



LEGISLATIVE ASSEMBLY

# ANNUAL REPORT 2006/07

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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

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

## Legislative Assembly Operating Hours:

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

The Procedure Office is open from 9.00 am to 5.00 pm on non-sitting days and from 8.30 am until the rising of the House on sitting days (except on sitting Tuesdays when the Procedure Office opens at 9.00 am).

## Tours are available at the following times:

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

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

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

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

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



The Hon. Richard Torbay MP  
Speaker of the Legislative Assembly  
Parliament House  
Macquarie Street  
SYDNEY 2000

Dear Mr Speaker

I have pleasure in submitting to you the annual report of the Department of the Legislative Assembly for the year ended 30 June 2007.

Officers of the Department have continued to work hard during the 2006/07 financial year to maintain existing services and to deliver new and improved services to members and our clients. I acknowledge with appreciation the commitment of the staff of the Legislative Assembly during the year.

The General Election on 24 March 2007 created an intense period of work, all of which was successfully undertaken by staff of the Department over the course of the year.

The Treasury nominated savings and consequent reduction in our budget presented significant challenges to staff of the Department. However, as a result of the review of services and costs, which was undertaken in conjunction with the management of the Legislative Council and consultation processes with staff, significant savings were achieved across most major operations.

We look forward to working together to consolidate this year's achievements and to meet the challenges that lie ahead.



Russell D. Grove  
Clerk of the Legislative Assembly



Parliament House Sydney 2000

Phone: 9230 2201 Fax: 9230 2846

### **SPEAKER'S FOREWORD**

I am pleased to accept the annual report for the Department of the Legislative Assembly for the year ending 30 June 2007.

The annual report provides a useful statistical summary of the work of the Chamber and committees, and clear information on the administrative and corporate programs that support members in carrying out their parliamentary and representative duties.

During the year we saw the conclusion of the 53rd Parliament, the General Election on 24 March 2007 and the commencement of the 54th Parliament on 8 May 2007. The House also adopted new standing orders on 21 November 2006, which were approved by the Governor on 21 February 2007 and came into effect from the commencement of the 54th Parliament. I would like to thank the staff for their hard work in assisting with successful completion of these processes.

I would also like to thank the Clerk and the staff of the Department for successfully meeting the challenges they faced and for their ongoing and outstanding commitment to providing a professional service to the Parliament and the citizens of New South Wales.

Richard Torbay  
Speaker



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# Overview

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## Our History

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

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

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

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

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

## Our Purpose

The Parliament of New South Wales, under the *Constitution Act 1902*, is comprised of a Legislative Council and a Legislative Assembly, and has the following roles in providing for a system of representative and responsible government for the people of the New South Wales:

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



In fulfilling the above roles, the Parliament works toward the achievement of a number of results for the people of New South Wales, including:

1. Ensuring the efficient and effective functioning of the two Houses of Parliament, their committees and members of the Houses
2. Providing 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
3. Ensuring that members of Parliament can fulfil their public duties as elected representatives of the people.

## Our Mission

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

## Our Vision

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



# Overview

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## Our Functions

In fulfilling our mission, we undertake the following functions:

1. Providing impartial and professional advice in both written and oral form to the Speaker and members in the Chamber and committees
2. Recording the proceedings of the House on a daily basis through the preparation of House Papers
3. Preparing publications such as Standing and Sessional Orders and Speakers' Rulings
4. Servicing the needs of Legislative Assembly administered parliamentary committees
5. Providing a comprehensive range of administrative, corporate and other services to support members while at Parliament House and in the operation of the electorate offices.
6. Managing the Parliamentary Joint Services.

## Our Corporate Goals

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

## Our Corporate Values

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

Staff will:

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

# Overview

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## Key Clients and Stakeholders

The Department of the Legislative Assembly provides complex and wide ranging services which are primarily aimed at meeting the needs of:

- Members, as they discharge their duties as representatives of the people of New South Wales in the House, in committees and in their electorates;
- Members involved in the management of the business of the House;
- Citizens of New South Wales and others to be informed about the debates and decisions made by the members in the House and its committees.

The services are provided within the Parliament House building and also beyond.

In Parliament House, we work with our colleagues in the Department of the Legislative Council and with the Joint Services (Archives, Building Services, Education, Food and Beverage Services, Hansard, Information Technology Services, Library, Printing and Security) to ensure that members and the public have access to a large variety of services.

Beyond Parliament House, we support 94 offices across New South Wales so that members are well supported in their local communities while carrying out their electoral duties.

We aim to ensure that the services provided by the Legislative Assembly are of the highest practical quality, with clear accountabilities and responsibilities, within tight fiscal constraints.

## Highlights For the Year



Many of our major activities and achievements through the reporting year were centred around the conclusion of the 53<sup>rd</sup> Parliament, the General Election of 24 March 2007 and the commencement of the 54<sup>th</sup> Parliament on 8 May 2007.

In the Department's role in supporting the House and its effectiveness as a legislative and representative body the major achievements included the adoption of a new set of standing orders for the House. The House adopted them on 21 November 2006, they were approved by the Governor on 21 February 2007 and came into effect from the commencement of the 54th Parliament. The review and development of the new standing orders took place over a number years with consideration and recommendations by the Standing Orders and Procedure Committee of the House. The process included assessing some of the changes introduced as sessional orders, modernisation of practices and language used in the House and simplification of procedures. The significant changes are reported more fully under the Performance Section of this report.

Other achievements in this area were the production of all the House papers to the required standard and timeliness measures for all days upon which the House met.

There are 14 Legislative Assembly and joint committees supported by the Legislative Assembly Committee Office. During the year a review of the committee secretariats and support structures to the committees was completed. The new structures will provide a flexible deployment of resources to high workload inquiries while ensuring each committee has a core of professional research and procedural support for their terms of reference and inquiries.

A significant amount of administrative work is involved at each General Election as the Department supports and advises those members who announce their retirement or otherwise are not standing for re-election; put in place arrangements for the hand over of electorate offices to new members; support the electorate office staff who face the loss of their employment, and at the same time, prepare for the induction of new members, new staff and in some cases the establishment of new electorate offices due to the electoral boundaries redistribution.

There is always a balance between information overload and providing enough timely information and detail to new members for them to operate effectively from the declaration of the poll. The Department conducted three sessions for new members following the election, a 'getting started' day, a two day induction program and a half day program on practice and procedure in the House. The immediate feedback from new members was positive, however the Department plans to seek evaluation and feedback from the new members in the next reporting period to further improve these programs.

From a management perspective the budget environment of the Parliament continued to be a challenge.

# Clerk's Review

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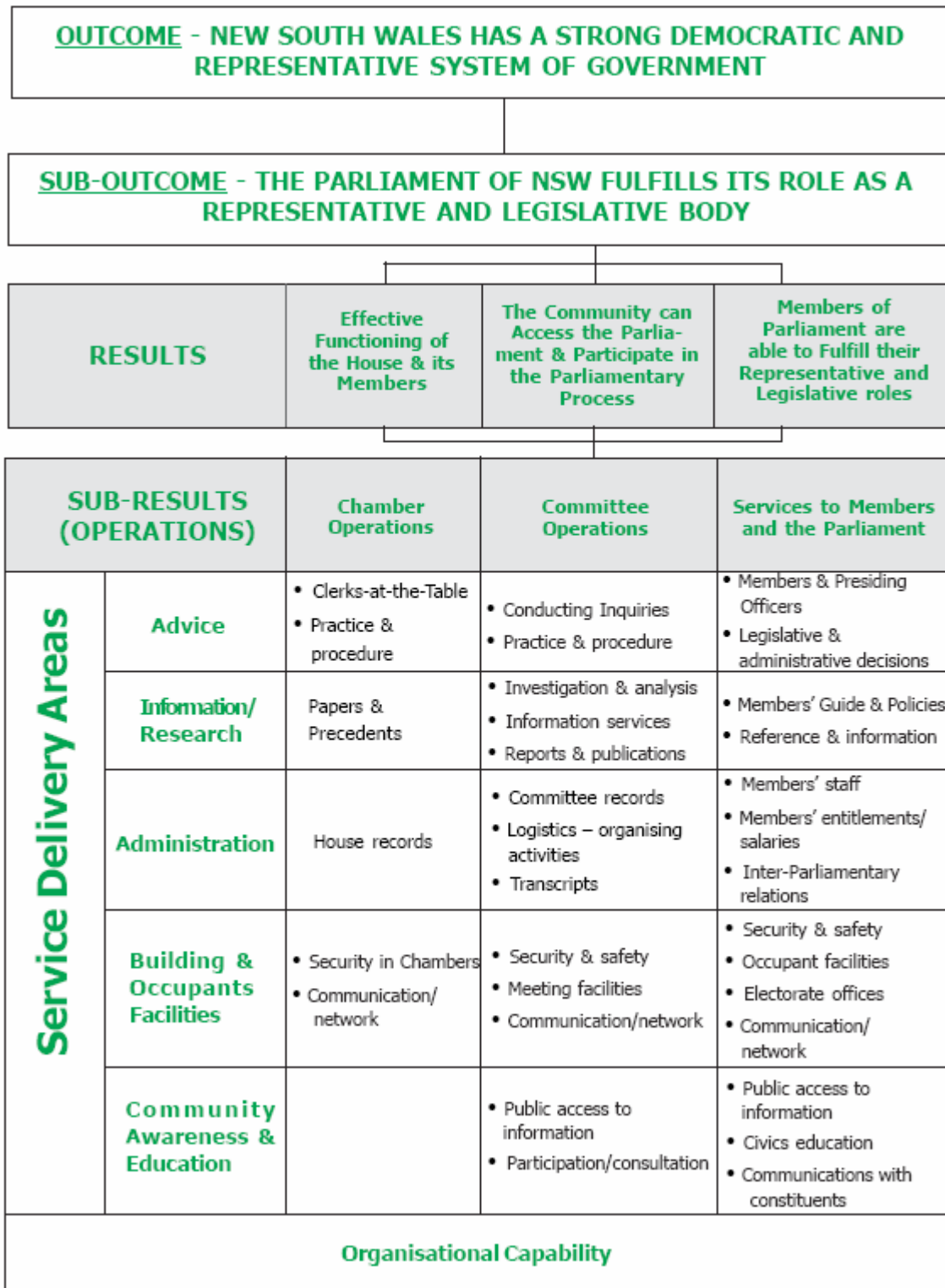
The Treasury nominated savings and consequent reduction in our budget prompted a significant review of services and costs. In conjunction with the management of the Legislative Council and consultation processes with the staff, significant savings and changes to the services and work practices were achieved across most major operations, particularly in Parliamentary Building Services and Food and Beverages Services.

We achieved our savings target for the Parliamentary Support Services (excluding the members' program) to operate within our 2006/07 budget allocation, excluding costs of staff voluntary redundancies for which supplementary funding was provided by the Treasury. The costs and expenses of the members' programs continued to be largely outside the control of the Department's management and supplementation was provided by the Treasury for these programs which were impacted by election year costs, the Parliamentary Remuneration Tribunal Determination and payment of separation from employment payments to former members' staff following the General Election.

## Major Future Challenges

The Presiding Officers have announced a restructure of the support services with the intention to amalgamate the current nine joint services and the Office of the Financial Controller into a single entity and create and appoint a new Executive Manager role. This will require a significant change management program and provide an opportunity for the Department of the Legislative Assembly to review our core business of supporting the operation and effectiveness of the House, its committees and its members. We will review our practices, service delivery, structure and staffing to meet the future challenges and direction.

## Outcome and Results Structure, 30 June 2007



# Performance

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## Working Toward our Outcome for the People of New South Wales

In the Parliament's Results and Services Plan our principal outcome and sub-outcome are expressed as follows.

**OUTCOME: NEW SOUTH WALES HAS A STRONG DEMOCRATIC AND REPRESENTATIVE SYSTEM OF GOVERNMENT**

**SUB-OUTCOME: THE PARLIAMENT OF NEW SOUTH WALES FULFILS ITS ROLE AS A REPRESENTATIVE AND LEGISLATIVE BODY**

To achieve this outcome and sub-outcome there are three result areas that are the focus of our activities:

- 1. Effective Functioning of the House and its Members**
- 2. The Community can Access the Parliament and Participate in the Parliamentary Process**
- 3. Members of Parliament are Able to Fulfil their Representative and Legislative Roles**



## Reporting on our Planned Outcome: 'New South Wales has a Strong Democratic and Representative System of Government'

The above outcome, in reality, is a shared outcome derived from all elements that make up a system of government, including the Executive, the judiciary and the whole of the public sector. The Parliament, and the Legislative Assembly in particular, are key institutions and the focus of our democracy and they are intrinsically identified with the role played by our elected representatives.

It is for others to assess the performance of our system of government and the strength of our democracy. However, by carrying out our administrative and other activities well, the Legislative Assembly can ensure that the Parliament is capable of fulfilling its function and role.

### Introduction

Indirect performance indicators of a strong democracy and a representative system of government are found around an institution's longevity and its ongoing membership renewal; its ability to be a role model to other jurisdictions; and its investment in community and school education to increase the knowledge and understanding of our system of government.

Under each of the above indicators, the following will be reported on:

Institutional Longevity and Evolution - The commencement of the 54th Parliament and the adoption of new standing orders.

Ongoing membership - The election of new members.

Interparliamentary Relations and Advice to Other Parliaments - Participation in activities and programs aimed at strengthening the relationships between parliaments.

Community Education - The Legislative Assembly Education and Tours program.

# Performance

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## **Institutional Longevity and Evolution**

The Legislative Assembly of New South Wales was established in 1856 giving a democratically elected representative government to New South Wales. In 2006/07 the 53rd Parliament of New South Wales concluded at the completion of its 4-year term.

A General Election was held on 24 March 2007 and the 54th Parliament commenced on 8 May 2007 with the Opening of the Parliament and the swearing in of all elected members.

New standing orders were adopted by the House on 21 November 2006 and approved by the Governor on 21 February 2007 and came into effect at the commencement of the 54th Parliament.

The new standing orders reflect the House evolving and modernising its practice to remain effective in its legislative and representative roles.

## **Ongoing Membership**

The end of the 53rd Parliament and the 24 March General Election saw a total of 24 new members elected to the Legislative Assembly. This represents 25% of the membership of the House.

## **Our Inter-parliamentary Relations and Advice to Other Parliaments**

The Legislative Assembly has a long history of providing assistance and advice to other parliaments both in Australia and overseas, and of participating in activities and programs aimed at strengthening relationships between parliaments.

During the reporting period the Legislative Assembly made contributions to activities such as the Members' Workshop, Sarawak Legislative Assembly, Malaysia and the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar.

A more comprehensive description of the Legislative Assembly's inter-parliamentary activities can be found at page 28 of this report.

## **Strengthening our Community's Knowledge of our Democracy and Representative Government**

The Parliament continued a high level of school and community learning events, including 70 education events and 505 school tours. There were 47 community events held throughout the year.

The feedback from participants remained positive in respect of the learning outcomes gleaned from the Legislative Assembly's education activities.

## Activities at a Glance

### Result Area 1: Effective Functioning of the House and its Members

Outcome/Result	Activity/Output
The Legislative Assembly fulfils its legislative role	119 bills were introduced and 105 bills were passed and became Acts
Supervision and scrutiny of the Executive Government is undertaken	1558 Questions on Notice were lodged 1096 Answers to Questions on Notice were provided 384 Questions without Notice were asked during Question Time
Quality and accuracy of advice on parliamentary procedure and practice	Written advices were prepared for the Speaker and members  At least one Clerk was available at all times the House was sitting to provide advice to members  <i>Procedural Precedents and Decisions from the Chair</i> were both updated and published in March 2007  Preparation of the major procedural publication <i>New South Wales Legislative Assembly Practice, Procedure and Privilege</i> continued
Parliamentary processes are in place to facilitate the carriage of House business	New standing orders were adopted in November 2006, which reflected the evolution of House procedures over the last 150 years
The records of the House are published	All records of the House were produced in accordance with the Standing Orders and on time  129 bound volumes of Joint Volumes, Questions and Answers and Business Papers were produced  Work commenced on a project to provide access to all information contained in the procedural databases through an electronic compendium. The project will be progressed throughout the next reporting period
Number of committees	17 committees operated
Committee reports tabled	57 - including 10 Legislation Review Digests
Committee hearings	25
Committee witnesses	144
Outcome - skilled and flexible staff to support committees	The major recommendations of the previous year's staffing review have been implemented in the Legislative Assembly Committee Office

# Performance

## Result Area 2: The Community can Access the Parliament and Participate in the Parliamentary Process

Outcome/Result	Activity/Output
Strengthen the community knowledge of our system of government and the Parliament	A total of 674 groups (27,629 visitors) accessed education tours mainly from primary, secondary schools and TAFE
Community access	There are three fully functioning hearing loops installed in Parliament House to assist persons with hearing impairment

## Result Area 3: Members of Parliament are Able to Fulfil their Representative and Legislative Roles

Outcome/Result	Activity/Output
<p>All members are provided with suitable offices in their electorates to facilitate the carriage of their electorate duties</p> <p>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>	<p>Lease and fitout activity: 12 leases were reviewed and 6 new leases were negotiated. Five fitouts were undertaken at a total cost \$682,869</p> <p>Property and equipment maintenance: 674 jobs valued at \$181,680 were undertaken. Response time target of 24 hours generally met</p>
<p>Members' salary and entitlements are administered effectively</p> <p>Members' entitlements are administered according to the Parliamentary Remuneration Tribunal Determination and Parliament's policies</p>	<p>There is a high level of accuracy and timeliness achieved in the administration of members' salaries. Difficulties were, however, experienced processing members' entitlement claims within the 10 day deadline performance standard</p> <p>A comprehensive review of the <i>Members' Entitlement Handbook</i> was completed and the new Handbook will be published in the next year</p>
Members have access to the latest equipment and technology in the electorate office, at Parliament House and elsewhere	<p>New equipment rollouts this year:</p> <ul style="list-style-type: none"> <li>• BlackBerry handheld devices</li> <li>• Mobile phone handset upgrades</li> <li>• Laptop computers</li> <li>• Electorate Office printers</li> </ul>
Members' electorate office staff are able to support their member in their representative and parliamentary roles	A submission to the Parliamentary Remuneration Tribunal's annual review into members' staff resources resulted in the creation of 2 new entitlements for members

## Result Area 1: Effective Functioning of the House and its Members

### PERFORMANCE - EFFECTIVE FUNCTIONING OF THE HOUSE AND ITS MEMBERS

#### Procedural Support to Sittings of the House

In the 2006/07 reporting year the Legislative Assembly met on 44 days, slightly fewer than 2005/06 due to the prorogation of the 53rd Parliament on 15 January, 2007 prior to the March General Election.

The House was very active in the second half of 2006, and in the Spring Session 64 new Government bills were introduced, 6 new non-Government bills were introduced, and 67 bills in total were passed by the House.

#### Election 2007 and the Commencement of 54th Parliament

The New South Wales General Election was held on 24 March 2007 and 24 new members were elected to the Legislative Assembly. The 54th Parliament opened on 8 May 2007 and all members were sworn in - for the first time members taking the pledge of loyalty to Australia and the people of New South Wales, consequent to an amendment to the Constitution Act. The *Constitution Amendment (Pledge of Loyalty) Bill* was first introduced by Mr Paul Lynch MP, a private member, in May 2004 and, following resumption of debate in the Legislative Council in 2006, was assented to in April 2006.

#### Election of a New Speaker

The new Parliament also saw a change in all the office holders of the House. A new Speaker, the Hon. Richard Torbay MP, was elected unopposed. Mr Torbay is the first Independent member to be elected Speaker by the House since the development of the party system in the late 1800s.

#### Amendment of the Constitution Act

The appointment of an Independent member to the position of Speaker raised a number of issues in relation to how the Speaker's constituents would be represented in the House. As Speaker Mr Torbay could not participate in debate or discussions on the floor of the House and was unable to exercise a deliberative vote in the House, even when not presiding in the Chair.

These difficulties were addressed by an amendment to the *Constitution Act 1902* passed by the Parliament in June 2007. The amendment provided for the Speaker to participate in debate when not presiding in the Chair, in the same way that the President is able to in the Legislative Council.

# Performance

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The amendment also ensures the Speaker maintains an ability to exercise a deliberative vote when not presiding in the House as was the case under the previous standing orders in the proceedings in committee of the whole, which was presided over by the Chairman of Committees.

## Officers of the House

On the first sitting day, members were also elected to the position of Deputy Speaker and to the position of Assistant Speaker, formerly referred to as Chairman of Committees. The Hon. Tony Stewart MP was elected as Deputy Speaker and Ms Alison Megarrity MP and the Hon. Grant McBride MP were elected as Assistant Speakers, after a sessional order was adopted providing for two such office holders.

In addition, four Temporary Speakers were appointed by the Speaker to act in the Chair as required. The Temporary Speakers are: The Hon. Diane Beamer MP; Mr Thomas George MP; Mr Wayne Merton MP; and Mr Matthew Morris MP. In contrast to previous Parliaments the non-Government Temporary Speakers have been presiding in the Chair on a regular basis.

## Adoption of New Standing Orders for the Legislative Assembly

The Legislative Assembly adopted new standing orders on 21 November 2006 on the recommendation of the Standing Orders and Procedure Committee, which had unanimously agreed to the changes in September 2006. The standing orders were subsequently approved by the Governor on 21 February 2007 and came into effect at the commencement of the 54th Parliament on 8 May 2007. The changes made to the standing orders in 2006/07 are the most significant since the Legislative Assembly was first constituted in 1856.

The new standing orders reflect the evolution of the House's procedures over the past 150 years. A number of procedures that were considered unwieldy have been streamlined and the terminology has been modernised and made gender-neutral.

Of particular note are the changes made to the passage of legislation and the way that bills are amended. The House now considers amendments to bills "in detail" rather than resolving into a "committee of the whole". Under the new "consideration in detail" stage there is no need for the Speaker to be replaced by a Chairman of Committees nor for a report to be made to the House. The Chairman of Committees has been replaced by the position of Assistant Speaker, who is responsible for certifying that a bill is in the same form as passed by the Parliament before it is presented to the Governor for assent.

The terminology referring to stages in the passage of legislation has been modified to more accurately reflect the various stages. There are no longer three "readings". Rather, the first reading has been replaced with the introduction of the bill, the second reading with the agreement in principle speech and debate stage, and the third reading has been dispensed with in most cases.

If there is no consideration in detail stage, the Speaker declares a bill to have passed the House, provided that no motion has been moved "That the bill be not passed". If a bill is considered in detail, the motion "That this bill be now passed" is required in order to confirm the passage of the bill through the House.

The routine of business has been re-arranged to bring Question Time closer to 2:15 pm. Under the previous standing orders a number of procedures were conducted prior to the asking of questions such as the tabling of papers, the announcement of receipt of petitions and the placing and disposal of business. Under the new standing orders the only business permitted before Question Time is the giving of a Ministerial Statement or non-General Business Notices of Motions, and the giving of notices of motions to be accorded priority (previously called "urgent motions"). These notices of priority motions are considered at the conclusion of Question Time, when the House determines which notice is accorded priority and subsequently debated. All other routine procedures are conducted after Question Time.

### Information for New Members

As part of the orientation program for newly elected members, information sessions were conducted on the operations of Parliament and the Opening Day procedures.

These seminars and programs aimed to ensure that new members had all the necessary information they required to begin operating as a member of Parliament both within their electorate and in the House, including information on parliamentary procedure and administration.

All departments and sections of the Parliament prepared information for distribution to new members and briefing sessions were also held with members' staff.

All occupants of the Chair were invited to attend an information session held in May 2007. The session was designed to familiarise newly appointed office holders with certain aspects of procedure including the recent changes to the standing orders and to provide advice on issues that they may face whilst presiding in the Chamber.

Following the election, a short guide to procedure entitled *Effective House Membership* was provided to all members.

### Disclosure of Members' Interests

New guidelines were produced for members to assist with registration of their pecuniary interests, in conformity with the amendments to the Constitution (Disclosure by Members) Regulation that came into effect from the 54th Parliament.

### Standing Orders

To ensure that continuing members were aware of the changes to the standing orders a series of seminars were conducted before the Parliament commenced on 8 May 2007.

# Performance

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These seminars, conducted by the Deputy Clerk, informed members of procedures that had been amended, those standing orders that had been removed and new procedures that had been introduced. In addition the changes to the standing orders necessitated a redrafting of procedural documents used in the Chamber.

## Compendium of Procedural Information

During 2006/07 work commenced on a project to provide access to all information contained in the procedural databases through an electronic compendium. The information will be accessible through a search facility and alphabetically listed by subject and will include information such as rulings of the Chair, precedents, standing and sessional orders, and a number of procedural publications. This project will be progressed throughout 2007/08.

## *New South Wales Legislative Assembly Practice, Procedure and Privilege*

Work continued on the production of *New South Wales Legislative Assembly Practice, Procedure and Privilege*. The book will be a detailed and comprehensive text on the way the Legislative Assembly operates, the laws pertaining to Parliament and parliamentary privilege in New South Wales.

The changes to the standing orders required substantial amendments to the text to ensure that the new procedures were included. The text also refers to past practice where it provides important precedents or is of historical note.

As of June 2007 the book was at the second proof stage and will be published during the next reporting period.

## Measures of Performance for Procedural Support for the Sittings of the House

### Principal Procedural Statistics - 2005/06 and 2006/07

	2005/06	2006/07
<b>Sitting days</b>	48	45
<b>Total sitting hours</b>	428.6	388.4
<b>Average hours per sitting</b>	8.92	8.63
<b>Questions on notice</b>	2040	1558
<b>Questions on notice (answers)</b>	1377	1096
<b>Questions without notice</b>	452	384
<b>Bills introduced</b>	127	119
<b>Bills passed</b>	111	105



A comprehensive list of procedural statistics for 2006/07, as well as previous years, can be found at Appendix A (page 64) of this report.

## Principal Outputs/Activities 2006/07

<b>Output</b>	<b>Activity 2006/07</b>
Advice to the Speaker on requests for citizens' right of reply	4
Briefing papers prepared on procedural issues	8
Papers prepared for conferences	3
Responses to inquiries from other parliaments (Australia)	11
Responses to inquiries from other parliaments (overseas)	30
Responses to inquiries from members' offices on procedural/privilege issues	3
Bills processed to assent stage that accurately reflect the decision of the House and are prepared in a timely fashion	100%
Accuracy of Votes and Proceedings (measured by incidence of struck-off editions required to be revised and reprinted)	98% (1 edition revised out of 45 published)
Timeliness of Votes and Proceedings (measured by availability of proof edition at conclusion of sitting each day)	100%
Accuracy of Business Paper (measured by incidence of struck-off editions required to be revised and reprinted)	100%
Timeliness of Business Paper (measured by availability of proof edition at conclusion of sitting each day)	100%
Accuracy of Questions and Answers Paper (measured by incidence of struck-off editions required to be revised and reprinted)	100%
Timeliness of Questions and Answers Paper (measured by availability of proof edition within 24 hours of last sitting day)	98%

# Performance

## Compilation, Publication and Binding of the Records of the House

House Record	Activity/Output During Reporting Period
Joint Volumes of Parliamentary Papers	<ul style="list-style-type: none"> <li>• The Joint Volumes of Parliamentary Papers for the 2003/06 Session (1st session of the 53rd Parliament), Volumes 1-75, were bound. The remainder of the set is at preparation stage; and</li> <li>• The Joint Volumes of Parliamentary Papers for the 2006/07 Session (2nd session of the 53rd Parliament), Volumes 1-21, were indexed and bound. The remainder of the set is at preparation stage.</li> </ul>
Questions and Answers Papers	<ul style="list-style-type: none"> <li>• The Questions and Answers Papers for the 2003/06 Session (1st session of the 53rd Parliament, Volumes 1-7) were bound; and</li> <li>• The Questions and Answers Papers for the 2006/07 Session (2nd Session of 53rd Parliament) were compiled and sent for binding.</li> </ul>
Business Papers	<ul style="list-style-type: none"> <li>• The Business Papers for the 2003/06 Session (1st session of the 53rd Parliament, Volumes 1-24) were bound; and</li> <li>• The Business Papers for the 2006/07 Session (2nd session of the 53rd Parliament, Volumes 1-2) were bound. The remainder of the set is being prepared for binding.</li> </ul>
Sessional Returns (Bound Votes and Proceedings, Indexes and Other House Papers)	<ul style="list-style-type: none"> <li>• The Sessional Returns Indexes for the 2003/06 Session (1st session of 53rd Parliament) were completed and the Papers compiled and prepared for binding. It is expected that the Papers will be bound in 2007/08; and</li> <li>• The Sessional Returns Indexes for the 2006/07 Session (2nd session of 53rd Parliament) were drafted and the Votes and Proceedings for the same session compiled. Other sessional returns are being compiled and it is expected that they will be bound 2007/08.</li> </ul>

## Committee Operations

### Review and Restructure of Committee Staffing

As indicated in last year's annual report, a review had commenced of the structure and delivery of committee secretariat support services.

During the current reporting year the major recommendations on the structure of the staffing resource to support committees have been implemented:

1. Multiple committee responsibilities for each secretariat leading consequently to a reduction in the number of secretariats. Effectively two committees will be serviced by each secretariat.
2. The core structure for each secretariat to include: A committee manager; one and in some cases a second senior committee officer; a research officer; a committee officer; and an assistant committee officer.

Although the review highlighted that the "one size fits all" secretariat structure met the needs of most committees, because there are peaks and troughs in work demands there was a need for flexibility in resource allocation.

Therefore, under the new structure, research officer positions are allocated to secretariats on a needs basis by the Clerk-Assistant (Committees). These officers will be allocated to committee inquiries when warranted by demand and can also be used to leverage off existing secretariats. Further, a temporary specialist can also be engaged, thus obviating the need to establish a complete new secretariat.

In late 2006 there were 31 staff, in 7 secretariats, serving 11 committees including one in the Committee Office. The net impact of the new staffing structure resulted in a reduction of 7 secretariats to 5 and the number of staff from 31 to 26.

The implementation of the restructure, including recruitment, was undertaken and completed within the recess period from December 2006 to June 2007.

It is envisaged that the proposed new structure will provide not only flexibility in servicing committees, but also greater opportunity for career development by virtue of the creation of a robust team of generalist staff capable of undertaking a wide range of key roles within the committee secretariat and the wider Legislative Assembly.

### Project for Harmonisation of Committees Legislation

A number of pieces of legislation largely enacted between 1983 and 1998 have provisions relating to the establishment of parliamentary committees.

# Performance

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Because each statute reflects the time they were drafted, this has resulted in subtle differences between the establishment provisions of the various statutory based committees. An analysis, commenced in the first half of 2007 to tabulate those differences, formed the basis for a submission to Government suggesting the harmonisation of the legislation across the statutory based committees with a possible template of common provisions.

## Principal Committee Statistics - 2005/06 and 2006/07

	2005/06	2006/07
<b>Committees</b>	14	14
<b>Committee reports tabled</b>	52*	57*
<b>Committee meetings</b>	113	76
<b>Committee hearings</b>	45	25
<b>Committee witnesses</b>	280	144

\* Figure includes 10 Legislation Review Digests.

## Inter-parliamentary Relations and Advice to Other Parliaments

The Legislative Assembly has a long history of providing assistance and advice to other parliaments both in Australia and overseas, and of participating in activities and programs aimed at strengthening relationships between parliaments.

During the reporting period the Legislative Assembly made contributions to the following activities:

### Seminars and Talks

- The "Citizen Writes" seminar (September 2006);
- The "Understanding Government" seminar, organised by the Parliamentary Education Section (November 2006);
- Presentation to new staff of the New South Wales Audit Office on (June 2007); and
- The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar (January 2007).

## Advice to Other Parliaments

- Members' Workshop, Sarawak Legislative Assembly, Malaysia.

## Briefings and Programs Arranged for Visitors to Parliament House

A schedule of briefings and programs arranged for visitors to Parliament House can be found at Appendix E (page 95) of this report.

## IMPROVING PERFORMANCE - EFFECTIVE FUNCTIONING OF THE HOUSE AND ITS MEMBERS

### Procedural Knowledge, Leadership and Management Development Policy

In February 2007 the Speaker and Clerk approved the above policy as part of succession planning in ensuring that a pool of employees is developed with the skills, knowledge, attributes and experience to apply for key roles and positions when they become vacant.

This policy has formalised the training opportunity that has been given to a number of staff to work as Clerks-at-the-Table and focuses on processes for identifying and training staff with the potential to be highly effective in the Department's core business, i.e. the provision of procedural advisory services to members.

The specific strategies for 2007/11 involve six sub-program areas:

- Clerk-at-Table training;
- Procedure research consultative groups;
- Procedure office placement;
- Representing the Parliament in inter-parliamentary and community relations;
- Corporate and strategic planning; and
- Management and administration planning and review.

### Written Questions and Answers Database

During 2006/07 work continued on the Questions and Answers database to improve its reporting function, and ability to create automatic indexes for the published volumes.

### Review of Paper Holdings

As a result of the development of a number of databases and on-line resources, the Procedure Office has reviewed policies for collection and storage of annual reports, master copies of reprinted Acts, and bills. The number printed and stored has been reduced, releasing space for more productive purposes.

# Performance

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## Committee Staff Activities

During the interregnum which occurs once every four years between parliaments, a number of activities were undertaken and actions implemented to improve committee operations and to provide staff training and development opportunities. These included committee staff being involved in a number of corporate projects such as developing key performance indicators for the Parliament to assist in preparation of the Legislature's Results and Services Plan to meet Treasury budgeting requirements; review of the business continuity planning; auditing the Legislature's Occupational Health and Safety policies and guidelines; and investigating and recommending a new corporate font for the Legislative Assembly.

A number of committee-specific projects were also undertaken. The most significant were:

- Developing a revised committee travel policy. This was a valuable exercise in collaboration and consultation to tap into a range of committee travel experiences. The revised policy was a necessary response to cap committee travel as a contribution to the Legislative Assembly savings plan.
- Introducing a series of colloquia for committee staff. Since the first half of 2007, committee staff have met on a regular basis to discuss committee matters, including both administrative and procedural issues. Some of the features are - all committee staff are encouraged to attend; a committee staffer is nominated before hand to prepare material and talk to it; and all staff sit equally around the table and contribute to the discussion. Some of the topics covered have been committee travel policy; reviewing a scenario faced by a particular joint select committee; conducting the statutory review of the Audit Office; the procedure for the appointment of committees in the new Parliament; and procedure at the first meeting of a committee.
- Producing a revised publication *Guide to Committees of the Legislative Assembly*. This document is targeted to Chairs and members of Legislative Assembly administered committees to give them the fundamentals of committee procedure and administration. The publication updates a previous Legislative Assembly document *Guide for Committee Chairmen* and is not dissimilar to the New Zealand House of Representatives booklet. Its publication benefited from wide feedback and input of the experience of various committee staff.

## Committee Staff Placements

The Legislative Assembly has a policy for the placement of staff with other public sector agencies or non profit NGOs during the election period to provide appropriate development opportunities. Individual staff were placed at the Department of Juvenile Justice, Department of Environment and Conservation, Aboriginal Lands Council, Department of Education and at the Faculty of Law, University of New South Wales.

## REPORTING AGAINST 2006/07 TARGETS - EFFECTIVE FUNCTIONING OF THE HOUSE AND ITS MEMBERS

### Adoption of New Standing Orders and the Subsequent Updating of Procedural Publications and Databases

The new standing orders were adopted by the House on 21 November 2006 and were approved by the Governor on 21 February 2007. The procedural publications, including fact sheets, information pamphlets, and databases were updated to reflect the changes, prior to the commencement of the 54th Parliament on 8 May 2007.

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

The publication was updated to reflect the changes to the standing orders and, as at 30 June 2007, was at the second proof stage and will be published in 2007/08.

## TARGETS 2007/08 - EFFECTIVE FUNCTIONING OF THE HOUSE AND ITS MEMBERS

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

Publication of *New South Wales Legislative Assembly Practice, Procedure and Privilege*, which will provide an invaluable source of information for all members, officers of the Legislative Assembly and others.

### Procedural Compendium

Completion of the electronic procedural compendium, which will provide access to information contained in the procedural databases by subject. It will include rulings from the Chair, procedural precedents, standing and sessional orders and sections of *New South Wales Legislative Assembly Practice, Procedure and Privilege*.

### Committee Office - Knowledge Management

The colloquia series will be expanded into a series of workshops for a more formal learning environment. Workshops will be facilitated by senior committee staff on nominated topics to form the focus of discussion on key aspects of parliamentary procedure and practice relevant to committees. The aim of the workshops will be to share knowledge and experience in committee practice, procedure and administration to provide for a consistent approach and interpretation to committee operations across all secretariats and to provide a fuller orientation for new committee staff.

It is also intended that this knowledge management and capacity building exercise manifest into a committee handbook on practice and procedure and into an administrative handbook.

# Performance

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## Result Area 2: The Community can Access the Parliament and Participate in the Parliamentary Process

### PERFORMANCE - THE COMMUNITY CAN ACCESS THE PARLIAMENT AND PARTICIPATE IN THE PARLIAMENTARY PROCESS

#### Education and Tours Program

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

As in previous years, the education programs conducted by Chamber and Support Services played a central part in promoting awareness of the role and functions of the Parliament. The Education and Tours Program, for example, gives primary and secondary school students a unique opportunity to receive a guided tour of the building and to participate in a mock parliament, requiring active participation and role-play scenarios. This year 17,747 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, with a substantial part of the printed information available in the schools pack for teachers now being made available electronically.

Whilst the focus of the Education and Tours Program is the education of students, interests within the community are diverse and, as a result, less formal presentations are also available to the public focussing on the architectural and historical aspects, as well as the role of the Parliament. In the next reporting period it is proposed that these presentations be further developed into specialised tours covering such topics as the architecture of the Parliament building, artworks and collections held by the Parliament and a “behind the scenes” look at the institution.

During non-sitting times visitors to the Parliament are able to view the *Parliament of New South Wales* DVD in the Fountain Court. The DVD gives an overview of Federal, state and local government systems, the role and functions of the Parliament, the passage of legislation, elections and the history of the Parliament. The DVD, which was updated during the reporting period, 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 promote parliamentary access and education to those in the community for whom English is a second language. Presentations and tours specifically targeted to this section of the community are a regular part of the Education and Tours Program.



During the reporting period 2,165 ESL students attended presentations run by Chamber and Support Services staff which, at times, have been communicated through an interpreter to improve the learning process.

Information brochures about the New South Wales Parliament have been translated into Arabic, Chinese, Korean, Spanish, Vietnamese, Greek, Dinka, Russian and Japanese and are available to the public free of charge.

### Parliament House Open Days

During the reporting period staff of the Legislative Assembly have helped to facilitate open days, which gives members of the public access to areas of the Parliament that they would not otherwise be able to visit.

While attendance at open days tends to fluctuate considerably, it is usual for between 5,000 and 7,000 people to visit the Parliament and participate in the educational talks and tours of the building on offer from Legislative Assembly staff. For example, the Legislative Assembly regularly takes part in the Eastside Precinct functions on significant days such as Australia Day and Heritage Week, which attract large crowds to the Parliament and to other buildings of historical interest.

### Community Access

#### Access for the Hearing Impaired

To assist people with hearing impairment, there are three hearing loops 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.

During the reporting period the *Parliament of New South Wales* DVD, which is played on a loop in the Fountain Court of the building during non-sitting days, was upgraded to display subtitling.

# Performance

## Tour Statistics

Group Type	2005/06		2006/07	
	No. of Visitors	No. of Groups	No. of Visitors	No. of Groups
Primary schools (Years K-6)	13,012	263	12,886	244
Secondary schools (Years 7-12)	4,805	138	4,778	136
Special schools	16	2	11	1
Central schools	130	3	72	2
ESL colleges/TAFE	1,875	90	2,165	90
Universities	670	25	427	14
Business colleges	255	7	597	18
Probus clubs and seniors groups	667	26	759	27
Education and Community Relations	3,198	58	3,442	62
Guests of members	1,535	41	1,841	53
Monthly lunchtime tours	340	10	280	8
Other	710	39	371	19
<b>Total</b>	<b>27,213</b>	<b>711</b>	<b>27,629</b>	<b>674</b>

## IMPROVING PERFORMANCE - THE COMMUNITY CAN ACCESS THE PARLIAMENT AND PARTICIPATE IN THE PARLIAMENTARY PROCESS

### Education and Tours Program - Booking System

Whilst direct feedback from visitors, tour groups, tour coordinators and teachers indicate that the Education and Tours Program is one that excels expectations, the booking system remains cumbersome in application, and as a result there are service provision delays. Changes continue to be made to improve the process and to shorten the time needed to make a booking. It is hoped that these initiatives will decrease any inconvenience caused to the public.

## Community Access - Wheelchair Access

Heritage buildings often present difficult challenges to public access by people with physical disabilities. Whilst general access to the site and the public areas of the building were improved during refurbishment, suitable viewing of Chamber activities remains limited to the Northern Gallery.

No ready solution is available at this time and despite continual review the matter remains unresolved.

## REPORTING AGAINST 2006/07 TARGETS - THE COMMUNITY CAN ACCESS THE PARLIAMENT AND PARTICIPATE IN THE PARLIAMENTARY PROCESS

### Education and Tours Program - Feedback Reporting System

An initiative to review the reporting system for teachers/coordinators participating in the Education and Tours Program to better provide timely feedback on the services provided was not completed during the reporting period. It is expected that the review and the improvements to the feedback reporting system will be completed in the next reporting period.

## TARGETS 2007/08 - THE COMMUNITY CAN ACCESS THE PARLIAMENT AND PARTICIPATE IN THE PARLIAMENTARY PROCESS

### Parliament House Meeting Rooms and Venues

There is a growing demand for the use of rooms in the Parliament building such as the Parliamentary Theatre, the Jubilee Room, the Parkes Room and 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.

These rooms are no longer being used in the restricted way for which they were originally designed and as a consequence there is a need for more advanced technology to assist in the conduct of presentations and meetings.

# Performance

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## Result Area 3: Members of Parliament are Able to Fulfil their Representative and Legislative Roles

### PERFORMANCE - MEMBERS OF PARLIAMENT ARE ABLE TO FULFILL THEIR REPRESENTATIVE AND LEGISLATIVE ROLES

#### Members' Services - Description of Services

The Legislative Assembly provides advice and administrative services in the following areas:

- Management of members' entitlements;
- Management of former members' entitlements;
- Management of electorate offices;
- Provision of equipment and furniture;
- Staff in electorate offices and in Parliament House; and
- Provision of strategic and operational administrative policy advice.

#### Induction of New Members

In conjunction with Corporate and Employee Services, Members' Services produced a folio of essential information for the incoming members. Across April and May, following the March General Election, 24 new members received briefings and inductions by the Legislative Assembly on salary and entitlements, ethics and parliamentary procedure.

New members were elected to the following electorates:

Manly	Smithfield	Tweed
Port Stephens	Wyang	Epping
Wollondilly	Barwon	Lake Macquarie
Balmain	Blue Mountains	Toongabbie
Swansea	Macquarie Fields	Pittwater
Granville	Newcastle	Maitland
Goulburn	Shellharbour	Murray-Darling
Wallsend	Davidson	Hawkesbury

#### Members of Parliament Salaries and Entitlements

Salary increases of approximately 7 percent were granted to Federal Members of Parliament on and from 1 July 2006, which flowed on to members of the New South Wales Parliament from the same date, as provided for under section 4 of the *Parliamentary Remuneration Act 1989*.

This increase resulted in the base salary for a private member of Parliament increasing to \$118,450 per annum. A further increase of approximately 6.8 percent was announced in June 2007, which applies from 1 July 2007. This latest increase takes the base salary to \$126,650 per annum. Ministers and recognised office-holders also receive a salary of office and expense allowance, which is calculated as a percentage of the base salary amount. The percentage amount applicable is prescribed in Schedule 1 of the *Parliamentary Remuneration Act 1989*.

Separate from the increase in salaries, members' electoral allowances, Logistic Support Allocation and Sydney Allowance increased by approximately 3 percent from 1 July 2006 following the release of the 13 July 2006 Parliamentary Remuneration Tribunal Report and Determination.

For the 2006/07 financial year the Parliamentary Remuneration Tribunal made the following determinations in respect of the additional entitlements:

- Electoral Allowance - 3.0% increase
- Logistic Support Allocation - 3.0% increase
- Sydney Allowance - 3.0% increase
- Electorate Mail-out Account - No increase
- Electorate to Sydney travel - No increase

Further details of amounts, conditions and guidelines pertaining to these entitlements are available on the Parliamentary Remuneration Tribunal website at the following address, [www.remtribunals.nsw.gov.au](http://www.remtribunals.nsw.gov.au) or from the Parliament's website [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au).

### Members Entitlements - Electorate Office Staff

In the previous reporting period the Legislative Assembly made submissions to the Parliamentary Remuneration Tribunal's annual review of staff resources provided to members of the Legislative Assembly.

The Tribunal's 2006 Determination created two new entitlements for members. All members except members elected as independents, were provided with additional staff resources to be employed at the member's electorate office on days that the Legislative Assembly sits and the member elects to have one of their electorate officers work at Parliament House.

A number of non-metropolitan members made representations regarding the restrictive nature of the determination and the unnecessary disruption to staff, travel costs and accommodation costs they would incur to bring an electorate officer to Sydney. The Speaker sought further advice from the Tribunal to allow non-metropolitan members to hire the additional staff in their Parliament House offices on sitting days.

# Performance

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The entitlement is restricted to a budget sufficient to employ an additional temporary staff equivalent to 61 days per year. The entitlement was fully funded by Treasury.

This entitlement was given the name "sitting day relief" and the Legislative Assembly developed administrative guidelines to give effect to the new entitlement during the Spring sittings of 2006.

## Members Entitlements - Office Holders

The Tribunal's 2006 Determination created an additional staff support for Members holding the office of "Party Whip" as defined in the *Parliamentary Remuneration Act 1989*.

The Legislative Assembly established the positions as Electorate Officers Grade 2, determined their conditions of employment and implemented this new entitlement with recruitment action finalised during the Spring sittings of 2006.

## Members' Clerical Support Officers

The Determination of the Parliamentary Remuneration Tribunal provides that "All Members shall receive at Parliament House, Sydney, a fitted out, equipped and maintained office, and secretarial services". Members' Services manages the Members' Clerical Support Officers who provide members' secretarial services at Parliament House. The Members' Clerical Support Officers have been available to undertake work for the Department of the Legislative Assembly when they do not have work from members.

## New Electronic Database for Management of Member Entitlements, Services and Requests

A continuing trend throughout 2006/07 has been the increasing work involved in the administration of the members' entitlements, services and requests. The additional workload was brought about by the further extension of the items available to members through the Logistic Support Allocation in conjunction with new members establishing their electorate offices and working environments.

In order to meet the increasing number and variety of requests from members and their staff, Members' Services along with Parliamentary Information Technology Services developed an electronic issues/jobs database. The purpose of this database, called LARS (Legislative Assembly Request System), was two-fold:

- To develop a single online repository for all incoming jobs that can be accessed by all Members' Services staff. The database captures the history of the issue, has facility for attaching relevant approvals and precedents to individual jobs and provides a searchable archive facility for future reference; and
- A customised reporting facility has been built into the database in order to monitor the changing needs of members based on the changing volume and type of incoming requests.

Ultimately this information can be used to better inform the service provided to members.

Staff continue to process member requests, from approval through to responses to members, within two days if the request falls into a category for which there are past precedents. If the request is one that has not been made by members in the past, the response may take some additional time.

Electorate Mail-out Account (EMA) requests are dealt with in the same fashion as Logistic Support Allocation requests, except that each publication receiving funding must be approved by the Clerk. The successful introduction of the EMA Precedents System last year has proved to be a useful reference tool for tracking uncommon Electorate Mail-out Account requests. Further enhancements are being made to the EMA Precedent System in order to incorporate its functionality into LARS and provide an integrated tool to manage members' entitlements and requests.

### Services to Former Members

Members' Services continues to provide assistance and guidance in response to enquiries received from former members in relation to the entitlements and services extended for their use.

Support extended to former members by the Legislative Assembly includes providing a point of contact for superannuation inquiries; access to in-house amenities and services such as internet and fax facilities and parking; eligibility for travel entitlements; and issue of the annual State Travelcards and individual rail travel warrants, including the spouse travel warrants.

As a result of the privatisation of some interstate rail services, access by former members has been effectively curtailed. As some interstate services have not recognised the travel entitlement accessible through use of the Gold Pass, a review is underway of the current system. The intent of the review is to both maintain the travel entitlement by former members but also to clarify and facilitate access to interstate rail services.

An extension of the services provided by Members' Services to former members this year involved the production of a series of information packages for those members who chose not to contest the 2007 General Election. The information packages included details on the return of custodial assets to the Parliament, the conclusion of entitlements and other procedures regarding the cessation of their role as a sitting member of the Legislative Assembly.

### Electorate Office Lease Management

During the year, 12 electorate office leases expired and were reviewed, 6 new leases were negotiated and 63 leases required some action to be taken by Members' Services staff.

# Performance

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The Lease Diary System that was established to alert the Leasing Officer of impending renewals and rent reviews has been further enhanced. The function and scope of this management tool has commenced to incorporate detailed site-specific data and images for electorate offices. With the ongoing population of the system, Members' Services is able to ensure a more cohesive service delivery to the members and their electorate office staff.

## Repairs and Maintenance in Electorate Offices

During the year, 674 repairs and maintenance jobs in electorate offices were undertaken. The combined value of the jobs was \$181,680, which is an increase of \$24,422 from the previous year. As a general rule, the response time to requests for repairs and maintenance jobs was within 24 hours.

## Management of the Fitout of Electorate Offices

During the year 5 fitouts were undertaken at a total cost of \$682,869. The average cost was \$136,573, which is an increase of almost 21% from the average cost in 2005/06. There are a number of reasons for this increase:

- Further increased building costs;
- Inflation;
- Increased project management fees;
- The effects of occupational health and safety legislation and responsibilities on fitouts; and
- Following the General Election, short timeframes for securing new electorate office space required, in some instances, the provision of more than the usual auxiliary services and office infrastructure.

The increasing cost of fitouts has led Members' Services to trial a different approach to the delivery of a fitted out electorate office - contracting for a complete service from design through to fitout, removal and completion (turnkey approach). Such an approach will reinforce "whole of life" accountabilities, streamline work processes, identify areas of expertise/knowledge, allow audit of responsibilities and result in process improvement.

During the year there was under expenditure in the capital budget for fitouts to the extent of \$121,000. This was largely due to one fitout not being completed by the end of the financial year.

## Implementation and Roll Out of Equipment

In May and June following the 2007 General Election, Members' Services administered the rollout of the following equipment to each member as per their preference:



- Electorate office printers - In August 2006 Members' Services assisted Parliamentary Information Technology Services with the rollout of 94 new printers, one each to every electorate office. The printers were ordered and delivered directly to the electorate offices with Members' Services supervising the removal of the old printers;
- Notebooks - In August 2006 all members' notebooks were upgraded. Seventy eight new notebooks were purchased, with Members' Services assembling the notebooks and Parliamentary Information Technology Services loading the software. The superseded notebooks were returned to Members' Services prior to ITS issuing members with a new notebook;
- BlackBerry hand held devices; and
- Mobile phone handset upgrades.

In addition, Members' Services also coordinated the purchase and installation of accessories for each device on behalf of members, such as hard wired and blue tooth car kits, mounting brackets, cradles and hands free kits.

While mobile phone and BlackBerry upgrades are scheduled approximately every two years, the upgrade program for 2007 was particularly complicated for the following reasons:

- There was a short timeframe between the General Election and the need to provide new hardware to all members;
- 24 new members needed to be transferred onto the Parliament's account;
- Each new member required individual attention and assistance to convert their pre-existing voice and data services or establish new voice and data services to conform with the Parliament's technology and accounting systems;
- Similarly, 24 non-returning members required assistance and support to transfer or cancel their Parliamentary voice and data services;
- There were unexpected delays in the Parliament receiving the hardware from the suppliers; and
- The CDMA network is scheduled to close on 28 January 2008, and up to a third of the members use at least one of the CDMA services.

## IMPROVING PERFORMANCE - MEMBERS OF PARLIAMENT ARE ABLE TO FULFILL THEIR REPRESENTATIVE AND LEGISLATIVE ROLES

### Workforce Planning and Staff Development in Members' Services

During the year a minor restructure of Members' Services was effected in order to make the unit more responsive to client requirements and at the same time to build in more flexibility through staff multi-tasking.

# Performance

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The staff establishment of Members' Services was increased by one temporary appointment through a secondment from Building Services and certain duties were re-assigned for the period leading up to and immediately following the General Election in 2007. The restructure was brought about by a number of factors:

- The need to increase the numbers of staff having first contact with members. Two officers are now the primary contact for members and they allocate consequential tasks;
- The requirement to have one of the senior members of staff exclusively dealing with policy and projects (such as the ongoing production of the Members' Handbook), particularly in the lead up to the 2007 General Election; and
- The need to bolster the number of staff responsible for asset management, particularly in light of the roll out of additional equipment to members, such as personal computers, fax machines and mobile phones in 2006/07 and the need to have a more streamlined system in place for asset tracking and stocktaking in the lead up to and immediately following the 2007 General Election.

## Staff Multi-Tasking

It has been an ongoing aim of Members' Services to enhance service delivery, and multitasking of staff has been one of the selected avenues for addressing this goal. It is clearly easier to reach a position where staff can undertake aspects of each other's jobs if they are accommodated in such a way as to facilitate learning and sharing of information. To this end, a renovation program was planned at the end of the year to reconfigure office space on level 8 to accommodate three Members' Services staff together.

To a large extent multi-tasking had already commenced within Members' Services with each aspect of the work of the unit able to be undertaken by at least one other officer. The establishment of the Request database has been another strategy implemented to address the goal of improving service delivery to members and their staff in order to better manage the myriad of requests for services and advice and to ensure that information on matters being handled is shared.

The next stage in the process will allow staff resources to be moved into work where demand is the highest.

## Members' Entitlement Claims

The Office of the Financial Controller experienced difficulties throughout the reporting year in maintaining the standard of processing members' entitlement claims within the 10 day deadline performance standard.

In particular, the increased volume of Logistic Support Allocation and Electorate Mail-out Account claims in the election year proved difficult to manage as each mail-out had to be checked to confirm that content complied with Parliamentary Remuneration Tribunal conditions. These conditions preclude the use of entitlements for electioneering and political campaigning.

Further difficulties were encountered with the reconciliation of entitlements against funds available and timing delays in receiving relevant information from members and the New South Wales Government travel contractor Carlson Wagonlit Travel.

In recognition of the difficulties experienced and the ongoing administrative burden for both members of parliament and the Parliament's administration staff, an external review is to be undertaken in the 2007/08 financial year. The terms of reference for this review will focus on identifying improvements to entitlement processing to reduce the workload, while reducing the administrative burden for members of Parliament.

### New Publication - Members' Handbook

A major project that commenced during the year was the review of the Members' Handbook, with a view to publishing a new edition following the release of the 2006/07 Parliamentary Remuneration Tribunal's Annual Determination of Additional Entitlements for Members of the Parliament of New South Wales.

When completed, this will be the first comprehensive review since 2003. A consultant was engaged to review the handbook and provide advice on publishing a more user-friendly version. The view was that the current version could be confusing because pre-requisite and co-requisite information was not necessarily found in the one place, there were instances of repetition in the text, the language used in places needed to be simplified, and in many instances there was simply too much detail.

The online version of the book will be updated whenever changes are made to entitlements and the paper version will be issued to members once a year following the PRT Determination.

### Members' Mobile Phones

New technology and mobile hardware has provided opportunities for members to engage with constituents and generally communicate more efficiently. With these developments, members have increased expectations concerning access to new technologies and mobile networks, however such expectations must be balanced by the security requirements of the Parliamentary network and the capacity of the Parliament to support their use.

In relation to members' mobile phones, a new provisioning system has been developed which will provide members with much greater flexibility in regard to choice of mobile phone model and voice plan selection.

# Performance

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In this way, members will be in a position to select mobile phone handsets and call plans that more closely meet their individual parliamentary requirements and usage patterns.

Given the projected closure of the CDMA network in January 2008, Members' Services is investigating how to best support and transition those members who are predominantly located in rural and regional New South Wales. With up to a third of the Legislative Assembly members using at least one CDMA service, ensuring a seamless, practical and convenient transition for their voice service is a high priority. Similarly, members with BlackBerry hand held devices on the CDMA network will also require assistance with the transition to an alternate network.

## Management of Electorate Offices

In the lead up to the 2007 General Election, 55 leases required renewal or some other action because members were required to relocate offices, due to the redistribution of electoral boundaries.

In order to better manage the capital budget for fitouts a forward plan to 2007/08 was developed and approved by the Speaker. This plan takes into account the effects of the electoral redistribution from 2007, lease expiry dates and members' expressed intentions.

The physical stocktakes of all electorate offices, which are undertaken once each Parliament, also included an occupational health and safety inspection by the Asset Manager. These inspections were undertaken with the intention of early identification, reporting, advising and rectification of obvious occupational health and safety issues.

## TARGETS 2007/08 - MEMBERS OF PARLIAMENT ARE ABLE TO FULFILL THEIR REPRESENTATIVE AND LEGISLATIVE ROLES

Completion of the review and publication of the Members' Handbook.

Completion of the project for new mobile communication devices for members.

The lease and fitout of the planned electorate office changes resulting from the redistribution and end of current leases to ensure that members have modern, safe and effective electorate offices.

Review of the occupational health and safety risk assessment and management system in electorate offices.

## Future Outlook for the Legislative Assembly

A number of strategic directions are set out in the Results and Services Plan for 2006/07. In order of priority they revolve around increasing security, maintaining the Parliament House building and its heritage features, enabling information and communications technologies, meeting community expectations for participation and consultation and internal restructuring of support services in order to meet savings targets.

### Increasing Security

In the face of a heightened security environment, the strengthening of the Parliament's security infrastructure through a targeted capital works program and increasing our security preparedness through developing our support services, are essential in order for the services provided by the Parliament to continue to be provided to both members and to the community. Lack of adequate security jeopardises the ability of the Parliament to make laws and undertake its other roles.

### Adequate Building Maintenance (Including Catering Facilities) and Meeting Heritage and Disability Access Requirements

Without a significant investment in building maintenance and funding for heritage and disability access projects, the provision of office accommodation and services to members and to the public will be compromised. The safety of the public attending functions and meetings at Parliament House and the health and safety of members and staff will be put at risk.

### Enabling Information and Communication Technologies

Members and the public alike expect to be able to benefit from the most up to date information and communication technologies available. Younger members, in particular, expect these services to be provided as "business as usual". There is no doubt that the State's democratic credentials are improved through better interaction between members and constituents and enhanced public participation in parliamentary proceedings.

### Meeting Community Expectations for Participation and Consultation

Apart from enabling technology (such as web-casting of proceedings and provision of a first rate website), there are other more traditional methods available for the public to be more fully consulted in the development of policy and legislation such as forums, regional sittings of Parliament and greater participation in committee inquiries.

# Outlook

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## Internal Restructuring in Order to Meet Savings Targets

Maintaining sustainable service delivery to members and others, is the challenge the Parliament faces at the centre of measures that will have to be put in place to continue to meet the Government's Productivity Savings Plan targets for 2008/09 and forward budget years. For the Parliament this will involve restructures and other programs, such as the establishment of a new Parliamentary Joint Services Department.

## Committee Office - Resourcing

The Legislative Assembly has appointed two new standing committees - the Standing Committee on Natural Resource Management (Climate Change) and the Standing Committee on Broadband in Rural and Regional Committees. This leaves the Legislative Assembly with the same number of committees to service as in the previous parliament but with fewer resources. Accordingly, unless supplementation is provided there will be diminished capacity across all Legislative Assembly administered committees.

## Corporate Governance

The Clerk of the Legislative Assembly is responsible for managing the Department and in that role the Clerk reports to the Speaker.

### LEGISLATIVE STRUCTURES

#### 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 "wilful 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.

# Management

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## Other Important Legislation

### *Parliamentary Electorate 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

Early in the new parliament legislation in relation to parliamentary committees was enacted.

### *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

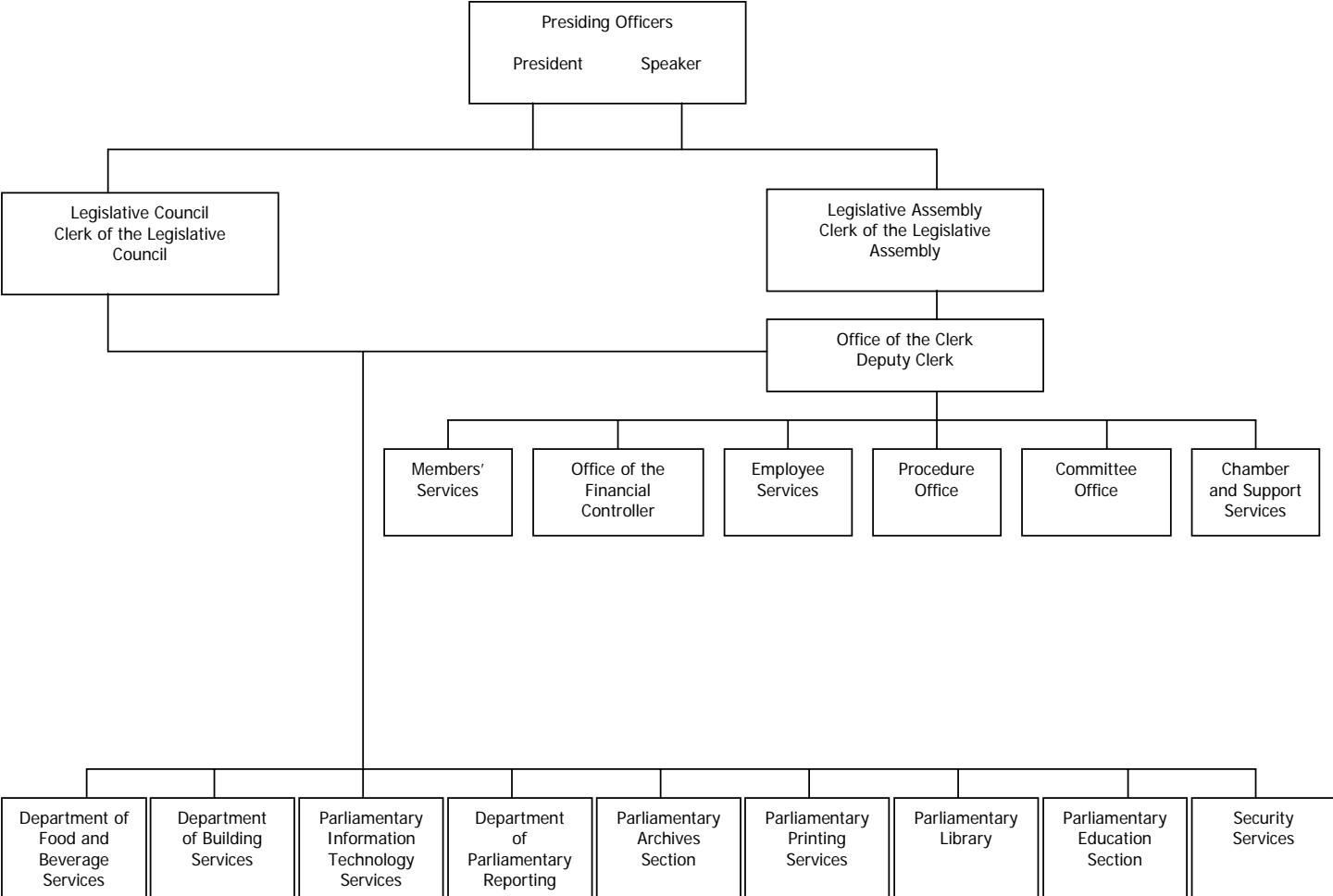
The *Parliament of New South Wales Parliamentary Staff Code of Conduct* (May 2005) provides a framework for the Department's ethical conduct.

The Department actively promotes sound ethical behaviour. 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*.

# Management

## Parliament House Organisation Chart

Parliament House Organisation Chart, 30 June 2007



## Organisational Structure

In the 2006/07 financial year, the departmental structure remained constant. It comprised of 6 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, the Financial Controller and the Deputy Serjeant-at-Arms.

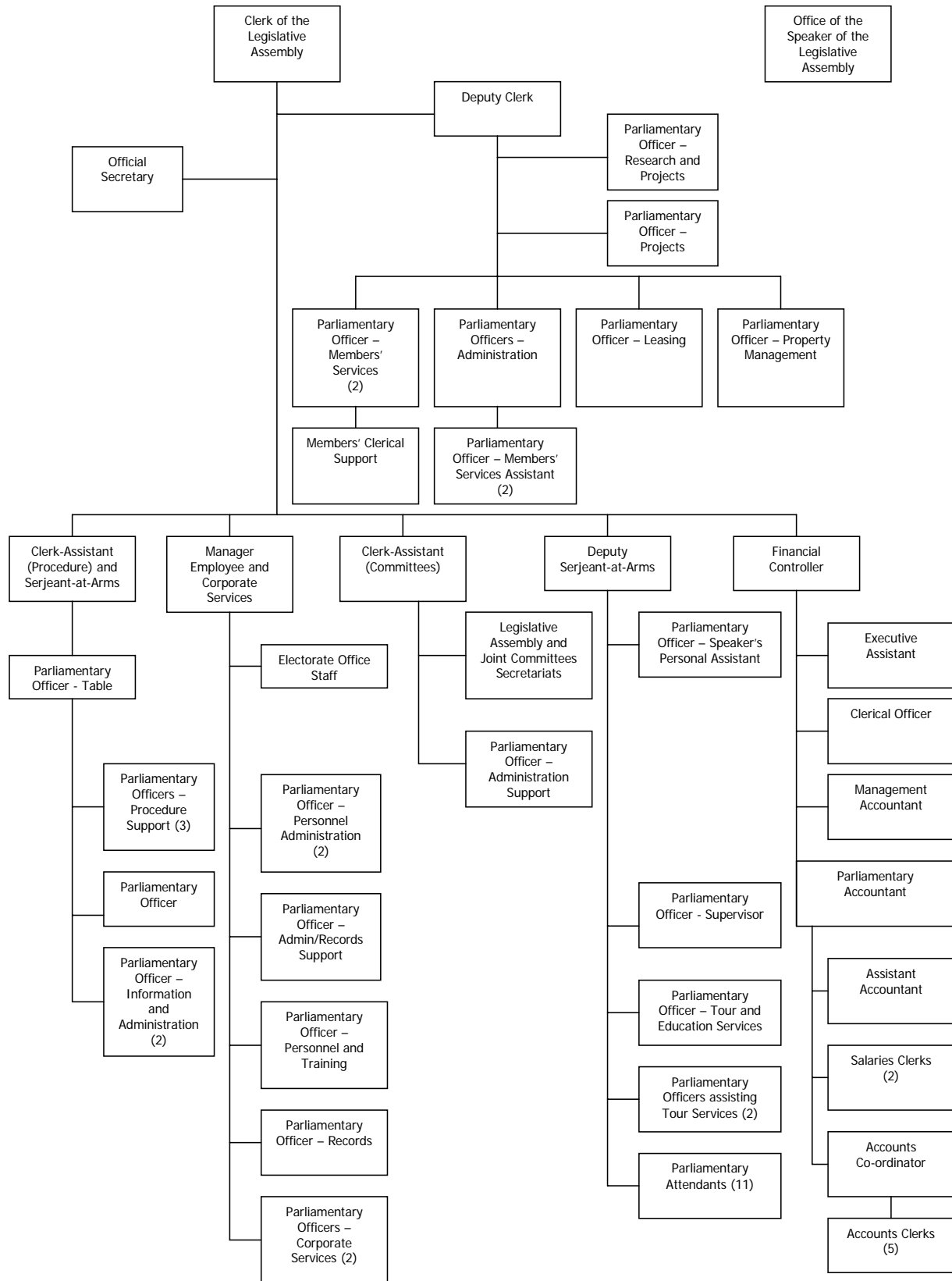
Senior Staff, 30 June 2007

	Roles/Areas Managed
<b>Russell Grove, BA, PSM</b> Clerk of the Legislative Assembly	Clerk of the House Chief Executive Officer
<b>Mark Swinson, BA, BLegS, EMPA</b> Deputy Clerk	Office of the Clerk Members' Services Clerk-at-the-Table Standing Orders and Procedure Committee
<b>Leslie Gönye, MA</b> Clerk-Assistant (Committees)	Committee Office Committee Secretariats Clerk-at-the-Table
<b>Ronda Miller, BA, Dip Lib, BLegS, MBT</b> Clerk-Assistant (Procedure) and Serjeant-at-Arms	Procedure Office Parliamentary Privilege and Ethics Committee Serjeant-at-Arms Clerk-at-the-Table
<b>Elaine Schofield, BEc, Grad Dip</b> <b>Employment Relations</b> Manager, Employee and Corporate Services	Human Resources/Industrial Relations Electorate Office Staff Corporate Services
<b>Gregory McGill, FCPA</b> Financial Controller	Finance and Accounts Risk Management and Internal Audit Administration of Members' Entitlements
<b>Gregory Kelly</b> Deputy Serjeant-at-Arms	Chamber and Support Services Education and Tours

# Management

## Legislative Assembly Organisation Chart

Legislative Assembly Organisation chart, 30 June 2007



## Management/Corporate Governance

### DESCRIPTION

#### Parliament as a Whole

The Parliament's management systems are based around:

- (1) The Heads of Departments and Sections (HODS) meetings;
- (2) A 1974 memorandum signed by the then Presiding Officers whereby each House Department has been conferred administrative (including personnel) responsibility for certain Joint Services [referred to as the "channels of communication" arrangement];
- (3) The continuation of a co-operative working relationship with the Legislative Council, including the formation and functioning of the Clerks' Reference Group; and
- (4) A structured internal and external audit process.

#### Legislative Assembly

The Legislative Assembly's management systems are based around:

- (1) Communication to the Assembly managers and staff of the matters discussed at the Heads of Departments and Sections (HODS) meetings and at Reference Group meetings and of other matters of a corporate nature at the monthly managers' meetings and the subsequent office staff meetings; and
- (2) Full and active participation in working groups/meetings in respect of Parliament whole matters or departmental matters.

### PERFORMANCE

#### Parliament Budget Position and Saving Plan

At the end of 2005/06 financial year the New South Wales Parliament had overexpended its budget allocation. The Treasurer clearly indicated that the Parliament would need to operate within its budget and supplementation would not be automatically granted.

The Budget Sub-committee of Cabinet agreed that the Treasury would fund, and supplement where necessary, the costs of the Members of Parliament programs which were outside the control of the parliamentary management. This program covers such expenditure as the members' remuneration, staff costs, entitlements and cost of providing the Legislative Assembly electorate offices.

# Management

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The remainder of the Parliament's operations is required to operate within budget and find efficiencies and savings each year. For the 2006/07 year the Parliament needed to establish a two-year savings plan targeting \$2.8 million in savings. The Food and Beverage Services operating loss of \$1.4 million needed to be eliminated and the costs of other services reduced by \$1.4 million.

An extensive review of service provisions across the parliamentary operations resulted in a reduction 32.5 full time equivalent staff. In the year in review the savings were \$783,000 with full year savings in forward years of \$1.7 million. Further planning identified a further 5 positions to be deleted and savings of \$260,000 to be implemented in the year ahead.

The services reviewed, that resulted in changes and staff reductions, included cleaning services, purchasing and stores, laundry, Legislative Council committees and operations, Legislative Assembly committees and Library services.

The Food and Beverage Services area made extensive changes to its staffing structure, service delivery, cost control and pricing to deliver a much-improved performance in reducing its operating loss.

Non-staff costs were also reviewed and the balance of the savings plan target was achieved through reduction in these items.

## Total Asset Management Plan (TAM)

Agencies are required to submit Total Asset Management Plans (TAMs) annually as an integral part of the budget process. The Parliament is required to provide detailed information to Treasury, aligning asset management planning and reporting with corporate plans and the Results and Services Plan.

Staff across the Parliament contributed to the collection of information on the Parliament's asset portfolio, current and future service requirements, risks and risk management strategies and performance measures. A major objective of the TAM process has been to address the critical need for an enhancement of the funds available for the maintenance of Parliament House, including the heritage features of the building.

This is an ongoing project with the TAM undergoing further refinement during 2007/08.

## Insurance

Insurance coverage for the Parliament is provided through the New South Wales Government self insurance scheme, the New South Wales Treasury Managed Fund. Coverage is provided 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 30 workers' compensation insurance claims in the 2006/07, which compares favourably with the 38 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 \$9,986 in 2005/06 to \$5,907 for the current year.

Of the 30 claims received, eight involved employees of the Legislative Assembly at an average cost per claim of \$4,856, a substantial reduction on the 13 claims received last year at an average cost per claim of \$17,063.

Property damage caused by acts of vandalism to Legislative Assembly members' electorate offices continues to be of concern. For the reporting year, 15 electorate offices were subject to acts of vandalism that resulted in insurance claims. Two further claims were made for storm water damage, while there were 9 claims made for loss or damage of portable office equipment and mobile telephones.

Overall 29 property insurance claims were made by the Parliament for the year, at an average cost per claim of \$6,641. One of these claims was for water damage to the Parliament's computer network storage area, due to a blocked air conditioning drain necessitating replacement work at a cost of \$137,512.

There were no motor vehicle or miscellaneous insurance claims made in 2006/07, whilst provision has been made for a possible liability claim for which provision has been made for a potential claim cost of \$1,000 should the claim proceed.

## REPORTING AGAINST 2006/07 TARGETS

### Continuous Business Improvement Planning.

This project was not commenced. The Savings Plan initiative and implementation, although looking for business improvements and efficiencies, was not discretely driven by continuous business improvement planning.

As the Legislative Assembly looks forward in future years and delivers ongoing savings and efficiency plans imposed by Treasury, the need for continuous business improvement will become more important.

# Management

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## 2006/07 Results and Services Plan

The Results and Services Plan for 2006/07 was completed on time with updated figures. The performance measures and indicators were reviewed for the 2007/08 Results and Services Plan.

## Parliament House Accommodation

Accommodation at Parliament House was reviewed with some progress made on plans for the relocation of Information Technology Services, Printing Services, Stores and the Parliamentary Education Section. This project will be completed in the next reporting period and will allow the Legislative Assembly Members' Services office to be located in a single location.

## Heads of Department and Sections (HODS ) Meetings

The Heads of Department and Sections (HODS) meetings have not changed from their current structure and content.

## IT Business Continuity Plan

The IT business resumption plan has been implemented with the exception of the capital works required for the relocation and establishment of a new server room. This will be completed in the next reporting period.

## Strategic Management Calendar

A strategic management calendar was not implemented during the reporting period.

## TARGETS 2007/08

### Corporate Planning

The Legislative Assembly will complete its corporate planning for the next parliamentary term (2007/08 to 2010/11 years).

### Strategic and Operation Reporting

The Legislative Assembly will implement an on-line strategic and operation reporting system.

### Total Asset Management Plan

The Parliament will undertake a major review of the Total Asset Management Plan, to comply with Treasury requirements.



## Joint Services

The Parliament will investigate the possibility of merging joint services activities with those of the Department and Sections.

## Feedback

The Legislative Assembly will implement strategies to improve communication with stakeholders and manage feedback, including a survey of members.

## **Management Committees**

### **Audit Committee**

The Parliament's Audit Committee met on two occasions during the 2006/07 financial year, following the appointment of Mr Jim Mitchell as independent Chairperson. Mr Mitchell is a private business consultant and former Assistant Auditor General of the New South Wales Audit Office.

Other members of the Committee were Mr Russell Grove, Clerk of the Legislative Assembly and Mr John Evans, Clerk of the Parliaments. Internal and external 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:

- Undertaking a self assessment of audit committee best practice based on a survey provided by the New South Wales Audit Office;
- Structuring the internal audit plan based on the strategic business risk assessment undertaken by Deloitte Touche Tohmatsu, the Parliament's internal auditor;
- Reviewing both internal and external audit reports issued during the year and following up on implementation of recommendations made in those reports; and
- Making recommendations to the Presiding Officers on the appointment of the external auditor (New South Wales Audit Office) for the 2006/07 financial year.

### **Security Committee**

The Security Committee continued to operate during the reporting period. The Committee is reviewing security policy and risk assessment proposals, as well as examining equipment purchases.

# Management

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## Risk Management and Fraud Control

### Risk Management

Following completion of a strategic business risk assessment of the Parliament's exposure to risk, a new Internal Audit Plan was developed for the 54th Parliament. Provision was also made in this plan to review the Parliament's response to mitigating risks identified in separate information technology and physical building security reviews completed in earlier years. Key risks identified and included in the four year plan included the following:

- Adequacy of funding to provide existing standard of services;
- Business continuity planning and systems;
- Occupational, health and safety assessments, policies and practices both within the Parliament and electorate offices; and
- Security and maintenance of the Parliament's assets.

### Internal Audit

Deloitte Touche Tohmatsu provided internal audit services for the Parliament during the reporting year on a contract basis. Specific audits and projects undertaken during the reporting year comprised:

- Finalisation of the Strategic Risk Assessment for the Parliament;
- Finalisation of the FBT, GST PAYG and Payroll Tax Audit;
- Audit of the Parliament's accounts payable system and procedures, including forensic data analysis of transactions;
- IT security audit of the Parliament's Oracle Corporate Database and General Access Systems; and
- Heritage Assets and Asset Management.

Recommendations for improvements contained in these reports were generally adopted by the Audit Committee for implementation by the relevant Parliamentary Departments and Sections, with the Audit Committee monitoring the progress made at each subsequent quarterly meeting.

## Staff

### Establishment

The establishment of the Legislative Assembly was reduced by 5 full time equivalent positions.

The Legislative Assembly has a full time equivalent staff of 83.5 in the Operations Program and 199 in 94 electorate offices (Members' Program).

## Policies

### Accreditation as a Breast-feeding Friendly Workplace

In May 2007 the Parliament, led by the Legislative Assembly, received formal accreditation by the Australian Breastfeeding Association (ABA) as a Breastfeeding Friendly Workplace. The New South Wales Parliament is the first state Parliament to receive the formal accreditation from the ABA. The Parliament displayed leadership and initiative in creating a supportive environment for breastfeeding women in the workplace by implementing a breastfeeding policy and by providing suitable facilities for staff.

Representatives from the ABA have conducted a workplace site audit to certify that requirements for accreditation were being met. The accreditation is valid for a period of twelve months, at which time the Parliament will be required to re-accredit to ensure the maintenance of the high standards.

Gaining accreditation as a breastfeeding friendly workplace demonstrates that the New South Wales Parliament is serious about providing a supportive environment for breastfeeding mothers at work and is committed to removing workplace barriers. However, more generally the accreditation also meets numerous organisational goals:

- Optimises recruitment and retention strategies;
- Builds our reputation as a family-friendly employer;
- Enhances cost savings associated with a healthier, happier workforce; and
- Demonstrates our commitment to equal opportunity and workplace diversity.

For more information, visit the Australian Breastfeeding Association's website, [www.breastfeedingfriendly.com.au](http://www.breastfeedingfriendly.com.au).

## Industrial Relations

### Salary Movements

The Crown Employees (Public Sector - Salaries 2004) Award granted a 4% salary increase on 1 July 2006 to most staff of the Legislative Assembly. Senior officers salaries were also increased by 4% from 1 July 2006.

The Statutory and Other Offices Remuneration Tribunal Determination of 1 October 2006 increased the salary of the Clerk of the Legislative Assembly and the Deputy Clerk of the Legislative Assembly by 4% from 1 October 2006.

# Management

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## Equal Employment Opportunity

Each year the Legislative Assembly reports a range of Equal Employment Opportunity data items to the Premier's Department as part of the annual Workforce Profile data collection.

As described in the report, the Legislative Assembly has 83.5 positions and the electorate offices (Members' Program) 199 positions. The statistics are heavily weighted by the electorate officers in the salary range of \$42,000 to \$68,000. Electorate officers are nominated personal appointments by members.

The report statistics compare the Legislative Assembly with the whole Parliament establishment.

### Weighted Estimate Statistics for the Year Ended 2007 - EEO Target Groups

#### **Benchmarks 2007**

<b>Representation</b>	<b>Legislative Assembly (excl Joint Depts)</b>	<b>Parliament (LA, LC &amp; Joint Depts)</b>	<b>Benchmark or Govt Target</b>
Women	73%	64%	50%
Aboriginal People & Torres Strait Islanders	1.4%	2.9%	2%
People Whose Language First Spoken as a Child was not English	11%	16%	20%
People with a Disability	1%	4%	12%
People with a Disability Requiring Work -related Adjustment	0%	0.8%	7%

## Occupational Health and Safety

### Occupational Health and Safety Report 2006/07

The overall reduction in injuries of 43% was a good result for the Parliament. There were significant reductions recorded by Parliamentary Building Services (55%) and the Legislative Assembly (62%).

However, the overall number of injuries remains small and, as a result, yearly results fluctuate considerably.

The number of workers' compensation claims made is a more reliable trend and the 8% reduction in claims is steady progress towards meeting the Public Sector Taking Safety Seriously Targets.

Injuries by Department/Section	2006/07	2005/06	2004/05	2003/04
Archives	0	2	0	3
Education	1	0	0	0
Information Technology	1	2	1	1
Building Services	17	38	23	39
Library	2	3	9	4
Legislative Council	4	10	9	0
Food & Beverage	12	12	14	7
Legislative Assembly (including Accounts)	9	24	18	11
Electorate offices	10	13	11	7
Security	7	6	6	5
Hansard	1	3	5	1
Visitors / Ministerial etc	1	3	6	4
<b>Total</b>	<b>65</b>	<b>116</b>	<b>103</b>	<b>83</b>

# Management

## The Legislature - Occupational Health and Safety - Injuries

Type of Injury	2006/07	2005/06	2004/05	2003/04
Slips/trips/fall	19	32	30	27
Contact with objects	14	18	18	19
Lifting / pushing	5	15	20	29
Repetitive strain injury	6	9	9	4
Psychological injury	5	9	6	1
Eye injury	0	2	1	0
Exacerbation to existing illness*	2	4		
Vehicle accident*	3	4		
Muscular strain*	5	4		
Exposure to chemical substance/allergens*	2	6		
Other	3	6	16	12
Near misses	1	7	3	3
<b>Total</b>	<b>65</b>	<b>116</b>	<b>103</b>	<b>83</b>
<b>Compensation injuries</b>	<b>33</b>	<b>36</b>	<b>39</b>	<b>23</b>
<b>Place of injury</b>				
Parliament House	35	73	61	58
Electorate offices	8	9	11	7
At other worksites	2	9	3	2
<b>Total work place injuries</b>	<b>45</b>	<b>91</b>	<b>75</b>	<b>67</b>
Pedestrian travel to/from work	12	13	22	11
Public transport to/from work	3	6	4	3
Private transport to/from work	4	6	2	
<b>Total journey injuries</b>	<b>20</b>	<b>25</b>	<b>28</b>	<b>14</b>

\* Indicates a discontinuous series as further breakdown of categories begin.

## Assets

### Asset Acquisitions

During the reporting year, the Legislative Assembly undertook a number of asset acquisition projects, resulting in the following expenditure being incurred:

• Fit-out of Legislative Assembly electorate offices	\$904,000
• Fitout of Legislative Assembly Procedure Office	\$14,000
• State Coat of Arms for Legislative Assembly Chamber	\$24,000
• Replacement of photocopiers	\$58,000
	<b>\$1,000,000</b>

Other asset acquisition expenditure during 2006/07, which impacted on the Legislative Assembly's operations, was undertaken by the Parliament's Joint Services and comprised the following:

• Upgrading the Parliament's IT communications and network infrastructure	\$999,000
• Purchase of artworks	\$49,000
• Cameras for the Parliament House security system	\$15,000
• Computer cabinets for uninterrupted power supply	\$34,000
• Minor office equipment items	\$24,000
	<b>\$1,121,000</b>

## Consultants

### Legislative Assembly Operations

Five consultancies at a total cost of **\$18,019**

Average cost - **\$3,603**

### Committees

Eight consultancies at a total cost of **\$32,781**

Average cost - **\$4,097**

# Appendix A

## Procedural Statistics

	2002/03	2003/04	2004/05	2005/06	2006/07
<b>Sitting Days</b>	69	65	54	48	45
<b>Total Sitting Hours</b>	431.8	531.12	454.9	428.6	388.4
<b>Average Hours Per Sitting</b>	6.25	8.17	8.42	8.92	8.63
<b>Entries in Votes</b>	1407	1460	1177	1246	1100
<b>Divisions In House</b>	55	148	118	137	130
<b>Divisions in Committee</b>	29	21	27	3	2
<b>Questions on Notice</b>	1087	2054	1909	2040	1558
<b>Questions on Notice (Ans)</b>	1087	1984	1940	1377	1096
<b>Questions Without Notice</b>	460	520	470	452	384
<b>Petitions</b>	801	1836	1882	1551	906
<b>Bills Introduced</b>	120	134	114	127	119
<b>Bills Passed</b>	91	128	112	111	105
<b>Bills Lapsed/Disposed of</b>	34	6	5	31	32***
<b>Committees</b>	15*	14*	14*	14*	17*
<b>Committee Reports Tabled</b>	54	38	55	52	57**
<b>Committee Meetings</b>	91	154	132	113	76
<b>Committee Hearings</b>	35	58	40	45	25
<b>Committee Witnesses</b>	236	218	217	280	144

\* Figure includes the Standing Orders and Procedure Committee.

\*\* Figure includes 10 Legislation Review Digests.

\*\*\* Figure includes: 2 bills negated;  
1 bill not proceeded with (pro forma *Law of Evidence Bill*); and  
29 bills lapsed.

### Committee Representation

The Legislative Assembly was represented on a number of committees and other bodies, as noted elsewhere in this report.



## 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; Mr Greg Piper MP; Mr Steve Whan MP.

The Legislative Assembly on 21 June 2007 resolved to appoint a new standing committee to inquire into the needs of rural and regional communities in relation to telecommunications (including broadband) and other technology services and, in particular, to report on the following terms of reference:

- (a) The availability of telecommunications (including broadband) and other technology services in rural and regional communities;
- (b) The benefits and opportunities for rural and regional communities of having access to telecommunications (including broadband) and other technology services;
- (c) Disincentives and barriers to the provision of telecommunications (including broadband) and other technology services to rural and regional communities;
- (d) The consequences for rural and regional communities of not having, or not having adequate, access to telecommunications (including broadband) and other technology services, having regard to likely future industry and technological developments; and
- (e) Options for encouraging providers of telecommunications (including broadband) and other technology services to extend services to rural and regional communities.

The committee held its first meeting on 28 June 2007.

### Activities 2006/07

Meetings 1

### COMMITTEE ON CHILDREN AND YOUNG PEOPLE

*Members 53rd Parliament:* Mrs Barbara Perry MP (Chair); the Hon. Jan Burnswoods MLC (Vice-Chair); Mr John Bartlett MP; Ms Linda Burney MP; the Hon. Tony Catanzariti MLC; Mr Stephen Cansdell MP; Mr Michael Daley MP; the Hon. Kayee Griffin MLC; the Hon. Sylvia Hale MLC; Mrs Judy Hopwood MP; Ms Virginia Judge MP; the Hon. Melinda Pavey MLC; the Hon. Penny Sharpe MLC.

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*Secretariat:* Ms Helen Minnican (Committee Manager); Ms Pru Sheaves (Senior Committee Officer); Ms Hilary Parker (Committee Officer); Ms Jenny North (Assistant Committee Officer); Ms Lluwannee George (Assistant Committee Officer).

*Members 54th Parliament:* The Hon. Carmel Tebbutt MP (Chair); Dr Andrew McDonald MP (Deputy Chair); Ms Marie Andrews MP; Mr Stephen Cansdell MP; the Hon. Catherine Cusack MLC; the Hon. Kayee Griffin MLC; Rev the Hon. Fred Nile MLC.

*Secretariat:* Mr Mel Keenan (Committee Manager); Ms Jo Alley (Senior Committee Officer); Ms Kylie Rudd (Research Officer); Ms Jacqui Isles (Committee Officer); Ms Vanessa Pop (Assistant Committee Officer).

## Reports and Highlights

The Committee finalised one report in 2006/07:

- *Final Report, Inquiry into Children, Young People and the Built Environment*, tabled October 2006.

The Committee undertook two programs of site visits in relation to this inquiry. The first was to Brisbane on 25 and 26 November 2005. It included discussions with managers of Brisbane City Council and staff of the Queensland Commission for Children and Young People, and inspections of various Brisbane CBD locations.

The second program of site visits in relation to the *Inquiry into Children, Young People and the Built Environment* took place on 15 May 2006 in various locations in Sydney's west, including:

- South Western Sydney Youth Peer Education (SWYPE) at Miller;
- Liverpool Police Citizen's Youth Club, Miller;
- Bonnyrigg Urban Renewal Program; and
- Burnside Under 12s Project, Minto.

Members of the Committee also attended proceedings of the *Future Shock* Conference, a national conference organised by 2050 Young Future Leaders of the Built Environment, at which the then Chairman of the Committee, Ms Barbara Perry MP, presented a paper about the inquiry. Ms Perry also presented a paper at the *Creating Child Friendly Cities* Conference, held at Parliament House, Sydney on 30-31 October 2006.

The work program of the previous Committee concluded with the dissolution of the 53rd Parliament.

In June 2007 the Commission for Children and Young People Amendment (Parliamentary Joint Committee) Act 2007 decreased the size of the Committee from 11 members to 7.

The Committee now consists of 4 members from the Legislative Assembly (3 government and 1 opposition) and 3 members from the Legislative Council (1 government; 1 opposition; and 1 cross bencher).

The new Committee was established by resolutions of both Houses in June 2007. The Committee has commenced reviews of the 2005/06 Annual Report of the Commission for Children and Young People and of the Child Death Review Team Annual Report 2005.

## Activities 2006/07

Reports	1
Meetings/briefings	3

## JOINT STANDING COMMITTEE ON ELECTORAL MATTERS

*Members 53rd Parliament:* Ms Marianne Saliba MP (Chairman); the Hon. Dr Arthur Chesterfield-Evans MLC; Mr Michael Daley MP (appointed 5 April 2006); the Hon. Jenny Gardiner MLC; the Hon. Don Harwin MLC; Mr. Paul Pearce MP; the Hon. Penny Sharpe MLC.

*Secretariat:* Mr Leslie Gönye (Committee Manager); Ms Stephanie Hesford (Senior Committee Officer); Ms Elayne Jay (Senior Committee Officer).

*Members 54th Parliament:* Ms Cherie Burton MP (Chair); the Hon. Amanda Fazio MLC (Deputy Chair) (appointed 27 June 2007); Ms Diane Beamer MP (discharged 28 June 2007); Mr Robert Coombs MP; the Hon. Jenny Gardiner MLC; the Hon. Don Harwin MLC; Ms Lee Rhiannon MLC; the Hon. Penny Sharpe (discharged 27 June 2007); the Hon. Tony Stewart MP (appointed 28 June 2007).

*Secretariat:* Ms Helen Minnican (Committee Manager); Mr Jim Jefferis (Senior Committee Officer); Ms Carly Sheen (Research Officer); Ms Dora Oravec (Committee Officer); Ms Millie Yeoh (Assistant Committee Officer).

## Reports and Highlights

The committee tabled a report on 27 September 2006 on the inquiry it conducted during the reporting year on voter enrolment.

## Activities 2006/07

53rd Parliament:

Reports	1
Meetings	3

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Public Hearings	2
Witnesses	14
Submissions	13

54th Parliament:

The Committee was re-appointed in June 2007 and held its inaugural meeting on 28 June 2007.

## COMMITTEE ON THE HEALTH CARE COMPLAINTS COMMISSION

*Members 53rd Parliament:* Mr Jeff Hunter MP (Chairman); the Hon. Christine Robertson MLC (Vice Chairman); the Hon. David Clarke MLC; Ms Tanya Gadiel MP; Mr Allan Shearan MP; Mr Russell Turner MP; the Hon. Dr Peter Wong MLC.

*Secretariat:* Ms Catherine Watson (Committee Manager); Ms Samantha Ngui (Senior Committee Officer); Ms Belinda Groves (Committee Officer); Ms Glendora Magno (Assistant Committee Officer).

*Members 54th Parliament:* 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; Rev. the Hon. Fred Nile MLC.

*Secretariat:* Mr Mel Keenan (Committee Manager); Ms Jo Alley (Senior Committee Officer); Ms Kylie Rudd (Research Officer); Ms Jacqui Isles (Committee Officer); Ms Vanessa Pop (Assistant Committee Officer).

## Reports and Highlights

The Committee finalised three reports in 2006/07:

- *Review of the 1998 Report Into 'Unregistered Health Practitioners: The Adequacy and Appropriateness of Current Mechanisms for Resolving Complaints'*, tabled September 2006;
- *Report on the Inquiry into Internal Complaint Handling In Private Health Practices*, tabled November 2006; and
- *Report of the Committee on the Health Care Complaints Commission, Study of Complaints Handling and Practitioner Regulation in Other Jurisdictions, 8 - 11 August 2006*, tabled January 2007.

As part of the investigation into complaints handling in other jurisdictions, members of the Committee undertook a study tour to Melbourne and Adelaide from 8-11 August 2006, during which time they met with the Health Services Commissioner of Victoria, and the South Australian Health and Community Services Commissioner, among others.

On 20 January 2007 the Committee called for submissions to its review of the 2005/06 Annual Report of the Health Care Complaints Commission. The review was suspended due to the dissolution of the Parliament and work recommenced following establishment of the new Committee.

The new Committee was established by resolutions of both Houses in June 2007.

### Activities 2006/07

Reports	3
Meetings/briefings	4
Public Hearings/Rountable	2
Witnesses	1

### COMMITTEE ON THE INDEPENDENT COMMISSION AGAINST CORRUPTION

*Members 53rd Parliament:* The Hon. Kim Yeadon MP (Chairman); the Hon. Peter Primrose MLC (Vice Chairman); the Hon. Jenny Gardiner MLC; Ms Kristina Keneally MP; Mr Malcolm Kerr MP; Mr John Mills MP; the Hon. Rev. Fred Nile MLC; Mr Paul Pearce MP; Mr John Price MP; Mr Anthony Roberts MP; Mr John Turner MP.

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

*Members 54th Parliament:* Mr Frank Terenzini MP (Chair); Mr David Harris MP (Deputy Chair); the Hon. John Ajaka MLC; Mr Robert Coombs MP; the Hon. Greg Donnelly MLC; Ms Jodi McKay MP; Ms Lylea McMahon MP; Rev. the Hon. Fred Nile MLC; Mr Jonathan O'Dea MP; Mr Rob Stokes MP, Mr John Turner MP.

*Secretariat:* Ms Helen Minnican (Committee Manager); Mr Jim Jefferis (Senior Committee Officer); Ms Carly Sheen (Research Officer); Ms Dora Oravec (Committee Officer); Ms Millie Yeoh (Assistant Committee Officer).

### Reports and Highlights

The ICAC Committee exercised its functions under the *Independent Commission Against Corruption Act 1988* regarding the Independent Commission Against Corruption and the Office of the Inspector of the Independent Commission Against Corruption, including: the monitoring and review of the exercise of the Commission's and Inspector's functions; the examination of the reports of the Commission and of the Inspector; and the examination of trends and changes in corrupt conduct, and practices and methods relating to corrupt conduct.

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The work of the ICAC committee included:

- Regular reviews of the work of the Inspector of the Independent Commission Against Corruption;
- An examination of the 2004/05 annual report of the Independent Commission Against Corruption;
- A review of the *Protected Disclosures Act 1994*.

The ICAC committee tabled four reports on 23 November 2006 on the inquiries it conducted during the reporting year:

- Review of the *Protected Disclosures Act 1994*;
- Quarterly Examination of the Inspector of the Independent Commission Against Corruption July-September 2006;
- Quarterly Examination of the Inspector of the Independent Commission Against Corruption, April-June 2006; and
- Examination of the 2004/05 Annual Report of the Independent Commission Against Corruption.

## Activities 2006/07

53rd Parliament:

Reports	4
Meetings	4
Public Hearings	5
Private Hearings	1
Witnesses	25

54th Parliament:

The Committee was re-appointed in June 2007 and held its inaugural meeting on 26 June 2007.

## LEGISLATION REVIEW COMMITTEE

*Members 53rd Parliament:* Mr Allan Shearan MP (Chairman); Ms Virginia Judge MP (Vice-Chairman); Ms Shelley Hancock MP; the Hon. Robyn Parker MLC; Mr Paul Pearce MP; the Hon. Penny Sharpe MLC; Mr Russell Turner MP; the Hon. Dr Peter Wong MLC.

*Secretariat:* Mr Russell Keith (Committee Manager); Ms Indira Rosenthal (Senior Committee Officer); Mr Mel Keenan (Senior Committee Officer); Ms Carly Sheen (Committee Officer); Ms Melanie Carmeci (Assistant Committee Officer).

*Members 54th Parliament:* Mr Allan Shearan MP (Chair); Mr Paul Pearce MP (Deputy Chair); the Hon. Amanda Fazio MLC; Mrs Judy Hopwood MP; Ms Lylea McMahon 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 (Senior Committee Officer).

## Reports and Highlights

### Summary of Committee Business

During the year, the committee:

- Met 11 times;
- Reported on 101 Bills introduced;
- Tabled 10 Legislation Review Digests;
- Commented under the criteria in s 8A of the *Legislation Review Act 1987* on 34 Bills;
- Written to Ministers or members for clarification or justification of issues that relate to the s 8A criteria in relation to 16 Bills;
- Referred 31 issues in 25 Bills that relate to the s 8A criteria to Parliament for its consideration; and
- Had its Digest reports and commentary referred to in parliamentary debate 23 times.

The Committee also:

- Considered 184 regulations subject to disallowance, including 29 regulations that were the subject of detailed analysis;
- Considered 5 proposed postponements of the automatic repeal of a regulation; and
- Published correspondence relating to 8 regulations raising issues under s 9 of the *Legislation Review Act 1987*.

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## Reports and Discussion Papers

The committee tabled 12 reports in the period 2006/07, including 10 *Digests*, Report No. 5 *Annual Review July 2005 - June 2006* (29 August 2006) and Report No. 6 *Strict and Absolute Liability: Responses to the Discussion Paper* (17 October 2006).

### Activities 2006/07

Reports	12*
Meetings	11

\* Includes 10 Legislation Review Digests

## STANDING COMMITTEE ON NATURAL RESOURCE MANAGEMENT

*Members:* The Hon. Pam Allan MP (Chairman); the Hon. Richard Amery MP; Gregory Aplin MP; the Hon. Ian Armstrong MP; Mr Peter Draper MP; Mr Gerard Martin MP

*Secretariat:* Mr Ian Thackeray (Committee Manager); Ms Louise Armstrong (Senior Committee Officer); Mr Chris Papadopoulos (Committee Officer); Ms Vanessa Pop (Assistant Committee Officer)

### Reports and Highlights

The committee had the terms of reference to inquire and report into:

- (a) current disincentives that exist for ecologically sustainable land and water use in New South Wales;
- (b) options for the removal of such disincentives and any consequences in doing so;
- (c) approaches to land use management on farms which both reduce salinity and mitigate the effects of drought;
- (d) ways of increasing the up-take of such land use management practices;
- (e) the effectiveness of management systems for ensuring that sustainability measures for the management of natural resources in New South Wales are achieved;
- (f) the impact of water management arrangements on the management of salinity in NSW.



During the course of the Parliament the committee set out to report against its six of its terms of reference in discrete sections. In 2006/07 a draft report on terms of reference A & B entitled, *Sustainable Land and Water Use*, was prepared and considered by the committee at two meetings on 16 and 22 November 2006. The committee resolved to defer adoption of the report.

The committee tabled two reports on travel and conference attendance:

1. *Visits of Inspection - Albury, February 2005; and the Landcare/Catchment Management Conference, Wagga Wagga August 2005; and*
2. *13th International Soil Conservation Organisation (ISCO) Conference, Brisbane 4-9 July 2004.*

### Activities 2006/07

Reports	2
Meetings	5
Public Hearings	1
Witnesses	3

### STANDING COMMITTEE ON NATURAL RESOURCE MANAGEMENT (CLIMATE CHANGE)

*Members:* Mrs Karyn Paluzzano MP (Chair); Mr Michael Daley MP (Deputy Chair); Mr Andrew Fraser MP; Mr Gerard Martin MP; Mr Robert Oakeshott MP; Mr Ray Williams MP

The Legislative Assembly on 21 June 2007 resolved to appoint a new standing committee to inquire into issues of sustainable natural resource management with particular reference to climate change impacts and, in particular, to report on the following terms of reference:

- (a) The likely consequences of human-induced climate change on land (including salinity), water and other natural resources;
- (b) Options for ensuring ecologically sustainable natural resource use, taking into particular account the impacts of climate change;
- (c) Approaches to land and water use management practices on farms and other natural resource management practices, having regard in particular to the role of such practices in contributing to climate change or as a tool in helping to tackle climate change;
- (d) The effectiveness of management systems for ensuring that sustainability measures for the management of natural resources in New South Wales are achieved, having particular regard to climate change; and

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- (e) The likely consequences of national and international policies on climate change on natural resource management in New South Wales.

The committee held its first meeting on 27 June 2007.

## Activities 2006/07

Meetings: 1

## COMMITTEE ON THE OFFICE OF THE VALUER GENERAL

*Members:* The Hon. Kayee Griffin MLC (Chair); the Hon. Charlie Lynn MLC; Mr Steven Pringle MP; Mr Allan Shearan MP; Mr Richard Torbay MP.

*Secretariat:* Ms Carolynne James (Committee Manager), Mr Bjarne Nordin (Senior Committee Officer from 1 July 2006); Ms Kylie Rudd (Committee Officer).

## Reports and Highlights

- *Fourth General Meeting with the Valuer General*

The committee held its Fourth General Meeting with the Valuer General on 23 October 2006. The recommendations of the Report of the Fourth General Meeting highlighted aspects of the valuation system, which the Committee believes would benefit from continued monitoring. These areas included the monitoring of objections management; the examination of the valuation industry workforce capability, the consideration of valuation information provided to strata residents; and the provision of public accountability publications.

## Activities 2006/07

Reports	1
Meetings/Briefings	3
Public Hearings/General Meetings	1
Witnesses	1

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

*Members 53rd Parliament:* Mr Paul Lynch MP (Chairperson); the Hon. Jan Burnswoods MLC (Vice-Chairperson); Mr Steven Chaytor MP; the Hon. David Clarke MLC; Mr Geoffrey Corrigan MP; Mr Malcolm Kerr MP; the Hon. Lee Rhiannon MLC.

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

*Members 54th Parliament:* Ms Angela D'Amore MP (Chair); Mr Paul Pearce MP (Deputy Chair); Mr Peter Draper MP; Ms Sylvia Hale MLC; Mr Malcolm Kerr MP; the Hon. Charlie Lynn MLC; the Hon. Lynda Voltz MLC.

*Secretariat:* Ms Pru Sheaves (Committee Manager); Ms Samantha Ngui (Senior Committee Officer); Ms Hilary Parker (Committee Officer); Ms Glendora Magno (Assistant Committee Officer).

## Reports and Highlights

The committee tabled five reports on inquiries it conducted during the reporting year:

- *Report on an Inquiry into the Results of the Qualitative and Strategic Audit of the Reform Process* (tabled 26 October 2006).
- *Stakeholder Review of the Merger of the Community Services Commission into the Office of the Ombudsman* (tabled 26 October 2006).
- *Report on an Inquiry into Scrutiny of New South Wales Police Counter-Terrorism and Other Powers* (tabled 21 November 2006).
- *Report on Phase Two of an Inquiry into Section 10(5) of the Police Integrity Commission Act 1996* (tabled 21 November 2006).
- *Report on a Ten Year Review of the Police Oversight System in New South Wales* (tabled 21 November 2006).

During the first half of the reporting year the Committee considered a number of statutory appointments: the re-appointment of Mr Bruce Barbour as NSW Ombudsman in August, the appointment of Mr John Pritchard as PIC Commissioner in September and the appointment of the Hon Peter Moss QC as PIC Inspector in November.

During 2007/08 the Committee will conduct a review of the *Community Services (Complaints, Reviews and Monitoring) Act 1993* to determine whether the policy objectives of the Act remain valid and whether the terms of the Act remain appropriate for securing those objectives.

## Visits

Mr Paul Lynch MP, Committee Chairperson, met with Ms Pandora Chan, Senior Council Secretary, Hong Kong Parliament, at Parliament House, Sydney, on 6 September 2006.

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Mr Lynch, Mr Geoff Corrigan MP and Mr Malcolm Kerr MP, Committee Members, and the Senior Committee Officer attended the 6th National Investigations Symposium at Manly, 2-3 November 2006.

The Committee Manager and Senior Committee Officer met with a delegation from the Supreme People's Procuratorate of the People's Republic of China on 30 March 2007 and a delegation from Queensland's Parliamentary Crime and Misconduct Committee on 30 May 2007, at Parliament House, Sydney.

## Activities 2006/07

53rd Parliament:

Reports	5
Meetings	6
Public Hearings	2
Private Hearings	1
Witnesses	15
Submissions	35

54th Parliament:

The Committee was re-appointed in June 2007 and held its inaugural meeting on 28 June 2007.

## LEGISLATIVE ASSEMBLY STANDING COMMITTEE ON PARLIAMENTARY PRIVILEGE AND ETHICS

*Members 53rd Parliament:* The Hon. John Price MP (Chairman); Mr John Mills MP (Vice-Chairman); Ms Kristina Keneally MP; Ms Clover Moore MP; Mr Barry O'Farrell MP; Mr Paul Pearce MP; Mr John Turner MP; the Hon. Kim Yeadon MP.

*Members 54th Parliament:* Mr Paul Pearce MP (Chair); Mr Richard Amery MP (Deputy Chair); Mr Phillip Costa MP; Mr Malcolm Kerr MP; Ms Lylea McMahon MP; Ms Clover Moore; Mr Frank Terenzini MP; Mr John Turner MP.

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

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

## Reports and Highlights

Prior to the dissolution of the 53rd Parliament the Committee:

- Undertook an inquiry into Proposed Amendments to the Code of Conduct and the draft Constitution (Disclosures by Members) Regulation 2006, which had been tabled in the Legislative Assembly on 25 May 2006, and referred to the Committee for inquiry and report by 1 September 2006. The Committee tabled its report on 1 September 2006. A second report on the Proposed Amendments and Draft Regulation was tabled on 15 December 2006, commenting on the recommendations made by the Legislative Privileges Committee on the same topic, and recording areas of agreement and disagreement.

The final Code and Regulation adopted a majority of the recommendations made by the Committee.

- Continued preparation of training materials and following up with The Cabinet Office on review of the form used for declaration of pecuniary interests. The Committee had previously made recommendations about the form in its earlier report on the ICAC Report on Regulation of Secondary Employment of Members of the Legislative Assembly. The Committee forwarded a copy of training material and other information prepared in the context of following up recommendations of the Independent Commission Against Corruption to the Speaker for use in planning orientation workshops for new Members in 2007.
- Considered the resolution of the House of 25 May 2006 which increased the functions of the Parliamentary Ethics Adviser in relation to post-separation employment. The Committee met with Mr Dickson, the Adviser on 22 November 2006 and tabled its report on 18 December 2006.

## Activities 2006/07

Reports	3
Meetings	5
Submissions	4

## PUBLIC ACCOUNTS COMMITTEE

*Members 53rd Parliament:* Ms Noreen Hay MP (Chair); Mr Steve Whan MP (Vice Chair); Mr Greg Aplin MP; Ms Kristina Keneally MP; Mr Richard Torbay MP; Mr John Turner MP.

*Members 54th Parliament:* 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.

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*Secretariat:* Ms Vicki Buchbach (Committee Manager, to March 2007); Mr Russell Keith (Committee Manager, from March 2007); Ms Jackie Ohlin (Senior Committee Officer, to March 2007); Mr Bjarne Nordin (Senior Committee Officer, from May 2007); Mr Simon Kennedy (Committee Officer); Ms Mohini Mehta (Assistant Committee Officer).

## Reports and Highlights

During 2006/07 the committee completed two inquiries:

- *Managing Animal and Plant Diseases* followed up the Auditor-General's report *NSW Agriculture: Managing Animal Disease Emergencies and Implementing the Ovine John's Disease Program*. The inquiry focussed on an examination of the implementation of recommendations, preparedness to manage animal and plant disease emergencies, and the effectiveness and efficiency of the management of endemic diseases, with regard to the roles of government and industry.
- *Inquiry into Home and Community Care Program* examined joint arrangements at the Commonwealth and State level for Health and Community Care (HACC) funding and administration, and followed up on the recommendations handed down in a performance audit report conducted by the Auditor-General in 2004.

In addition, the committee tabled two reports:

- Review of the Audit Office under Section 48A, *Public Finance and Audit Act 1983* (the Act). As per Section 48A of the Act, the committee is required to appoint an independent person to look at the auditing practices and standards of the Auditor-General. Masters Le Mesurier and Pitcher Partners conducted the 2006 review.
- Annual Review 2005/06.

The Committee, together with the Public Bodies Review Committee, sponsored the inaugural Public Sector Annual Reporting Awards to recognise and reward excellence in reporting. Thirty one agencies entered their annual reports and the winning agencies were NSW Health (Gold), NSW Fire Brigades (Silver) and Audit Office of NSW (Bronze).

The Committee hosted a function to farewell Mr Bob Sendt whose seven-year term as Auditor General expired.

In accordance with s 28A of the Act, the Committee met with the Government's then nominee for Auditor-General, Mr Peter Achterstraat, and decided not to exercise its power of veto.

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.

The Chair, Ms Noreen Hay MP, addressed participants in La Trobe University's Workshop on Parliamentary Financial Security during their visit to Parliament House.

In April 2007 the Committee Manager travelled to Canberra to Attend the Australasian Council of Public Accounts Committee's biennial conference.

### Activities 2006/07

Reports	4
Meetings	11
Public Hearings	6
Witnesses	52
Submissions	35

### PUBLIC BODIES REVIEW COMMITTEE

*Members 53rd Parliament:* Mr Matthew Morris MP (Chairman); Mr Alan Ashton MP; Mr Barry Collier MP; Mr Andrew Constance MP; Mr Wayne Merton MP; Mr Robert Oakeshott MP.

*Secretariat:* Ms Catherine Watson (Committee Manager); Ms Samantha Ngui (Senior Committee Officer); Ms Belinda Groves (Committee Officer); Ms Glendora Magno (Assistant Committee Officer).

*Members 54th Parliament:* Mr Matthew Morris MP (Chair); Mr Steve Cansdell MP (Deputy Chair); Mr Alan Ashton MP; Mr Peter Draper MP; Ms Lylea McMahon MP; Mr Wayne Merton MP.

*Secretariat:* Ms Pru Sheaves (Committee Manager); Ms Samantha Ngui (Senior Committee Officer); Ms Hilary Parker (Committee Officer); Ms Glendora Magno (Assistant Committee Officer).

### Reports and Highlights

The committee tabled three reports on inquiries which concluded during the reporting year:

- *Report on Corporate Governance* (tabled 21 September 2006).
- *Report on the Inquiry into the Allocation of Social Housing* (tabled 26 October 2006).

As part of this inquiry, the Committee received briefings on 19 July 2006 from representatives of the NSW Department of Housing and on 30 August 2006 from representatives of Landcom.

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- *Report into the Public Trustee of New South Wales* (tabled 23 November 2006).

The Committee also tabled its *Report on the Premier's Annual Reports Award* (23 November 2006), which gave an overview of the inaugural Premier's Public Sector Annual Reports Award.

## Visits

As part of its inquiry into the Allocation of Social Housing, members of the Committee undertook a site inspection of the Minto Public Housing Estate on 14 July 2006.

## Activities 2006/07

53rd Parliament:

Reports	4
Meetings	6

54th Parliament:

The Committee was re-appointed in June 2007 and held its inaugural meeting on 21 June 2007.

## STANDING COMMITTEE ON PUBLIC WORKS

*Members 53rd Parliament:* Mr Kevin Greene MP (Chair); Mr Marie Andrews MP (Vice Chair); Ms Angela D'Amore MP; Mr Peter Draper MP; Mr Karyn Paluzzano MP; Mr Steven Pringle MP; Mr Ian Slack-Smith MP.

*Secretariat:* Ms Carolynne James (Committee Manager); Mr Chris Carmichael (Senior Committee Officer); Mr Bjarne Nordin (Senior Committee Officer); Ms Kylie Rudd (Committee Officer).

*Members 54th Parliament:* Mr David Borger MP (Chair); Mr Ninos Khoshaba MP (Deputy Chair); Mr Craig Baumann MP; Mrs Dawn Fardell MP; the Hon. Grant McBride MP; Mr Donald Page MP; Mrs Karen Paluzzano MP.

*Secretariat:* Ms Catherine Watson (Committee Manager); Ms Carrie Chan (Senior Committee Officer); Ms Talina Drabsch (Senior Committee Officer).

## Reports and Highlights

The committee tabled three reports in the reporting period:

- *Sportsground Management in NSW* (16 November 2006).



- *2005 Conference Report: The National Parliamentary Works and Environment Committee Conference Canberra and the International Town Centres and Communities Conference, Yeppoon* (24 October 2006).
- *Inquiry into Municipal Waste Management in NSW* (18 October 2006).

## Visits

A Committee inspection took place on 14 September 2006 as part of the Committee's inquiry into Sportsground Management in NSW. The facilities inspected were: Jamison Park and Mark Leece Soccer Facility, St Clair (Penrith Council) and Rosedale Oval and Hammondville Park (Liverpool Council).

## Activities 2006/07

Reports	3
Meetings	2
Public Hearings	1
Witnesses	9

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

*Members 53rd Parliament:* Mr Paul Gibson (Chairman); the Hon. Ian West MLC (Vice Chairman); Mr David Barr MP; Mr John Bartlett MP; the Hon. Robert Brown MLC; the Hon. Rick Colless MLC; Ms Noreen Hay MP; Mr Jeff Hunter MP; Mr Daryl Maguire MP; the Hon. George Souris MP.

*Members 54th Parliament:* 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 Ian Faulks (Committee Manager to March 2007); Mr Russell Keith (Committee Manager from May 2007); Mr Jim Jefferis (Senior Committee Officer to March 2007); Mr Bjarne Nordin (Senior Committee Officer from May 2007); Ms Elayne Jay (Senior Committee Officer from September 2006 to April 2007); Ms Annette Phelps (Committee Officer until January 2007); Ms Millie Yeoh (Assistant Committee Officer).

## Reports and Highlights

During 2006/07 the committee completed its *Inquiry into the road safety situation in New South Wales over the period 2000-2005 - Mid-Term Review of Road Safety 2010 Strategic Plan*.

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This inquiry reported on how the Government was addressing the road safety situation in New South Wales. This entailed a study of the actions taken by individual agencies including, the Attorney-General's, Education and Training, Environment, Health, Police and Transport departments, and the Roads and Traffic, Motor Accidents and WorkCover authorities.

The Committee, in association with the Australasian College of Road Safety, held a seminar on children and road safety on 1 December 2006 at Parliament House.

In addition, the following reports were tabled:

- *Road Safety: From Local to Global Perspectives*, Proceedings of the 4th meeting of Australasian Parliamentary road safety committees, together with supplementary papers, Monday 3 April 2006 and Tuesday 4 April 2006, Parliament House, Sydney No.14/53 (Report 70).
- *The crash testing of repaired motor vehicles* - Further report of an inquiry into motor vehicle smash repairs under the Insurance Australia Group (NRMA Insurance) Preferred Repairer Scheme, and its implications for roadworthiness, crashworthiness, and road safety No 15/53 (Report 71).
- *Progress in improving the safety of railway level crossings*, No 25/53 (Report 81).

## Visits

During the year the Chair and Committee Manager undertook several visits to inspect/investigate road safety issues in rural/regional New South Wales including Grafton, Coffs Harbour, Lismore, Goonellabah, Casino and Wagga Wagga.

## Activities 2006/07

Reports	12
Meetings	8
Public Hearings	3
Witnesses	24
Submissions	9

## STANDING ORDERS AND PROCEDURE COMMITTEE

*Members 53rd Parliament:* The Hon. John Aquilina MP (Chairman); Mr Alan Ashton MP; Mr Andrew Fraser MP; Mr Daryl Maguire MP; Mr Gerard Martin MP; Mr John Mills MP; Mr Barry O'Farrell MP (from 19 September 2006); the Hon. John Price MP; the Hon. Carl Scully MP; Mr Andrew Tink (until 19 September 2006); Mr John Turner MP.

*Members 54th Parliament:* 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).

## Reports and Highlights

- *Repeal of existing Standing Orders and adoption of new Standing Orders*, tabled 28 September 2006.

During the 150th year of the Legislative Assembly the Committee reviewed the Standing Orders of the House with a view to modernising the procedures and terminology used. The report contains the new standing orders recommended for adoption. The new standing orders reflect the evolution of the House's procedures over the past 150 years. The House adopted the new Standing Orders on 21 November 2006 and they were subsequently approved by the Governor on 21 February 2007 and took effect from the start of the 54th Parliament.

- *Citizens' Right of Reply (Mr G. Mandarino)*, tabled 28 September 2006.

The Committee considered a request for a citizen's right of reply from Mr Gino Mandarino in relation to statements made by Ms Peta Seaton MP in the Legislative Assembly on a number of occasions. The Committee determined that no further action be taken by the Committee or the Legislative Assembly in relation to the request.

## Activities 2006/07

Reports	2
Meetings	2

## JOINT SELECT COMMITTEE ON THE THREATENED SPECIES CONSERVATION AMENDMENT (BIODIVERSITY BANKING) ACT 2006

*Members:* Rev. the Hon. Dr Gordon Moyes MLC (Chairman); the Hon. Ian Cohen MLC; the Hon. Richard Colless MLC; Mr Michael Daley MP; Mr Paul Pearce MP; Mr Michael Richardson MP; the Hon. Christine Robertson MLC.

*Secretariat:* Mr Leslie Gönye (Committee Manager); Ms Indira Rosenthal (Senior Committee Officer); Ms Carly Sheen (Committee Officer).

# Appendix B

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## Reports and Highlights

The committee was appointed on 23 November 2006 by resolution of both Houses with terms of reference to: suggest guidelines for the operation of a biobanking scheme and options for applying the scheme to the clearing of native vegetation; evaluate the objectives of the scheme; oversight the operation of the scheme during the two year trial period; and, report on the operation of the trial within six months of the expiration of the trial period.

The committee held its only meeting on 21 December 2006. The committee lapsed on Monday 15 January 2007 when the session was prorogued and the Parliament subsequently dissolved for the election.

## Activities 2006/07

Meetings	1
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## Legislative Assembly Publications

### Procedural Publications

Procedural Digest

Procedure Precedents for the 50<sup>th</sup>, 51<sup>st</sup>, 52<sup>nd</sup> and 53<sup>rd</sup> Parliaments

Decisions from the Chair (Consolidated)

Decisions from the Chair (Key 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

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.

### Fact Sheets

1. The Role of the NSW Legislative Assembly
2. History of the Parliament of NSW
3. The Constitutional Base of Parliament
4. Sources of Information
5. Records of the House
6. The Role of the Speaker and other Officers of the House
7. The Parliamentary Calendar and Elections
8. Passage of Legislation
9. Committee of the Whole House
10. Amendments
11. Parliamentary Committees
12. Routine of Business
13. Decorum in the House

# Appendix C

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14. Rules of Debate
15. Disorder
16. Petitions
- 16a. Sample Petition
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 Explanations
24. Matters of Public Importance
25. Tabling of Reports and other Papers
26. Statutory Rules and Instruments
27. Ministerial Statements
28. Private Members' Statements
29. Accountability Mechanisms for Members of Parliament
30. Parliamentary Privilege
31. Closure/Guillotine
32. Motions for Urgent Consideration
33. The Role of a Local Member
34. Citizens' Right of Reply
35. Parliamentary Secretaries
36. Information on the Election of Members to the Legislative Assembly

## Information Pamphlets:

1. The Role of the Legislative Assembly of NSW
2. Constitutional Basis and Privileges of the Parliament of New South Wales
3. The Role of the Speaker and other Members in the House
4. The Clerk of the Legislative Assembly and other Officers
5. Rules of Debate, Decorum in the House and Keeping Order

6. Certain Procedures of the House
7. Passage of Legislation
8. Committee of the Whole House
9. Routine of Business
10. A Citizen's Right of Reply
11. The Budget Process
12. Petitioning the Legislative Assembly
13. The Role of a Local Member
14. The Parliamentary Calendar and Elections
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 Subpoenas
9. Qualification and Disqualification of Members of Parliament

# Appendix C

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10. Parliamentary Privilege – Tabled Papers
11. The Code of Conduct for Members and the Independent Commission Against Corruption

## Members' Conference Briefing Papers:

1. The Role of a Member of Parliament
2. Role of Second Chambers
3. Public Accounts Committees
4. Parliament's Financial Supervision of the Executive
5. Parliamentary Privilege and Immunities of the NSW Parliament
6. Parliament and the Media
7. Human Rights and the NSW Parliament
8. Ethics
9. E-Government and Technology for Members of Parliament

## Administrative Publications

List of Members  
Committees and Office Holders Appointed  
Sessional Returns and Summary  
Parliamentary Record  
Pecuniary Interest Register  
Members' Handbook  
Legislative Assembly Former Members' Guide

## Corporate Publications

Annual Reports  
Strategic Plan 2003 – 2007  
Business Plan 2004 – 2005



## EDUCATION PUBLICATIONS

### Books and booklets:

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

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

Playing Your Part: Parliamentary Activities and Resources for Teachers

### Pamphlets:

Parliament of New South Wales (colour brochure)

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

History Bulletins Nos 1 to 10

Educational Services – Parliamentary Education and Community Relations Section

### 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

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## Parliamentary Supported Travel

July 2006 - The Hon. John Price MP and Mr Russell Grove to Perth to attend the 37th Conference of Presiding Officers and Clerks.

Cost: \$8,448

July 2006 - Mr Russell Grove, Mr Leslie Gönye and Ms Cheryl Samuels to Brisbane to attend the Australia and New Zealand Association of Clerks-at-the-Table Parliamentary Law, Practice and Procedure course at the Queensland University of Technology.

Cost: \$3,612

July 2006 - Delegation of the Legislation Review Committee (Mr Allan Shearan MP, the Hon. Robyn Parker MLC, Mr Paul Pearce MP, Mr Russell Turner MP and Ms Indira Rosenthal) to Melbourne to attend the Legislatures and the Protection of Human Rights Conference at the University of Melbourne.

Cost: \$3,885

July 2006 - Delegation of both the Standing Committee on Public Works and the Standing Committee on Natural Resource Management (The Hon. Ian Armstrong MP, Ms Angela D'Amore MP and Ms Carolynne James) to Brisbane and Cairns to attend the 11th Conference of Parliamentary Public Works and Environment Committees.

Cost: \$3,973

August 2006 - The Hon. Dr Meredith Burgmann MLC to New Zealand to attend the Commonwealth Parliamentary Association 28th Regional Conference - Australian and Pacific Regions.

Cost: \$1,710

August 2006 - Delegation of the Committee on the Health Care Complaints Commission (Mr Jeff Hunter MP, Mr Russell Turner MP and Ms Belinda Groves) to Victoria and Adelaide. The delegation held meetings with officers of the Central Highlands Division of General Practice, Victorian Department of Human Services, the Victorian Health Services Commissioner, Psychotherapy and Counselling Federation of Australia, the SA Health and Community Services Complaints Commissioner, Department of Obstetrics and Gynaecology at the University of Adelaide, the Women's and Children's Hospital, Adelaide and the SA Office of Fair Trading in relation to the committee inquiries into the handling of complaints against unregistered health practitioners and consumer satisfaction of practices and clinics outside the hospital system.

Cost: \$4,562

September 2006 - The Hon. John Price MP and the Hon. Dr Meredith Burgmann MLC to Nigeria to attend the Commonwealth Parliamentary Association 52nd Commonwealth Parliamentary Conference.

Cost: \$7,436

September 2006 - Delegation of the Joint Standing Committee on Road Safety (Mr Paul Gibson MP, Mr Stephen Cansdell MP and Mr Ian Faulks) to Grafton to meet with school principals and representatives of local school Parents and Friends committees to discuss school bus safety and to conduct an inspection of relevant sections of the Pacific Highway.

Cost: \$795

October 2006 - Mr Russell Grove to Melbourne to attend a planning meeting of the Australian Conference of Legislatures.

Cost: \$281

November 2006 - Mr Mark Swinson, Ms Elaine Schofield, Mr Greg McGill and Ms Gladys Kleiner to Canberra to attend a seminar on members' entitlements hosted by the Commonwealth Parliament.

Cost: \$1,125

November 2006 - Mr Mark Swinson to Perth to attend a meeting of the Australia and New Zealand Association of Clerks-at-the-Table Executive Committee.

Cost: \$1,993

December 2006 - Mr Russell Grove to Hobart to attend the official event for the Sesquicentenary of the Tasmanian Parliament.

Cost: \$635

January 2007 - Mr Russell Grove to Perth to attend the Biennial Meeting of Clerks.

Cost: \$712

January 2007 - Mr Russell Grove, Mr Mark Swinson, Ms Ronda Miller and Ms Helen Minnican to Perth to attend the Australia and New Zealand Association of Clerks-at-the-Table annual professional development seminar.

Cost: \$4,445

February 2007 - Mr Russell Keith to Wellington, New Zealand, to attend a residential component, "Governing by the Rules", of the Australia New Zealand School of Government Executive Masters of Public Administration course.

Cost: \$1,518

February and March 2007 - Ms Stephanie Hesford to Canberra to attend the Inter-Parliamentary Study Group Program hosted by the Commonwealth Parliament.

Cost: \$327

April 2007 - Mr Russell Keith to Canberra to attend the Australasian Council of Public Accounts Committees Conference.

Cost: \$711

June 2007 - The Hon. Amanda Fazio MLC to the United Kingdom to attend the Commonwealth Parliamentary Association UK Branch Seminar on Governance and Culture of the UK.

Cost: \$8,999

# Appendix D

## Legislative Assembly Members Travel Expenditure

(Including Spouse/Approved Relative and Electorate Office Staff)

Electorate	Member	2006/2007 Total \$	Members' Spouse / Approved			
			Members' LSA Travel \$	Relative LSA Travel \$	Members' Staff LSA Travel \$	Members' Electorate to Sydney Travel \$
Albury	Aplin G	27,938.10	8,618.86	1,042.20	2,060.16	16,216.88
Auburn	Perry B M	-	-	-	-	-
Ballina	Page D L	37,802.60	6,407.51	289.10	2,255.30	28,850.69
Balmain	Firth V H	-	-	-	-	-
Bankstown	Stewart A P	828.24	828.24	-	-	-
Barwon	Humphries K J	14,998.99	5,230.34	1,718.87	2,773.20	5,276.58
Barwon	Slack-Smith I	28,626.09	14,246.01	1,703.89	1,470.94	11,205.25
Bathurst	Martin G F	18,815.39	-	-	12,654.91	6,160.48
Baulkham Hills	Mertin W A	-	-	-	-	-
Bega	Constance A	17,597.41	2,302.51	760.11	981.21	13,553.58
Blacktown	Gibson P B	1,767.98	1,767.98	-	-	-
Bligh	Moore C	1,220.20	38.58	-	1,181.62	-
Blue Mountains	Debus R J	-	-	-	-	-
Blue Mountains	Koperberg P C	-	-	-	-	-
Burrinjuck	Hodgkinson K A	29,000.76	14,179.69	116.53	2,709.65	11,994.89
Cabramatta	Meagher R P	-	-	-	-	-
Camden	Corrigan G	2,966.78	1,700.56	-	-	1,266.22
Campbelltown	West G J	2,845.96	2,798.14	-	47.82	-
Canterbury	Burney L	5,267.82	5,267.82	-	-	-
Castle Hill	Richardson M J	24.55	24.55	-	-	-
Cessnock	Hickey K A	50.35	50.35	-	-	-
Charlestown	Morris M A	10,506.67	622.69	-	293.67	9,590.31
Clarence	Cansdell S	25,133.20	2,740.79	-	3,353.14	19,039.27
Coffs Harbour	Fraser A R G	47,769.54	16,270.59	4,137.14	2,257.38	25,104.43
Coogee	Pearce P	518.76	518.76	-	-	-
Cronulla	Kerr M J	1,132.91	1,132.91	-	-	-
Davidson	O'Dea J R	879.99	879.99	-	-	-
Davidson	Humpherson A	13,300.76	10,017.81	1,945.66	1,337.29	-
Drummoyne	D'Amore A	222.60	222.60	-	-	-
Dubbo	Fardell D	22,959.27	11,270.10	867.05	1,417.88	9,404.24
East Hills	Ashton A J	490.72	355.80	-	134.92	-
Epping	Tink A A	702.37	702.37	-	-	-
Epping	Smith G E	-	-	-	-	-
Fairfield	Tripodi J G	-	-	-	-	-
Georges River	Greene K P	46.22	46.22	-	-	-
Gosford	Andrews M T	595.29	402.73	-	192.56	-
Gosford	Hartcher C	1,408.31	1,408.31	-	-	-
Goulburn	Goward P	3,111.89	272.96	-	-	2,838.93
Granville	Yeadon K	-	-	-	-	-
Granville	Borger D L	-	-	-	-	-
Hawkesbury	Pringle S	-	-	-	-	-
Hawkesbury	Williams R C	-	-	-	-	-

Electorate	Member	Members' Spouse / Approved				
		2006/2007	Members' LSA	Relative LSA	Members' Staff	Members' Electorate
		Total	Travel	Travel	LSA Travel	to Sydney Travel
		\$	\$	\$	\$	\$
Heathcote	McLeay P E	3,216.39	2,078.61	-	1,137.78	-
Heffron	Keneally K K	690.64	557.52	-	133.12	-
Hornsby	Hopwood J	4,112.87	4,112.87	-	-	-
Illawarra	Saliba M	10,850.51	2,250.33	1,672.38	4,550.36	2,377.44
Keira	Campbell D A	-	-	-	-	-
Kiama	Brown M J	17,888.68	4,515.72	-	5,398.05	7,974.91
Kogarah	Burton C A	21.29	21.29	-	-	-
Ku-ring-gai	O'Farrell B R	3,499.39	3,036.47	462.92	-	-
Lachlan	Armstrong I M	36,136.80	18,006.09	1,024.30	1,714.20	15,392.21
Lake Macquarie	Hunter J	10,792.09	1,989.65	-	-	8,802.44
Lake Macquarie	Piper G M	1,515.58	-	-	1,515.58	-
Lakemba	Iemma M	-	-	-	-	-
Lane Cove	Roberts A J	4,312.06	4,291.15	-	20.91	-
Lismore	George T	37,750.55	12,807.08	3,511.02	1,245.06	20,187.39
Liverpool	Lynch P G	-	-	-	-	-
Londonderry	Shearan A F	924.36	924.36	-	-	-
Macquarie Fields	McDonald A	434.98	434.98	-	-	-
Macquarie Fields	Chaytor S	732.60	732.60	-	-	-
Maitland	Terenzini F	2,936.47	458.73	-	504.60	1,973.14
Maitland	Price J	7,772.47	3,886.47	2,324.74	1,561.26	-
Manly	Barr D	22.46	22.46	-	-	-
Manly	Baird M B	-	-	-	-	-
Maroubra	Daley M	2,228.67	2,228.67	-	-	-
Marrickville	Tebbutt C	871.06	411.37	-	459.69	-
Menai	Megarrity A P	-	-	-	-	-
Miranda	Collier B J	929.84	897.84	-	32.00	-
Monaro	Whan S J	16,797.35	3,717.59	-	3,028.80	10,050.96
Mount Druitt	Amery R S	711.11	539.10	-	172.01	-
Mulgoa	Beamer D	-	-	-	-	-
Murray - Darling	Black P L	32,076.93	25,455.11	367.79	1,909.27	4,344.76
Murray-Darling	Williams J D	12,682.86	4,515.60	665.64	2,996.95	4,504.67
Murrumbidgee	Piccoli A	47,214.52	17,449.10	5,427.43	-	24,337.99
Myall Lakes	Turner J H	48,051.23	18,486.96	1,708.41	3,520.97	24,334.89
Newcastle	Gaudry B J	5,083.27	962.34	647.19	2,838.58	635.16
Newcastle	McKay J	2,803.37	252.30	-	555.23	1,995.84
North Shore	Skinner J G	4,816.88	4,816.88	-	-	-
Northern Tablelands	Torbay G R	40,090.57	17,878.08	4,667.25	1,257.73	16,287.51
Oatley	Greene K P	13.10	13.10	-	-	-
Orange	Turner R W	20,670.84	4,595.34	1,471.60	1,536.66	13,067.24
Oxley	Stoner A J	49,050.51	3,332.96	9,258.97	11,093.40	25,365.18
Parramatta	Gadiel T	1,165.50	1,165.50	-	-	-
Peats	Andrews M T	1,362.16	1,106.86	-	255.30	-
Penrith	Paluzzano K L	980.73	980.73	-	-	-
Pittwater	McTaggart A	-	-	-	-	-
Pittwater	Stokes R G	-	-	-	-	-
Port Jackson	Nori S C	98.64	62.78	-	35.86	-
Port Macquarie	Oakeshott R M J	18,515.66	3,003.12	2,577.90	4,564.13	8,370.51

# Appendix D

Electorate	Member	Members' Spouse / Approved				
		2006/2007 Total	Members' LSA Travel	Relative LSA Travel	Members' Staff LSA Travel	Members' Electorate to Sydney Travel
		\$	\$	\$	\$	\$
Port Stephens	Bartlett J R	3,027.60	-	-	3,027.60	-
Port Stephens	Baumann C	912.70	-	195.73	518.64	198.33
Riverstone	Aquilina J J	-	-	-	-	-
Rockdale	Sartor F E	32.37	32.37	-	-	-
Ryde	Watkins J A	-	-	-	-	-
Shellharbour	McMahon L A	4,982.49	-	-	4,345.85	636.64
Smithfield	Scully P A	8,953.97	6,764.93	2,189.04	-	-
Smithfield	Khoshaba N	-	-	-	-	-
South Coast	Hancock S	19,954.97	12,630.33	406.26	-	6,918.38
Southern Highlands	Seaton P L	3,480.79	3,480.79	-	-	-
Strathfield	Judge D V	3,122.43	3,122.43	-	-	-
Swansea	Orkopoulos M	927.27	-	-	927.27	-
Swansea	Coombs R	2,574.87	190.16	-	522.79	1,861.92
Sydney	Moore C	484.65	484.65	-	-	-
Tamworth	Draper P	20,654.54	8,096.93	869.80	1,581.90	10,105.91
Terrigal	Hartcher C	-	-	-	-	-
The Entrance	McBride G A	1,100.80	-	-	-	1,100.80
The Hills	Richardson M J	2,354.61	2,354.61	-	-	-
Toongabbie	Rees N	-	-	-	-	-
Tweed	Newell N J	7,154.45	3,054.11	-	-	4,100.34
Tweed	Provest G K	9,807.64	1,235.05	456.38	3,067.72	5,048.49
Upper Hunter	Souris G	42,398.72	17,939.86	3,076.46	582.56	20,799.84
Vaucluse	Debnam P J	1,039.82	1,039.82	-	-	-
Wagga Wagga	Maguire D W	27,513.61	7,373.93	632.42	1,178.82	18,328.44
Wakehurst	Hazzard B R	2,998.46	2,361.97	219.93	416.56	-
Wallsend	Mills J C	11,194.47	2,418.21	-	-	8,776.26
Wallsend	Hornery S K	3,037.25	24.55	-	1,636.38	1,376.32
Wentworthville	Allan P D	2,467.25	2,467.25	-	-	-
Willoughby	Berejiklian G	-	-	-	-	-
Wollongong	Hay N	14,578.22	356.02	-	10,423.48	3,798.72
Wollindilly	Costa P	1,708.54	-	-	347.74	1,360.80
Wyong	Crittenden P R	9,185.65	128.25	-	-	9,057.40
Wyong	Harris D R	665.28	-	-	-	665.28
<b>Totals</b>		<b>974,668.13</b>	<b>357,879.70</b>	<b>56,414.11</b>	<b>115,736.46</b>	<b>444,637.86</b>

## Official Visitors

Delegation (Tokyo Metropolitan Assembly)	Japan	3 July 2006
Australian Institute of International Affairs (National President's Forum)	Australia	14 July 2006
Lawyers delegation (Legal Drafting Skills Course)	Republic of Indonesia	17 July 2006
Mrs Jan Sporn (Parliamentary Liaison and Information Manager)	Northern Territory	31 July- 1 August 2006
Delegation (Australian Political Exchange Council)	Japan	7-8 August 2006
Parliamentary delegation	Western Australia	10-11 August 2006
Parliamentary delegation	Federated States of Micronesia	11 August 2006
Delegation (Legal officers/drafters)	Republic of Indonesia	1 September 2006
Delegation (Setkab Officials)	Republic of Indonesia	4 September 2006
Parliamentary delegation	New Caledonia	6 September 2006
Justice Jakis Anansuchatkul (Chief Judge of Region V) and judicial delegation	Thailand	7 September 2006

# Appendix E

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Parliamentary delegation (Law Committee)	Vietnam	11 September 2006
Parliamentary delegation (Labour and Social Affairs Committee)	Norway	14 September 2006
Delegation (Royal College of Defence Studies)	United Kingdom	4 October 2006
Mr Niall Johnson (Commonwealth Parliamentary Association Secretariat)	United Kingdom	12 October 2006
The Hon. Congressman Constantino Jaraula	The Philippines	13 October 2006
Ms Susan Nakawuki Matovu, MP	Uganda	19 October 2006
H.E. Mr Christian Mejdahl (Speaker, Parliament of Denmark) and parliamentary delegation	Denmark	20 October 2006
Parliamentary delegation (Maharashtra State Legislature)	India	30 October 2006
Mr Gordon Denty (IT Officer - Solomon Islands Parliament)	Solomon Islands	30 October- 1 November 2006
Inter-Parliamentary Study Program	Various countries	24 November 2006
Parliamentary delegation (Children, Youth and Sports Affairs Committee)	Bulgaria	27 November 2006



Parliamentary delegation (Madhya Pradesh State Legislature)	India	28 November 2006
Parliamentary delegation (House of Commons Education and Skills Committee)	United Kingdom	30 November 2006
Delegation (Australia-Malaysia Institute)	Malaysia	7 December 2006
Parliamentary delegation (Eastern Cape Province Public Accounts Committee)	South Africa	9-17 December 2006
Parliamentary delegation (Sarawak)	Malaysia	14 December 2006
Dr Raghuvir Singh Kadian, MLA (Speaker, Legislative Assembly of Haryana)	India	22 January 2007
Delegation (Setkab Officials)	Republic of Indonesia	29 January 2007
Delegation (Commonwealth Parliamentary Association/ World Bank Workshop on Parliamentary Financial Scrutiny)	Various countries	21 February 2007
Inter-Parliamentary Study Program	Various countries	23 February 2007
The Hon. Nimal Siripala de Silva (Leader of the House and Minister for Health) and parliamentary delegation	Democratic Socialist Republic of Sri Lanka	2 March 2007

# Appendix E

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Delegation (Bureau of Local Government Finance)	Philippines	2 and 15 March 2007
The Hon. Margaret Wilson, MP (Speaker, House of Representatives)	New Zealand	5-6 March 2007
G.S.E Team (Rotary International)	Brazil	19-21 March 2007
Parliamentary delegation	Mongolia	23 March 2007
Mr Brian Mikkelsen (Minister for Culture)	Denmark	29 March 2007
Ms Winnie Kiap (Secretary, National Executive Council (Cabinet))	Papua New Guinea	30 March 2007
Delegation (Supreme People's Procuratorate)	People's Republic of China	30 March 2007
Mr James Burke, MLA	Northern Territory	24 April 2007
Delegation (Yunnan Province)	People's Republic of China	26 April 2007
Ms Matakai (Tina) Tavita (Assistant Clerk)	Niue	30 April- 2 May 2007
Mr Dhammika Kitulgoda (Secretary, Constitutional Council)	Democratic Socialist Republic of Sri Lanka	7-11 May 2007
Mr Kostas Karamanlis (Prime Minister)	Greece	20-21 May 2007

Parliamentary delegation (State Duma)	Russia	21 May 2007
Parliamentary delegation (Select Committee on Foreign Affairs, Defence and Trade)	New Zealand	28 May 2007
Mr Sheng Huaren (Secretary General and Vice Chairman, National People's Congress) and parliamentary delegation	People's Republic of China	31 May 2007
Ms Yasmin Ratansi, MP (House of Commons)	Canada	8 June 2007
Delegation (Hebei Province Sub-Council)	People's Republic of China	19 June 2007

# Appendix F

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## Energy and Waste Management/Environment

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

A total of 64.345 tonnes of paper and 3.96 tonnes of cardboard were recycled, resulting in environmental benefits of 221 m<sup>3</sup> of landfill being saved and energy savings of 1,229 Gj.

During the year, the Parliament commenced implementation of the \$3.4M Energy and Water Reduction Program. Funded by the Department of Environment and Climate Change's New South Wales Energy and Water Funds, and capital works allocation from the New South Wales 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 has the following components:

- Lighting upgrade - High-energy consuming light globes will be replaced with energy-efficient and long-life lamps throughout the building.
- Solar power installation - A 20-KW photovoltaic system will be installed on the Parliament building rooftop.
- Car park ventilation control upgrade - Ventilation fan controls in the car park will be upgraded to run more efficiently and economically.
- Building Management Control System upgrade - Throughout the building the air conditioning and building management control system will be upgraded to improve energy-efficiency.
- Replacement air-conditioning chillers - The three existing chillers containing ozone-depleting refrigerants will be replaced with environmentally friendly energy-efficient chillers.
- Replacement of cooling tower valves - The existing valve controls in the cooling towers will be replaced to stop water wastage.
- Water harvesting/recycling - Four water tanks will be installed on the roof of the Parliament building to store captured rainwater. The tanks will be connected to the St. James Lake.

## Equal Employment Opportunity

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

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

### A. Trends in the Representation of EEO Groups

EEO Group	% of Total Staff				
	Benchmark or Target	2004	2005	2006	2007
Women	50%	70%	75%	75%	73%
Aboriginal people and Torres Strait Islanders	2%	2.7%	0.9%	1.2%	1.4%
People whose first language was not English	20%	13%	10%	10%	11%
People with a disability	12%	5%	4%	4%	1%
People with a disability requiring work-related adjustment	7%	0.6%	0.6%	0.5%	0.0%

### B. Trends in the Distribution of EEO Groups

EEO Group	Distribution Index				
	Benchmark or Target	2004	2005	2006	2007
Women	100	93	92	89	91
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language was not English	100	97	92	102	106
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	0

# Appendix G

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## 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.



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 2007, and the income statement, statement of changes in equity, cash flow statement, program statement - expenses and revenues, and summary of compliance with financial directives for the year then ended, and 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 of 30 June 2007, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)

#### *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). This responsibility includes establishing and maintaining internal control 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 control 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 control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Clerks, 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.

# Financial Statements

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## *Independence*

In conducting this audit, the Audit Office 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 are not compromised in their role by the possibility of losing clients or income.



Peter Achterstraat  
Auditor-General

23 October 2007  
SYDNEY





18 October 2007

File ref: A700


**THE LEGISLATURE**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2007**

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

# Financial Statements

## THE LEGISLATURE

### Operating Statement for the Year Ended 30 June 2007

	Notes	Actual 2007 \$000	Budget 2007 \$000	Actual 2006 \$000
<b>Expenses excluding losses</b>				
Operating expenses				
Employee related	2(a)	50,120	45,936	47,659
Other operating expenses	2(b)	26,258	23,136	25,382
Depreciation and amortisation	2(c)	4,215	3,977	4,262
Other expenses	2(d)	<u>37,811</u>	<u>35,668</u>	<u>36,187</u>
<b>Total Expenses excluding losses</b>		<u>118,204</u>	<u>108,717</u>	<u>113,490</u>
Less:				
<b>Revenue</b>				
Sale of goods and services	3(a)	4,541	4,810	4,321
Investment revenue	3(b)	120	60	58
Grants and contributions	3(c)	1,193	-	1,277
Other revenue	3(d)	<u>1,654</u>	<u>250</u>	<u>507</u>
<b>Total Revenue</b>		<u>7,508</u>	<u>5,120</u>	<u>6,163</u>
<b>Gain / (loss) on disposal</b>	4	<u>(59)</u>	<u>-</u>	<u>(16)</u>
<b>Net Cost of Services</b>	20	<u>110,755</u>	<u>103,597</u>	<u>107,343</u>
<b>Government Contributions</b>				
Recurrent appropriation	5	97,171	87,805	88,340
Capital appropriation	5	3,202	3,267	2,878
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>11,269</u>	<u>11,815</u>	<u>11,726</u>
<b>Total Government Contributions</b>		<u>111,642</u>	<u>102,887</u>	<u>102,944</u>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<u>887</u>	<u>(710)</u>	<u>(4,399)</u>

The accompanying notes form part of these statements.

**THE LEGISLATURE****Statement of Changes in Equity for the Year Ended 30 June 2007**

	Notes	Actual 2007 \$000	Budget 2007 \$000	Actual 2006 \$000
Net increase / (decrease) in property, plant and equipment asset revaluation reserve		<u>(892)</u>	-	<u>8,401</u>
<b>TOTAL INCOME AND EXPENSE RECOGNISED DIRECTLY IN EQUITY</b>		(892)	-	8,401
Surplus / (Deficit) for the year		<u>887</u>	<u>(710)</u>	<u>(4,399)</u>
<b>TOTAL INCOME AND EXPENSE RECOGNISED FOR THE YEAR</b>	16	<u>(5)</u>	<u>(710)</u>	<u>4,002</u>

The accompanying notes form part of these statements.

# Financial Statements

## THE LEGISLATURE

### Balance Sheet as at 30 June 2007

	Notes	Actual 2007 \$000	Budget 2007 \$000	Actual 2006 \$000
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash and cash equivalents	8	2,509	803	803
Receivables	9	1,714	1,819	1,749
Inventories	10	152	257	257
<b>Total Current Assets</b>		<u>4,375</u>	<u>2,879</u>	<u>2,809</u>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	11			
- Land and Buildings		133,260	136,411	137,532
- Plant and Equipment		9,249	9,974	9,112
- Collection Assets		38,367	36,004	36,004
Total Property, Plant and Equipment		180,876	182,289	182,648
Intangible Assets	12	363	212	563
<b>Total Non-Current Assets</b>		<u>181,239</u>	<u>182,501</u>	<u>183,211</u>
<b>Total Assets</b>		<u>185,614</u>	<u>185,380</u>	<u>186,020</u>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Payables	13	4,735	5,032	5,162
Provisions	14	4,566	5,015	4,815
Other	15	323	49	49
<b>Total Current Liabilities</b>		<u>9,624</u>	<u>10,096</u>	<u>10,026</u>
<b>Non-Current Liabilities</b>				
Provisions	14	38	37	37
<b>Total Non-Current Liabilities</b>		<u>38</u>	<u>37</u>	<u>37</u>
<b>Total Liabilities</b>		<u>9,662</u>	<u>10,133</u>	<u>10,063</u>
<b>Net Assets</b>		<u>175,952</u>	<u>175,247</u>	<u>175,957</u>
<b>EQUITY</b>				
Reserves		32,294	33,186	33,186
Accumulated Funds		143,658	142,061	142,771
<b>Total Equity</b>		<u>175,952</u>	<u>175,247</u>	<u>175,957</u>

The accompanying notes form part of these statements.

## THE LEGISLATURE

## Cash Flow Statement for the Year Ended 30 June 2007

	Notes	Actual 2007 \$000	Budget 2007 \$000	Actual 2006 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Payments</b>				
Employee related		(47,720)	(42,733)	(44,195)
Other		<u>(57,186)</u>	<u>(52,582)</u>	<u>(53,467)</u>
<b>Total Payments</b>		<u>(104,906)</u>	<u>(95,315)</u>	<u>(97,662)</u>
<b>Receipts</b>				
Sale of goods and services		4,322	4,810	4,255
Interest received		70	50	89
Other		<u>3,562</u>	<u>2,650</u>	<u>2,867</u>
<b>Total Receipts</b>		<u>7,954</u>	<u>7,510</u>	<u>7,211</u>
<b>Cash Flows From Government</b>				
Recurrent appropriation	5	97,429	87,805	88,346
Capital appropriation	5	3,267	3,267	2,868
Cash reimbursements from the Crown Entity		-	-	-
<b>Net Cash Flows From Government</b>		<u>100,696</u>	<u>91,072</u>	<u>91,214</u>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	20	<u>3,744</u>	<u>3,267</u>	<u>763</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from sale of land and buildings, plant and equipment		4	-	9
Purchases of land and buildings, plant and equipment		<u>(2,042)</u>	<u>(3,267)</u>	<u>(2,377)</u>
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>		<u>(2,038)</u>	<u>(3,267)</u>	<u>(2,368)</u>
<b>NET INCREASE / (DECREASE) IN CASH</b>		1,706	-	(1,605)
Opening cash and cash equivalents		<u>803</u>	<u>803</u>	<u>2,408</u>
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	8	<u>2,509</u>	<u>803</u>	<u>803</u>

The accompanying notes form part of these statements.

# Financial Statements

## Supplementary Financial Statements

### THE LEGISLATURE

#### Program Statement - Expenses and Revenues for the year ended 30 June 2007

	Program 1.1.1* Legislative Council		Program 1.1.2* Legislative Assembly		Program 1.2.1* Joint Services		Not Attributable		Total	
	2007 \$000	2006 \$000	2007 \$000	2006 \$000	2007 \$000	2006 \$000	2007 \$000	2006 \$000	2007 \$000	2006 \$000
<b>THE LEGISLATURE'S EXPENSES &amp; REVENUES</b>										
Expenses excluding losses										
Operating expenses										
• Employee related	9,104	9,119	24,068	22,246	16,948	16,294	-	-	50,120	47,659
• Other operating expenses	3,455	2,955	17,165	16,672	5,638	5,755	-	-	26,258	25,382
Depreciation and amortisation	291	236	1,343	1,433	2,581	2,593	-	-	4,215	4,262
Other expenses	11,706	11,200	25,905	24,987	-	-	-	-	37,611	36,187
<b>Total Expenses excluding losses</b>	<b>24,556</b>	<b>23,510</b>	<b>68,481</b>	<b>65,338</b>	<b>25,167</b>	<b>24,642</b>	<b>-</b>	<b>-</b>	<b>118,204</b>	<b>113,490</b>
Revenue										
Sale of goods and services	404	405	405	405	3,732	3,511	-	-	4,541	4,321
Investment revenue	-	-	-	-	120	58	-	-	120	58
Grants and contributions	-	-	-	-	1,193	1,277	-	-	1,193	1,277
Other revenue	58	51	331	111	1,265	345	-	-	1,654	507
<b>Total Revenue</b>	<b>462</b>	<b>456</b>	<b>736</b>	<b>516</b>	<b>6,310</b>	<b>5,191</b>	<b>-</b>	<b>-</b>	<b>7,508</b>	<b>6,163</b>
Gain / (loss) on disposal	2	-	(2)	3	(59)	(19)	-	-	(59)	(16)
<b>Net Cost of Services</b>	<b>24,092</b>	<b>23,054</b>	<b>67,747</b>	<b>64,819</b>	<b>18,916</b>	<b>19,470</b>	<b>-</b>	<b>-</b>	<b>110,755</b>	<b>107,343</b>
Government contributions**	-	-	-	-	-	-	111,642	102,944	111,642	102,944
<b>NET EXPENDITURE / (REVENUE) FOR THE YEAR</b>	<b>24,092</b>	<b>23,054</b>	<b>67,747</b>	<b>64,819</b>	<b>18,916</b>	<b>19,470</b>	<b>(111,642)</b>	<b>(102,944)</b>	<b>(887)</b>	<b>4,399</b>

\*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

	2007				2006			
	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
<b>ORIGINAL BUDGET APPROPRIATION / EXPENDITURE</b>								
• Appropriation Act Additional Appropriations	87,805	87,730	3,267	3,202	85,956	85,950	2,075	2,037
• s21A PF&AA – special appropriation	-	-	-	-	-	-	-	-
• s24 PF&AA – transfers of functions between departments	-	-	-	-	-	-	-	-
• s26 PF&AA – Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	87,805	87,730	3,267	3,202	85,956	85,950	2,075	2,037
<b>OTHER APPROPRIATIONS / EXPENDITURE</b>								
• Treasurer's Advance	9,935	9,441	-	-	2,390	2,390	846	841
• Section 22 – expenditure for certain works and services	-	-	-	-	-	-	-	-
• Transfers to/from another agency (s28 – Appropriation Act)	9,935	9,441	-	-	2,390	2,390	846	841
	97,740	97,171	3,267	3,202	88,346	88,340	2,921	2,878
<b>Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)</b>								
<b>Amount drawn down against Appropriation</b>		97,429		3,267		88,346		2,921
<b>Liability to Consolidated Fund*</b>		258		65		6		43

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 2007

#### 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 2007 has been authorized for issue by the Clerk of the Legislative Assembly and the Clerk of the Parliaments on 18 October 2007.

##### (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 equivalents to International Financial Reporting Standards (AIFRS));
- ❖ 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 AIFRS.

##### (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.

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 notes 2(b) and 3(c)).



**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

- (ii) **Sales of Goods**
- Revenue from the sale of goods is recognised as revenue when the agency 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". Prior to 2005/06 the Crown Entity also assumed the defined contribution superannuation liability.
- 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 06/09) 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.
- (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.

# Financial Statements

- 9 -

## The Legislature

### Notes to and forming part of the Financial Statements for year ended 30 June 2007

#### (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 05-3). 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.

Land	30 June 2007	Valustate Pty Ltd
Buildings	30 June 2007	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2007	HP Consultants Pty Ltd
Collection Assets:		
Library Collection	30 June 2007	Simon Storey Valuers
Archives Collection	30 June 2007	Simon Storey Valuers
Antiques	30 June 2007	Simon Storey Valuers
Artworks	30 June 2007	Art Gallery of NSW

**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

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 agency.

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 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

**(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.

## The Legislature

### Notes to and forming part of the Financial Statements for year ended 30 June 2007

#### (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 agency 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 agency is effectively exempted from impairment testing (refer Note (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.

#### (e) 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.

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.

**The Legislature****Notes to and forming part of the Financial Statements for year ended 30 June 2007**

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**

The following accounting standards issued but not yet effective have not been applied:

- ❖ AASB 7 – *Financial Instruments: Disclosures* (potentially more substantial risk related disclosures relating to credit, liquidity and market risk). AASB 7 will be implemented for the year ending 30 June 2008 and will include comparative information for the year ended 30 June 2007;
- ❖ AASB 101 – *Presentation of Financial Statements* as issued in October 2006 will be implemented for the year ending 30 June 2008 and will include comparative information for the year ended 30 June 2007;
- ❖ AASB 2005-10 *Amendments to Australian Accounting Standards* (September 2005) amending AASB 132 *Financial Instruments: Disclosure and Presentation*, AASB 101 *Presentation of Financial Statements*, AASB 114 *Segment Reporting*, AASB 139 *Financial Instrument: Recognition and Measurement* and AASB 1 *First-time Adoption of Australian Equivalents to International Reporting Standards*. AASB 2005-10 will be implemented for the year ending 30 June 2008 and will include comparative information for the year ended 30 June 2007 and
- ❖ AASB 2007-4 *Amendments to Australian Accounting Standards* arising from ED 151 and Other Amendments. AASB 2007-4 will be implemented for the year ending 30 June 2008 and will include comparative information for the year ended 30 June 2007.

# Financial Statements

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**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

**2. EXPENSES EXCLUDING LOSSES**

<b>(a) Employee Related Expenses</b>	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
Salaries and wages (including recreation leave)	40,724	38,271
Superannuation – defined benefit plans	1,283	1,341
Superannuation – defined contribution plans	2,464	2,410
Payroll tax and fringe benefits tax	2,731	2,692
Long service leave	1,002	1,404
Worker's compensation insurance	463	490
Employment agency staff	1,492	1,087
Other	(39)	(36)
	<u>50,120</u>	<u>47,659</u>
<b>(b) Other Operating Expenses including the following:</b>	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
Auditor's remuneration		
– Audit of the financial reports	50	52
– Audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	53	55
Cost of Sales - House Committee	1,221	1,437
Operating Lease Rental Expense-Minimum Lease Payments	4,499	4,189
Maintenance	1,824	1,815
Insurance	318	373
Printing and stationery	6,914	6,014
Telecommunication costs	1,217	1,338
Travel expenses	1,605	2,110
Computer costs	3,109	2,272
Stores	319	640
Postage and state mail charges	1,449	852
Miscellaneous	1,278	1,876
Energy charges	1,101	1,052
Cleaning and laundry	541	548
Contract and other fees	760	759
	<u>26,258</u>	<u>25,382</u>
	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
<i>Reconciliation – Total maintenance</i>		
Maintenance expense – contracted labour and other (non-employee related), as above	1,824	1,815
Employee related maintenance expense included in Note 2 (a)	3,337	3,325
Total maintenance expenses included in Note 2(a) + 2(b)	<u>5,161</u>	<u>5,140</u>

**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

(c)	<b>Depreciation and Amortisation expense</b>	<b>2007</b>	<b>2006</b>
		<b>\$000</b>	<b>\$000</b>
	Depreciation:		
	– buildings	1,266	1,369
	– plant and equipment	1,787	1,750
	– collection assets	125	102
		<b>3,178</b>	<b>3,221</b>
	Amortisation:		
	– leasehold improvements	708	680
	– intangibles	329	361
		<b>1,037</b>	<b>1,041</b>
	<b>Total Depreciation and Amortisation Expense</b>	<b>4,215</b>	<b>4,262</b>
(d)	<b>Other Expenses</b>	<b>2007</b>	<b>2006</b>
		<b>\$000</b>	<b>\$000</b>
	Salaries and allowances of Members of Parliament	26,620	25,396
	Superannuation entitlements – Members	8,520	8,397
	Payroll tax & fringe benefits tax – Members' entitlements	2,224	2,128
	Special Projects	247	266
		<b>37,611</b>	<b>36,187</b>
3.	<b>REVENUE</b>		
(a)	<b>Sale of Goods and Services</b>	<b>2007</b>	<b>2006</b>
	<u>Sale of Goods</u>	<b>\$000</b>	<b>\$000</b>
	House Committee sales of food and beverages	2,970	2,398
	Energy recoup from Sydney Hospital and State Library	536	503
	Sale of publications	18	33
		<b>3,524</b>	<b>2,934</b>
	<u>Rendering of Services</u>		
	Rent on Parliament House ministerial offices	807	809
	House Committee functions	–	377
	Miscellaneous	210	201
		<b>1,017</b>	<b>1,387</b>
		<b>4,541</b>	<b>4,321</b>

House Committee functions revenue, which involves the recovery of labour costs at functions, is now included in House Committee sales of food and beverages.

# Financial Statements

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**The Legislature**

**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

<b>(b) Investment Revenue</b>	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
Interest	120	58
	<u>120</u>	<u>58</u>
<b>(c) Grants and Contributions</b>	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
Sesquicentenary of Responsible Government	-	38
Department of Commerce – Enhancement to electorate office network	-	15
Department of Commerce maintenance work	1,193	1,224
	<u>1,193</u>	<u>1,277</u>
<b>(d) Other Revenue</b>	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
Increment from asset valuation offsetting prior decrement	954	188
Miscellaneous	700	249
Contribution of assets	-	70
	<u>1,654</u>	<u>507</u>
<b>4. GAIN/(LOSS) ON DISPOSAL</b>	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
<b>Loss on disposal of plant and equipment</b>		
Proceeds from disposal	4	9
Written down value of assets disposed	(63)	(25)
<b>Net gain/(loss) on disposal of plant and equipment</b>	<u>(59)</u>	<u>(16)</u>



**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

<b>5.</b>	<b>APPROPRIATIONS</b>	<b>2007</b>	<b>2006</b>
	<b>Recurrent Appropriations</b>	<b>\$000</b>	<b>\$000</b>
	Total recurrent drawdowns from Treasury (per Summary of Compliance)	97,429	88,346
	Less: Liability to Consolidated Fund (per Summary of Compliance)	(258)	(6)
		<u>97,171</u>	<u>88,340</u>
	Comprising:		
	Recurrent Appropriations (per Operating Statement )	97,171	88,340
		<b>2007</b>	<b>2006</b>
	<b>Capital Appropriations</b>	<b>\$000</b>	<b>\$000</b>
	Total capital drawdowns from Treasury (per Summary of Compliance)	3,267	2,921
	Less: Liability to Consolidated Fund (per Summary of Compliance)	(65)	(43)
		<u>3,202</u>	<u>2,878</u>
	Comprising:		
	Capital Appropriations (per Operating Statement)	3,202	2,878
<b>6.</b>	<b>ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES</b>		
	The following liabilities and/or expenses have been assumed by the Crown Entity:		
		<b>2007</b>	<b>2006</b>
	<b>Employees</b>	<b>\$000</b>	<b>\$000</b>
	Superannuation	1,283	1,341
	Long service leave	1,002	1,404
	Payroll tax on superannuation	76	80
		<u>2,361</u>	<u>2,825</u>
	<b>Members</b>		
	Superannuation	8,404	8,397
	Payroll tax on superannuation	504	504
		<u>8,908</u>	<u>8,901</u>
		<u>11,269</u>	<u>11,726</u>

# Financial Statements

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## The Legislature

Notes to and forming part of the Financial Statements for year ended 30 June 2007

### 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 Support Services - 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

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**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

**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:

	2007	2006
	\$000	\$000
Cash at Bank and on hand	2,509	803
	<u>2,509</u>	<u>803</u>

Cash at bank and on hand includes restricted Consolidated Fund Monies of \$323,000. Refer to Note 15.

The Legislature has the following banking facilities as at 30 June 2007:

- 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 \$335,000, which is the total credit limit for all issued credit cards.

	2007	2006
	\$000	\$000
<b>9. CURRENT ASSETS – RECEIVABLES</b>		
Sales of goods and services	829	609
Less: Allowance for impairment	16	8
	<u>813</u>	<u>601</u>
G.S.T. recoverable from A.T.O.	429	524
Other debtors	19	74
Prepayments	379	525
Investment income	74	25
	<u>1,714</u>	<u>1,749</u>

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**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

10. CURRENT ASSETS – INVENTORIES	2007	2006
	\$000	\$000
Food and beverage stock at cost	152	257
	<u>152</u>	<u>257</u>

11. NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
<b>At 1 July 2006</b>				
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>
<b>At 30 June 2007</b>				
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
<b>Year ended 30 June 2007</b>				
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
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>

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**The Legislature****Notes to and forming part of the Financial Statements for year ended 30 June 2007**

	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Collection Assets</b>	<b>Total</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
<b>At 1 July 2005</b>				
Gross Carrying Amount	186,216	36,294	43,258	265,768
Accumulated depreciation and impairment	<u>54,612</u>	<u>26,673</u>	<u>8,913</u>	<u>90,198</u>
Net Carrying Amount at fair value	<u>131,604</u>	<u>9,621</u>	<u>34,345</u>	<u>175,570</u>
<b>At 30 June 2006</b>				
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>

**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.

	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Collection Assets</b>	<b>Total</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
<b>Year ended 30 June 2006</b>				
Net carrying amount at start of year	131,604	9,621	34,345	175,570
Additions	1,325	992	98	2,415
Disposals	(311)	(1,187)	-	(1,498)
Net Revaluation Increments less Revaluation Decrements	6,738	188	1,663	8,589
Accumulated depreciation written back on disposal	306	1,167	-	1,473
Transfers	(81)	81	-	-
Depreciation Expense	<u>(2,049)</u>	<u>(1,750)</u>	<u>(102)</u>	<u>(3,901)</u>
<b>Net carrying amount at end of year</b>	<u>137,532</u>	<u>9,112</u>	<u>36,004</u>	<u>182,648</u>

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**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

**12. INTANGIBLE ASSETS**

**Software**

	<b>\$000</b>
<b>At 1 July 2006</b>	
Cost (gross carrying amount)	2,355
Accumulated amortisation and impairment	1,792
Net carrying amount	<u>563</u>
<b>At 30 June 2007</b>	
Cost (gross carrying amount)	2,380
Accumulated amortisation and impairment	2,017
Net carrying amount	<u>363</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)	(329)
Net carrying amount at end of year	<u>363</u>

**At 1 July 2005**

Cost (gross carrying amount)	2,340
Accumulated amortisation and impairment	1,432
Net carrying amount	<u>908</u>

**At 30 June 2006**

Cost (gross carrying amount)	2,355
Accumulated amortisation and impairment	1,792
Net carrying amount	<u>563</u>

**Reconciliation**

**Year ended 30 June 2006**

Net carrying amount at start of year	908
Additions	16
Amortisation (recognised in depreciation and amortisation)	(361)
Net carrying amount at end of year	<u>563</u>

**13. CURRENT LIABILITIES – PAYABLES**

	<b>2007</b>	<b>2006</b>
	<b>\$000</b>	<b>\$000</b>
Accrued wages, salaries, on-costs	1,973	1,750
Creditors	<u>2,762</u>	<u>3,412</u>
	<u><b>4,735</b></u>	<u><b>5,162</b></u>

**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

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

	2007	2006
	\$000	\$000
(a) <b>Current</b>		
Recreation leave	3,598	3,800
On-cost on employee benefits	968	1,015
	<u>4,566</u>	<u>4,815</u>
 (b) <b>Non-Current</b>		
On-cost on employee benefits	38	37
	<u>38</u>	<u>37</u>
 (c) <b>Aggregate employee benefits and related on-costs:</b>		
Provisions – Current	4,566	4,815
Provisions - Non-Current	38	37
Accrued salaries, wages and on-costs (note 13)	1,973	1,750
	<u>6,577</u>	<u>6,602</u>

Of employee benefits for recreation leave \$2,568,000 is expected to be settled within twelve months and \$1,030,000 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**

	2007	2006
	\$000	\$000
Liability to Consolidated Fund	323	49
	<u>323</u>	<u>49</u>

# Financial Statements

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**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

**16. CHANGES IN EQUITY**

	Accumulated		Asset Revaluation		Total Equity	
	Funds		Reserve			
	2007	2006	2007	2006	2007	2006
	\$000	\$000	\$000	\$000	\$000	\$000
Balance at the beginning of the financial year	142,771	147,158	33,186	24,797	175,957	171,955
<u>Changes in equity - other than transactions with owners as owners</u>						
Surplus/(Deficit) for the year	887	(4,399)	-	-	887	(4,399)
Increment/(Decrement) on revaluation of:						
• Land and Buildings		-	(3,296)	6,738	(3,296)	6,738
• Plant and Equipment	-	-	12	-	12	-
• Collection Assets	-	-	2,392	1,663	2,392	1,663
<u>Total</u>	<u>887</u>	<u>(4,399)</u>	<u>(892)</u>	<u>8,401</u>	<u>(5)</u>	<u>4,002</u>
<u>Transfers within equity</u>						
Asset revaluation reserve balance transferred to accumulated funds on disposal of asset	-	12	-	(12)	-	-
<u>Total</u>	<u>-</u>	<u>12</u>	<u>-</u>	<u>(12)</u>	<u>-</u>	<u>-</u>
<b>Balance at the end of the financial year</b>	<b>143,658</b>	<b>142,771</b>	<b>32,294</b>	<b>33,186</b>	<b>175,952</b>	<b>175,957</b>

**Asset Revaluation Reserve**

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets. This accords with the Legislature's policy on the "Revaluation of 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:

	2007	2006
	\$000	\$000
Not later than one year	3,219	3,787
Later than one year but not later than five years	3,680	3,821
Later than five years	152	247
<b>Total (including GST)</b>	<b>7,051</b>	<b>7,855</b>



**The Legislature****Notes to and forming part of the Financial Statements for year ended 30 June 2007**

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 \$603,000 (\$673,000 – 2006), which will be recoverable from Australian Taxation Office (ATO).

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

	2007	2006
	\$000	\$000
Not later than one year	2,668	3,256
Later than one year but not later than five years	3,527	3,164
Later than five years	152	247
<b>Electorate Office Lease Commitments (including GST)</b>	<b><u>6,347</u></b>	<b><u>6,667</u></b>

The above total includes GST input tax credits of \$583,000 (\$565,000 – 2006), which will be recoverable from the ATO.

**(b) Other Expenditure Commitments**

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

	2007	2006
	\$000	\$000
Not later than one year	175	152
<b>Total (including GST)</b>	<b><u>175</u></b>	<b><u>152</u></b>

The above total for 2007 includes GST input tax credits of \$16,000 (\$14,000 – 2005/6) that will be recoverable from the ATO.

**18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS**

At reporting date there were no contingent liabilities and contingent assets.

**19. BUDGET REVIEW****Net Cost of Services**

Net Cost of Services exceeded budget by \$7,158,000 due to higher than estimated employee related, other operating, depreciation and amortisation, and other expenses, which includes Members' salaries. These higher expenditures were partially offset by higher revenue. Other operating expenses include an amount of \$1,193,000, which was the value of maintenance and restoration work carried out by the Department of Commerce. The same amount was credited to the income category, grants and contributions.

# Financial Statements

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## The Legislature

### Notes to and forming part of the Financial Statements for year ended 30 June 2007

#### Assets and Liabilities

Total assets were higher than budget by \$234,000 due to a higher than estimated cash at bank.

#### Cash Flows

Net cash inflows from operating activities were \$477,000 higher than budget as higher operating outflows were offset by higher inflows from government.

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

	2007	2006
	\$000	\$000
Net Cash used in operating activities	3,744	763
Depreciation	(4,215)	(4,262)
(Increase) / decrease in provisions	248	(401)
(Decrease) / increase in receivables, inventories and other assets	(140)	242
(Increase) / decrease in creditors and other liabilities	355	(987)
Gain / (Loss) on sale of non-current assets	(59)	(16)
Asset acquired via grant / donation	-	70
Valuation increment recognised in Operating Statement	954	188
Long Service Leave	(1,002)	(1,404)
Superannuation	(9,687)	(9,738)
Payroll tax on superannuation	(580)	(584)
Less cash flows from government:		
Capital Allocation	(97,171)	(2,868)
Recurrent Allocation	(3,202)	(88,346)
<b>Net Cost of Services</b>	<b>(110,755)</b>	<b>(107,343)</b>

#### 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 5.25% (4.75% in 2005/2006) while the effective interest rate during the reporting period was 5.17% (4.90% in 2005/2006).

**The Legislature**  
**Notes to and forming part of the Financial Statements for year ended 30 June 2007**

**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 \$165,000 (\$98,000 in 2005/2006), 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.

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**End of Financial Statements**

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# Financial Statements

## Operation of the Legislative Assembly

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	3,647	3,441	3,721
Other Operating Expenses	327	487	439
Depreciation and amortisation	50	45	43
<b>Total Expenses</b>	<b>4,024</b>	<b>3,973</b>	<b>4,203</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	49	15	19
<b>Total Revenue</b>	<b>49</b>	<b>15</b>	<b>19</b>
Gain (loss) on sale of assets	(2)	0	0
<b>NET COST OF SERVICES</b>	<b>3,977</b>	<b>3,958</b>	<b>4,184</b>
Less:			
Depreciation and amortisation	50	45	43
Long Service Leave	70	200	141
Superannuation	232	201	210
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>3,625</b>	<b>3,512</b>	<b>3,790</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>72</b>	<b>32</b>	<b>51</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$000
Salaries and related payments	3,499
Other operating expenses	480
Depreciation and Amortisation	52
<i>Total Expenses</i>	4,031
Less Retained Revenue	20
Less Non-controllable items	414
<b>Net Controllable Cost of Services</b>	<b>3,597</b>

## Parliamentary Representation - Legislative Assembly

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	17,656	15,218	15,837
Other Operating Expenses	16,286	15,276	15,120
Members Salary Related Payments	25,664	24,037	24,734
Depreciation and amortisation	1,186	1,135	1,291
<b>Total Expenses</b>	<b>60,792</b>	<b>55,666</b>	<b>56,982</b>
<b>Revenue</b>			
Sale of goods and services	404	400	405
Other Revenue	281	65	60
<b>Total Revenue</b>	<b>685</b>	<b>465</b>	<b>465</b>
Loss on disposal of fixed assets	-	-	3
<b>NET COST OF SERVICES</b>	<b>60,107</b>	<b>55,201</b>	<b>56,514</b>
Less:			
Depreciation and amortisation	1,186	1,135	1,291
Long Service Leave	355	300	337
Superannuation	6,287	6,360	6,368
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>52,279</b>	<b>47,406</b>	<b>48,518</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>904</b>	<b>1,561</b>	<b>1,083</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$000
Salaries and related payments	23,503
Other operating expenses	15,192
Depreciation and Amortisation	969
Other Expenses	21,011
<i>Total Expenses</i>	60,675
Less Retained Revenue	535
Less Non-controllable items	6,415
<b>Net Controllable Cost of Services</b>	<b>53,725</b>

# Financial Statements

## Office of the Clerk

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	836	732	861
Other Operating Expenses	112	124	163
Depreciation and amortisation	7	6	6
<b>Total Expenses</b>	<b>955</b>	<b>862</b>	<b>1,030</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	18	5	17
<b>Total Revenue</b>	<b>18</b>	<b>5</b>	<b>17</b>
Gain (loss) on sale of assets	(2)	0	0
<b>NET COST OF SERVICES</b>	<b>939</b>	<b>857</b>	<b>1,013</b>
Less:			
Depreciation and amortisation	7	6	6
Long Service Leave	32	66	75
Superannuation	68	54	56
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>832</b>	<b>731</b>	<b>876</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>17</b>	<b>8</b>	<b>-</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$000
Salaries and related payments	731
Other operating expenses	171
Depreciation and Amortisation	7
<i>Total Expenses</i>	909
Less Retained Revenue	5
Less Non-controllable items	106
<b>Net Controllable Cost of Services</b>	<b>798</b>

## Procedure Office

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	621	642	743
Other Operating Expenses	96	165	134
Depreciation and amortisation	18	21	20
<b>Total Expenses</b>	<b>735</b>	<b>828</b>	<b>897</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	2	5	1
<b>Total Revenue</b>	<b>2</b>	<b>5</b>	<b>1</b>
Gain (loss) on sale of assets	-		
<b>NET COST OF SERVICES</b>	<b>733</b>	<b>823</b>	<b>896</b>
Less:			
Depreciation and amortisation	18	21	20
Long Service Leave	2	52	63
Superannuation	49	41	42
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>664</b>	<b>709</b>	<b>771</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>34</b>	<b>12</b>	<b>51</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$000
Salaries and related payments	649
Other operating expenses	132
Depreciation and Amortisation	18
<i>Total Expenses</i>	799
Less Retained Revenue	10
Less Non-controllable items	100
<b>Net Controllable Cost of Services</b>	<b>689</b>

# Financial Statements

## Legislative Assembly Committee Office

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	341	230	103
Other Operating Expenses	23	23	18
Depreciation and amortisation	1	0	0
<b>Total Expenses</b>	<b>365</b>	<b>253</b>	<b>121</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	23	0	0
<b>Total Revenue</b>	<b>23</b>	<b>0</b>	<b>0</b>
Gain (loss) on sale of assets	-	-	-
<b>NET COST OF SERVICES</b>	<b>342</b>	<b>253</b>	<b>121</b>
Less:			
Depreciation and amortisation	1	0	0
Long Service Leave	42	9	(85)
Superannuation	12	11	11
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>287</b>	<b>233</b>	<b>195</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$000
Salaries and related payments	239
Other operating expenses	21
Depreciation and Amortisation	-
<i>Total Expenses</i>	260
Less Retained Revenue	-
Less Non-controllable items	22
<b>Net Controllable Cost of Services</b>	<b>238</b>



## Legislative Assembly Committees 2006/07

COMMITTEE	2006/07 ACTUAL \$000	EMPLOYEE RELATED EXPENSES \$000	TRAVEL \$000	ADVERT ISING \$000	CONTRACT & CONSULT. \$000	PRINTING \$000	RENT \$000	STORES, DEPN,MISC. \$000	POSTAGE & TELEPHONE \$000	COMPUTER COSTS
Public Accounts	431	341	1	3	21	7	52	3	1	2
Public Bodies Review	274	241	-	-	-	4	23	3	2	1
Ethics	10	-	-	7	1	1	-	1	-	-
Public Works	258	203	4	6	2	1	37	1	3	1
Natural Resources	378	353	3	-	1	-	20	1	-	-
<b>TOTAL EXPENSES</b>	<b>1,351</b>	<b>1,138</b>	<b>8</b>	<b>16</b>	<b>25</b>	<b>13</b>	<b>132</b>	<b>9</b>	<b>6</b>	<b>4</b>
REVENUE	2									
<b>NET COST OF SERVICES</b>	<b>1,349</b>									
Less:										
Long Service Leave	33									
Superannuation	-									
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>1,316</b>									

## Joint Committees Administered by the Legislative Assembly 2006/07

COMMITTEE	\$000	EMPLOYEE RELATED EXPENSES \$000	TRAVEL \$000	ADVERTI SING \$000	CONTRACT & CONSULT. \$000	PRINTING \$000	RENT \$000	STORES, DEPN,MISC. \$000	POSTAGE & TELEPHONE \$000	COMPUTER COSTS
Health Care Complaints	266	224	5	8	-	2	23	3	1	-
I.C.A.C.	268	242	-	-	-	1	23	1	-	1
Ombudsman	220	188	1	-	4	1	23	2	1	-
Valuer-General	182	180	-	-	-	1	-	1	-	-
Legislation Review	443	357	4	-	7	9	60	4	1	1
Staysafe	285	253	1	-	-	3	26	1	-	1
Committee on Children	168	137	-	-	5	2	23	-	1	-
Electoral Matters	23	19	-	4	-	-	-	-	-	-
Pooled Committee Costs	217	25	1	2	11	7	-	119	11	41
<b>TOTAL EXPENSES</b>	<b>2,072</b>	<b>1,625</b>	<b>12</b>	<b>14</b>	<b>27</b>	<b>26</b>	<b>178</b>	<b>131</b>	<b>15</b>	<b>44</b>
REVENUE	-									
<b>NET COST OF SERVICES</b>	<b>2,072</b>									
Less:										
Depreciation	107									
Long Service Leave	5									
Superannuation	42									
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>1,918</b>									

# Financial Statements

## Employee Services

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	644	726	787
Other Operating Expenses	32	65	46
Depreciation and amortisation	6	4	4
<b>Total Expenses</b>	<b>682</b>	<b>795</b>	<b>837</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	1	0	0
<b>Total Revenue</b>	<b>1</b>	<b>0</b>	<b>0</b>
Gain (loss) on sale of assets	-	-	-
<b>NET COST OF SERVICES</b>	<b>681</b>	<b>795</b>	<b>837</b>
Less:			
Depreciation and amortisation	6	4	4
Long Service Leave	(12)	46	56
Superannuation	41	37	39
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>646</b>	<b>708</b>	<b>738</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>21</b>	<b>12</b>	<b>-</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$ 000's
Salaries and related payments	719
Other operating expenses	49
Depreciation and Amortisation	8
<i>Total Expenses</i>	776
Less Retained Revenue	-
Less Non-controllable items	66
<b>Net Controllable Cost of Services</b>	<b>710</b>

## Members' Services

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	486	394	399
Other Operating Expenses	24	45	23
Depreciation and amortisation	8	7	6
<b>Total Expenses</b>	<b>518</b>	<b>446</b>	<b>428</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gain (loss) on sale of assets	-	-	-
<b>NET COST OF SERVICES</b>	<b>518</b>	<b>446</b>	<b>428</b>
Less:			
Depreciation and amortisation	8	7	6
Long Service Leave	12	7	8
Superannuation	19	20	22
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>479</b>	<b>412</b>	<b>392</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$ 000's
Salaries and related payments	406
Other operating expenses	49
Depreciation and Amortisation	9
<i>Total Expenses</i>	464
Less Retained Revenue	-
Less Non-controllable items	36
<b>Net Controllable Cost of Services</b>	<b>428</b>

# Financial Statements

## Chamber and Support Services

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	719	717	828
Other Operating Expenses	40	65	55
Depreciation and amortisation	10	7	7
<b>Total Expenses</b>	<b>769</b>	<b>789</b>	<b>890</b>
<b>Revenue</b>			
Sale of Goods and Services	0	0	0
Other Revenue	5	5	1
<b>Total Revenue</b>	<b>5</b>	<b>5</b>	<b>1</b>
Gain (loss) on sale of assets	-	-	-
<b>NET COST OF SERVICES</b>	<b>764</b>	<b>784</b>	<b>889</b>
Less:			
Depreciation and amortisation	10	7	7
Long Service Leave	(6)	20	24
Superannuation	43	38	40
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>717</b>	<b>719</b>	<b>818</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Estimated Expenditure and Revenue for 2007/08

Description	\$000
Salaries and related payments	755
Other operating expenses	58
Depreciation and Amortisation	10
<i>Total Expenses</i>	823
Less Retained Revenue	5
Less Non-controllable items	84
<b>Net Controllable Cost of Services</b>	<b>734</b>

## Office of the Financial Controller

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	1,105	1,183	1,090
Other Operating Expenses	177	160	228
Depreciation	208	206	205
<b>Total Expenses</b>	<b>1,490</b>	<b>1,549</b>	<b>1,523</b>
<b>Revenue</b>			
Sale of Goods and Services	-	-	-
Other Revenue	141	75	61
<b>Total Revenue</b>	<b>141</b>	<b>75</b>	<b>61</b>
<b>NET COST OF SERVICES</b>	<b>1,349</b>	<b>1,474</b>	<b>1,462</b>
Less:			
Depreciation	208	206	205
Long Service Leave	27	28	22
Superannuation	34	32	32
<b>Net Controllable Cost of Services</b>	<b>1,080</b>	<b>1,208</b>	<b>1,203</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>6</b>	<b>6</b>	<b>13</b>

## Estimated Expenditure and Revenue for 2007/08

Description	\$000
Salaries and related payments	1,183
Other operating expenses	160
Depreciation and Amortisation	206
<i>Total Expenses</i>	1,549
Less Retained Revenue	75
Less Non-controllable items	266
<b>Net Controllable Cost of Services</b>	<b>1,208</b>

# Financial Statements

## Other Services

	2006/2007 ACTUAL \$000	2006/2007 BUDGET \$000	2005/2006 ACTUAL \$000
<b>Expenses</b>			
Presiding Officers Conference	2	20	19
Commonwealth Parliamentary Association.	238	313	235
Overseas Delegations	1	7	-
<b>NET COST OF SERVICES</b>	241	340	254

### Estimated Expenditure and Revenue for 2007/08

Description	\$000
Presiding Officers Conference	\$ 20,000
Commonwealth Parliamentary Association	\$ 313,000
Overseas Delegations	\$ 7,000

## 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](http://www.parliament.nsw.gov.au). Committee reports referred to in this document can also be accessed at this site.

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