two public hearings, which included a roundtable session with representatives of four peak disability groups who had participated in the development of the NSW Electoral Commission's 2006 Equal Access to Democracy Plan. The roundtable session provided the Committee with valuable evidence on the experience of these electors during the 2007 election and on issues such as electronic voting, access to polling places and pre-poll voting for disabled electors.

Activities 2007/08

Reports	1
Meetings	6
Public Hearings	2
Private Briefings	1
Witnesses	18

Submissions received 20
(includes 1 supplementary submission)

Committee on the Health Care Complaints Commission

Members: The Hon. Helen Westwood MLC (Chair); Dr Andrew McDonald MP (Deputy Chair); the Hon. David Clarke MLC; the Hon. Kerry Hickey MP; Mrs Judy Hopwood MP; Mr Matthew Morris MP; the Hon. Fred Nile MLC.

Secretariat: Mr Mel Keenan (Committee Manager); Ms Jo Alley (Senior Committee Officer); Ms Jacqueline Isles (A/g Research Officer); Mr John Miller (A/g Committee Officer).

Reports and highlights

The Committee finalised the following reports in 2007/08:

- Review of the 2005-2006 Annual Report of the Health Care Complaints Commission, tabled 20 February 2008;
- Review of the 2006-2007 Annual Report of the Health Care Complaints Commission, tabled 24 June 2008; and
- Report on the Investigations by the Health Care Complaints Commission into the complaints made against Mr Graeme Reeves, tabled 26 June 2008.

In respect of the two Annual Reviews, the Committee publicly examined the Commissioner, Mr Kieran Pehm, on 21 November 2007, and 1 May 2008, respectively.

Throughout 2007/08 the Committee was keen to establish a reputation as a credible and responsible overseer of the Health Care Complaints Commission. It did this largely by scrutinising the accessibility and responsiveness of the Commission, and by informing itself of the role, operations and

concerns of other organisations with roles to play in the NSW health care complaints system. To this end, the Committee had the following briefings at Parliament House:

- Mr Kieran Pehm, Commissioner, and Mr Kimber Swan, Executive Officer, Health Care Complaints Commission, on 7 August 2007;\
- Professor Clifford Hughes AO, CEO, and Mr Peter Kennedy, Deputy CEO, NSW Clinical Excellence Commission, on 1 November 2007; and
- Professor Peter Procopis, President, Associate Professor Michael Fearnside, Deputy President, and Mr Andrew Dix, Registrar, NSW Medical Board, on 6 June 2008.
- On 18 June 2008, the Committee wrote to the NSW Nurses and Midwives Board, requesting a briefing.

On 2 June 2008, the Committee resolved to research oversight of registration bodies in jurisdictions other than New South Wales, such research to form the basis of a Discussion Paper; and to use the Discussion Paper and comments received thereon as the basis for a Report to Parliament on this issue.

On 10-11 December 2007, the Deputy Chair, Dr Andrew McDonald MP, and the Committee Manager, Mr Mel Keenan, attended the 'Effective Governance of Health Professions in Australia' Conference held in Brisbane.

Activities 2007/08

Reports	3
Meetings / Briefings	12
Public Hearings	2
Witnesses	5

Appendix B

Individual committee operations

Committee on the Independent Commission Against Corruption

Members: Mr Frank Terenzini MP (Chair); Mr David Harris MP (Deputy Chair); Mr Robert Coombs MP; Ms Jodi McKay MP; Ms Lylea McMahon MP; Mr Jonathan O’Dea MP; Mr Rob Stokes MP; Mr John Turner MP; the Hon. John Ajaka MLC; the Hon. Fred Nile MLC; the Hon. Greg Donnelly MLC.

Secretariat: Ms Helen Minnican (Committee Manager); Mr Jim Jefferis (Senior Committee Officer until December 2007); Dr Jasen Burgess (Senior Committee Officer from December 2007); Ms Carly Sheen (Research Officer until October 2007); Ms Dora Oravecz (Committee Officer until October 2007, then Research Officer from October 2007); Ms Millie Yeoh (Assistant Committee Officer)

Reports and highlights

During the reporting year the Committee tabled two reports pursuant to section 64(1)(c) of the Independent Commission Against Corruption Act 1988:

- Review of the 2005-2006 Annual Report of the Independent Commission Against Corruption, tabled 6 November 2007; and
- Review of the 2005-2006 Annual Report of the Inspector of the Independent Commission Against Corruption, tabled 12 December 2007.

The Committee also commenced its two statutory reviews of the 2006-2007 Annual Report of the Independent Commission Against Corruption and the 2006-2007 Annual Report and audit reports of the Inspector of the Independent Commission Against Corruption.

On 26 June 2008, the Committee received a reference from both Houses to conduct an inquiry into the protection of public sector whistleblower employees. The Committee is to examine the effectiveness of current laws, practices and procedures in protecting whistleblower employees who make allegations against government officials and members of Parliament.

Activities 2007/08

Reports	2
Meetings	11
Public Hearings	2
Private Hearings	1
Private Briefings	1
Witnesses	8

Legislation Review Committee

Members: Mr Allan Shearan MP (Chair); Mr Paul Pearce MP (Vice Chair); the Hon. Amanda Fazio MLC; Mrs Judy Hopwood MP; Ms Lylea McMahan MP; the Hon. Robyn Parker MLC; the Hon. Roy Smith MLC; Mr Russell Turner MP.

Secretariat: Ms Catherine Watson (Committee Manager); Ms Carrie Chan (Senior Committee Officer); Ms Talina Drabsch (until January 2008); Mr Jim Jefferis (Senior Committee Officer from February 2008); Ms Amy Bauder (Committee Officer); Mr Keith Johnstone (Assistant Committee Officer).

Reports and highlights

- During the Year the Committee:
- Met 17 times;
- Reported on 175 Bills introduced;
- Tabled 17 Digests;
- Commented on the criteria in s8A of the Legislation Review Act 1987;
- Written to Ministers or members for clarification or justification of issues that relate to the s8A criteria in relation to 8 Bills;
- Referred to 126 issues in Bills that relate to the s8A criteria to Parliament for consideration; and
- Had 17 Digest reports and commentary referred to in Parliamentary debate 24 times.

The Committee also:

- Considered 438 regulations subject to disallowance;
- Considered 33 proposed postponements for automatic repeal of a regulation.

Other reports

- Report on Scrutiny of Legislation Conference, Wellington, 2007, tabled 20 June 2008

Activities 2007/08

Reports	18
Meetings	17

Appendix B

Individual committee operations

Standing Committee on Natural Resource Management (Climate Change)

Members: Mrs Karyn Paluzzano MP (Chair); Mr Michael Daley MP (Deputy Chair); Mr Andrew Fraser MP (until 16 October 2007); Mr Thomas George MP (from 16 October 2007); Mr Gerard Martin MP; Mr Robert Oakeshott MP; Mr Ray Williams MP

Secretariat: Ms Vicki Buchbach (Committee Manager, from January 2008); Ms Kylie Rudd (Senior Committee Officer, from March 2008); Mrs Cheryl Samuels (Research Officer); Ms Lluwannee George (Assistant Committee Officer, until March 2008); Mr Leon Last (Assistant Committee Officer from June 2008).

Reports and highlights

In 2006/07, the Committee concentrated on gathering as much information as it could in relation to the possible effects of climate change and the likely consequences of national and international climate change policies on natural resource management in New South Wales.

The Committee called for submissions on its terms of reference in October 2007 and received 42 responses from a broad range of industry, government and scientific groups.

In March 2008, the Committee commenced another inquiry on the effect of emissions trading schemes on natural resource management in New South Wales and has received 11 submissions so far.

The Committee held three public hearings to examine witnesses on both inquiry topics. It has also conducted three visits of inspection:

- In November 2007, the Committee visited some of the State's major mining operations in the Hunter valley to examine lower emission technologies for coal, the CSIRO's Newcastle Energy Centre and a solar power facility at Liddel;
- In May 2008, the Committee examined the potential impacts of climate change on the Hawkesbury River Catchment; and
- In June 2008, the Committee visited the Otway Basin in Victoria to inspect Australia's most advanced carbon dioxide geosequestration demonstration project.

In 2006/07 the Committee completed one report:

- Report on Conference Attendance: 12th Annual Conference of Parliamentary Public Works and Environment Committees Darwin 19-21 September 2007, tabled 6 March 2008.

Throughout the year, Committee activities were significantly constrained by a shortage of staff. Much of the secretariat's time was spent planning the 13th Annual Conference of Public Works and Environment Committees to be held in Sydney in July.

Activities 2007/08

Reports	1
Meetings	13
Hearings	3
Submissions	53
Witnesses	26

Committee on the Office of the Ombudsman and the Police Integrity Commission

Members: Ms Angela D'Amore MP (Chair); Mr Peter Draper MP; Mr Malcolm Kerr MP; Mr Paul Pearce MP (Deputy Chair); Ms Sylvia Hale MLC; the Hon. Charlie Lynn MLC; the Hon. Lynda Voltz MLC.

Secretariat: Ms Pru Sheaves (Committee Manager); Ms Samantha Ngui (Senior Committee Officer until April 2008); Mr Jonathan Elliott (Research Officer until April 2008, then Acting Senior Committee Officer from May 2008); Ms Hilary Parker (Committee Officer until April 2008, then Acting Research Officer from May 2008); Ms Glendora Magno (until November 2007) and Ms Nina Barrett (from November 2007) (Assistant Committee Officer).

Reports and highlights

The Committee tabled four reports on inquiries that it conducted during the reporting period:

- Report on the Eighth General Meeting with the Inspector of the Police Integrity Commission, tabled 4 March 2008;
- Report on the Statutory Review of the Community Services (Complaints, Reviews and Monitoring) Act 1993, tabled 24 June 2008;
- Report on the Tenth General Meeting with Police Integrity Commission, tabled 24 June 2008; and
- Report on the Fourteenth General Meeting with the NSW Ombudsman, tabled 24 June 2008.

On 11 March 2008, the Committee commenced an inquiry into early intervention systems to identify officers at risk of corruption. The inquiry is examining the role of early intervention systems in managing vulnerable law enforcement officers and assisting in corruption reduction; current early intervention initiatives by the New South Wales Police Force; and the utility and further development of an early intervention system for the New South Wales Police Force.

Visits

- On 15 October 2007, Committee members visited the offices of the NSW Ombudsman and the Police Integrity Commission;
- On 31 March 2008, the Committee Manager briefed a delegation from China at Parliament House; and
- Ms Angela D'Amore MP, Committee Chair, and Mr Peter Draper MP, Committee member, accompanied by Mr Les Gönye, Clerk-Assistant (Committees), undertook a study tour to the United States of America and Canada from 7-16 June 2008, as part of the Committee's inquiry into early intervention systems.

Activities 2007/08

Reports	4
Meetings	7
Public Hearings	6
Private Hearings	2
Witnesses	25
Submissions Received	44

Appendix B

Individual committee operations

Standing Committee on Parliamentary Privilege and Ethics

Members: Mr Paul Pearce MP (Chair); the Hon. Richard Amery MP (Vice-Chair); the Hon. Phillip Costa MP; Mr Malcolm Kerr MP; Ms Lylea McMahon MP; Ms Clover Moore MP; Mr Frank Terenzini MP; Mr John Turner MP.

Secretariat: Ms Ronda Miller, Clerk-Assistant (Procedure) and Serjeant-at-Arms.

Reports and highlights

During the reporting period, the Committee received referral of proposals to amend the Constitution (Disclosures by Members) Regulation, the regulation which governs members' declaration of interests. The Committee made a number of recommendations on changes to the form used for lodging returns for the Register of Interests.

On 7 November 2007 the Committee held its annual meeting with Mr Ian Dickson, the Parliamentary Ethics Adviser.

Activities 2007/08

Reports	3
Meetings	6

Public Accounts Committee

Members: Mr Paul McLeay MP (Chair); Ms Jodi McKay MP (Deputy Chair); Mr Ninos Khoshaba MP; Mr Robert Oakeshott MP; Mr Anthony Roberts MP; Mr John Turner MP.

Secretariat: Mr Russell Keith (Committee Manager); Mr Bjarne Nordin (Senior Committee Officer); Mr Simon Kennedy (Research Officer until 30 April 2008); Ms Alexis Steffen (Committee Officer) and Ms Mohini Mehta (Assistant Committee Officer).

Reports and highlights

State Plan Reporting

The Committee commenced an inquiry into the reporting mechanism for the State Plan. The inquiry is looking at the adequacy and appropriateness of performance measures and audit requirements for those measures and the mechanisms for review and updating the Plan. The Committee invited public submissions, held two days of hearings, met with officials from the Department of Premier and Cabinet of South Australia and held a teleconference with an expert in WA. A delegation also attended the World Conference on the Development of Cities in Porto Alegre, Brazil and met with experts and officials in Washington DC and New York, USA,

Review of the Auditor-General's Performance Reports

The Committee adopted a new, systematic approach to its examination of the performance audit reports of the Auditor-General, whereby it invites submissions from the responsible agencies and the Auditor-General 12 months after the tabling of each report regarding the response to the report. In June, the Committee also commenced holding public hearings with relevant agency officers to clarify issues or obtain further information.

Reports examined included:

- Condition of State Roads;
- Educating Primary School Students with Disabilities;
- Major Infectious Disease Outbreaks: Readiness to Respond;
- Helping Older People Access A Residential Aged Care Facility;
- Attracting, Retaining and managing Nurses in NSW;
- Distributing Legal Aid in NSW;
- Addressing the Needs of Young Offenders;
- Responding to Homelessness;
- Connecting with Public Transport; and
- Dealing with Household Burglaries.

Annual Review 2006/07

The Committee tabled its Annual Review 2006/07.

Public Sector Annual Reporting Awards

The Committee, together with the Public Bodies Review Committee, sponsored the Public Sector Annual Reporting Awards to recognise and reward excellence in reporting.

Briefings on Audit Reports

The Committee continued its practice of hosting briefings by the Auditor-General for Parliamentarians on Audit Office reports when these were tabled on sitting days.

Budget Briefing

The Committee organised a briefing by the Secretary to the Treasury for all Members of Parliament on understanding the Budget papers.

ACPAC

In May 2008 the three Committee members and the Committee Manager attended the Australasian Council of Public Accounts Committee's mid-term conference in Adelaide.

Activities 2007/08

Reports	1
Meetings	14
Public Hearings	3
Witnesses	23
Submissions	29
Teleconference	1

Appendix B

Individual committee operations

Public Bodies Review Committee

Members: Mr Matthew Morris MP (Chair); Mr Alan Ashton MP; Mr Steve Cansdell MP (Deputy Chair); Mr Peter Draper MP; Ms Lylea McMahon MP; Mr Wayne Merton MP.

Secretariat: Ms Pru Sheaves (Committee Manager); Ms Samantha Ngui (Senior Committee Officer until April 2008); Mr Jonathan Elliott (Research Officer until April 2008, then Acting Senior Committee Officer from May 2008); Ms Hilary Parker (Committee Officer until April 2008, then Acting Research Officer from May 2008); Ms Glendora Magno (until November 2007) and Ms Nina Barrett (from November 2007) (Assistant Committee Officer).

Reports and highlights

The Committee commenced two inquiries: an inquiry into web-based annual reporting in the NSW public sector and an inquiry into environmental impact reporting in the NSW public sector.

The Committee organised meetings of the Technical and Judging Panels, which deliberated on the 40 entrants in the 2008 Premier's Annual Reports Awards.

On 23 June 2008, the Committee co-hosted the 2008 Public Sector Annual Reporting Workshop at Parliament House. Mr Peter Achterstraat, NSW Auditor-General; Ms Elizabeth Dewar, Director, Commercial Policy and Water Utilities, NSW Treasury; and Mr Stephen Horne, Managing Director, IAB Services, made presentations to the 120 attendees.

Visits

As part of its inquiry into environmental impact reporting, Mr Matthew Morris MP, Committee Chair, Mr Steve Cansdell MP, Deputy Chair, and Committee member, Ms Lylea McMahon MP, accompanied by Mr Les Gönye, Clerk-Assistant (Committees), undertook site inspections in Melbourne on 1 and 2 May 2008.

Activities 2007/08

Meetings	5
Public Hearings	2
Witnesses	21
Submissions	8

Standing Committee on Public Works

Members: Mr David Borger MP (Chair); Mr Ninos Khoshaba (Deputy Chair); Mrs Dawn Fardell; Mr Craig Baumann MP; the Hon. Grant McBride MP; Mr Don Page MP; Mrs Karyn Paluzzano MP.

Secretariat: Ms Catherine Watson (Committee Manager); Ms Carrie Chan (Senior Committee Officer); Ms Talina Drabsch until January 2008); Mr Jim Jefferis (Senior Committee Officer from February 2008); Ms Amy Bauder (Committee Officer); Mr Keith Johnstone (Assistant Committee Officer).

Reports and highlights

At its initial meeting on 27 June 2007 the Committee resolved to conduct an inquiry in local government public private partnerships for asset redevelopment.

The Committee called for submissions on its terms of reference in September 2007 and received 7 responses from a range of government and non-government groups.

In January 2008, the Committee issued a Discussion Paper entitled Inquiry into Local Government Private Partnerships for Asset Development and received 32 submissions from a range of government agencies, industry groups and legal firms.

The Committee held two public hearings to examine witnesses and examined 11 witnesses. The Committee also held two briefing sessions and heard from 4 representatives of both government and non-government agencies.

It also conducted one visit of inspection:

- In November 2007, the Committee visited Melbourne and met with Banyule City Council, Department of Treasury and Finance and inspected Southern Cross Railway Station and Council House Two.

In 2007/08 the Committee completed one report and one discussion paper:

- Report on Conference Attendance: 11th Annual Conference of Parliamentary Public Works and Environment Committees Brisbane 24-28 July 2006, tabled 11 April 2008; and
- Inquiry into Local Government Private Partnerships for Asset Redevelopment (Discussion Paper), tabled 9 January 2008.
- In June 2008 the Committee resolved to commence an inquiry into the development of arts and cultural infrastructure outside the Sydney CBD.

Activities 2007/08

Reports	2
Meetings	10
Hearings	2
Submissions	39
Witnesses	11

Appendix B

Individual committee operations

Joint Standing Committee on Road Safety (Staysafe Committee)

Committee Members: Mr Geoff Corrigan MP (Chair); the Hon. Ian West MLC (Deputy Chair); the Hon. Robert Brown MLC; the Hon. Richard Colless MLC; Mrs Dawn Fardell MP; Mr David Harris MP; Ms Noreen Hay MP; Mr Daryl Maguire MP; Dr Andrew McDonald MP; the Hon. George Souris MP.

Secretariat: Mr Russell Keith (Committee Manager); Mr Bjarne Nordin (Senior Committee Officer); Mr Simon Kennedy (Research Officer until 30 April 2008); Ms Alexis Steffen (Committee Officer) and Ms Mohini Mehta (Assistant Committee Officer).

Reports and highlights

On 21 August 2007, the Committee resolved to undertake an inquiry into Young Driver Safety and Education Programs. Under the inquiry's terms of reference, the Committee investigated the underlying causes contributing to young driver overrepresentation in motor vehicle crashes and fatalities and the availability and effectiveness of driver training and education programs for both young drivers and young offenders.

The Committee has received submissions from private citizens, local councils, government departments and agencies, insurance groups, and non-government organisations. In the course of its inquiry, the Committee held four public hearings, including a regional hearing at Port Macquarie.

Visits

During the year, Committee members and the Secretariat undertook several visits of inspection, including:

IAG Industry Research Centre (Newington);

RTA Crashlab Facility (Huntingwood);

AAMI Skilled Drivers Course; and

Australian Youth and Road Trauma Forum.
Activities 2007/08

Meetings	15
Public Hearings	4
Witnesses	43
Submissions	68

Standing Orders and Procedure Committee

Members: The Hon. Richard Torbay MP (Chair); the Hon. John Aquilina MP; Mr Alan Ashton MP; Mr Brad Hazzard MP; the Hon. Grant McBride MP; Mr Daryl Maguire MP; Mr Gerard Martin MP; Ms Alison Megarrity MP; Mr Adrian Piccoli MP; the Hon. Tony Stewart MP; Mr John Turner MP.

Secretariat: Mr Russell D. Grove (Clerk of the Legislative Assembly); Mr Mark Swinson (Deputy Clerk); Ms Stephanie Hesford (Parliamentary Officer – Research and Projects).

Activities 2007/08

The Committee did not meet during the period 1 July 2007 to 30 June 2008.

Appendix C

Legislative Assembly publications

Procedural publications

- Procedural Digest
- Procedure Precedents for the 50th, 51st, 52nd, 53rd and 54th Parliaments
- Decisions from the Chair (Consolidated)
- Decisions from the Chair (Key Rulings)
- Decisions from the Chair (Considered Rulings)
- Effective House Membership: A Short Guide to the Procedures of the New South Wales Legislative Assembly
- Electoral Legislation Extracts
- Guide to Committees of the Legislative Assembly
- Legislation Impinging on Parliament
- New South Wales Legislative Assembly Practice, Procedure and Privilege (1st ed.)
- Standing Orders
- Sessional Orders
- Information sheet on petitioning the Parliament

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

Appendix C

Legislative Assembly publications

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. Consideration in Detail – Amending Bills
10. Amendments to Motions in the House
11. Parliamentary Committees
12. Routine of Business
13. Decorum in the House
14. Rules of Debate
15. Disorder
16. Petitions
17. Suspension of Standing Orders
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 Brief 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 Accorded Priority
33. The Role of a Local Member
34. Citizens' Right of Reply
35. Parliamentary Secretaries
36. Election of Members of the Legislative Assembly – General Election

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. Amending Bills in the Legislative Assembly
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
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

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 Subpoenae
9. Qualification and Disqualification of Members of Parliament
10. Parliamentary Privilege Attaching to Tabled Papers
11. The Code of Conduct for Members and the Independent Commission Against Corruption
12. Electronic Participation in Committee Meetings

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

Corporate publications

- Annual Reports
- Strategic Plan 2003 – 2007

Education publications

Books and Booklets

- Australia's First Parliament (3rd 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
- Education Services – Parliamentary Education and Community Relations Section

Information Material

- Information Sheets
- History Site Study Package

Miscellaneous Material

- Parliament of New South Wales (DVD)
- What's On In Education (occasional newsletter)
- Government in New South Wales (colour poster)
- Parliament House (colour poster)
- Parliament of New South Wales (bookmark)

Appendix D

Parliamentary supported travel

July 2007 – Ms Prue Jessep to Tuvalu to undertake an attachment to the Tuvalu Parliamentary Library.
Cost: None

July 2007 - Mr Russell Keith to Canberra to attend a study meeting for the Australia and New Zealand School of Government Executive Masters of Public Administration Course.
Cost: \$471

July 2007 – Mr Russell Grove, Ms Elaine Schofield and Ms Pru Sheaves to Brisbane to attend the Australia and New Zealand Association of Clerks-at-the-Table Parliamentary Law, Practice and Procedure Course.
Cost: \$4,362

July 2007 – Mr Geoff Corrigan MP, Mr Philip Costa MP, Ms Angela D’Amore MP, the Hon. Don Harwin MP, Mr Paul McLeay MP, Ms Lylea McMahon MP, Ms Alison Megarrity MP, Mr Matthew Morris MP, Mr Don Page MP and Mrs Karyn Paluzzano MP to Melbourne to attend the Inaugural Conference of Australian Members of Parliament.
Cost: \$3,874

July-August 2007 – Delegation of the Legislation Review Committee (Mr Allan Shearan MP, Mrs Judy Hopwood MP, Mr Paul Pearce MP and Ms Catherine Watson) to New Zealand to attend the “Democracy in Legislation – The Role of Scrutiny Committees” Conference.
Cost: \$3,291

August 2007 – Mr Leslie Gönye (to present a paper) and Mrs Cheryl Samuels to attend the Annual Conference of the Australasian Study of Parliament Group in Adelaide.
Cost: \$1,139

August-September 2007 – Mr Alan Ashton MP to the United Kingdom and Scotland for a Commonwealth Parliamentary Association study tour.
Cost: \$14,900

August-September 2007 – Mr Barry Collier MP to Malta for a Commonwealth Parliamentary Association study tour.
Cost: \$16,900

August-September 2007 – Mr Steve Cansdell MP to the United Kingdom, Scotland and Ireland for a Commonwealth Parliamentary Association study tour.
Cost: \$16,900

August-September 2007 – The Hon. Kerry Hickey MP to Wales, Ireland and Malta for a Commonwealth Parliamentary Association study tour.
Cost: \$14,200

August-September 2007 – Mr Matthew Morris MP to the United Kingdom and Canada for a Commonwealth Parliamentary Association study tour.
Cost: \$9,328

September 2007 – Ms Angela D’Amore MP to Cyprus for a Commonwealth Parliamentary Association study tour.
Cost: \$16,900

September 2007 – The Hon. Don Harwin MLC to Canada for a Commonwealth Parliamentary Association study tour.
Cost: \$12,700

September 2007 – Mrs Judy Hopwood MP to Canada for a Commonwealth Parliamentary Association study tour.
Cost: \$12,650

September 2007 – The Hon. Ian West MLC to New Zealand for a Commonwealth Parliamentary Association study tour.

Cost: \$737

September 2007 – Mr Russell Grove to Canberra to attend the Centre for Democratic Institutions “Responsible Parliamentary Governance” Course.

Cost: None

September 2007 – Mr Russell Grove to the United States of America to attend the American Society of Clerks and Secretaries 41st Professional Development Seminar.

Cost: \$6,839

September 2007 – The Hon. Virginia Judge MP, Mrs Shelly Hancock MP and Mr Russell Grove to India to attend the Commonwealth Parliamentary Association 53rd Commonwealth Parliamentary Conference.

Cost: \$9,186

September 2007 - Mr Russell Keith to Melbourne to attend a study meeting for the Australia and New Zealand School of Government Executive Masters of Public Administration Course.

Cost: \$565

September 2007 – Delegation of the Standing Committee on Natural Resource Management (Climate Change) (Mrs Karyn Paluzzano MP, Mr Michael Daley MP and Mr Leslie Gönye) to Darwin to attend the 12th Annual Conference of Parliamentary Public Works and Environment Committees.

Cost: \$7,642

October 2007 – The Hon. Tony Stewart MP and Mr Gerard Martin MP to Western Australia to attend the Commonwealth Parliamentary Association 17th Australian and Pacific Regional Seminar.

Cost: \$6,837

October 2007 – The Hon. Richard Torbay MP and Mr Russell Grove to Coffs Harbour to attend the Local Government Association Conference and visit the electorate office of Mr Andrew Fraser MP.

Cost: \$538

October 2007 – Mr Leslie Gönye to Canada to provide temporary assistance as Acting Committee Clerk to the Legislative Assembly of British Columbia Select Standing Committee on Finance and Government Services.

Cost: \$3,201

October 2007 – Delegation of the Standing Committee on Broadband in Rural and Regional Communities (Mr Phillip Costa MP, Mr David Harris MP, Mr Gerard Martin MP, Mr Geoff Provest MP, Mr Steven Whan MP and Mrs Cheryl Samuels) to Orange for roundtable discussions with representatives of the local community and public agencies.

Cost: \$1,924

November 2007 – Mr Ray Williams MP to the United Kingdom to attend the Commonwealth Parliamentary Association International Parliamentary Conference on Climate Change.

Cost: \$9,878

November 2007 - Mr Russell Keith to New Zealand to attend a residential component of the Australia and New Zealand School of Government Executive Masters of Public Administration Course.

Cost: \$1,833

November 2007 – Delegation of the Public Works Committee (Mr David Borger MP, Mr Craig Baumann MP, Mr Ninos Khoshaba MP, the Hon. Grant McBride MP, Ms Karyn Paluzzano MP and Ms Catherine Watson) to Melbourne to meet with Banyule City Council, Department of Treasury and Finance and to inspect the Southern Cross Railway Station and Council House Two.

Cost: \$4,046

Appendix D

Parliamentary supported travel

November 2007 – Delegation of the Standing Committee on Natural Resource Management (Climate Change) (Mrs Karyn Paluzzano MP and Mrs Cheryl Samuels) to the Hunter Valley for a visit of inspection of coal mining facilities and power stations, a briefing by the CSIRO on lower emission coal, and for discussions with representatives of Local Government and the New South Wales Minerals Council.

Cost: \$273

December 2007 – Mr Russell Grove to Melbourne to attend a special meeting of the Commonwealth Parliamentary Association Australian Region.

Cost: \$245

December 2007 – Ms Ronda Miller to Cambodia to lead an International Parliamentary Union Program-sponsored capacity building training course for the Parliament of Cambodia.

Cost: None

December 2007 – Delegation of the Committee on the Health Care Complaints Commission (Dr Andrew McDonald MP and Mr Mel Keenan) to Brisbane to attend the Health Governance Conference “Effective Governance of Health Professions in Australia”.

Cost: \$885

January 2008 – Ms Angela D’Amore MP to New Zealand, Vanuatu and Samoa for a Commonwealth Parliamentary Association study tour.

Cost: \$16,900

January 2008 – The Hon. Amanda Fazio MLC to Wales, Austria, the United Kingdom and Singapore for a Commonwealth Parliamentary Association study tour.

Cost: \$6,797

January 2008 – The Hon. Richard Torbay MP and Mr Russell Grove to Italy, Switzerland, France and the United Kingdom for an official study tour.

Cost: \$58,186

January 2008 – Mr Leslie Gönye, Ms Ronda Miller, Ms Elaine Schofield, Ms Vicki Buchbach and Ms Stephanie Hesford to Hobart to attend the Australia and New Zealand Association of Clerks-at-the-Table Professional Development Seminar.

Cost: \$3,046

January-February 2008 – The Hon. David Clarke MLC to the United Kingdom, Italy and Malta for a Commonwealth Parliamentary Association study tour.

Cost: \$13,878

February 2008 – Mrs Jillian Skinner MP to the United Kingdom to attend the Commonwealth Parliamentary Association “Tackling Drugs, Changing Communities – Challenges for Parliamentarians” Conference.

Cost: \$9,610

February 2008 – Ms Catherine Watson to Melbourne to attend a residential component, “Delivering Public Value”, of the Australia and New Zealand School of Government Executive Masters of Public Administration Course.

Cost: \$470

February 2008 – Mr Leslie Gönye and Ms Helen Minnican to Canberra to lead a session of the Australian National University Centre for Democratic Institutions Workshop “Effective Parliamentary Committee Inquiries” for visiting Parliamentary Officers; and to attend the seminar for the 20th Anniversary of the House of Representatives Committee System.

Cost: \$498

February 2008 – Delegation of the Public Accounts Committee (Mr Paul McLeay MP, Mr John Turner MP and Mr Russell Keith) to Brazil and the United States of America to attend the “World Conference on the Development of Cities: Democratic Innovation and Social Transformation for Inclusive Cities in the 21st Century” and for discussions on means of citizen engagement in relation to the Committee’s Inquiry into State Plan Reporting.
Cost: \$50,439

February 2008 – Delegation of the Standing Committee on Broadband in Rural and Regional Communities (Mr Phillip Costa MP, Mr Greg Piper MP, Mr David Harris MP, Mr Geoff Provest MP, Mr Steven Whan MP and Ms Vicki Buchbach) to Griffith for roundtable discussions with representatives of the local community and public agencies.
Cost: \$2,352

March 2008 – The Hon. Tony Stewart to the United Kingdom to attend the Commonwealth Parliamentary Association 57th Westminster Seminar on Parliamentary Practice and Procedure.
Cost: \$11,238

April-May 2008 – The Hon. Don Harwin MLC to the United Kingdom for a Commonwealth Parliamentary Association study tour.
Cost: \$6,800

May 2008 – Delegation of the Public Bodies Review Committee (Mr Matthew Morris MP, Mr Steven Cansdell MP, Ms Lylea McMahon MP and Mr Leslie Gönye) to Melbourne for meetings and discussions with the Commissioner for Environmental Sustainability Victoria, officers of the Department of Sustainability and Environment and Earth Systems in relation to the Committee’s Inquiry into Environmental Reporting in the New South Wales Public Sector and to inspect City of Melbourne Council House 2 Building, a 6 star energy rated sustainable building.
Cost: \$2,320

May 2008 – Delegation of the Standing Committee on Natural Resource Management (Climate Change) (Mrs Karyn Paluzzano MP, Mr Ray Williams MP, Ms Vicki Buchbach, Ms Kylie Rudd and Mrs Cheryl Samuels) to conduct a visit of inspection of the Hawkesbury-Nepean River, under the auspices of the Hawkesbury-Nepean Catchment Management Authority, and for discussions with representatives of the Department of Energy and Water, the Department of Environment and Climate Change, local landholders and the fishing industry.
Cost: \$1,400

May 2008 – Delegation of the Joint Standing Committee on Road Safety (Staysafe Committee) (Mr Geoff Corrigan MP, Mrs Dawn Fardell MP, Mr David Harris MP, Mr Daryl Maguire MP, Dr Andrew McDonald MP, Mr George Souris MP, the Hon. Robert Brown MLC, the Hon. Rick Colless MLC, the Hon. Ian West MLC and Mr Bjarne Nordin) to Port Macquarie to conduct a public hearing in relation to the Committee’s Inquiry into Young Driver Safety and Education Programs.
Cost: \$7,301

Appendix D

Parliamentary supported travel

May 2008 – Delegation of the Public Accounts Committee (Mr Paul McLeay MP, Mr Robert Oakeshott MP, Mr Anthony Roberts MP and Mr Russell Keith) to Adelaide and McLaren Vale for discussions with officials of the Department of Premier and Cabinet in relation to the Committee's Inquiry into State Plan Reporting, and then to attend the Mid-term Meeting of the Australasian Council of Public Accounts Committees.
Cost: \$3,642

June 2008 – Ms Noreen Hay MP to Canada, Ireland and the United Kingdom for a Commonwealth Parliamentary Association study tour.
Cost: \$12,900

June 2008 – Mr Russell Grove to Canada to attend the Commonwealth Parliamentary Association 20th Commonwealth Parliamentary Seminar.
Cost: \$11,126

June 2008 – Ms Ronda Miller to Wellington, New Zealand to attend a meeting of the Education Committee of the Australia and New Zealand Association of Clerks-at-the-Table.
Cost: \$947

June 2008 – Ms Catherine Watson to Wellington, New Zealand to attend a residential component of the Australia and New Zealand School of Government Executive Masters of Public Administration Course.
Cost: \$751

June 2008 – Delegation of the Committee on the Office of the Ombudsman and Police Integrity Commission (Ms Angela D'Amore MP, Mr Peter Draper MP and Mr Leslie Gönye) to the United States of America and Canada to undertake a comparative study of Early Intervention Systems as established by Police Departments and Services in the jurisdictions of San Francisco, Phoenix, Los Angeles and Los Angeles County and Edmonton, through meetings and discussions with relevant police officers, officials and union officials. Calls were also made on the Legislative Assembly of Alberta and the Arizona House of Representatives.
Cost: \$43,898

June 2008 – Delegation from the Standing Committee on Natural Resource Management (Climate Change) (Mrs Karyn Paluzzano MP, Mr Michael Daley MP, Mr Thomas George MP, Mr Ray Williams MP and Ms Vicki Buchbach) to Southern Victoria and Melbourne to examine the Otway Basin demonstration carbon capture and storage project, to meet with key members of the Cooperative Research Centre for Greenhouse Gas Technologies (CO2CRC), and to attend the opening of new offices for the CRC and receive a briefing on the full range of current and planned Australian research projects on carbon capture and storage.
Cost: \$1,777

Electorate	Member	2007/ 2008 Total	Members' LSA Travel	Members' Spouse / Approved Relative LSA Travel	Members' Staff LSA Travel	Members' Electorate to Sydney Travel
		\$	\$	\$	\$	\$
Albury	Aplin G	22,084	1,798	980	1,016	18,290
Auburn	Perry B M	-	-	-	-	-
Ballina	Page D L	39,717	5,173	738	328	33,478
Balmain	Firth V H	-	-	-	-	-
Bankstown	Stewart A P	1,066	1,066	-	-	-
Barwon	Humphries K J	31,429	11,149	4,270	5,166	10,844
Bathurst	Martin G F	23,965	62	-	18,999	4,904
Baulkham Hills	Merton W A	-	-	-	-	-
Bega	Constance A	24,250	3,544	271	729	19,706
Blacktown	Gibson P B	-	-	-	-	-
Blue Mountains	Koperberg P C	5,955	173	-	3,784	1,998
Burrinjuck	Hodgkinson K A	33,339	4,780	-	4,631	23,928
Cabramatta	Meagher R P	-	-	-	-	-
Camden	Corrigan G	6,750	6,750	-	-	-
Campbelltown	West G J	56	56	-	-	-
Canterbury	Burney L	-	-	-	-	-
Castle Hill	Richardson M J	8	8	-	-	-
Cessnock	Hickey K A	5,875	-	-	-	5,875
Charlestown	Morris M A	15,047	3,342	-	-	11,705
Clarence	Cansdell S	28,864	4,503	-	4,899	19,462
Coffs Harbour	Fraser A R G	35,328	11,728	3,700	490	19,410
Coogee	Pearce P	619	619	-	-	-
Cronulla	Kerr M J	2,244	2,244	-	-	-
Davidson	O'Dea J R	2,624	2,624	-	-	-
Drummoyne	D'Amore A	6,073	5,269	804	-	-
Dubbo	Fardell D	18,108	1,961	-	4,308	11,839
East Hills	Ashton A J	1,289	1,270	-	19	-
Epping	Smith G E	1,697	1,274	-	423	-
Fairfield	Tripodi J G	-	-	-	-	-
Georges River	Greene K P	-	-	-	-	-

Appendix D

Parliamentary supported travel

		2007/ 2008 Total	Members' LSA Travel	Members' Spouse / Approved Relative LSA Travel	Members' Staff LSA Travel	Members' Electorate to Sydney Travel
Electorate	Member	\$	\$	\$	\$	\$
Gosford	Andrews M T	2,300	2,300	-	-	-
Goulburn	Goward P	21,002	6,721	-	651	13,630
Granville	Borger D L	363	363	-	-	-
Hawkesbury	Williams R C	35	35	-	-	-
Heathcote	McLeay P E	6,011	5,311	620	80	-
Heffron	Keneally K K	-	-	-	-	-
Hornsby	Hopwood J	2,645	2,645	-	-	-
Keira	Campbell D A	140	-	-	140	-
Kiama	Brown M J	2,566	709	-	1,857	-
Kogarah	Burton C A	-	-	-	-	-
Ku-ring-gai	O'Farrell B R	655	655	-	-	-
Lake Macquarie	Piper G M	14,649	1,019	-	9,077	4,553
Lakemba	Iemma M	-	-	-	-	-
Lane Cove	Roberts A J	6,135	6,135	-	-	-
Lismore	George T	37,493	10,084	4,673	2,683	20,053
Liverpool	Lynch P G	-	-	-	-	-
Londonderry	Shearan A F	2,665	2,665	-	-	-
Macquarie Fields	McDonald A	492	492	-	-	-
Maitland	Terenzini F	8,546	-	-	1,458	7,088
Manly	Baird M B	4,774	4,628	-	146	-
Maroubra	Daley M	5,915	5,915	-	-	-
Marrickville	Tebbutt C	-	-	-	-	-
Menai	Megarrity A P	1,437	1,421	-	16	-
Miranda	Collier B J	1,584	1,584	-	-	-
Monaro	Whan S J	20,918	4,040	-	902	15,976
Mount Druitt	Amery R S	309	-	95	214	-
Mulgoa	Beamer D	-	-	-	-	-
Murray-Darling	Williams J D	26,934	3,128	656	8,764	14,386
Murrumbidgee	Piccoli A	28,092	8,401	2,456	2,502	14,733
Myall Lakes	Turner J H	31,785	8,109	3,644	2,058	17,974

		2007/ 2008 Total	Members' LSA Travel	Members' Spouse / Approved Relative LSA Travel	Members' Staff LSA Travel	Members' Electorate to Sydney Travel
Electorate	Member	\$	\$	\$	\$	\$
Newcastle	McKay J	17,309	1,263	-	8,767	7,279
North Shore	Skinner J G	1,731	1,731	-	-	-
Northern Tablelands	Torbay G R	33,542	2,084	4,572	1,531	25,355
Oatley	Greene K P	-	-	-	-	-
Orange	Turner R W	17,467	3,234	129	733	13,371
Oxley	Stoner A J	37,814	1,455	5,288	6,955	24,116
Parramatta	Gadiel T	845	829	-	16	-
Penrith	Paluzzano K L	5,811	4,289	1,522	-	-
Pittwater	Stokes R G	13	13	-	-	-
Port Macquarie	Oakeshott R M J	32,411	2,960	2,468	15,053	11,930
Port Stephens	Baumann C	13,249	-	200	5,480	7,569
Riverstone	Aquilina J J	2,181	1,957	224	-	-
Rockdale	Sartor F E	-	-	-	-	-
Ryde	Watkins J A	-	-	-	-	-
Shellharbour	McMahon L A	16,460	1,823	-	11,430	3,207
Smithfield	Khoshaba N	1,895	1,895	-	-	-
South Coast	Hancock S	13,371	4,013	529	-	8,829
Strathfield	Judge D V	2,458	2,458	-	-	-
Swansea	Coombs R	7,058	807	-	19	6,232
Sydney	Moore C	2,898	2,848	-	50	-
Tamworth	Draper P	27,302	6,831	-	2,894	17,577
Terrigal	Hartcher C	5,153	2,299	-	2,854	-
The Entrance	McBride G A	6,168	-	-	-	6,168
Toongabbie	Rees N	-	-	-	-	-
Tweed	Provest G K	21,808	759	1,094	6,168	13,787
Upper Hunter	Souris G	27,034	6,034	1,457	402	19,141
Vaucluse	Debnam P J	3,690	3,659	31	-	-
Wagga Wagga	Maguire D W	26,188	5,744	2,495	2,596	15,353
Wakehurst	Hazzard B R	3,984	3,984	-	-	-
Wallsend	Hornery S K	17,970	1,282	-	7,254	9,434

Appendix D

Parliamentary supported travel

Electorate	Member	2007/ 2008 Total	Members' LSA Travel	Members' Spouse / Approved Relative LSA Travel	Members' Staff LSA Travel	Members' Electorate to Sydney Travel
		\$	\$	\$	\$	\$
Willoughby	Berejiklian G	1,850	1,453	-	397	-
Wollongong	Hay N	14,967	280	-	11,977	2,710
Wollindilly	Costa P	6,568	1,007	832	1,876	2,853
Wyong	Harris D R	5,591	147	-	21	5,423
Totals		908,618	212,891	43,748	161,813	490,166

Charter Transport Allowance provided for travel within electorate for Electorate Groups 5, 6, and 7 not included above.

Barwon	Humphries K J	17,424
Burrinjuck	Hodgkinson K A	-
Clarence	Cansdell S	-
Monaro	Whan S J	1,447
Murray Darling	Williams J D	15,018
Murrumbidgee	Piccoli A	3,749
Northern Tablelands	Torbay G R	3,775
Upper Hunter	Souris G	2,868
Total		44,281

Appendix E

Official visitors

Mr Brian Hodgson

(Serjeant-at-Arms)
Canada
6 August 2007

Parliamentary delegation

Germany
10 August 2007

Parliamentary delegation

Morocco
10 August 2007

Mr Ian Townsend

(House of Commons Library)
United Kingdom
27 August 2007

Delegation

(National Assembly officials)
Vietnam
29 August 2007

Mr Vijay Kumar

(Former Consul General)
India
30 August 2007

Mr Peter Williams

(Secretary, Western Cape Provincial Legislature)
South Africa
21 September 2007

Ms Florence Naesol, Mr John Taupongi and Mr John Numan

(Parliamentary Officers)
Solomon Islands
24-26 September 2007

Delegation

(Officers, House of Representatives)
Thailand
24-27 September 2007

The Hon. Jane Aagaard MP

(Speaker, Legislative Assembly)
Northern Territory
25 October 2007

Ms Aggie Derby

(Wyoming Senate)
United States of America
25 October 2007

Women's Pioneer Society of Australia

New South Wales
29 October 2007

Ms Andrea J Wollock

(Director, State Government Affairs, Quest
Diagnostics)
United States of America
6 December 2007

La Trobe University

Workshop on Parliamentary

Financial Scrutiny

13 February 2008

Parliamentary delegation

(Maharashtra Legislature)
India
15 February 2008

The Hon. Denis Marshall

(Former Secretary-General, CPA)
New Zealand
21 February 2008

Appendix E

Official visitors

Parliamentary delegation

Estonia
10 March 2008

Parliamentary delegation

Vietnam
14 March 2008

Parliamentary delegation

Lithuania
20 March 2008

The Hon. Michael Polley, MHA

(Speaker, House of Assembly)

Mr Peter Alcock

(Clerk, House of Assembly)

Tasmania
23 April 2008

Parliamentary delegation

(Legislative Assembly, Assam)

India
6 May 2008

Delegation

(Liaison Office, Central People's Government
Hong Kong S.A.R.)

People's Republic of China
20 May 2008

Delegation

(CCPIT Hebei Sub-Council, Hebei Province)

People's Republic of China
27 May 2008

Parliamentary delegation

(Select Committee on Maori Affairs)
New Zealand
30 May 2008

Mr Jude S. Devesi

(Committee Officer)

Solomon Islands
31 May-28 June 2008

Mrs Freda Rafasia

(Speaker's Personal Assistant)

Solomon Islands
2-6 June 2008

The Hon. Mutale Nalumango, MP

(Deputy Speaker, National Assembly)

Mrs Doris Mwinga

(Clerk, National Assembly)

Zambia
16-18 June 2008

Mr Saman Perera

(Co-ordinating Engineer)

Mr RPS Rajapaksha

(Editor, Hansard)

Sri Lanka
19-20 June 2008

Management Science Students

(Silpakorn University)

Thailand
23 June 2008

Appendix F

Energy and waste management/environment

The Parliament's recycling program continued to be implemented during the year.

A total of 60.860 tonnes of paper and 2.540 tonnes of cardboard were recycled, resulting in environmental benefits of 204 meter³ of landfill being saved and energy savings of 1,134 Gj.

During the year, Parliament commenced implementation of the \$3.5M Energy and Water Reduction Program, which was funded by the Department of Environment and Climate Change's NSW Energy and Water Funds and capital works allocation from the NSW Treasury. The 2-year program is expected to save annually 17,000 kiloliters of potable water, 2320 megawatt-hour of electricity and 2,500 tonnes of greenhouse gas emissions.

The program, which would be continuously implemented during the next financial year, has the following components:

Lighting upgrade – High-energy consuming light globes are to be replaced with energy-efficient and long-life lamps throughout the building;

Solar power installation – A 20-KW photovoltaic system have been installed on the Parliament House rooftop;

Car park ventilation control upgrade – Ventilation fan controls in the car park will be upgraded;

Building management control system upgrade – The air conditioning and building management control system throughout the building will be upgraded;

Replacement air-conditioning chillers – The three existing chillers containing ozone-depleting refrigerants will be replaced with energy-efficient chillers;

Replacement of cooling tower valves – The existing valve controls in the cooling towers will be replaced to stop water wastage; and

Water harvesting/recycling – Four water tanks have been installed on the roof to store captured rainwater. The tanks will be connected to the St. James Lake.

Appendix G

Equal employment opportunity trends

The EEO statistics have been reported for two work groups. The electorate officers are employed on direct nomination by members of the Legislative Assembly. Historically it is a female dominated workgroup, which is reflected in the 80% women in this workgroup.

The Legislative Assembly workgroup is recruited and appointed in accordance with public sector standards on equity and participation.

A. Trends in the Representation of EEO Groups – Legislative Assembly Staff (Excluding Electorate Office Staff)

EEO Group	% of Total Staff				
	Benchmark or Target	2005	2006	2007	2008
Women	50%	65%	63%	60%	57%
Aboriginal people and Torres Strait Islanders	2%	1.1%	1.7%	2.3%	2.1%
People whose first language was not English	20%	16%	17%	22%	18%
People with a disability	12%	6%	7%	0%	2%
People with a disability requiring work-related adjustment	7%	2.1%	1.6%	0.0%	2.1%

B. Trends in the Distribution of EEO Groups – Legislative Assembly Staff (Excluding Electorate Office Staff)

EEO Group	Distribution Index				
	Benchmark or Target	2005	2006	2007	2008
Women	100	87	91	94	104
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language was not English	100	n/a	n/a	n/a	n/a
People with a disability	100	n/a	n/a	n/a	n/a
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a	n/a

C. Trends in the Representation of EEO Groups – Electorate Office Staff

EEO Group	Benchmark or Target	% of Total Staff			
		2005	2006	2007	2008
Women	50%	80%	80%	77%	80%
Aboriginal people and Torres Strait Islanders	2%	0.8%	0.8%	1.2%	0.0%
People whose first language was not English	20%	7%	7%	6%	7%
People with a disability	12%	3%	4%	1%	3%
People with a disability requiring work-related adjustment	7%	0.0%	0.0%	0.0%	0.0%

D. Trends in the Distribution of EEO Groups – Electorate Office Staff

EEO Group	Benchmark or Target	Distribution Index			
		2005	2006	2007	2008
Women	100	109	101	100	99
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	0
People whose first language was not English	100	n/a	n/a	n/a	n/a
People with a disability	100	n/a	n/a	n/a	n/a
People with a disability requiring work-related adjustment	100	0	0	0	0

Notes:

1. Staff numbers are as at 30 June.
2. Excludes casual staff.
3. A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is automatically calculated by the software provided by ODEOPE.
4. The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.

Financial Statements



GPO BOX 12
Sydney NSW 2001
9275 7100
D0831519/0276

Mr Russell Grove
Clerk of the Legislative Assembly
Parliament of New South Wales
Macquarie Street
SYDNEY NSW 2000

20 October 2008

Dear Mr Grove

STATUTORY AUDIT REPORT
For the Year Ended 30 June 2008
The Legislature

I have audited the financial report of the Legislature as required by the *Public Finance and Audit Act 1983* (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 30 June 2008. The Act requires that I send this report to the Legislature, the Minister and the Treasurer.

This report is not the Independent Auditor's Report, which expresses my opinion on the Legislature's financial report. I have enclosed the Independent Auditor's Report, together with the Legislature's financial report.

Audit Result

I expressed an unmodified opinion on the Legislature's financial report and I have not identified any significant matters since my previous Statutory Audit Report.

My audit is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, there may be other matters of governance interest that did not come to my attention during my audit.

My audit is continuous and I may therefore identify new significant matters. If this occurs, I will write to you immediately.

Compliance with Legislative Requirements

My audit procedures are targeted specifically towards forming an opinion on the Legislature's financial report. This includes testing whether the Legislature has complied with legislative requirements that may materially impact on the financial report. The results of the audit are reported in this context. My testing did not identify any material instances of non-compliance.

Auditor-General's Report to Parliament

Comment on the Legislature's activities, financial operations, performance and compliance will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to the Legislature for review before the Report is tabled during November.

Acknowledgment

I thank the Legislature's staff for their courtesy and assistance.

Yours sincerely

Peter Achterstraat
Auditor-General



GPO BOX 12
Sydney NSW 2001

INDEPENDENT AUDITOR'S REPORT

The Legislature

To Members of the New South Wales Parliament

I have audited the accompanying financial report of the Legislature, which comprises the balance sheet as at 30 June 2008, the operating statement, statement of recognised income and expense, cash flow statement, program statement expenses and revenues and a summary of compliance with financial directives for the year then ended, a summary of significant accounting policies and other explanatory notes.

Auditor's Opinion

In my opinion, the financial report:

- presents fairly, in all material respects, the financial position of the Legislature as at 30 June 2008, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- is in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2005.

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

The Clerks' Responsibility for the Financial Report

The Clerk of the Legislative Assembly and the Clerk of the Parliaments are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the PF&A Act. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Legislature's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Legislature's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Legislature Head, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

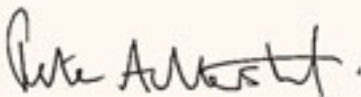
My opinion does *not* provide assurance:

- about the future viability of the Legislature,
- that it 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.

Independence

In conducting this audit, the Audit Office of New South Wales has complied with the independence requirements of the Australian Auditing Standards and other relevant ethical requirements. The PF&A 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 of New South Wales are not compromised in their role by the possibility of losing clients or income.



Peter Achterstraat
Auditor-General

20 October 2008
SYDNEY



20 October 2008

THE LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 JUNE 2008

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.


Russell D. Grove
Clerk of the Legislative Assembly


Lynn Lovelock
Clerk of the Parliaments


Brian Ward
Executive Manager Parliamentary Services

THE LEGISLATURE

Operating Statement for the Year Ended 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
Expenses excluding losses				
Operating expenses				
Employee related	2(a)	49,766	49,930	50,120
Other operating expenses	2(b)	23,784	24,401	26,258
Depreciation and amortisation	2(c)	4,505	3,948	4,215
Other expenses	2(d)	<u>39,232</u>	<u>37,894</u>	<u>37,611</u>
Total Expenses excluding losses		<u>117,287</u>	<u>116,173</u>	<u>118,204</u>
Less:				
Revenue				
Sale of goods and services	3(a)	4,332	4,945	4,541
Investment revenue	3(b)	148	105	120
Grants and contributions	3(c)	1,160	780	1,193
Other revenue	3(d)	<u>1,374</u>	<u>270</u>	<u>1,654</u>
Total Revenue		<u>7,014</u>	<u>6,100</u>	<u>7,508</u>
Gain / (loss) on disposal	4	<u>(51)</u>	<u>-</u>	<u>(59)</u>
Net Cost of Services	20	<u>110,324</u>	<u>110,073</u>	<u>110,755</u>
Government Contributions				
Recurrent appropriation	5	98,567	96,844	97,171
Capital appropriation	5	4,134	3,240	3,202
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>10,092</u>	<u>10,061</u>	<u>11,269</u>
Total Government Contributions		<u>112,793</u>	<u>110,145</u>	<u>111,642</u>
SURPLUS FOR THE YEAR		<u>2,469</u>	<u>72</u>	<u>887</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Balance Sheet as at 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
ASSETS				
Current Assets				
Cash and cash equivalents	8	3,926	3,151	2,509
Receivables	9	1,766	1,720	1,714
Inventories	10	165	152	152
Total Current Assets		<u>5,857</u>	<u>5,023</u>	<u>4,375</u>
Non-Current Assets				
Property, Plant and Equipment	11			
- Land and Buildings		140,510	132,023	133,260
- Plant and Equipment		10,556	10,878	9,249
- Collection Assets		40,480	38,267	38,367
Total Property, Plant and Equipment		191,546	181,168	180,876
Intangible Assets	12	151	143	363
Total Non-Current Assets		<u>191,697</u>	<u>181,311</u>	<u>181,239</u>
Total Assets		<u>197,554</u>	<u>186,334</u>	<u>185,614</u>
LIABILITIES				
Current Liabilities				
Payables	13	5,042	5,183	4,735
Provisions	14	4,511	4,766	4,566
Other	15	13	323	623
Total Current Liabilities		<u>9,566</u>	<u>10,272</u>	<u>9,624</u>
Non-Current Liabilities				
Provisions	14	35	38	38
Total Non-Current Liabilities		<u>35</u>	<u>38</u>	<u>38</u>
Total Liabilities		<u>9,601</u>	<u>10,310</u>	<u>9,662</u>
Net Assets		<u>187,953</u>	<u>176,024</u>	<u>175,952</u>
EQUITY				
Reserves	16	41,826	32,294	32,294
Accumulated Funds		146,127	143,730	143,658
Total Equity		<u>187,953</u>	<u>176,024</u>	<u>175,952</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Statement of Recognised Income and Expense for the Year Ended 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
Net increase / (decrease) in property, plant and equipment asset revaluation reserve		<u>9,532</u>	<u>-</u>	<u>(892)</u>
TOTAL INCOME AND EXPENSE RECOGNISED DIRECTLY IN EQUITY		9,532	-	(892)
Surplus / (Deficit) for the year		<u>2,469</u>	<u>72</u>	<u>887</u>
TOTAL INCOME AND EXPENSE RECOGNISED FOR THE YEAR	16	<u>12,001</u>	<u>72</u>	<u>(5)</u>

The accompanying notes form part of these statements.

Cash Flow Statement for the Year Ended 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(47,625)	(47,733)	(47,720)
Other		<u>(56,890)</u>	<u>(53,789)</u>	<u>(57,186)</u>
Total Payments		<u>(104,515)</u>	<u>(101,522)</u>	<u>(104,906)</u>
Receipts				
Sale of goods and services		4,535	4,945	4,322
Interest received		133	105	70
Other		<u>3,299</u>	<u>1,050</u>	<u>3,562</u>
Total Receipts		<u>7,967</u>	<u>6,100</u>	<u>7,954</u>
Cash Flows From Government				
Recurrent appropriation	5	98,567	96,844	97,429
Capital appropriation	5	<u>4,147</u>	<u>3,240</u>	<u>3,267</u>
Net Cash Flows From Government		<u>102,714</u>	<u>100,084</u>	<u>100,696</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	20	<u>6,166</u>	<u>4,662</u>	<u>3,744</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of land and buildings, plant and equipment		-	-	4
Purchases of land and buildings, plant and equipment		<u>(4,749)</u>	<u>(4,020)</u>	<u>(2,042)</u>
NET CASH FLOWS FROM INVESTING ACTIVITIES		<u>(4,749)</u>	<u>(4,020)</u>	<u>(2,038)</u>
NET INCREASE / (DECREASE) IN CASH		1,417	642	1,706
Opening cash and cash equivalents		<u>2,509</u>	<u>2,509</u>	<u>803</u>
CLOSING CASH AND CASH EQUIVALENTS	8	<u>3,926</u>	<u>3,151</u>	<u>2,509</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Program Statement - Expenses and Revenues for the year ended 30 June 2008

	Program 1.1.1* Legislative Council		Program 1.1.2* Legislative Assembly		Program 1.2.1* Joint Services		Not Attributable		Total	
	2008 \$000	2007 \$000	2008 \$000	2007 \$000	2008 \$000	2007 \$000	2008 \$000	2007 \$000	2008 \$000	2007 \$000
THE LEGISLATURE'S EXPENSES & REVENUES										
Expenses excluding losses										
Operating expenses										
• Employee related	8,857	9,104	24,873	24,068	16,036	16,948	-	-	49,766	50,120
• Other operating expenses	2,350	3,455	16,204	17,165	5,230	5,638	-	-	23,784	26,258
Depreciation and amortisation	259	291	1,279	1,343	2,967	2,581	-	-	4,505	4,215
Other expenses	12,249	11,706	26,983	25,905	-	-	-	-	39,232	37,611
Total Expenses excluding losses	23,715	24,556	69,339	68,481	24,233	25,167	-	-	117,287	118,204
Revenue										
Sale of goods and services	428	404	429	405	3,475	3,732	-	-	4,332	4,541
Investment revenue	-	-	-	-	146	120	-	-	148	120
Grants and contributions	-	-	-	-	1,160	1,193	-	-	1,160	1,193
Other revenue	26	58	242	331	1,106	1,265	-	-	1,374	1,654
Total Revenue	454	462	671	736	5,889	6,310	-	-	7,014	7,508
Gain / (loss) on disposal	(10)	2	(20)	(2)	(21)	(59)	-	-	(51)	(59)
Net Cost of Services	23,271	24,092	68,688	67,747	18,365	18,916	-	-	110,324	110,755
Government contributions**	-	-	-	-	-	-	112,793	111,642	112,793	111,642
NET EXPENDITURE /(REVENUE) FOR THE YEAR	23,271	24,092	68,688	67,747	18,365	18,916	(112,793)	(111,642)	(2,469)	(887)

*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.

THE LEGISLATURE

SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

	2008				2007			
	Recurrent Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Recurrent Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000
ORIGINAL BUDGET APPROPRIATION / EXPENDITURE								
• Appropriation Act	96,844	96,808	3,240	3,240	87,805	87,730	3,267	3,202
• Additional Appropriations	-	-	-	-	-	-	-	-
• s21A PF&AA – special appropriation	-	-	-	-	-	-	-	-
• s24 PF&AA – transfers of functions between departments	-	-	-	-	-	-	-	-
• s26 PF&AA – Commonwealth specific purpose payments	96,844	96,808	3,240	3,240	87,805	87,730	3,267	3,202
OTHER APPROPRIATIONS / EXPENDITURE								
• Treasurer's Advance	2,812	1,759	958	894	9,935	9,441	-	-
• Section 22 – expenditure for certain works and services	-	-	-	-	-	-	-	-
• Transfers to/from another agency (s32 – Appropriation Act)	2,812	1,759	958	894	9,935	9,441	-	-
Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)	99,656	98,567	4,198	4,134	97,740	97,171	3,267	3,202
Amount drawn down against Appropriation Liability to Consolidated Fund*				4,147		97,429		3,267
				13		258		65

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

*The Liability to Consolidated Fund represents the difference between the "Amount drawn down against Appropriation" and the "Total Expenditure / Net Claim on Consolidated Fund".

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

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 Legislature is a not-for-profit entity (as profit is not its principal objective) and has no cash generating units. The reporting entity is consolidated as part of the NSW Total State Sector.

This financial report for the year ended 30 June 2008 has been authorised for issue by the Clerk of the Legislative Assembly and the Clerk of the Parliaments on 9 October 2008.

(b) Basis of Preparation

The Legislature's financial report is a general purpose financial report which has been prepared in accordance with:

- ❖ Applicable Australian Accounting Standards (which include Australian Accounting Interpretations);
- ❖ The requirements of the *Public Finance and Audit Act 1983* and Regulation, and
- ❖ The Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies, or issued by the Treasurer.

Property, plant and equipment, assets (or disposal groups) held for sale and financial assets held at fair value through profit or loss and available for sale are measured at fair value. Other financial report items are prepared in accordance with the historical cost convention.

Judgements, key assumptions and estimations, management has made are disclosed in the relevant notes to the financial report.

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

(c) Statement of Compliance

The financial statements and notes comply with Australian Accounting Standards which include Australian Accounting Interpretations.

(d) Income Recognition

Income is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for the recognition of income are discussed below:

(i) Parliamentary Appropriations and Contributions

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are generally recognised as income 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. The liability is disclosed in note 15 as part of "Current liabilities - Other". The amount will be repaid and the liability will be extinguished next financial year.

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

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

(ii) Sales of Goods

Revenue from the sale of goods is recognised as revenue when The Legislature transfers the significant risks and rewards of ownership of the assets.

(iii) Rendering of Services

Revenue is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

(iv) Investment Revenue

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*. Rental revenue is recognised in accordance with AASB 117 *Leases* on a straight-line basis over the lease term.

(v) 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.

(e) Employee Benefits and other provisions

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

Liabilities for salaries and wages (including non-monetary benefits), annual leave and paid sick leave that fall due wholly within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

Long-term annual leave that is not expected to be taken within twelve months is not measured at present value in accordance with AASB 119 *Employee Benefits* as the amount involved is not considered material.

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 defined benefit 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 benefits and other liabilities".

Long service leave is measured at present value in accordance with AASB 119 *Employee Benefits*. This is based on the application of certain factors (specified in NSWTC 07/04) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

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 (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

(iii) Other Provisions

Other provisions exist when: The Legislature has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

(f) 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 claim experience.

(g) Accounting for the Goods and Services Tax (GST)

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

- ❖ 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.

(h) Acquisitions of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by The Legislature. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of other Australian Accounting Standards.

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

Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

Where payment for an asset is deferred beyond normal credit terms, its cost is the cash price equivalent, i.e. the deferred payment amount is effectively discounted at an asset-specific rate.

(i) Capitalisation Thresholds

Property, plant and equipment and intangible assets costing \$5,000 and above individually (or forming part of a network costing more than \$5,000) are capitalised.

(j) Revaluation of Property, Plant and Equipment

Physical non-current assets are valued in accordance with the "Valuation of Physical Non-Current Assets at Fair Value" Policy and Guidelines Paper (TPP 07-1). This policy adopts fair value in accordance with *AASB 116 Property, Plant and Equipment*.

Property, plant and equipment is measured on an existing use basis, where there are no feasible alternative uses in the existing natural, legal, financial and socio-political environment. However, in the limited circumstances where there are feasible alternative uses, assets are valued at their highest and best use.

Fair value of property, plant and equipment is determined based on the best available market evidence, including current market selling prices for the same or similar assets. Where there is no available market evidence, the asset's fair value is measured at its market buying price, the best indicator of which is depreciated replacement cost.

The Legislature revalues each class of property, plant and equipment at least every five years or 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. The last revaluation for each class of asset is set out below and was based on an independent assessment.

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

Land	30 June 2008	Valustate Pty Ltd
Buildings	30 June 2008	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2008	HP Consultants Pty Ltd
Collection Assets:		
Library Collection	30 June 2008	Simon Storey Valuers
Archives Collection	30 June 2008	Simon Storey Valuers
Antiques	30 June 2008	Simon Storey Valuers
Artworks	30 June 2008	Art Gallery of NSW

Non-specialised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value.

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 are separately restated.

For other assets, any balances of accumulated depreciation 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.

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, the increment is recognised immediately as revenue in the surplus / deficit.

Revaluation decrements are recognised immediately as expenses in the surplus / deficit, 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.

As a not-for-profit entity, 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.

(k) Impairment of Property, Plant and Equipment

As a not-for-profit entity with no cash generating units, The Legislature is effectively exempted from *AASB 136 Impairment of Assets* and impairment testing. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

(l) Depreciation of Property Plant and Equipment

Except for the archive, antique and artwork collections, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to The Legislature.

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

All material separately identifiable components of assets are depreciated over their shorter useful lives.

Land is not a depreciable asset. Certain heritage assets have an extremely long useful life, including archive, antique and artwork collections. Depreciation for these items cannot be reliably measured because the useful life and the net amount to be recovered at the end of the useful life cannot be reliably measured. In these cases, depreciation is not recognised. The decision not to recognise depreciation for these assets is reviewed annually.

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

(m) Maintenance

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

(n) 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 commencement of the lease term. 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 Operating Statement in the periods in which they are incurred.

(o) Intangible Assets

The Legislature recognises intangible assets only if it is probable that future economic benefits will flow to the agency and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

The useful lives of intangible assets are assessed to be finite.

Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for the agency's intangible assets, the assets are carried at cost less any accumulated amortisation.

The Legislature's intangible assets are amortised using the straight line method over a period of three years.

In general, intangible assets are tested for impairment where an indicator of impairment exists. However, as a not-for-profit entity with no cash generating units, The Legislature is effectively exempted from impairment testing (refer Note 1(k)).

(p) Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These financial assets are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are accounted for in the Operating Statement when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(q) Inventories

Inventories held for distribution are stated at the lower of cost and current replacement cost. Inventories (other than those held for distribution) are stated at the lower of cost and net realisable value. Cost is calculated using the weighted average cost or "first in first out" method.

The cost of inventories acquired at no cost or for nominal consideration is the current replacement cost as at the date of acquisition. Current replacement cost is the cost the agency would incur to acquire the asset. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(r) Other Assets

Other assets are recognised on a cost basis.

(s) Impairment of financial assets

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that the entity will not be able to collect all amounts due.

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

For financial assets carried at amortised cost, the amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the impairment loss is recognised in the Operating Statement.

When an available for sale financial asset is impaired, the amount of the cumulative loss is removed from equity and recognised in the Operating Statement, based on the difference between the acquisition cost (net of any principal repayment and amortisation) and current fair value, less any impairment loss previously recognised in the Operating Statement.

Any reversals of impairment losses are reversed through the Operating Statement, where there is objective evidence, except reversals of impairment losses on an investment in an equity instrument classified as "available for sale" must be made through the reserve. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

(t) **Payables**

These amounts represent liabilities for goods and services provided to The Legislature and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(u) **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, s 21A, s 24 and / or s 26 of the *Public Finance and Audit Act 1983*.

The budgeted amounts in the Operating Statement and the Cash Flow Statement are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Balance Sheet, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts; i.e. per the audited financial report (rather than carried forward estimates).

(v) **Accounting Standards and Interpretations issued, but not yet effective**

At the date of authorization of the financial report, the following Standards, which are expected to be relevant to the Legislature, were in issue but not yet effective.

The Clerks and Executive Manager anticipate the adoption of these Standards will have no material financial impact on the financial report of the entity.

Standard / Interpretation	Effective for annual reporting periods beginning on or after	Expected to be initially applied in the financial year ending
AASB 101 'Presentation of Financial Statements' and consequential amendments to other accounting standards resulting from its issue	1 January 2009	30 June 2010

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

2. EXPENSES EXCLUDING LOSSES

(a) Employee Related Expenses	2008	2007
	\$000	\$000
Salaries and wages (including recreation leave)	40,050	40,724
Superannuation – defined benefit plans	1,221	1,283
Superannuation – defined contribution plans	2,575	2,464
Payroll tax and fringe benefits tax	2,709	2,731
Long service leave	813	1,002
Worker's compensation insurance	680	463
Employment agency staff	1,742	1,492
Other	(24)	(39)
	<u>49,766</u>	<u>50,120</u>
(b) Other Operating Expenses including the following:	2008	2007
	\$000	\$000
Auditor's remuneration		
– Audit of the financial reports	52	50
– Audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	55	53
Cost of Sales - House Committee	870	1,221
Operating Lease Rental Expense-Minimum Lease Payments	4,754	4,499
Maintenance	2,060	1,824
Insurance	261	318
Printing and stationery	5,435	6,914
Telecommunication costs	1,247	1,217
Travel expenses	1,879	1,605
Computer costs	2,181	3,109
Stores	507	319
Postage	733	1,449
Miscellaneous	1,386	1,278
Energy charges	1,100	1,101
Cleaning and laundry	602	541
Contract and other fees	662	760
	<u>23,784</u>	<u>26,258</u>
	2008	2007
	\$000	\$000
<i>Reconciliation – Total maintenance</i>		
Maintenance expense – contracted labour and other (non-employee related), as above	2,060	1,824
Maintenance undertaken by Dept of Commerce	919	1,193
Employee related maintenance expense included in Note 2 (a)	3,013	3,337
Total maintenance expenses included in Note 2(a) + 2(b)	<u>5,992</u>	<u>6,354</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

(c)	Depreciation and Amortisation expense	2008	2007
		\$000	\$000
	Depreciation:		
	– buildings	1,279	1,266
	– plant and equipment	1,917	1,787
	– collection assets	146	125
		<u>3,342</u>	<u>3,178</u>
	Amortisation:		
	– leasehold improvements	890	708
	– intangibles	273	329
		<u>1,163</u>	<u>1,037</u>
	Total Depreciation and Amortisation Expense	<u>4,505</u>	<u>4,215</u>
(d)	Other Expenses	2008	2007
		\$000	\$000
	Salaries and allowances of Members of Parliament	28,612	26,620
	Superannuation entitlements – Members	7,951	8,520
	Payroll tax & fringe benefits tax – Members' entitlements	2,361	2,224
	Special Projects	308	247
		<u>39,232</u>	<u>37,611</u>
3.	REVENUE		
(a)	Sale of Goods and Services	2008	2007
		\$000	\$000
	<u>Sale of Goods</u>		
	House Committee sales of food and beverages	2,771	2,970
	Energy recoup from Sydney Hospital and State Library	497	536
	Sale of publications	24	18
		<u>3,292</u>	<u>3,524</u>
	<u>Rendering of Services</u>		
	Rent on Parliament House ministerial offices	841	807
	Miscellaneous	199	210
		<u>1,040</u>	<u>1,017</u>
		<u>4,332</u>	<u>4,541</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

(b)	Investment Revenue	2008	2007
		\$000	\$000
	Interest on operating accounts	148	120
		<u>148</u>	<u>120</u>
(c)	Grants and Contributions	2008	2007
		\$000	\$000
	Department of Environment – energy and water savings project	241	–
	Department of Commerce maintenance work	919	1,193
		<u>1,160</u>	<u>1,193</u>
(d)	Other Revenue	2008	2007
		\$000	\$000
	Increment from asset valuation offsetting prior decrement	702	954
	Contribution of assets	256	–
	Miscellaneous	416	700
		<u>1,374</u>	<u>1,654</u>
4.	GAIN/(LOSS) ON DISPOSAL	2008	2007
		\$000	\$000
	Loss on disposal of plant and equipment		
	Proceeds from disposal	–	4
	Written down value of assets disposed	(51)	(63)
	Net gain/(loss) on disposal of plant and equipment	<u>(51)</u>	<u>(59)</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

5.	APPROPRIATIONS	2008	2007
	Recurrent Appropriations	\$000	\$000
	Total recurrent drawdowns from Treasury (per Summary of Compliance)	98,567	97,429
	Less: Liability to Consolidated Fund (per Summary of Compliance)	--	(258)
		<u>98,567</u>	<u>97,171</u>
	Comprising:		
	Recurrent Appropriations (per Operating Statement)	98,567	97,171
		2008	2007
	Capital Appropriations	\$000	\$000
	Total capital drawdowns from Treasury (per Summary of Compliance)	4,147	3,267
	Less: Liability to Consolidated Fund (per Summary of Compliance)	13	(65)
		<u>4,134</u>	<u>3,202</u>
	Comprising:		
	Capital Appropriations (per Operating Statement)	4,134	3,202
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:		
		2008	2007
	Employees	\$000	\$000
	Superannuation	1,221	1,283
	Long service leave	813	1,002
	Payroll tax on superannuation	73	76
		<u>2,107</u>	<u>2,361</u>
	Members		
	Superannuation	7,533	8,404
	Payroll tax on superannuation	452	504
		<u>7,985</u>	<u>8,908</u>
		<u>10,092</u>	<u>11,269</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

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 the Legislative Assembly
- Procedural and administrative support
- Committee advisory, research and administrative support
- Commonwealth Parliamentary Association
- Overseas delegations

Program 1.2.1 Parliamentary Services Department - Joint Services

Objective: To provide support services to both Houses of Parliament.

Activities:

- Accounting and financial services
- Archival services
- Building services
- Catering services
- Education and community relations
- Hansard
- Information technology services
- Library services
- Printing services
- Security services

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

8. CURRENT ASSETS – CASH AND CASH EQUIVALENTS

For the purposes of the Cash Flow Statement, cash and cash equivalents include cash on hand and cash at bank. Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to cash and cash equivalents in the Balance Sheet as follows:

	2008	2007
	\$000	\$000
Cash at Bank and on hand	3,926	2,509
	<u>3,926</u>	<u>2,509</u>

The Legislature has the following banking facilities as at 30 June 2008:

- 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 \$550,000.

	2008	2007
	\$000	\$000
9. CURRENT ASSETS – RECEIVABLES		
Sales of goods and services	627	829
Less: Allowance for impairment	8	16
	<u>619</u>	<u>813</u>
G.S.T. recoverable from A.T.O.	707	429
Other debtors	10	19
Prepayments	340	379
Investment income	90	74
	<u>1,766</u>	<u>1,714</u>
	2008	2007
	\$000	\$000
Movement in the allowance for impairment		
Balance at July 1	16	8
Amounts written off during the year	-	-
Amounts recovered during the year	(15)	(8)
Increase/ (decrease) in allowance recognised In profit or loss	<u>7</u>	<u>16</u>
Balance at 30 June	<u>8</u>	<u>16</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

10. CURRENT ASSETS – INVENTORIES	2008	2007		
	\$000	\$000		
Food and beverage stock at cost	165	152		
	<u>165</u>	<u>152</u>		
11. NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT				
	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
At 1 July 2007				
At Fair Value	174,059	42,555	47,508	264,122
Accumulated depreciation and impairment	<u>40,799</u>	<u>33,306</u>	<u>9,141</u>	<u>83,246</u>
Net Carrying Amount at fair value	<u>133,260</u>	<u>9,249</u>	<u>38,367</u>	<u>180,876</u>
At 30 June 2008				
At Fair Value	185,376	46,630	49,767	281,773
Accumulated depreciation and impairment	<u>44,866</u>	<u>36,074</u>	<u>9,287</u>	<u>90,227</u>
Net Carrying Amount at fair value	<u>140,510</u>	<u>10,556</u>	<u>40,480</u>	<u>191,546</u>
Reconciliation				
A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.				
	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
Year ended 30 June 2008				
Net carrying amount at start of year	133,260	9,249	38,367	180,876
Additions	2,137	2,573	9	4,719
Disposals	(565)	(484)	–	(1,049)
Net Revaluation Increments less Revaluation Decrements	7,282	702	2,250	10,234
Accumulated depreciation written back on disposal	565	433	–	998
Depreciation Expense	<u>(2,169)</u>	<u>(1,917)</u>	<u>(146)</u>	<u>(4,232)</u>
Net carrying amount at end of year	<u>140,510</u>	<u>10,556</u>	<u>40,480</u>	<u>191,546</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
At 1 July 2006				
Gross Carrying Amount	196,914	37,535	45,019	279,468
Accumulated depreciation and impairment	<u>59,382</u>	<u>28,423</u>	<u>9,015</u>	<u>96,820</u>
Net Carrying Amount at fair value	<u>137,532</u>	<u>9,112</u>	<u>36,004</u>	<u>182,648</u>
At 30 June 2007				
Gross Carrying Amount	174,059	42,555	47,508	264,122
Accumulated depreciation and impairment	<u>40,799</u>	<u>33,306</u>	<u>9,141</u>	<u>83,246</u>
Net Carrying Amount at fair value	<u>133,260</u>	<u>9,249</u>	<u>38,367</u>	<u>180,876</u>

Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
Year ended 30 June 2007				
Net carrying amount at start of year	137,532	9,112	36,004	182,648
Additions	998	991	96	2,085
Disposals	(121)	(1,696)	-	(1,817)
Net Revaluation Increments less Revaluation Decrements	(3,296)	966	2,392	62
Accumulated depreciation written back on disposal	121	1,663	-	1,784
Transfers				
Depreciation Expense	<u>(1,974)</u>	<u>(1,787)</u>	<u>(125)</u>	<u>(3,886)</u>
Net carrying amount at end of year	<u>133,260</u>	<u>9,249</u>	<u>38,367</u>	<u>180,876</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

12. INTANGIBLE ASSETS

Software

At 1 July 2007	\$000
Cost (gross carrying amount)	2,380
Accumulated amortisation and impairment	<u>2,017</u>
Net carrying amount	<u>363</u>
At 30 June 2008	
Cost (gross carrying amount)	2,442
Accumulated amortisation and impairment	<u>2,291</u>
Net carrying amount	<u>151</u>
Reconciliation	
Year ended 30 June 2008	
Net carrying amount at start of year	363
Additions	61
Disposals	-
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	<u>(273)</u>
Net carrying amount at end of year	<u>151</u>
At 1 July 2006	
Cost (gross carrying amount)	2,340
Accumulated amortisation and impairment	<u>1,432</u>
Net carrying amount	<u>908</u>
At 30 June 2007	
Cost (gross carrying amount)	2,355
Accumulated amortisation and impairment	<u>1,792</u>
Net carrying amount	<u>563</u>
Reconciliation	
Year ended 30 June 2007	
Net carrying amount at start of year	563
Additions	160
Disposals	(134)
Accumulated amortisation written back on disposal	103
Amortisation (recognised in depreciation and amortisation)	<u>(329)</u>
Net carrying amount at end of year	<u>363</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

13. CURRENT LIABILITIES – PAYABLES	2008	2007
	\$000	\$000
Accrued wages, salaries, on-costs	2,065	1,973
Creditors	2,977	2,762
	<u>5,042</u>	<u>4,735</u>
14. CURRENT AND NON-CURRENT LIABILITIES – PROVISIONS	2008	2007
	\$000	\$000
(a) Current		
Recreation leave	3,587	3,598
On-cost on employee benefits	924	968
	<u>4,511</u>	<u>4,566</u>
(b) Non-Current		
On-cost on employee benefits	35	38
	<u>35</u>	<u>38</u>
(c) Aggregate employee benefits and related on-costs:		
Provisions – Current	4,511	4,566
Provisions - Non-Current	35	38
Accrued salaries, wages and on-costs (note 13)	2,065	1,973
	<u>6,611</u>	<u>6,577</u>

Of employee benefits for recreation leave \$2,627,000 is expected to be settled within twelve months and \$960,000 is expected to be settled after twelve months. All accrued wages and salaries are expected to be settled within twelve months.

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.

15. CURRENT LIABILITIES – OTHER	2008	2007
	\$000	\$000
Liability to Consolidated Fund	13	323
	<u>13</u>	<u>323</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

16. CHANGES IN EQUITY

	Accumulated		Asset Revaluation		Total Equity	
	Funds		Reserve			
	2008	2007	2008	2007	2008	2007
	\$000	\$000	\$000	\$000	\$000	\$000
Balance at the beginning of the financial year	143,658	142,771	32,294	33,186	175,952	175,957
<u>Changes in equity - other than transactions with owners as owners</u>						
Surplus/(Deficit) for the year	2,469	887	-	-	2,469	887
Increment/(Decrement) on revaluation of:						
• Land and Buildings	-	-	7,282	(3,296)	7,282	(3,296)
• Plant and Equipment	-	-	-	12	-	12
• Collection Assets	-	-	2,250	2,392	2,250	2,392
<u>Total</u>	<u>2,469</u>	<u>887</u>	<u>9,532</u>	<u>(892)</u>	<u>12,001</u>	<u>(5)</u>
<u>Transfers within equity</u>						
Asset revaluation reserve balance transferred to accumulated funds on disposal of asset	-	-	-	-	-	-
<u>Total</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance at the end of the financial year	<u>146,127</u>	<u>143,658</u>	<u>41,826</u>	<u>32,294</u>	<u>187,953</u>	<u>175,952</u>

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 Property, Plant and Equipment", as discussed in note 1(j).

17. COMMITMENTS FOR EXPENDITURE

(a) Operating Lease Commitments

Future non-cancellable operating lease rentals not provided for and payable:

	2008	2007
	\$000	\$000
Not later than one year	3,839	3,219
Later than one year but not later than five years	6,311	3,680
Later than five years	106	152
Total (including GST)	<u>10,256</u>	<u>7,051</u>

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

The Legislature is the lessee of 96 properties throughout N.S.W., 94 being electorate offices and 2 being office accommodation for parliamentary committee staff. The leases are mostly standard commercial leases based on the Law Society template and are generally for four years with a four year option.

The above total includes GST input tax credits of \$900,000 (2007 - \$603,000), which will be recoverable from Australian Taxation Office (ATO).

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

	2008	2007
	\$000	\$000
Not later than one year	3,668	2,668
Later than one year but not later than five years	6,311	3,527
Later than five years	106	152
Electorate Office Lease Commitments (including GST)	<u>10,085</u>	<u>6,347</u>

The above total includes GST input tax credits of \$884,000 (2007 - \$583,000), which will be recoverable from the ATO.

(b) Other Expenditure Commitments

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

	2008	2007
	\$000	\$000
Not later than one year	1,510	175
Total (including GST)	<u>1,510</u>	<u>175</u>

The above total for 2008 includes GST input tax credits of \$137,000 (2007 - \$16,000) that will be recoverable from the ATO.

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

At reporting date The Legislature had outstanding industrial relations matters relating to the dismissal of three former employees. These matters could result in financial settlements totalling approximately \$134,000. The Legislature had no contingent assets at reporting date.

19. BUDGET REVIEW

Net Cost of Services

Net Cost of Services was \$251,000 higher than budget because of higher depreciation and other expenses which were partially offset by higher revenue.

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

Assets and Liabilities

Total assets were higher than budget by \$11,220,000 due to higher than estimated cash at bank and asset revaluations, particularly buildings. Liabilities were \$709,000 less than budget due to lower trade creditors and a lower liability to the Consolidated Fund.

Cash Flows

Net cash inflows from operating activities were \$1,504,000 higher than budget due to higher inflows from government and income receipts. These were partially offset by higher other payments.

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

	2008	2007
	\$000	\$000
Net Cash used in operating activities	6,166	3,744
Depreciation	(4,505)	(4,215)
(Increase) / decrease in provisions	58	248
(Decrease) / increase in receivables, inventories and other assets	65	(140)
(Increase) / decrease in creditors and other liabilities	(222)	355
Gain / (Loss) on sale of non-current assets	(51)	(59)
Asset acquired via grant / donation	256	-
Valuation increment recognised in Operating Statement	702	954
Long Service Leave	(813)	(1,002)
Superannuation	(8,754)	(9,687)
Payroll tax on superannuation	(525)	(580)
Less cash flows from government:		
Capital Allocation	(4,134)	(3,202)
Recurrent Allocation	(98,567)	(97,171)
Net Cost of Services	<u>(110,324)</u>	<u>(110,755)</u>

21. FINANCIAL INSTRUMENTS

The Legislature's principal financial instruments are outlined below. These financial instruments arise directly from the Legislature's operations or are required to finance the Legislature's operations. The Legislature does not enter into or trade financial instruments for speculative purposes. The Legislature does not use financial derivatives.

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 6.25% (5.25% in 2007) while the effective interest rate during the reporting period was 5.87% (5.17% in 2007).

The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2008

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. An allowance for impairment is raised when there is objective evidence that the Legislature will not be able to collect all amounts.

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 \$144,000 (2007-\$165,000), 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.

Fair value

Financial instruments are carried at cost which approximates their fair value.

22. After Balance Sheet Date Events

There are no after balance sheet date events.

End of Financial Statements

Operation of the Legislative Assembly

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	3557	3499	3647
Other Operating Expenses	395	480	327
Depreciation and amortisation	51	52	50
Total Expenses	4003	4031	4024
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	33	20	49
Total Revenue	33	20	49
Gain (loss) on sale of assets	-20	-	-2
NET COST OF SERVICES	3990	4011	3977
Less:			
Depreciation and amortisation	51	52	50
Long Service Leave	46	145	70
Superannuation	241	217	232
NET CONTROLLABLE COST OF SERVICES	3652	3597	3625
CAPITAL WORKS EXPENDITURE	65	25	72

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	3532
Other operating expenses	470
Depreciation and Amortisation	51
Total Expenses	4053
Less Retained Revenue	20
Less Non-controllable items	327
Net Controllable Cost of Services	3706

Parliamentary Representation – Legislative Assembly

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	18820	18290	17656
Other Operating Expenses	15137	15172	16286
Members Salary Related Payments	26692	25896	25664
Depreciation and amortisation	1134	969	1186
Total Expenses	61783	60327	60792
Revenue			
Sale of goods and services	429	415	404
Other Revenue	210	120	281
Total Revenue	639	535	685
NET COST OF SERVICES	61144	59792	60107
Less:			
Depreciation and amortisation	1134	969	1186
Long Service Leave	246	220	355
Superannuation	5816	5479	6287
NET CONTROLLABLE COST OF SERVICES	53948	53124	52279
CAPITAL WORKS EXPENDITURE	1322	969	904

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	24122
Other operating expenses	16252
Depreciation and Amortisation	971
Other expenses	22177
Total Expenses	63,522
Less Retained Revenue	535
Less Non-controllable items	6,914
Net Controllable Cost of Services	56073

Office of the Clerk

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	880	731	836
Other Operating Expenses	151	171	112
Depreciation and amortisation	9	7	7
Total Expenses	1040	909	955
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	17	5	18
Total Revenue	17	5	18
Gain (loss) on sale of assets	-	-	-2
NET COST OF SERVICES	1023	904	939
Less:			
Depreciation and amortisation	9	7	7
Long Service Leave	5	35	32
Superannuation	75	64	68
NET CONTROLLABLE COST OF SERVICES	934	798	832
CAPITAL WORKS EXPENDITURE	-	-	17

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	760
Other operating expenses	160
Depreciation and Amortisation	8
Total Expenses	928
Less Retained Revenue	5
Less Non-controllable items	83
Net Controllable Cost of Services	840

Procedure Office

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	647	649	621
Other Operating Expenses	88	132	96
Depreciation and amortisation	17	18	18
Total Expenses	752	799	735
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	6	10	2
Total Revenue	6	10	2
Gain (loss) on sale of assets	-20	-	-
NET COST OF SERVICES	766	789	733
Less:			
Depreciation and amortisation	17	18	18
Long Service Leave	14	35	2
Superannuation	57	47	49
NET CONTROLLABLE COST OF SERVICES	678	689	664
CAPITAL WORKS EXPENDITURE	-	-	34

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	644
Other operating expenses	137
Depreciation and Amortisation	15
Total Expenses	796
Less Retained Revenue	10
Less Non-controllable items	82
Net Controllable Cost of Services	704

Legislative Assembly Committee Office

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	154	239	341
Other Operating Expenses	26	21	23
Depreciation and amortisation	1	0	1
Total Expenses	181	260	365
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	1	-	23
Total Revenue	1	0	23
Gain (loss) on sale of assets	-	-	-
NET COST OF SERVICES	180	260	342
Less:			
Depreciation and amortisation	1	0	1
Long Service Leave	-23	10	42
Superannuation	16	12	12
NET CONTROLLABLE COST OF SERVICES	186	238	287
CAPITAL WORKS EXPENDITURE	-	-	-

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	282
Other operating expenses	33
Depreciation and Amortisation	-
Total Expenses	315
Less Retained Revenue	-
Less Non-controllable items	19
Net Controllable Cost of Services	296

Legislative Assembly Committees 2007/08

COMMITTEE	2007/08 ACTUAL	EMPLOYEE RELATED EXPENSES	TRAVEL	ADVERTISING	CONTRACT & CONSULT	PRINTING	RENT	STORES, DEPN, MISC.	POSTAGE & TELEPHONE	COMPUTER COSTS
Public Accounts	304	208	55	1	2	1	34	1	-	2
Public Bodies Review	243	208	3	-	1	1	28	2	-	-
Public Works	249	208	5	-	-	2	31	3	-	-
Broadband	218	208	6					4		
Natural Resources	254	208	12	5	4	-	22	3	-	-
TOTAL EXPENSES	1268	1040	81	6	7	4	115	13	-	2
REVENUE	3									
NET COST OF SERVICES	1265									
Less:										
Long Service Leave	3									
Superannuation	-									
NET CONTROLLABLE COST OF SERVICES	1262									

Joint Committees Administered by the Legislative Assembly 2007/08

COMMITTEE	2007/08 ACTUAL	EMPLOYEE RELATED EXPENSES	TRAVEL	ADVERTISING	CONTRACT & CONSULT	PRINTING	RENT	STORES, DEPN, MISC.	POSTAGE & TELEPHONE	COMPUTER COSTS
Health Care Complaints	248	208	8	-	1	1	28	2	-	-
I.C.A.C.	239	208	-	-	1	1	28	1	-	-
Ombudsman	288	208	45	-	2	1	28	3	1	-
Legislation Review	298	208	7	-	1	11	66	5	-	-
Staysafe	250	208	8	-	1	-	28	4	-	1
Committee on Children	239	208	-	-	-	1	28	2	-	-
Electoral Matters	210	208	-	1	-	1	-	-	-	-
Pooled Committee Costs	223	-	4	1	7	29	10	111	11	50
TOTAL EXPENSES	1995	1456	72	2	13	45	216	128	12	51
REVENUE	-									
NET COST OF SERVICES	1995									
Less:										
Depreciation	95									
Long Service Leave	61									
Superannuation	38									
NET CONTROLLABLE COST OF SERVICES	1801									

(Legislative Assembly Committees 2007/08 cont.)

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	2426
Other operating expenses	803
Depreciation and Amortisation	46
Total Expenses	3275
Less Retained Revenue	5
Less Non-controllable items	155
<hr/> Net Controllable Cost of Services	<hr/> 3115

Employee Services

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	785	719	644
Other Operating Expenses	52	49	32
Depreciation and amortisation	9	8	6
Total Expenses	846	776	682
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	-	-	1
Total Revenue	-	-	1
Gain (loss) on sale of assets	-	-	-
NET COST OF SERVICES	846	776	681
Less:			
Depreciation and amortisation	9	8	6
Long Service Leave	19	20	-12
Superannuation	43	38	41
NET CONTROLLABLE COST OF SERVICES	775	710	646
CAPITAL WORKS EXPENDITURE	65	25	21

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	658
Other operating expenses	49
Depreciation and Amortisation	11
Total Expenses	718
Less Retained Revenue	-
Less Non-controllable items	56
Net Controllable Cost of Services	662

Members' Services

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	376	406	486
Other Operating Expenses	25	49	24
Depreciation and amortisation	6	9	8
Total Expenses	407	464	518
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	4	-	-
Total Revenue	4	-	-
Gain (loss) on sale of assets	-	-	-
NET COST OF SERVICES	403	464	518
Less:			
Depreciation and amortisation	6	9	8
Long Service Leave	20	10	12
Superannuation	8	17	19
NET CONTROLLABLE COST OF SERVICES	369	428	479
CAPITAL WORKS EXPENDITURE	-	-	-

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	454
Other operating expenses	34
Depreciation and Amortisation	7
Total Expenses	495
Less Retained Revenue	-
Less Non-controllable items	14
Net Controllable Cost of Services	481

Chamber and Support Services

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	715	755	719
Other Operating Expenses	53	58	40
Depreciation and amortisation	9	10	10
Total Expenses	777	823	769
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	5	5	5
Total Revenue	5	5	5
Gain (loss) on sale of assets	-	-	-
NET COST OF SERVICES	772	818	764
Less:			
Depreciation and amortisation	9	10	10
Long Service Leave	11	35	-6
Superannuation	42	39	43
NET CONTROLLABLE COST OF SERVICES	710	734	717
CAPITAL WORKS EXPENDITURE	-	-	-

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Salaries and related payments	734
Other operating expenses	57
Depreciation and Amortisation	10
Total Expenses	801
Less Retained Revenue	5
Less Non-controllable items	73
Net Controllable Cost of Services	723

Other Services

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Presiding Officers Conference	4	20	2
Commonwealth Parliamentary Association.	286	321	238
Overseas Delegations	-	7	1
NET COST OF SERVICES	290	348	241

Estimated Expenditure and Revenue for 2008/09

Description	\$000
Presiding Officers Conference	20
Commonwealth Parliamentary Association	329
Overseas Delegations	7

Index

A	
Annual reporting statement	142
<i>Assembly Lines</i> , newsletter	54
Asset management (members')	43
Assets	
Total Asset Management (TAM) Plan	53
Total Asset Management Plan review	51
Audit	
Audit Committee	57
Internal audit	56
B	
Business continuity planning	53
C	
Childcare review	55
Clerk's Letter	5
Clerks' Reference Group	53
Committees	
Budget	31
Committee Chairs' Liaison Group	29
Debate on committee reports	27
Individual committee operations	65
Key committee statistics 2007/08	27
Reference to the Committee on the Independent Commission Against Corruption	28
Resourcing	16
Staff workshop and colloquia series	29
Communication with staff and members: <i>Assembly Lines</i>	54
Community access	
Access for the hearing impaired	36
Wheelchair access	37
Consultants	55
Corporate planning	51
E	
Education and Tours Program	35
Booking system	37
English as a Second Language (ESL)	36
Feedback reporting system	37
Tours and visitors 2007/08 statistics	38
Electorate office management and services	42
Electorate office staff	43
Employment policy and projects	54
Induction program	54
Energy and waste management/environment	92
Equal employment opportunity	
Benchmarks	58
Trends	93
Ethical standards	50

Index

F

Financials at a glance	12
Financial Statements	96
Supplementary information	127

G

Governance	
Ethical standards	50
Legislation	49

I

Induction program	54
Insurance	55
Internal audit	56

J

Joint services, review of functions	51
-------------------------------------	----

L

Legislation	49
Legislative Assembly (Department)	
Our key clients	8
Our mission	2
Our resources	8
Our values	2
Our vision	2
Restructure (proposed)	52
Short history	8
What we do	8
Who we are	8

M

Management	
Business continuity planning	53
Clerks' Reference Group	53
Corporate planning	51
Joint services, review of functions	51
Members feedback (survey)	52
Monthly on-line reporting	51
Organisational structure	48
Restructure of the Legislative Assembly (proposed)	52
Results and Services Plan revision	53
Senior management team	48
Total Asset Management (TAM) Plan	53
Total Asset Management Plan review	51
Meeting rooms	37
Members' equipment	43
Asset management	43
BlackBerry devices	43

Mobile phones	43
Members' feedback (survey)	52
Members' Handbook	40
Members' salaries and entitlements	40
Additional temporary staff entitlement	41
Salaries, allowances and entitlements	55
Members' Services	
Accommodation changes	41
Continued streamlining	41
Members' Services databases	45
Assets database	45
Lease database	45
Legislative Assembly Request System (LARS)	45

O

Occupational Health and Safety	
Injuries, the Legislature	61
Report 2007/08	60
Open days	36
Oral history project	26
Organisation chart	18
Organisational development	32
Organisational structure	48

P

Parliamentary organisations, other parliaments	
Australasian Study of Parliament Group (ASPG)	33
Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar	32
ANZACATT website	32
British Columbia attachment	33
Cambodia Parliamentary Strengthening Project	34
Centre for Democratic Institutions (CDI)	33
CDI Professional Development Course for Papua-New Guinea parliamentary staff and provincial clerks	33
Conferences, hosting of	34
Contributions to parliament related groups and other parliaments and institutions	32
Secondment of Solomon Islands officer	34
Parliamentary papers	22
Parliamentary procedure	
Compendium of information	15
Papers and publications	15
Practice, Procedure and Privilege book	14, 25
Procedural statistics	64
Sessional orders	23
Standing orders	23
Pecuniary interests register and regulations	23

Index

Performance	
Assisting members of Parliament to fulfil their representative legislative roles	39
Community access and participation in the parliamentary process	35
Effective functioning of the House and committees	21
Performance, departmental	20
Performance Highlights	
Result Area 1: Effective functioning of the House, its committees and its members	10
Result Area 2: The community can access the Parliament and participate in the parliamentary process	10
Result Area 3: Members of parliament are able to fulfil their representative and legislative roles	11
Policy development, Parliament-wide	16
Practice, Procedure and Privilege book	
Publication	25
Second edition	14
Publications	78
R	
Records of the House	25
Restructure, completion of	14
Results and Services Plan 2007/08	20
Results and Services Plan revision	53
Risk management	57
S	
Sessional orders	23
Speaker's Foreword	6
Staff	
Communication with staff and members: <i>Assembly Lines</i>	54
Staff development	54
Staffing	54
Standing orders	23
Survey of members of the Legislative Assembly	12
T	
Tours and visitors 2007/08 statistics	38
Travel	
Parliamentary supported travel	81
V	
Venues	37
Visitors	
Official visitors	90
W	
Wage and salary movements	55

Annual reporting

The Parliament of New South Wales is not bound by the annual reporting legislation. However, in 1990 the Legislative Assembly began to prepare 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.

The report can be accessed on the internet at www.parliament.nsw.gov.au. Committee reports referred to in this document can also be accessed at this site.

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