

Department of the Legislative Assembly

ANNUAL REPORT 2008/09



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Our Vision

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

Our Mission

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

Our Values

Independence and Integrity

Innovation and Diversity

Commitment and Respect



Clerk's Letter

The Hon. Richard Torbay MP
Speaker of the Legislative Assembly
Parliament House
Macquarie Street
SydneyNSW2000

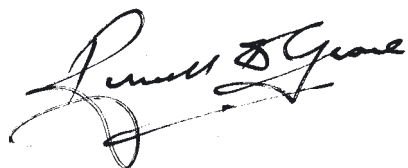
Dear Mr Speaker

It gives me great pleasure to submit to you the annual report of the Department of the Legislative Assembly for the year ended 30 June 2009.

I acknowledge with appreciation the commitment and hard work of the staff of the Legislative Assembly during the year and we look forward to working together within the Department to achieve our goals.

In co-operation with the Department of the Legislative Council and with support received by the Department of Parliamentary Services, I am confident that we are in a position to be able to meet any challenges that may lie ahead.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Russell D. Grove', with a stylized flourish at the end.

Russell D. Grove
Clerk of the Legislative Assembly

Speaker's Foreword

I am pleased to accept the annual report for the Department of the Legislative Assembly for the year ending 30 June 2009.

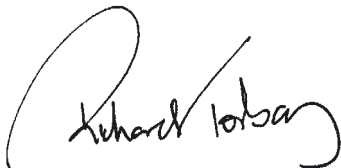
The annual report provides a summary of the activities and outcomes of the Chamber and committees and information on a number of corporate and administrative functions that support the House, its committees and members.

The members of the Legislative Assembly and myself continued to receive the highest quality of advice and services in our respective roles to support the operation of the House, committees and electorate offices.

During the year, the Department consolidated the restructure and organisation change began in the previous period and assisted with the implementation of the recommendations arising from a review into the administration of members' entitlements.

The development of the strategic plan for the Department for 2009/11, in conjunction with the Parliament's strategic plan 2009/18, will guide further organisation change. I support the focus on providing support to members in their electorate offices, building the capacity of the organisation through staff development and the utilisation of technology to meet the future demands of the Legislative Assembly and its members.

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

A handwritten signature in black ink, reading "Richard Torbay". The signature is written in a cursive style with a large, sweeping initial 'R'.

Richard Torbay
Speaker

Our Organisation

WHO WE ARE

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

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

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

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

WHAT WE DO

- Ensure the efficient and effective functioning of the Legislative Assembly, its committees and members
- Provide access for the community to the Parliament and its proceedings, committees and members so that the people can fully participate in the processes of Parliament
- Ensure that members of the Legislative Assembly can fulfil their public duties as elected representatives of the people.

OUR KEY CLIENTS

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

OUR RESOURCES

Legislative Assembly Operations net cost – **\$3.655m**

Legislative Assembly and Joint Committees net cost – **\$3.465m**

Department staff – **67**

Members' Program net cost – **\$56.206m**

Members' staff – **244**

SHORT HISTORY

1856 Legislative Assembly constituted as the Lower House of the bicameral Parliament of New South Wales with 54 members, the first responsible parliament of the then Australian colonies

1858 Full manhood suffrage for males and secret voting introduced

1859 Queensland separated from New South Wales

1889 Allowances for members introduced

1893 Plural voting abolished

1901 NSW Parliament becomes a State Parliament in the new Federation of Australia

1902 Women given right to vote

1925 First woman elected to the Assembly

1926 Single member electorates

1928 Preferential voting introduced

1929 Compulsory voting introduced

1979 Optional preferential voting introduced

1984 The term of Parliament extended from 3 to 4 years

1995 Fixed four-year terms introduced

1999 The number of electorates reduced from 99 to the current 93

2007 Speaker allowed to debate and vote in the House

ACTIVITIES AT A GLANCE

OUTCOME/RESULT	ACTIVITY/OUTPUT 2007/08	ACTIVITY/OUTPUT 2008/09
The Legislative Assembly fulfils its legislative role	118 bills were introduced 118 bills were passed	103 bills were introduced 96 bills passed
Supervision and scrutiny of the Executive Government is undertaken	3,005 Written Questions 3,113 Answers to Written Questions 482 Oral Questions	3,518 Written Questions 3,320 Answers to Written Questions 480 Oral Questions
Committee reports tabled	38	40
Committee meetings	141	121
Committee witnesses	218	255
Strengthen the community knowledge of our system of government and the Parliament	573 groups 23,925 visitors	598 groups 24,363 visitors

FINANCIALS AT A GLANCE

NET CONTROLLABLE COSTS	2007/08 \$000	2008/09 BUDGET \$000	2008/09 ACTUAL \$000
Legislative Assembly Operations	3,613	3,709	3,655
Legislative Assembly Committees	3,063	3,115	3,465
Legislative Assembly Members' Program	53,948	55,498	56,206

Performance Highlights

AMENDMENTS TO THE STANDING ORDERS

In November 2006 a process was commenced to update the Legislative Assembly standing orders when the House adopted new standing orders to come into effect at the commencement of the 54th Parliament, in February 2007. These standing orders modernised many of our procedures and put into plain English much of the terminology used, and during 2007 members indicated these new standing orders were operating successfully and required only minor amendment.

However, in December 2007 and in April 2008, the House agreed to new sessional orders, to provide for a routine of business to facilitate the earlier rising of the House in the evenings whilst at the same time largely preserving the time previously set aside for the consideration of Government and general business.

Also in 2008/09, following a written request sent by the Speaker to all members, suggestions were received for proposed further changes to the standing orders. Accordingly, the Standing Orders and Procedure Committee met on three occasions between March and June 2009, to consider both the inclusion into the standing orders of the 2007 and 2008 sessional orders and changes suggested both by the Speaker and by members.

In the last week of the Budget sittings, the House debated and adopted the Committee's report and the amendments were approved by Her Excellency the Governor to become effective from the next sitting day on 1 September 2009.

The details of the changes and the new standing orders are reported in more detail later in the report.

INTER-PARLIAMENTARY RELATIONS

During the reporting period the Commonwealth Parliamentary Association (CPA) approved a programme for the "twinning" of branches. The aim of the programme is to promote co-operation and support between developing and developed branches of the CPA wishing to forge sustained relationships with one another. Under the programme the Parliament of New South Wales has been twinned with the Parliament of the Solomon Islands and the Bougainville House of Representatives.

In May 2009 the New South Wales Branch and the United Kingdom-based CPA Secretariat jointly hosted the 21st Commonwealth Parliamentary Seminar. The Seminar was attended by delegates from across the Commonwealth, with participants representing all nine CPA regions.

The annual Commonwealth Parliamentary Seminars are intended to be intensive learning exercises in parliamentary matters aimed, in particular, towards newer parliamentarians who are likely to play a significant role in their home jurisdictions in years to come.

The theme for this year's Seminar was "Strengthening Parliamentary Democracy", and under that general theme 12 sessions were presented to participants covering such topics as the federal system in Australia, the case for free trade, climate change, financial scrutiny of the Executive and parliamentary committees and the committee system.

COMMITTEE INQUIRIES

The Committee Office and secretariats supported a total of 15 Legislative Assembly and Joint Committees. A total of 40 reports were tabled and committees conducted 32 hearings and examined 255 witnesses.

The committee inquiry and reporting process will be strengthened in the next reporting period through a change to the standing orders that will require the Government to respond within six months to specific recommendations made by Legislative Assembly and Joint Committees in their reports.

RESTRUCTURE OF THE DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

During the reporting period a review of the structure of the Department of the Legislative Assembly was undertaken. The review was a direct consequence of the establishment of the Department of Parliamentary Services during the 2007/08 reporting period.

The number of offices within the Department was reduced from 6 to 3 in order to:

- Make better use of our staffing resources;
- Improve reporting and accountability to the Clerk; and
- Enable us to operate more effectively within our budget.

The Department has focused on our core business revolving around the operation of the Chamber, the committees and assisting members and supporting their electorate offices.

The Department of the Legislative Assembly restructure is reported in greater detail in the “Our Governance” section of this report.

In May 2009, after a major review of the services provided by the Department, following the establishment of the Department of Parliamentary Services, the Speaker approved a revised Strategic and Operational Plan for the Legislative Assembly for the period 2009/11.

The strategies identified in the revised Plan are:

1. Improving our governance structures and financial management;
2. Fostering a collaborative and learning environment;
3. Improving client communication; and
4. Reviewing and improving our key business systems.

The Year Ahead 2009/10

In addition to the strategies and initiatives identified in the strategic plan, the Department's focus will be on a number of initiatives to strengthen our capacity to support the House, committees and electorate offices.

PARLIAMENTARY PROCEDURE

In the next reporting period the Department will undertake the following activities in the broad area of parliamentary procedure:

- Databases and administrative procedures to support members and Ministers will be updated as a consequence of the implementation of the new standing orders;
- The publication *New South Wales Legislative Assembly Practice, Procedure and Privilege* will be made a 'live' document on the Parliament's website;
- The procedural information available online will be organised into an A to Z compendium format. An index for the compendium has been created and the project will be ongoing throughout 2009/10;
- As resources allow, a database resource on committee procedure, practice and precedents will be developed; and
- Legislative amendment will be pursued to facilitate the development of a tabled papers database.

INTER-PARLIAMENTARY RELATIONS

The New South Wales Parliament will make a submission to the Australian Agency for International Development (AusAID) for funding in the period 2009/12 to increase our capacity to deliver enhanced programmes to our twinned branches in the Solomon Islands and Bougainville. In the next reporting period a strategic plan in relation to the twinning arrangements will be prepared.

MEETING ELECTORATE OFFICERS' AND MEMBERS' EXPECTATIONS

As part of the restructure of the Legislative Assembly in 2008/09 the focus on support for electorate officers and members' electorate offices will require the development of responses to the surveys and implementation of our communication and consultation strategies.

SURVEY OF STAFF

The Legislative Assembly will conduct a survey of the staff of the Legislative Assembly to assist in identifying key areas of staff needs and satisfaction, in addition to projects already identified in staff training and development, performance management and reviewing our staffing flexibility to meet high demand periods. This will be the first employee opinion survey conducted by the Legislative Assembly.

BUDGET ENVIRONMENT

With the continuation of two unfunded temporary Committee Manager and Senior Committee Officer positions, it is anticipated that the Legislative Assembly Committee Office budget will again be over budget in the 2009/10 reporting period.

The budget program “Operations of the Legislative Assembly” will also continue to face budgetary constraints in relation to maintaining our staffing establishment so that we can meet increasing demands in areas such as support for electorate offices and staff of members, increased numbers of school tours and greater utilisation of the function and meeting rooms, while progressing our program to build our capacity in research, information sharing and access, and developing a professional body of staff to meet the challenges of the future.

Organisational Chart

SPEAKER OF THE LEGISLATIVE ASSEMBLY

Office of the Speaker

Clerk of the Legislative Assembly

Clerk's Executive Support
Commonwealth
Parliamentary Association
Parliamentary Visitor Program

Office of the Clerk
Deputy Clerk

Committee Office
Clerk Assistant

Procedure and
Chamber Support
Clerk Assistant and
Serjeant-at-Arms

Electorate Offices
Management Unit

Committee Secretariats

Procedure Office

Management and Records

Chamber and Tours
Attendants
Mailroom

Procedural Research

Parliamentary Privilege
and Ethics Committee

Standing Orders and
Procedure Committee

Our Performance



Results and Services Plan 2008/09

OUTCOME

The Parliament of NSW fulfills its role as a representative and legislative body

RESULTS

Effective functioning of the House and its members

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

Members of Parliament are able to fulfill their representative and legislative roles

SUB RESULTS

CHAMBER OPERATIONS

COMMITTEE OPERATIONS

SERVICES TO MEMBERS AND THE PARLIAMENT

ADVICE

- Clerks-at-the-Table
- Practice and procedure

- Conducting inquiries
- Practice and procedure

- Members and Presiding Officers
- Legislative and administrative decisions

INFORMATION AND RESEARCH

Papers and precedents

- Investigation and analysis
- Information services
- Reports and publications

- Members' Handbook and policies
- Reference and information

ADMINISTRATION

House records

- Committee records
- Logistics
- Transcripts

- Members' staff
- Members' entitlements and salaries
- Inter-parliamentary relations

BUILDING AND OCCUPANTS FACILITIES

- Security in the Chambers
- Communication/network

- Security and safety
- Meeting facilities
- Communication/network

- Security and safety
- Occupant facilities
- Electorate Offices
- Communication/network

COMMUNITY AWARENESS AND EDUCATION

Public access to information

- Public access to information
- Civics education
- Communication with constituents

ORGANISATIONAL CAPABILITY

SERVICE DELIVERY AREAS

OUR PERFORMANCE

The Department of the Legislative Assembly provides a range of services to the House and its committees, to its members, and to the community. Many external factors and other agencies impact on the workload of the Department and this can vary greatly from year to year.

A key variable is the number of parliamentary sitting days the Executive Government determines should occur each year. The Department must provide administrative services to facilitate these sitting day activities, sometimes at relatively short notice.

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

EFFECTIVE FUNCTIONING OF THE HOUSE AND ITS COMMITTEES

Result Area 1 – Effective Functioning of the House, its Committees and its Members

OUTCOME/RESULT	ACTIVITY/OUTPUT 2007/08	ACTIVITY/OUTPUT 2008/09
Members' satisfaction with the procedure advice and Procedure Office services	Average score 8.3 out of 10	Average score 8.3 out of 10
The Legislative Assembly fulfils its legislative role	118 bills were introduced 118 bills were passed	103 bills were introduced 96 bills were passed
Supervision and scrutiny of the Executive Government is undertaken	3,005 written questions 3,113 answers to written questions 482 oral questions	3,518 written questions 3,320 answers to written questions 480 oral questions
Parliamentary processes are in place to facilitate the carriage of House business	New sessional orders were adopted in December 2007 to introduce "family friendly" sitting hours	Revised standing orders adopted by the House in June 2009
The records of the House are published	120 bound volumes of Joint Volumes, Questions and Answers and Business Papers were produced	64 bound volumes of Joint Volumes for the 52nd and 53rd Parliament were produced, completing the sets
Advice to the Speaker on requests for citizens' right of reply	0	3
Considered rulings drafted for the Speaker	4 (includes 2 not given)	4
Papers prepared for conferences	4	6
Responses to inquiries from other parliaments (Australia)	16	39
Responses to inquiries from other parliaments (overseas)	25	28
Responses to formal inquiries from members' offices on procedural/privilege issues	7	11
Briefing papers prepared on procedural issues	3	8

OUR ACHIEVEMENTS AGAINST WHAT WE SAID WE WOULD DO IN 2008/09

- Develop a compendium of procedure information. Achievement: The online procedural library was transformed to provide electronic access to a range of documents. The project will continue throughout 2009/10.
- *New South Wales Practice, Procedure and Privilege* (2nd edition). Achievement: Work was delayed until after the amendments to the standing orders were considered and introduced.
- Investigate the feasibility of electronic access to the tabled Parliamentary Papers through a Tabled Papers Database. Achievement: In August 2008 the Legislative Assembly Tabled Papers Database was upgraded to enable access to papers and reports in portable document format (pdf).
- Finalise the bound volumes of the 52nd and 53rd Parliaments. Achievement: Project completed. 64 volumes of the 52nd and 53rd Parliaments were published.

ACHIEVEMENTS AND ACTIVITIES DURING THE YEAR

Changes to the Standing Orders of the Legislative Assembly

As reported in the “Performance Highlights” section there were a number of changes to the standing orders of the Legislative Assembly in the last week of the Budget sittings. The House debated and adopted the Standing Orders and Procedure Committee’s report to become effective from the next sitting day on 1 September 2009.

Some of the highlights of the new standing orders are:

- The Speaker is empowered to issue guidelines from time to time on matters not provided for in the standing orders. It is envisaged that the standing order could be used for guidelines on matters such as the operation of the sub judice convention, examples of actions that might constitute contempt of the House, broadcasting guidelines, and the responsible use by members of their right to freedom of speech.
- Provision is made for a Questions and Answers Paper to be published outside of sitting days when the House is adjourned for longer than two weeks. Given that Ministers are required under the standing orders to submit answers to questions within 35 calendar days it was considered practical for such answers to be published even if the House is not sitting.
- The new routine of business provides for “family friendly hours”, being the automatic adjournment of the House at 7.30 pm on Tuesday and Wednesday (or at the conclusion of the matter of public importance if before 7.30 pm) and at 6.30 pm on Thursday (or at the conclusion of private members’ statements), and at the conclusion of private members’ statements on Fridays (usually before 1.00 pm).
- The routine of business for the Friday sittings now provides for the giving of both Government and General Business notices and for the lodgement of petitions.
- The procedures used to determine the general business to be considered by the House each week – a combination of members’ advice to the Clerk and motions in the House – are confirmed in the standing orders.
- Two separate standing orders now provide for the slightly different procedures required for the conduct of motions of no confidence in the Government (no confidence motions pursuant to section 24B (2) of the *Constitution Act*, and otherwise).
- Petitions signed by 500 or more persons are to be referred to the responsible Minister for a response. The response is to be tabled in the House within 35 calendar days and published.
- The restrictions on questions being ruled out of order for referring to debates of the current session and for anticipating debate have been removed.
- A standing order now provides for a private member to be able to declare a bill, for which the member has carriage, to be an urgent bill and for a question to be put on this proposition.

- Several changes were made in respect of how bills received from the Legislative Council are dealt with in the Assembly. In regard to private members' bills, the Speaker must be informed of the name of the Assembly member who will have carriage of the bill before the message can be reported. Also debate can now continue forthwith on a bill from the Legislative Council immediately after the Minister's agreement in principle speech, whereas previously the second reading debate was required to be set down as an order of the day for a later time. This speech can be a so-called "truncated second reading speech" where the bill received is in the same form as the bill introduced into the Council.
- The standing orders now make it clear that a member who is removed from the Chamber is excluded from the precincts of the Parliament and is also not to participate in any committee proceedings.

There were also a number of amendments to the standing orders relating to committees. For instance, the election of the chairs and deputy chairs is to be reported to the House; committees are authorised to conduct proceedings by electronic communication (e.g. video conferencing) with safeguards regarding quorums being present; committee chairs will report referred enquiries to the House; and the Government is required to respond to recommendations made in committee reports within 6 months of the report being tabled.

Procedure Support

During the reporting period a number of projects were commenced to extend the availability of procedural resources. The online procedural library was upgraded to provide electronic access to a range of documents. Previously, the procedural library was essentially an index that provided a summary of material held in hard copy. The new library has the capacity to enable scanned documents to be added to the system and be readily accessible. There is a vast amount of information currently held in hard copy in the procedural library, which needs to be assessed to determine whether it should become part of the electronic procedural resources. The project will continue throughout 2009/10.

In addition, during 2008/09 discussions were held in relation to organising the procedural information available online into an A to Z compendium format. An index for the compendium was created and the project will be ongoing throughout 2009/10. When completed, the compendium will provide an alphabetical index to procedural information such as the procedural precedents, rulings from the Chair and standing orders.

Initial discussions were also held in relation to designing a database for compiling procedural precedents for committees. It is envisaged that the database will be similar to that used to compile precedents of the proceedings of the House where precedents are linked to standing orders. This project will commence in the next reporting period.

Publication of House Papers and Tabled Papers

The project to finalise the bound volumes of the 51st, 52nd and 53rd Parliaments was completed. These will be the final bound volumes of parliamentary papers to be published as the series was discontinued at the end of the 53rd Parliament (2003 to 2006) as the public demand for electronic and web based access to information supercedes the production of paper based volumes in limited circulation.

In August 2008 the project to upgrade the tabled papers databases was completed and the first portable document format (pdf) of tabled annual reports became available to the public on the database. During the reporting period the Public Bodies Review Committee recommended that the Government promote electronic publication of annual reports. The Assembly will continue to liaise with the Treasury to encourage provision of electronic versions of annual reports through amendment of the annual reporting regulations.

During the reporting period the production of all the records of the House including the Business Paper, the Votes and Proceedings and the Questions and Answers Paper were produced and published in accordance with the standing orders and within the timeliness parameters set by the Department to allow access online to members and the public. The Questions and Answers database, and tabled papers database have been upgraded to increase ease of use.

Advice to the Speaker

During the reporting period a number of advices were prepared for the Speaker to assist him in fulfilling his role and responsibilities. These included:

- Advice in relation to requests for citizens' right of reply;
- Advice in relation to privilege and contempt matters raised by members; and
- Briefing papers prepared on procedural issues such as Question Time, answers to written questions and freedom of information.

Conference Papers

During the reporting period a number of conference and seminar papers were drafted for the Speaker, members and the Clerk. These included:

- A paper prepared for the Speaker for the 39th Conference of Presiding Officers and Clerks, held in July 2008 entitled *Freedom of speech v abuse of parliamentary privilege: The role of the Speaker in ensuring that free speech is not misused*;
- A paper prepared for the Clerk for the 39th Conference of Presiding Officers and Clerks, held in July 2008 entitled *Having a Voice in Parliament: Private Members' Business*;
- A paper prepared for the Clerk for the 45th General Meeting of the Society of Clerks-at-the-Table in Commonwealth Parliaments, held in August 2008 entitled *The Speaker's participation in debate: recent changes in New South Wales*;

- A paper prepared for the Clerk for the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar held in January 2009 on unauthorised disclosure of committee proceedings;
- A discussion paper prepared for the Clerk for the meeting of Clerks of Australian and New Zealand Parliaments held in January 2009 on the publication of Hansard on the Internet and the impact it has on citizens who have been named in the House; and
- Ongoing assistance with the preparation of papers and speeches for members attending Commonwealth Parliamentary Association (CPA) seminars and conferences.

Oral History Project

The Oral History project reported in 2007/08 continued, having covered the "Coalition years" from 1965 to 1976 in February 2008 with discussion featuring the Hon. Milton Morris, Mr Bruce Cowan, the Hon. Wal Fife, the Rev. John Mason, the Hon. Ron Mulock and Mr Justice Terry Sheahan.

In 2008/09 discussion commenced on the Wran/Unsworth years from 1976 to 1988 and we were again fortunate to hold recorded discussions with the Hon. Wendy Machin, the Hon. Gerry Peacock and the Hon. Tim Fischer.

The project is planned to continue through the next two years with the aim to publish the findings in 2011.

Procedural Training for Members

On 28 October 2008 a briefing was held for the four new members who had been elected at by-elections on 18 October 2008. The new members were introduced to a number of parliamentary procedures including the procedure for asking written questions, lodging petitions and giving notices of motions. The members were also familiarised with the routine of business and how proceedings are conducted in the Chamber.

The election of four new members provided an opportunity to trial a change in how vital information is delivered to newly elected members, which will assist in the preparation of material for new members elected at the 2011 election.

Committees of the Legislative Assembly and Joint Committees

Key Committee Statistics

OUTCOME/RESULT	ACTIVITY/OUTPUT 2007/08	ACTIVITY/OUTPUT 2008/09
Members' satisfaction with Committee Office services	Average score 8.3 out of 10	Average score 8.5 out of 10
Number of committees	14	15
Committee reports tabled	38	40
Committee meetings	141	121
Committee hearings	32	32
Committee witnesses	218	255

Joint Standing Committee on the Office of the Valuer-General

During the reporting period an additional committee administered by the Legislative Assembly was established in September 2008 and is being serviced from within existing resources. This Committee, the Joint Standing Committee on the Office of Valuer-General, met five times and reported in June 2009.

Crown Solicitor's Office Advisings

During the reporting period a protocol was developed to provide guidance for committees' use of Crown Solicitor's Office advisings on legal matters.

Committee Chairs' Liaison Group

The Committee Chairs' Liaison Group, which was established in 2007/08, did not meet during the 2008/09 reporting period.

Legislation Impacting on Committees

In June 2009 legislative amendments were enacted that had an impact on the operations of committees.

These changes were contained in the following Acts:

- *The Government Information (Public Access) Act* and the *Government Information (Information Commissioner) Act*, under section 131 and schedule 1 respectively, conferred additional functions on the Committee on the Office of the Ombudsman; and
- *The Statute Law (Miscellaneous Provisions) Act* amended section 11 of the *Parliamentary Evidence Act 1901* to make the spelling of "Serjeant-at-Arms" consistent with the spelling used in the standing orders of the Legislative Assembly.

Audio and Video Conferencing Equipment

During the reporting period a request was made to Information Technology Services to prepare a business case for acquiring audio and videoconferencing equipment. The business case was prepared in consultation with a project team partially comprised of experienced committee staff of both Houses. The project team determined that there was significant potential to improve committees' operational efficiency both in terms of cost and time, by installing contemporary audio and video conferencing facilities at Parliament House.

The project team identified a single integrated videoconferencing facility that was subsequently purchased and is located in the Waratah Room. The videoconferencing unit enables the capture and re-broadcast of audio and integrated telephone conferencing. It is portable and can be used, for example, when committees conduct hearings away from Parliament House. The unit will initially make use of the Department of Premier and Cabinet's videoconferencing infrastructure to access a much broader network. With an upgrade in software the system will be compatible with desktop PC web cameras.

In 2008/09 the Legislative Assembly addressed a crucial non-technical impediment by amending standing order 295 to provide committees with the authority to conduct proceedings by electronic communication without members of the committee or witnesses being present in the one place.

Committee Staff Workshop and Colloquia Series

The 2006/07 reporting period saw the introduction of a colloquia series for committee staff, which was then expanded in 2007/08 into a more formal learning environment of workshops.

During the 2008/09 reporting period two workshops were conducted – one a hearing role-play and the other on parliamentary privilege.

Inter-Parliamentary Relations and Special Event Management

The Legislative Assembly has a long history of active participation in institutions, programmes and events that aim to strengthen our ties with Australian and international parliamentary jurisdictions. These activities provide opportunities to develop the Assembly's knowledge base and to share our knowledge and experiences with others.

The work that the Legislative Assembly undertakes in this area is wide-ranging and incorporates such activities as:

- Participation in, and support of parliamentary organisations such as the Commonwealth Parliamentary Association (CPA) and the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT);
- Provision of procedural and administrative advice to other parliaments;
- Participation in the Australian program to strengthen parliamentary institutions in the Asia-Pacific region;
- Participation in, and hosting of conferences, seminars and other activities to aid the professional development of members and staff; and
- Arrangement of attachment programmes and development opportunities for members and officers of other parliaments.

Commonwealth Parliamentary Association (CPA)

2nd Conference of Australian Members of Parliament

In November 2008 the New South Wales Branch hosted the 2nd Conference of Australian Members of Parliament.

The purpose of the Conference was to enable members from across Australian jurisdictions to participate in a knowledge and practice-sharing forum and to enhance their parliamentary experience.

The Conference provided a medium for members to generate ideas and help formulate future policy options in a non-political, bi-partisan forum.

The Conference theme was "Meeting the Challenges of the Future, Today" and the topics addressed in keynote speeches, a panel discussion, and in participant-driven workshops included climate change, telecommunications in rural and regional areas, federalism, political ethics and an update on domestic violence laws in Australia.

21st Commonwealth Parliamentary Seminar

In May 2009 the New South Wales Branch and the United Kingdom-based CPA Secretariat jointly hosted the 21st Commonwealth Parliamentary Seminar.

The Seminar was attended by delegates from across the Commonwealth, with participants representing all nine CPA regions.

The annual Commonwealth Parliamentary Seminars are intended to be intensive learning exercises in parliamentary matters aimed, in particular, towards newer parliamentarians who are likely to play a significant role in their home jurisdictions in years to come.

The theme for this year's Seminar was "Strengthening Parliamentary Democracy", and under that general theme 12 sessions were presented to participants covering such topics as the federal system in Australia, the case for free trade, climate change, financial scrutiny of the Executive and parliamentary committees and the committee system.

Australian Region Commonwealth Women Parliamentarians (CWP)

During the reporting period staff of the Legislative Assembly supported the activities of the Australian Region Commonwealth Women Parliamentarians (CWP) Steering Committee.

The role of the Steering Committee is to promote parliamentary service for women throughout the region and to represent women parliamentarians' views and concerns.

During the year the region instituted a survey of Australian jurisdictions on childcare arrangements and facilities in parliaments.

Meetings of the Steering Committee were held on 21 July 2008, 19 September 2008, 20 March 2009 and 29 May 2009.

Members' Study Tours

Each year the CPA provides opportunities for members to undertake individual study tours to other parliamentary jurisdictions.

The purpose of the study tours is to enable members to acquire knowledge in policy areas of particular interest to them and their constituents by means of discussion and exchange of ideas. Members are able to witness first hand policies, processes and infrastructure in place in other jurisdictions.

In taking opportunities for study tours, members are accountable for the sharing of the information gathered for the aim of achieving better policy outcomes in NSW.

During the reporting period 16 CPA study tours were undertaken by members of the Legislative Assembly and the Legislative Council. Further details on the study tours undertaken, are contained in Appendix D ("Parliamentary Supported Travel").

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

The objective of the ANZACATT is to advance the professional development of Clerks and other staff of parliaments in Australia and New Zealand by expanding their knowledge of the foundations and principles of parliamentary systems and procedure, as well as the administrative practices essential to the smooth operation of Parliament.

During the reporting period the Legislative Assembly participated in ANZACATT activities and made the following contributions to furthering the objectives of the Association:

Membership of the Education Committee

The Clerk-Assistant (Procedure) and Serjeant-at-Arms continued as Chair of the ANZACATT Education Committee.

The focus of the Committee's activities was a review of the curriculum and provision of the annual Parliamentary Law, Practice and Procedure (PLPP) Course.

Following a tender process, the Executive Committee appointed the University of Tasmania as the PLPP course provider for 2009, 2010 and 2011.

Professional Development Seminar Parliamentary Case Law Database/ ANZACATT Website

*"Parliament Matters"/"Table Talk"
Responses to ANZACATT enquiries
and E-CATT Info-share List Server.*

Parliamentary Strengthening in the Asia-Pacific Region

The Legislative Assembly made contributions to the following activities aimed at strengthening parliamentary institutions and systems in the Asia-Pacific region:

"Twinning" Arrangements with the Solomon Islands and the Autonomous Region of Bougainville

During the reporting period the CPA approved a programme for the "twinning" of branches with the aim of promoting co-operation and support between developing and developed branches of the CPA wishing to forge sustained relationships with one another. Under the programme the Parliament of New South Wales has been twinned with the Parliament of the Solomon Islands and the Bougainville House of Representatives.

It is anticipated that the twinning arrangements will provide opportunities for exchanges of parliamentary information and advice through direct contact between the twinned parliaments, visits for workshops, seminars and study tours, and will become an avenue for the CPA Education Trust Fund to seek presenters and attachments relevant to annual training requests.

The Parliament of New South Wales also made a submission to the Australian Agency for International Development (AusAID) for funding in the period 2009/12 to increase our capacity to deliver enhanced programmes to our twinned branches.

In the next reporting period it is intended that a strategic plan in relation to the twinning arrangements will be prepared.

Centre for Democratic Institutions (CDI)

The Centre for Democratic Institutions (CDI) harnesses Australian and international best practice to support regional country partners in strengthening their parliaments and political systems. The CDI was established as an Australian Government initiative and receives its core funding through AusAID. The CDI's geographic focus is the Asia-Pacific region.

The CDI aims to improve governance and political practice in partner countries via intensive, targeted programs on parliamentary leadership, the operation of political parties, the reform of democratic institutions, the representation of women, and other issues related directly to improving the effectiveness and quality of parliaments, parties and members.

2nd CDI and New South Wales Parliament Effective Parliamentary Committee Inquiries Course

The 2nd CDI and New South Wales Parliament Effective Parliamentary Committee Inquiries Course was held at Parliament House in February 2009.

2nd CDI Professional Development Workshop for Melanesian National and Provincial Parliamentary Staff

The Clerk-Assistant (Committees) served as both a presenter and a facilitator at the 2nd CDI Professional Development Workshop for Melanesian National and Provincial Parliamentary Staff. The workshop was hosted by the National Parliament of Papua New Guinea in Port Moresby in June 2009.

The workshop's focus was on developing staff capacity in the core areas of parliamentary work, including values, skills and qualities; aspects of parliamentary practice and procedure; research and analysis; planning and budgeting; and writing.

13th Annual Conference of Public Works and Environment Committees of Australian Parliaments

In July 2008, the Legislative Assembly hosted the 13th Annual Conference of Public Works and Environment Committees of Australian Parliaments on the theme of "Sustainable Urbanisation".

The Standing Committee on Public Works and the Standing Committee on Natural Resource Management (Climate Change) jointly hosted this year's conference. Each committee nominated members for a small working party for discussions in relation to the co-ordination of the Conference.

Visitor/Attachment Programmes

During the reporting period staff of the Legislative Assembly co-ordinated or participated in 66 programmes for visits and attachments to the Parliament of New South Wales.

For further details on visitor and attachment programmes undertaken during the reporting period, refer to Appendix E ("Official Visitors").

AIMS FOR 2009/10

Procedure Support

The new standing orders to be implemented in the next reporting period will require updated databases and administrative procedures to support members and Ministers.

Access to databases to track responses to petitions signed by 500 or more persons and Government responses to Committee recommendations will be implemented as well as the required changes to the Business Paper and to the Votes and Proceedings.

New South Wales Legislative Assembly Practice, Procedure and Privilege will be updated and a second edition released in 2011.

Our online procedural resources will be extended further:

- The publication *New South Wales Legislative Assembly Practice, Procedure and Privilege* will become a 'live' document on the Parliament's website;
- The online procedural library project to provide electronic access to a range of scanned and indexed documents will continue to be expanded;
- The procedural information available online will be organised into an A to Z compendium format and the project will be ongoing throughout 2009/10;
- A database resource of committee procedure, practice and precedents will be developed; and
- A structured program of Chamber procedure and practice training will be developed for Chamber Support staff.

The Oral History Project will be progressed with the aim of publishing the outcomes in 2011.

Committees of the Legislative Assembly and Joint Committees

- Position notes for Assistant Committee Officers and Committee Officers will be finalised;
- Position notes will be prepared in relation to Research Officers and Senior Committee Officers; and
- In response to feedback received from the members' survey, it is intended that committee documents and forms and letters used across secretariats will be standardised.

Inter-Parliamentary Relations and Special Event Management

A strategic plan in relation to the CPA twinning arrangements and the implementation of the programme will be developed.

COMMUNITY ACCESS AND PARTICIPATION IN THE PARLIAMENTARY PROCESS

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

OUTCOME/RESULT	ACTIVITY/OUTPUT 2007/08	ACTIVITY/OUTPUT 2008/09
Strengthen the community knowledge of our system of government and the Parliament	573 groups 23,925 visitors	598 groups 24,363 visitors
Members' satisfaction with Chamber and Support Services, including provision of tours, education, reception to Parliament House	Members' satisfaction rating 8.5 out of 10 (benchmark 8 out of 10)	Members' satisfaction rating 8.7 out of 10 (benchmark 8 out of 10)

OUR ACHIEVEMENTS AGAINST WHAT WE SAID WE WOULD DO IN 2008/09

Education and Tours Program Feedback Reporting System

Achievement: A formal evaluation program was not implemented, however increased feedback in relation to the Education and Tours Program is being collected from participating teachers.

Education and Tours Program Booking System

Achievement: Improvements to the online booking system for the Schools Education Program have been ongoing throughout the reporting period. It is envisaged that this process will be fully completed in the next reporting period.

ACHIEVEMENTS AND ACTIVITIES DURING THE YEAR

Education and Tours Program

During the reporting period staff of Chamber and Support Services facilitated education, tours and community outreach programs on an ongoing basis.

The objectives of the programs are to:

- Promote community access to the Parliament and participation in the parliamentary process; and
- Provide education in relation to the role and functions of the Parliament and the Government.

Schools Education Program

The Schools Education Program is based on New South Wales curriculum requirements and enables students to:

- Visit the Legislative Assembly and Legislative Council Chambers;
- Engage in civics and citizenship education;
- Learn about the procedures of Parliament, the growth and processes of democracy in New South Wales and within the Australian federal system; and
- Participate in a role-play, meet their local member or, on a sitting day, observe Parliament in action.

Separate programs have been tailored to specific school groups, including primary schools (years K–6), secondary schools (years 7–12), special schools, ESL/TAFE colleges and universities.

During the reporting period a total of 16,552 students (including ESL students) participated in the Schools Education Program, a small increase of 198 students from the 2007/08 reporting period.

English as a Second Language (ESL)

During the reporting period, staff of Chamber and Support Services offered specifically tailored tours and education programs for students in English as a second language (ESL) programs.

In 2008/09 1,023 ESL students participated in tours and education programs, a small decrease of 313 from the previous reporting period.

Free information brochures about the New South Wales Parliament have also been made available to the public in the following languages: Arabic, Chinese, Dinka, French, Korean, Greek, Italian, Japanese, Spanish, Persian, Portuguese, Russian and Vietnamese.

As shown in the following table, overall, there was a small increase in the number of people visiting the Parliament for an event or an organised visit. There was a significant increase in the number of Proboscis and senior groups visiting the Parliament.

Education and Tours Program Statistics 2007/08 and 2008/09

GROUP TYPE	2007/08		2008/09	
	NO. OF VISITORS	NO. OF GROUPS	NO. OF VISITORS	NO. OF GROUPS
Primary schools (Years K-6)	10,121	189	11,017	205
Secondary schools (Years 7-12)	4,134	117	3,603	106
Special schools	56	6	15	1
Central schools	83	2	70	2
ESL/TAFE colleges	1,336	63	1,023	53
Universities	455	17	426	21
Business colleges	169	63	398	11
Probus clubs and seniors groups	379	18	1,125	40
Attendees at education events	4,483	76	4,319	85
Guests of members	1,733	47	929	35
Monthly lunchtime tours	3,383	11	550	11
Other	479	20	888	28
Total	23,925	573	24,363	598

ASSISTING MEMBERS OF PARLIAMENT TO FULFIL THEIR REPRESENTATIVE AND LEGISLATIVE ROLES

Result Area 2 – Members of Parliament are Able to Fulfil their Representative and Legislative Roles

OUTCOME/RESULT	ACTIVITY/OUTPUT 2007/08	ACTIVITY/OUTPUT 2008/09
Members' satisfaction with property and electorate office services	Average survey score 7.2 out of 10	Average survey score 7.1 out of 10
All members are provided with suitable offices in their electorates to facilitate the carriage of their electorate duties The offices are the front line of interaction between members and their electorates and are a key resource to enable members to fulfil their representative role	Lease and fitout activity: 49 leases were reviewed 11 new leases were negotiated. 11 fitouts were undertaken at a total cost \$970,000 Property and equipment maintenance: 661 jobs valued at \$192,000 Response time target of 24 hours generally met	Lease and fitout activity: 29 Leases were reviewed 6 new leases were negotiated 6 fitouts were undertaken at a cost of \$780,000 Property and equipment maintenance: 625 jobs valued at \$280,900 Response time target of 24 hours generally met
Members have access to the latest equipment and technology in the electorate office	Equipment: Provision of GSM BlackBerrys for country members until release of new 3G BlackBerry Provision of new Telstra ZTE mobile phones to country members following problems with 3G network	Equipment: No major new equipment replacement or purchases in the year. Members purchased more minor equipment through their Logistic Support Allocation.
Members' electorate office staff are able to support their member in their representative and parliamentary roles	A further review of additional temporary staff entitlement provided greater flexibility for members in the utilisation of their staff entitlements.	The additional temporary staff entitlement has been increasingly used in flexible ways to meet the needs of the office.

OUR ACHIEVEMENTS AGAINST WHAT WE SAID WE WOULD DO IN 2008/09

Members' Handbook

Achievement: Project completed. The Legislative Assembly Members' Handbook 2008 was completed and published during the reporting period.

ACHIEVEMENTS AND ACTIVITIES DURING THE YEAR

Electorate Offices – Leases/Fitouts

The regular work of the Electorate Offices Management Unit continued and there were 6 new offices leased and major fitout work completed to allow members to move into new premises. Twenty nine leases were also renewed for existing electorate offices.

Electorate Offices – Resources

A major project involving the provision of additional computers and furniture in members' electorate offices for the accommodation of the additional temporary staff was implemented.

Client Satisfaction with Services – Survey of Members and Electorate Office Staff

Members are the key group for the Legislative Assembly in regard to:

- Ascertaining satisfaction levels with the services and advice provided by the Department;
- Seeking information as to clients' future needs; and
- Identifying areas where the Department's performance needs to be improved.

With this in mind the Department engaged an external consultant to conduct telephone surveys of Legislative Assembly members during the reporting period. A total of 43 members across the demographic groups of party membership, office holders or backbenchers, regional or city, male or female and length of service were surveyed.

The overall satisfaction rating for the Department increased from 7.9 last year to 8.0 in this survey.

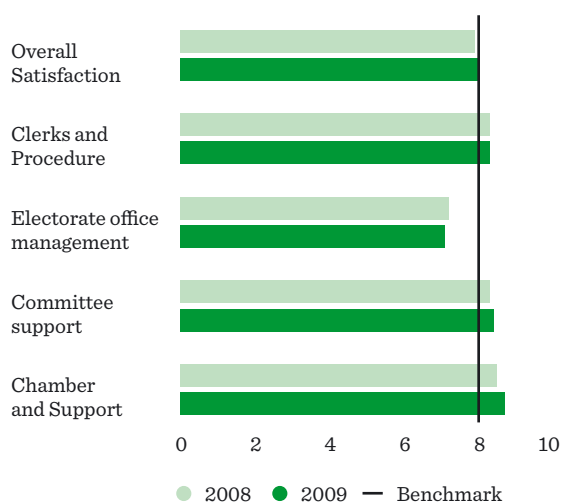
The services and support provided by the Procedure Office (8.3), Committee Office staff (8.4), and the Clerks-at-the-Table (8.3) continue to be rated very highly by members.

The average ratings in these categories are above our nominated benchmark score of 8 out of 10.

The services provided by the Chamber and Support Services section achieved a rating of 8.7 out of 10, approaching the target of excellence in services rating of 9 out of 10.

A disappointing survey result was returned in relation to the services provided to electorate offices. This year comments indicated that some confusion remained in differentiating the services provided by the Legislative Assembly and services provided by Department of Parliamentary Services (DPS). Although overall still a positive rating (greater than 5 out of 10), the rating of 7.1 out of 10 was below our nominated benchmark of 8 out of 10.

Members' Satisfaction Ratings



Electorate Officers' Satisfaction Ratings

Electorate officers are both our employees and internal customers for a range of services provided by the Department. In our survey of electorate officers we asked for their satisfaction rating of these internal services. The overall rating of the Department was 7.4 out of 10.

Electorate Officers' Satisfaction with Services of the Department of the Legislative Assembly

SERVICES	RATING 2008/09
Chamber and Support Services	7.9 out of 10
Procedure Office	7.2 out of 10
Committee Office	7.3 out of 10
Electorate Office Management Unit	6.8 out of 10
Legislative Assembly (overall)	7.4 out of 10

The lowest ratings from electorate officers were received in the areas of responsiveness to occupational health and safety issues and the lack of training in the equipment provided in the electorate offices.

A further area of concern was the outdated equipment currently in use in electorate offices. Specifically, electorate officers identified computers, IT software and other miscellaneous items of office equipment as needing replacement.

Responding to Members' Needs – Survey of Members

As reported above, the results of the surveys of members and electorate officers indicated that there were a number of areas in which the Department could improve its responsiveness and services to members and their staff.

The lowest satisfaction ratings in the 2008 survey were in relation to the management of electorate office facilities.

The Department, as part of its restructure in January 2009, created an Electorate Offices Management Unit under the Office of the Clerk and headed by the Deputy Clerk to consolidate and co-ordinate the support to members' electorate offices and their staff. The Unit manages the provision of services to electorate offices and the maintenance of the offices and equipment. A capital works program is also undertaken for the location, leasing and fitout of new offices for members and other building-type works.

A number of new initiatives were introduced during the reporting period to improve service provision:

- A regular office contact by telephone to canvas topical issues with electorate office staff and to identify any emerging issues was commenced. The phone call contact also provides for information and updates to be provided to electorate office staff. By the end of the reporting period two rounds of contact calls had been undertaken and the initial response from electorate officers has been supportive;

- An annual visit program was commenced. A new role of Liaison Officer between the Department and electorate offices was created and a program introduced to ensure that at least one annual visit is made to each electorate office. In the six months to June 2009, 15 office visits were completed and an average of nine items per office were registered for follow up action. Again, a component of the role is to provide information to members and their staff. Often this is in relation to the provision of contacts for staff to gain information about how other offices are dealing with specific situations or how to best utilise the equipment provided in the office. In addition, there were 55 specific purpose unscheduled visits, often made in response to a specific issue or request; and
- A program to improve the communication and consultation between electorate office staff and the Department has also commenced. The results of the first electorate officer employee opinion survey is reported elsewhere in this report, as well as a client satisfaction survey, which will be used in the next reporting period to develop specific responses. In addition, the Department is implementing the development of a consultative group of electorate officers to be the main forum for "sounding out", developing proposals affecting staff, and for staff to raise their issues with management. The Electorate Officers Reference Group will not deal with industrial issues or individual grievances nor replace the OH&S Committee, but will concentrate on services, equipment and support provided to electorate officers.

Members' Handbook

The Legislative Assembly Members' Handbook 2008 was completed and published during the reporting period. It was the first major rewrite since 2003. The publication allowed for an online version of the Handbook to be readily updated and made available to members and staff through the Intranet. In addition, an online version of the Handbook has been made available to the public for the first time through the Parliament's Internet site. Since that time, to reflect the restructure and movement of the administration of members' entitlements to the Department of Parliamentary Services, a new Legislative Assembly Handbook has been commenced and will be published in the next reporting period.

Members' Salaries, Allowances and Entitlements

The determination of members' entitlements is fully reported by the Parliamentary Remuneration Tribunal determinations at www.remtribunals.nsw.gov.au.

During the first half of the year an external review of the administration of members' entitlements was conducted by IAB Services.

The key finding of the IAB review was that the accountability framework should change from compliance checking by processing staff of the Parliament to self-assessment and certification by members themselves. This new regime is to be supported by member education, better information and recording systems, an advisory service and a strengthened audit programme. The report said:

"It is our view that the greatest gains in streamlining the management of members' entitlements can be obtained by fundamentally addressing the issue of accountability; providing members with the ability to manage their own funds; introducing risk management practices; and centralising services that support members and the business or corporate services functions."

The changes to be introduced in relation to accountability are as follows:

- The Parliament will adopt a risk management focus rather than continue with the current intense scrutiny of claims. This will require members to self-assess the validity of their own claims;
- An enhanced and rigorous program of internal and external audit will be introduced to replace the current intense scrutiny of each claim;
- It will be expected that each member will be audited at least once in a four-year period;
- Random internal audits will cover all the allowances in any given year; and
- Internal audits will look for patterns and trends, rather than looking for one-off immaterial mistakes.

The findings of the IAB review were endorsed and implementation began from 1 January 2009. The responsibility for the administration of members' entitlements transferred to the Department of Parliamentary Services from that date.

The Legislative Assembly retains responsibility for the management of the Legislative Assembly members' electorate offices, including property services, property maintenance, services and equipment. We work in conjunction with the Department of Parliamentary Services who provide IT services, security services and human resource services to members and staff.

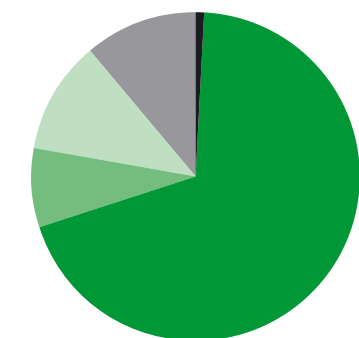
The costs of leasing and operating the electorate offices and the employment of the members' staff represents the biggest cost associated with members' additional entitlements as determined by the Parliamentary Remuneration Tribunal (PRT). The Legislative Assembly has responsibility for these fixed cost services to be provided to members.

The expenditure on members' additional entitlements by major type are reported below in the table.

Table – NSW Legislative Assembly Members’ Expenses 2008/09

TYPE OF EXPENSE	TOTAL EXPENDITURE ALL MEMBERS \$A	AVERAGE EXPENDITURE EACH MEMBER \$A
Fixed costs – electorate offices and staff costs	26,407,329	283,950
Logistic Support Allocation – flexible	3,036,244	32,648
Electorate Mail-out Account – special purpose	4,438,816	47,729
Electoral Allowance	4,279,487	46,016
Sydney Allowance – special purpose	511,847	10,446 (eligible members only)

NSW Legislative Assembly Members’ Expenses as a Percentage of Total Expenditure by Type 2008/09



- 1% Sydney Allowance
- 69% Fixed facilities and staff
- 8% Logistic Support Allocation—flexible
- 11% Electorate Mailout Account—special purpose
- 11% Electoral Allowance

AIMS FOR 2009/10

In the 2009/10 reporting period the Department will:

- Publish a revised Legislative Assembly Handbook;
- Establish a consultation and feedback mechanism with electorate office staff;
- Support electorate officers in developing and sharing “operational” information to improve efficiency;
- Continuously improve the services provided to electorate offices and better respond to members’ concerns and assessments of the services provided by the Electorate Offices Management Unit;
- Work closely and effectively with colleagues from the Department of Parliamentary Services (DPS) who provide services to the electorate offices, members and staff on behalf of the Legislative Assembly;
- Review the timeliness of responses, the follow-up of work and requests, and communication with members and staff on electorate office matters; and
- Develop initiatives to address concerns over the outdated equipment (computers, IT software, miscellaneous office equipment) currently in use in electorate offices.

Our Governance



ORGANISATIONAL STRUCTURE

Senior Management Team

Russell Grove, BA, PSM

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

Mark Swinson, BA, BLEGS, EMPA

Deputy Clerk
Office of the Clerk
Electorate Offices Management Unit
Clerk-at-the-Table
Standing Orders and
Procedure Committee

Leslie Gönye, MA

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

Ronda Miller, BA, DIP LIB, BLEGS, MBT

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY RESTRUCTURE

As reported in the 2007/08 annual report, the Presiding Officers implemented major structural change within the parliamentary establishment through the creation of the Department of Parliamentary Services (DPS), which directly affected the Legislative Assembly's structure by the transfer of the Office of the Financial Controller from the Legislative Assembly to DPS.

In the first half of the reporting period a major external review into the administration of members' entitlements was also undertaken (the IAB review and report). A key recommendation was the transfer of the responsibility for the administration of members' entitlements from the House Departments to DPS, creating a single administrative unit within the Office of the Financial Controller. A further recommendation transferred the human resource functions from the House Departments to DPS creating a single human resource unit.

These two initiatives saw the Legislative Assembly transfer 7 staff plus their budget to DPS with effect from 5 January 2009. In 2008 the proposed Legislative Assembly restructure envisaged four offices within the Legislative Assembly. The changes above required a further review and a new three office structure became effective in January 2009.

The Department of the Legislative Assembly has refocused its attention and strategies more towards the core business of a House of Parliament: the operation of the Chamber; its committees; support for members to fulfil their representative roles; and promoting access to the Parliament.

The new three-office structure is as follows:

The *Office of the Clerk* maintains responsibility for managing the Legislative Assembly, procedural advice and research, inter-parliamentary relations, support for the Standing Orders and Procedure Committee, and the pecuniary interests of members. From the previous structure it now includes records management, management of members' electorate offices and staff training and development.

The *Procedure and Chamber Support Office* is an amalgamation of the Procedure Office and the Chamber and Support Services section.

The range of services provided by the Chamber and Support Services section includes visitor reception, the co-ordination of school and other tours, room set-up to support meetings and functions, internal mailroom operations and Chamber messenger services. The Procedure Office supports the sittings and operation of the Chamber and includes administrative support for bills, production of all the business papers and an inquiry service for the public, members and staff on business before the House, the Questions and Answers Paper and petitions. The Office monitors and records the responses from Ministers required in relation to written questions.

The *Committee Office and Secretariats* is largely unchanged by the restructure. The committees of the Legislative Assembly and joint committees are supported through a range of administrative, research, inquiries, report writing and procedural advice and support to committees and committee Chairs. The Committee Office undertakes the management of the committee secretariats including budget, training and development of staff and the undertaking of procedural and inquiry processes.

The Department also supports the operation of the *Office of the Speaker*.

FINANCE AND BUDGET

Legislative Assembly and Joint Committee expenditure exceeded its budget by \$440,000 in the year.

Since 2007/08 the Legislative Assembly has serviced the same number of committees as in the previous Parliament but with fewer staff resources and a 10% cut in the Committee Office budget.

During the reporting period the situation was further exacerbated with the appointment of an additional committee to be administered by the Legislative Assembly. Temporary staffing arrangements were made to cover the extended vacancies and to provide some support to the new committee. This included a temporary staffing reorganisation for the last quarter of the reporting period.

Adding further pressure to the budget was the consultancy engaged to conduct the review of the Audit Office. Under section 48A of the *Public Finance and Audit Act 1983* the Public Accounts Committee is required to conduct a review of the Audit Office at least once every 3 years. The reviewer is appointed by the Public Accounts Committee and, until this year, the cost was met from a budget allocation specifically designated for the purpose. However, in 2008/09 the Legislative Assembly did not receive specific funds for the review, due to the funding request missing Treasury's budget cycle for preparing the New South Wales budget and because Treasury indicated that the funds could be drawn from other parts of the Parliament's global budget. As a result, the cost of the review (\$155,000) contributed to the Committee Office being over budget in 2008/09.

The "Operations of the Legislative Assembly" program was under budget by \$55,000. This result was largely achieved by maintaining a number of positions vacant through the year. In 2009/10 the budget and establishment will need to be further refined to ensure ongoing service delivery within our resources.

The main cost drivers for the Legislative Assembly are staff wages and salaries.

The demand drivers are the sittings of the House, public demand for information (on-line), visitors and school tours, increased demand for room bookings and support for events and functions.

Internally the Legislative Assembly aims to develop our staff expertise, improve the use of technology and to develop our procedural research and support, requiring ongoing investment of staff time and other costs.

MANAGEMENT ACROSS THE PARLIAMENT (STRATEGIC PLAN)

During the reporting period the Legislative Assembly participated in the development of a strategic plan for the New South Wales Parliament. Although linked by common goals and reporting requirements the co-ordination of the three Departments under a single strategic plan with longer timeframes was an important process for the three-Department structure.

Both short term (to the 2011 general election) and longer term (to 2018), initiatives and strategies of the strategic plan allow a greater emphasis on common capacity, services and resourcing issues.

The plan will be completed and published in the next reporting period.

COMMUNICATION WITH STAFF AND MEMBERS: ASSEMBLY LINES

During the reporting period the Legislative Assembly published 12 monthly editions of its staff newsletter, *Assembly Lines*.

The newsletter is distributed to all Legislative Assembly staff, including electorate offices, and to members. It is also published on the Parliament's Intranet site. The newsletter has been produced continuously since October 1991 and, as at 30 June 2009, 199 editions in total have been published.

STAFFING

The staff of the Department of the Legislative Assembly, as at 30 June 2009, was 244 in members' offices and 67 within the "Operations of the Legislative Assembly" program.

STAFF DEVELOPMENT

The Procedural Knowledge, Learning and Management Development Policy, which was adopted in the 2006/07 financial year, continued to be implemented in various ways during the reporting period.

Examples of the Policy in action are as follows:

- Senior staff participation in the Corporate Projects Group;
- The ongoing placement of a trainee Clerk-at-the-Table in the Procedure Office;
- The ongoing expansion of the Chamber roster for trainee Clerks-at-the-Table; and
- Regular procedure de-brief sessions being conducted with Clerks-at-the-Table, Procedure Officers and other Officers.

In relation to other development activities, Committee staff agreed to work in the Procedure Office on sitting days. This demonstrates a willingness on the part of staff to be flexible in assisting in high demand periods during the sittings of the House and a desire to learn about the functioning of the Procedure Office.

Chamber and Support Services staff and management have commenced the development of a comprehensive training program for staff in relation to visitor reception, tours and information, and Chamber support during sitting days. The program will be completed and implemented in the next period.

Electorate office training was delivered in-house across two programs. An induction program, "Thriving in the Electorate Office" and an information session from NSW Government agencies were conducted in the first half of the reporting period. The programs will be reviewed and administered by DPS in the future and, where possible, expanded to include the staff of members of the Legislative Council.

AIMS FOR 2009/10

During the next reporting period the Department will report on the progress made in implementing the following initiatives from our strategic plan:

1. Improving our governance structures and financial management
 - (i) Improving our strategic planning and reporting
 - (ii) Promoting more flexible and adaptable work practices
 - (iii) Establishing effective communication and co-ordination with the Department of Parliamentary Services
 - (iv) Improving our budgetary position
2. Fostering a collaborative and learning environment
 - (i) Implementing knowledge management strategies
 - (ii) Improving our staff development programs
 - (iii) Obtaining better feedback from staff
3. Improving client communication
 - (i) Obtaining better feedback from members
 - (ii) Improving the information provided for new members
 - (iii) Improving communication with electorate offices
 - (iv) Improving our public signage and information provision
 - (v) Improving committee secretariats client communication
4. Reviewing and improving our key business systems
 - (i) Improving our enquiry management system
 - (ii) Establishing a robust equipment replacement program for electorate offices
 - (iii) Improving production of and access to Departmental documents
 - (iv) Improving our Chamber support systems
 - (v) Improving occupational health and safety systems in electorate offices
 - (vi) Improving Chamber security
 - (vii) Improving our records management practices

Additional Annual Reporting Information

LEGISLATION GOVERNING THE LEGISLATIVE ASSEMBLY

The principal Act governing the Legislative Assembly is the *Constitution Act 1902*. Section 5 states that “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 lodgement of returns. Members are required to submit information about their pecuniary interests twice a year and may voluntarily submit additional information at other times. The pecuniary interest forms are contained in Schedule 1 of the regulation.

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 s25 – Number of Members of the Legislative Assembly

This section states that there are 93 members of the Legislative Assembly.

Constitution Act 1902 s31 – Speaker

This section provides constitutional recognition of the Speaker as the independent and impartial representative of the Legislative Assembly. It also provides for the Speaker, when not presiding, to take part in debates or discussions and to vote on any question which arises in the House.

Parliamentary Electorates and Elections Act 1912

This Act sets out the way that elections for the New South Wales Parliament will be conducted and related matters.

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 provides absolute privilege for any matter published in the course of the proceedings of a parliamentary body (e.g. debates and proceedings and submissions to committees or papers tabled during committee proceedings). The Act extends the defence of absolute privilege to the publication of “matter” that would be subject to absolute privilege under the corresponding law of another jurisdiction.

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

The 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.

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 Code is designed to help staff meet high standards of integrity and ethical behaviour, provide a basis for making day-to-day decisions and convey the behaviour expected of staff as employees of the Parliament.

The Parliament of New South Wales Members' Staff Code of Conduct (May 2006) provides a similar framework for the ethical conduct of electorate office staff.

The Code of Conduct and *Protected Disclosures Act 1994* are presented to new staff at the Electorate Officers Induction Program.

CONSULTANTS

There were 2 consultancies in the reporting period at a total cost of \$20,240 and an average cost of \$10,120.

There was one consultancy valued at \$155,000 being to Oakton Pty Ltd for the consulting services to the Public Accounts Committee for the peer review of the Audit Office.

WAGE AND SALARY MOVEMENTS

The Crown Employees (Public Sector Salaries 2008) Award granted a 4% salary increase on 1 July 2009 to most staff of the Legislative Assembly including electorate office staff.

The Statutory and Other Offices Remuneration Tribunal Determination of 2008 increased the salaries of the Clerk and Deputy Clerk of the Legislative Assembly by 3.9% from 1 October 2008.

INSURANCE

Insurance cover for the Parliament is provided through the NSW Government Self Insurance Scheme, NSW Treasury Managed Fund. Coverage is provided by this fund for 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 9 workers' compensation insurance claims in 2008/09, which compares favourably with the 27 claims received in the previous year. Of the 9 claims received, 3 involved employees of the Legislative Assembly at an average cost per claim of \$8,917. This represents a decrease from the 12 claims in 2007/08. However, the average cost per claim was higher this year in comparison to the average cost last year, which was \$4,191.

There were 17 property insurance claims relating to the Legislative Assembly. The average cost per claim was \$3,758 (\$4,027 in 2007/08).

Claims relating to acts of vandalism at Legislative Assembly members' electorate offices decreased in 2008/09 with 13 separate incidents reported (20 in 2007/08). These incidents mostly involved broken shop front windows and graffiti attacks resulting in repair costs totalling \$21,374.

In addition, there were claims for theft from a break and enter which resulted in a claim of \$1,965, two claims for loss of equipment through accidental damage or theft costing \$1,298, and flood damage to the Coffs Harbour electorate office which resulted in a claim of \$39,260.

For the remaining categories of insurance no claims were received that impacted on the operations of the Legislative Assembly.

ASSET ACQUISITIONS

LEGISLATIVE ASSEMBLY ACQUISITIONS	\$000
Electorate office fitouts	730
Replacement of photocopiers	90
Total	820
JOINT ACQUISITIONS	\$000
Various fitouts, refurbishments in Parliament House	1,119
Security system and gatehouse	1,619
Energy and water savings project	1,833
IT communications, network and business systems	630
Office furniture and equipment	64
Other equipment	78
Artworks	27
Total	5,370

INTERNAL AUDIT

The internal audit focus for the reporting period remained on implementing the various audit recommendations made relating to improving internal controls in the Finance area, Food and Beverage Services, Asset Management and Information Technology.

The Parliament's Audit Committee comprises four members:

- Mr Jim Mitchell – Independent Chairperson;
- Mr Russell Grove – Clerk of the Legislative Assembly;
- Ms Lynn Lovelock – Clerk of the Parliaments; and
- Mr Brian Ward – Executive Manager Department of Parliamentary Services (from June 2008).

The Committee met on five occasions during the year with Audit representatives and the Financial Controller attending as observers at the invitation of the Audit Committee. Activities undertaken by the Committee during the year included:

- Oversighting the IAB Review of the Management and Administration of Members' Entitlements and monitoring progress in implementing the various recommendations arising from that review;
- Conducting a review of the Audit Committee's terms of reference to establish if they were still relevant, which resulted in the Committee's role being expanded to include risk management. As a consequence of this expanded role, the Committee's name was changed to the "Audit and Risk Committee";

- Providing clearance for the sign off by the Presiding Officers of the financial statements for the 2007/08 financial year, which was followed by the Auditor General issuing an unqualified audit opinion;
- Directing the Parliament's Internal Auditor Deloitte to undertake a refresh of the business risk assessment that was previously conducted in 2006;
- Approving the Internal Audit Plan for the Parliament for the three-year period 2008/09 to 2010/11 inclusive, based on the outcome of the updated business risk assessment;
- Receiving, considering and adopting the recommendations contained in the NSW Audit Office management letters for both the 2007/08 financial audit and the members' entitlement audit;
- Noting the proposed Department of Parliamentary Services delegations prior to submission to the Presiding Officers for approval;
- Directing a data analytics review of both the Parliament's members and staff payrolls to be undertaken by Deloitte to identify any payroll anomalies. A spreadsheet formatted report was subsequently received on the outcome with no major issues detected;
- Approving the terms of reference for a Regulatory and Compliance Internal Audit review and considering the recommendations contained in the draft report;
- Approving the terms of reference for an internal audit review of the Parliament's Business Continuity Plan and considering the recommendations contained in the draft report;
- Approving the terms of reference for Deloitte to complete a Fraud Risk Assessment and subsequent development of a Fraud and Corruption Prevention Plan for the Parliament overall and a separate plan for administration of members' entitlements;
- Following up on progress made by the Parliament's administration in implementing the significant and major audit recommendations made in both current and previous Audit Office Management Letters plus Internal Audit Reports;
- Approving the terms of reference for Deloitte to develop policy and procedures for dealing with suspected improper entitlement claims by members;
- Approving the issue of an invitation to audit firms on the NSW Government State Panel Contract for provision of audit and related services to lodge an expression of interest for providing internal audit services to the Parliament of NSW for a three-year period commencing with the 2009/10 financial year; and
- Considering the Client Service Plan for the 2008/09 financial audit of the Parliament's finances and members' entitlements and recommending the issue of an invitation by the Presiding Officers for the Auditor General to conduct the audit.

EQUAL EMPLOYMENT OPPORTUNITY BENCHMARKS

Each year the Department of the Legislative Assembly reports its Equal Employment Opportunity (EEO) benchmark data. There are 67 employees within the Department and 244 employees in members' electorate offices.

The results are heavily weighted toward women in this occupation group in the salary range of \$53,855 – \$68,147 and \$68,148 – \$88,127. Electorate officers are personally nominated by members for appointment by the Speaker.

Table – Equal Employment Opportunity Benchmarks 2008/09

REPRESENTATION	LEGISLATIVE ASSEMBLY	BENCHMARK OR GOVERNMENT TARGET
Women	75%	50%
Aboriginal People & Torres Strait Islanders	1.2%	2%
People whose language first spoken as a child was not English	12%	20%
People with a disability	3%	12%
People with a disability requiring work-related adjustment	0.7%	7%

The Department of the Legislative Assembly Equal Employment Opportunity statistics and benchmarks are reported in greater detail in Appendix F “Equal Employment Opportunity Statistics”.

Appendices



Appendix A

PROCEDURAL STATISTICS

	2004/05	2005/06	2006/07	2007/08	2008/09
Sitting Days	54	48	45	62	59
Total Sitting Hours	454.9	428.6	388.4	469.2	430.8
Average Hours Per Sitting	8.42	8.92	8.63	7.6	7.3
Entries in Votes	1177	1246	1100	1332	1457
Divisions in House	118	137	130	159	170
Divisions in Committee	27	3	2	N/A*	N/A*
Written Questions	1909	2040	1558	3005	3518
Written Questions (Answers)	1940	1377	1096	3113	3320
Oral Questions	470	452	384	482	480
Petitions	1882	1551	906	1016	918
Bills Introduced	114	127	119	118	103
Bills Passed	112	111	105	118	96
Bills Lapsed/Disposed of	5	31	32	0/9#	10
Committees	14	14	17	14	15
Committee Reports Tabled	55	52	57	38	40
Committee Meetings	132	113	76	141	121
Committee Hearings	40	45	25	32	32
Committee Witnesses	217	280	144	218	255

* New standing orders abolished Committee of the Whole

No bills lapsed/9 negated at Agreement in Principle stage

Appendix B

INDIVIDUAL COMMITTEE OPERATIONS

Standing Committee on Broadband in Rural and Regional Communities

Members: Mr Paul Gibson MP (Chair from 25 September 2008); Mr Phillip Costa MP (Chair until 22 September 2008); Mr Gerard Martin MP (Deputy Chair); Mr Peter Besseling MP (from 27 November 2008); Mr Andrew Constance MP; Mr David Harris MP; Mr Greg Piper MP (until 27 November 2008); Mr Geoff Provest MP; Mr Tony Stewart MP (from 24 March 2009); Mr Steve Whan MP (until 24 March 2009).

Secretariat: Ms Vicki Buchbach (Committee Manager); Dr Carolyn Littlefair (Senior Committee Officer from September 2008); Ms Kylie Rudd (Research Officer until February 2009); Mrs Cheryl Samuels (Research Officer until September 2008); Mr Leon Last (Assistant Committee Officer).

Reports and highlights

In March 2009 the Committee completed its first major report by tabling *Beyond the Bush Telegraph: Meeting the Growing Communications Needs of Rural and Regional People*.

This report made 14 recommendations about improving the availability of telecommunications and broadband services in non-metropolitan areas. Many of these recommendations were consistent with subsequent developments in Federal and State policy and programs. The Committee was particularly pleased that both levels of government are working to streamline arrangements for installing fibre optic cable and other communications facilities.

In the future, the Committee plans to assist rural and regional communities achieve access to the National Broadband Network as soon as possible.

Throughout the year, the Committee received briefings from technical experts and representatives of State and Federal agencies.

In August 2008, the Committee travelled to Lismore to take evidence from representatives of local government, business, educational institutions and the community about the availability of broadband in the area.

In the same month, the Committee also visited Canberra and Queanbeyan to discuss communications policy with representatives of the Federal Government, examine a demonstration of broadband over powerline technology and meet representatives of a rural internet service provider.

In March 2009 it visited the Telstra Experience Centre in Sydney to learn more about the benefits of broadband and telecommunications for rural and regional communities.

Activities 2008/09

Reports	1
Meetings	11
Hearings	1
Submissions	2
Witnesses	5

Committee on Children and Young People

Members: Mr Robert Coombs MP (from 24 September 2008 and Chair from 30 October 2008); the Hon. Kayee Griffin MLC (Deputy Chair from 30 October 2008); the Hon. John Ajaka MLC (from 3 June 2009); Ms Marie Andrews MP; Mr Stephen Cansdell MP; Mr Robert Furolo MP (from 24 March 2009); Rev. the Hon. Fred Nile MLC; the Hon. Carmel Tebbutt MP (Chair until 24 September 2008); Dr Andrew McDonald MP (Deputy Chair until 24 September 2008); Mr Geoff Corrigan MP (from 24 September 2008 until 24 March 2009); the Hon. Catherine Cusack MLC (until 3 June 2009).

Secretariat: Mr Mel Keenan (Committee Manager); Ms Jo Alley (Senior Committee Officer); Mrs Cheryl Samuels (Research Officer); Ms Jacqueline Isles (Committee Officer); Mr John Miller (Assistant Committee Officer).

Reports and highlights

The Committee finalised two reports during the reporting period:

- *Review of the 2007/08 Annual Report of the Commission for Children and Young People*, tabled 14 May 2009; and
- *The Review of Child Death Review Team Reports: 2007 Annual Report and the Trends in Child Deaths in New South Wales 1996–2005*, tabled 14 May 2009.

The Committee also conducted a wide-ranging Inquiry into Children and Young People aged 9–14 years in New South Wales and undertook six public hearings during the reporting period. Three public hearings were held at Parliament House on 2 July 2008 and on 17 March and 15 April 2009. The Committee also conducted regional public hearings at Casino and Lismore on 5 and 6 August 2008, and at Fairfield on 8 August 2008. At Lismore the Committee also held a consultation with representatives from Parents and Citizens Associations in the area and conducted visits to local service providers. From the outset of the Inquiry, members of the Committee felt it was important for children and young people to participate and have an opportunity to voice their opinions. To this end, the Committee invited students from seven primary and secondary schools across the Sydney metropolitan region to make submissions to the Inquiry, and to appear at the public hearing at Parliament House on 2 July 2008.

Examining the Commission's annual report is the fundamental means whereby the Committee exercises its oversight responsibilities under the *Commission for Children and Young People Act 1998*. The Committee publicly examined the Commissioner, Ms Gillian Calvert, concerning the 2007/08 annual report of the Health Care Complaints Commission on 29 April 2009. On that date, the Committee also conducted a review of two reports of the Child Death Review Team. These were the *2007 Annual Report* and the *Trends in Child Deaths in New South Wales 1996–2005*. In relation to the latter review, the Committee publicly examined the Commissioner and an expert witness, Professor Heather Jeffery, Chair of International Maternal and Child Health from the University of Sydney.

Activities 2008/09

Reports	2
Meetings/briefings	5 briefings and 5 deliberative meetings
Hearings	7
Witnesses	112
Submissions	111

Joint Standing Committee on Electoral Matters

Members: Mr Robert Furolo (from 15 May 2009 and Chair from 3 June 2009); Ms Cherie Burton MP (Chair until 15 May 2009); the Hon. Amanda Fazio MLC (Deputy Chair); the Hon. Diane Beamer MP; Mr Robert Coombs MP; the Hon. Jenny Gardiner MLC; the Hon. Don Harwin MLC; Ms Lee Rhiannon MLC.

Secretariat: Ms Helen Minnican (Committee Manager); Dr Jasen Burgess (Senior Committee Officer); Dora Oravec (Research Officer); Ms Amy Bauder (Committee Officer from January 2009); Ms Emma Wood (Committee Officer); Mrs Millie Yeoh (Assistant Committee Officer until 10 November 2008).

Reports and highlights

During the reporting period:

On 2 March 2009 the Premier referred to the Committee the Inquiry Into the 2008 Local Government Elections. The Committee is to examine the conduct of the 2008 local government elections, with particular focus on the new arrangements between councils and the NSW Electoral Commission, and the cost recovery processes implemented for the 2008 elections. Key stakeholders were written to inviting submissions and a public call for submissions was made in April 2009.

Activities 2008/09

Meetings	3
Submissions	69

Committee on the Health Care Complaints Commission

Members: The Hon. Helen Westwood MLC (Chair); Mrs Judy Hopwood MP (Deputy Chair from 25 September 2008); Mr Matthew Brown MP (from 24 September 2008); the Hon. David Clarke MLC; the Hon. Kerry Hickey MP; Mr Matthew Morris MP; the Hon. Fred Nile MLC; Dr Andrew McDonald MP (Deputy Chair and member until 23 September 2008).

Secretariat: Mr Mel Keenan (Committee Manager); Ms Jo Alley (Senior Committee Officer); Mrs Cheryl Samuels (Research Officer); Ms Jacqueline Isles (Committee Officer); Mr John Miller (Assistant Committee Officer).

Reports and highlights

The Committee finalised the following report during the reporting period:

- *Review of the 2007/08 Annual Report of the Health Care Complaints Commission*, tabled 14 May 2009.

Examining the Commission's annual report is the fundamental means whereby the Committee exercises its oversight responsibilities under the *Health Care Complaints Act 1993*. The Committee publicly examined the Commissioner, Mr Kieran Pehm, concerning the 2007/08 annual report of the Health Care Complaints Commission on 29 April 2009.

On 23 October 2008, the Committee resolved to conduct a Review of the *Health Care Complaints Commission Act 1993*. This Inquiry was advertised in the press on 25 November 2008 and received 27 submissions. The Inquiry aims, as part of its terms of reference, to identify any unnecessary complexities in the New South Wales health care complaints system. A discussion paper is due to be circulated in the Spring sittings of 2009.

Activities 2008/09

Reports	1
Meetings/briefings	2 briefings and 9 deliberative meetings
Hearings	1
Witnesses	2
Submissions	27

Committee on the Independent Commission Against Corruption

Members: Mr Frank Terenzini MP (Chair); Mr David Harris MP (Deputy Chair); Mr Gerard Martin MP (from 24 June 2009); the Hon. Diane Beamer MP (from 24 September 2009); Mr Ninos Khoshaba MP (from 24 September 2008); Mr Jonathan O'Dea MP; Mr Rob Stokes MP; Mr Greg Smith SC MP (from 24 September 2008); the Hon. Trevor Khan MLC (from 25 September 2008); Rev. the Hon. Fred Nile MLC; the Hon. Greg Donnelly MLC.

The Hon. Richard Amery MP (from 22 October 2008 until 24 June 2009); Mr Robert Coombs MP (until 22 October 2008); Ms Jodi McKay MP (until 24 September 2008); Ms Lylea McMahan MP (until 24 September 2008); Mr John Turner MP (until 24 September 2008); the Hon. John Ajaka MLC (until 25 September 2008).

Secretariat: Ms Helen Minnican (Committee Manager); Dr Jasen Burgess (Senior Committee Officer); Ms Dora Oravec (Research Officer); Ms Amy Bauder (Committee Officer from January 2009); Ms Emma Wood (Committee Officer); Mrs Millie Yeoh (Assistant Committee Officer until 10 November 2008).

Reports and highlights

The Committee finalised four reports and one discussion paper during the reporting period:

- *Report No 3/54: Review of the 2006/07 Annual Report of the Independent Commission Against Corruption*, tabled 21 October 2008;
- *Report No 4/54: Review of the 2006/07 Annual Report and audit reports of the Inspector of the Independent Commission Against Corruption*, tabled 21 October 2008;
- *Report No 5/54: Inquiry into the protection of public sector whistleblower employees: discussion paper*, tabled 12 March 2009;
- *Report No 6/54: Review of the 2007/08 Annual Report of the Inspector of the Independent Commission Against Corruption*, tabled 31 March 2009; and
- *Report No 7/54: Review of special reports tabled in 2008 by the Inspector of the Independent Commission Against Corruption*, tabled 31 March 2009.

During the reporting period:

- The Committee continued its inquiry into the protection of public sector whistleblower employees. On 26 June 2008, the Committee received a reference from both Houses to conduct an inquiry into the protection of public sector whistleblower employees. The Committee is to examine the effectiveness of current laws, practices and procedures in protecting whistleblower employees who make allegations against government officials and members of Parliament;
- The Committee considered the proposed appointment of a new Inspector of the Independent Commission Against Corruption (September 2008);
- In November 2008, the Hon. Trevor Khan MLC, Ms Helen Minnican and Dr Jasen Burgess attended the 7th National Investigations Symposium, which was held in Manly, Sydney and was jointly conducted by the NSW Ombudsman, the ICAC and the IPAA;
- The Committee commenced its inquiry into proposed amendments to the *Independent Commission Against Corruption Act*. On 27 November 2008, the Premier, the Hon. Nathan Rees MP wrote to the Committee requesting that it inquire into and report on proposed amendments to section 37 of the *ICAC Act* to remove the current restrictions on the use in disciplinary and civil proceedings of evidence obtained compulsorily by the Commission. A further proposal is to amend the *ICAC Act* to make the assembling of admissible evidence a principal function of the Commission;

- The Committee commenced its statutory review of the *2007/08 Annual Report of the Independent Commission Against Corruption*; and
- The Committee foreshadowed its next major inquiry, being a review of the ICAC after 20 years since its establishment.

Activities 2008/09

Reports	5
Meetings	15
Hearings	10
Witnesses	54

Legislation Review Committee

Members: Mr Allan Shearan MP (Chair); Mr Paul Pearce MP (Deputy Chair); the Hon. Amanda Fazio MLC; Mr Robert Furolo MP (from 30 October 2008); Ms Sylvia Hale MLC (from 11 November 2008); Mrs Judy Hopwood MP; the Hon. Robyn Parker MLC; Mr Russell Turner MP; Ms Lylea McMahon MP (until 24 September 2008); the Hon. Roy Smith MLC (until 11 November 2008); Ms Noreen Hay MP (from 24 September 2008 until 30 October 2008).

Secretariat: Ms Catherine Watson (Committee Manager); Ms Carrie Chan (Senior Committee Officer); Mr Jim Jefferis (Senior Committee Officer until February 2009); Ms Amy Bauder (Committee Officer until December 2008); Ms Victoria Maigre (Committee Officer from January 2009); Mr Keith Johnstone (Assistant Committee Officer until July 2008); Mrs Millie Yeoh (Assistant Committee Officer from November 2008).

Reports and highlights

During the reporting period the Committee:

- Met 15 times;
- Reported on 133 Bills;
- Tabled 15 Digests;
- Commented on the criteria in s 8A of the *Legislation Review Act 1987* on 185 occasions; and
- Wrote to Ministers or members on 19 occasions with regard to clarification of issues that relate to the s 8A criteria on Bills.

The Committee also:

- Examined 324 regulations subject to disallowance;
- Considered 5 proposed postponements for the automatic repeal of a regulation;
- Reported on 10 regulations; and
- Commented on the criteria in s 9 of the *Legislation Review Act 1987* on 27 occasions.

The Committee conducted a study tour to Victoria from 2–3 October 2008 where they met with the following organisations:

- Victorian Scrutiny of Acts and Regulation Committee; and
- Equal Opportunity and Human Rights Commission.

The Committee also attended the Protecting Human Rights Conference in Victoria as part of this study tour. The one-day conference involved discussion of developments in the protection of human rights by Australian charters and human rights acts. Discussion focused on the Victorian Charter of Human Rights and Responsibilities, the ACT Human Rights Act and other charters of rights.

In June 2009, the Committee's Annual Review (2007/08) was tabled.

Activities 2008/09

Reports	15 (Legislation Review Digests)
Meetings	15

Standing Committee on Natural Resource Management (Climate Change)

Members: Mr David Harris MP (Chair from 24 September 2008); Mrs Karyn Paluzzano MP (Chair until 24 September 2008 and Deputy Chair thereafter); Mr Michael Daley MP (Deputy Chair until 24 September 2008); Mr Thomas George MP; Mr Gerard Martin MP; Mr Greg Piper MP (from 24 September 2008); Mr Ray Williams MP; Mr Robert Oakeshott MP (until 13 August 2008).

Secretariat: Ms Vicki Buchbach (Committee Manager); Dr Carolyn Littlefair (Senior Committee Officer from September 2008); Ms Kylie Rudd (Research Officer until February 2009); Mrs Cheryl Samuels (Research Officer until September 2008); Mr Leon Last (Assistant Committee Officer).

Reports and highlights

2008/09 was a time of rapid development of policies and programs to address climate change by the State and Federal governments.

The Committee contributed to this debate with its first two major inquiries on:

- Climate Change and Natural Resource Management in New South Wales (completed in December 2008); and
- The Impacts of Emissions Trading Schemes on Natural Resource Management (completed in May 2009).

The Committee was pleased by recent correspondence from the Minister for Climate Change and the Environment that suggested its report on emissions trading schemes would be a valuable input to future policy development.

In March 2009, the Committee commenced a new inquiry into managing the impacts of climate change on biodiversity in New South Wales.

During 2008/09, the Committee held three public hearings to examine witnesses as part of the inquiries into biodiversity management and emissions trading schemes. It also received briefings from key state agencies and local governments on climate change policies.

The Committee conducted two visits of inspection:

- In November 2008, a delegation visited the Central West region of the State to learn about innovative land management practices and attend the Carbon Farming Expo and Conference in Orange; and
- In March 2009, the Committee travelled to the Hunter region to examine demonstrations of biochar generation, new renewable energy technologies and carbon capture and storage.

From 23 to 25 July 2008 the Committee, together with the Standing Committee on Public Works, jointly hosted the 13th Annual Conference of Public Works and Environment Committees. The Conference theme was “Sustainable Urbanisation” and speakers included key academics and representatives of government agencies. The Committee completed a report on the Conference including transcripts of sessions in September 2008.

Activities 2008/09

Reports	3
Meetings	9
Hearings	3
Submissions	32
Witnesses	24

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

Members: The Hon. Kerry Hickey (Chair from 23 October 2008); Ms Angela D’Amore (Chair until 23 September 2008); Mr Paul Pearce MP (Deputy Chair); Mr Peter Draper MP; Mr Malcolm Kerr MP; Ms Sylvia Hale MLC; the Hon. Charlie Lynn MLC; the Hon. Lynda Voltz MLC.

Secretariat: Ms Pru Sheaves (Committee Manager); Mr Jonathan Elliott (Acting Senior Committee Officer May 2008 until January 2009 and April 2009 until June 2009, and Research Officer February 2009 until March 2009); Ms Hilary Parker (Acting Research Officer May 2008 until January 2009 and April 2009 until May 2009, then Committee Officer); Ms Nina Barrett (Assistant Committee Officer).

Reports and highlights

The Committee finalised two reports and one discussion paper during the reporting period:

- *Report on an Inquiry into Early Intervention Systems in the NSW Police Force*, tabled 31 March 2009; and
- *Report on the 9th General Meeting with the Inspector of the Police Integrity Commission*, tabled 31 March 2009.

The Committee held a public hearing for its early intervention inquiry and a general meeting with the Inspector of the Police Integrity Commission in November 2008. It held general meetings with the Police Integrity Commission and the NSW Ombudsman in May 2009 and will report on the meetings in the Spring session of Parliament.

Activities 2008/09

Reports	2
Meetings	5
Hearings	6
Submissions	3
Witnesses	18

Standing Committee on Parliamentary Privilege and Ethics

Members: Mr Paul Pearce MP (Chair); the Hon. Richard Amery MP (Deputy Chair); Mr Malcolm Kerr MP; Mr Gerard Martin MP; Ms Lylea McMahan MP; Ms Clover Moore MP; Mr Frank Terenzini MP; Mr John Turner MP.

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

Reports and highlights

During the reporting year, the Committee met with the Tasmanian Parliamentary Joint Standing Committee on Ethical Conduct, to discuss the ethical conduct, standards and integrity of elected parliamentary representatives and the role and function of Ethics Commissioners.

During the year the Committee examined three current privilege issues: search warrants, the Ombudsman's report on Open Government and related exposure draft bills, and the issue of effective repetition. The Committee will continue to liaise with the Legislative Council Privileges Committee regarding a protocol for execution of search warrants by investigative agencies, and the need to monitor whether legislative strengthening of parliamentary privilege to "proceedings in parliament" should be adopted.

Mr Ian Dickson, the Parliamentary Ethics Adviser, attended a meeting of the Committee held on 26 November 2008.

Activities 2008/09

Meetings	2
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Public Accounts Committee

Members: Mr Paul McLeay MP (Chair); the Hon. Grant McBride MP (from September, Deputy Chair from October 2008); Ms Jodi McKay MP (Deputy Chair until September 2008); Mr Ninos Khoshaba MP; Mr Peter Draper MP (from September 2008); Mr Anthony Roberts MP; Mr John Turner MP; Mr Robert Oakeshott MP (until August 2008).

Secretariat: Mr Russell Keith (Committee Manager); Mr Bjarne Nordin (Senior Committee Officer); Ms Eve Gallagher (Senior Committee Officer from September 2008); Ms Alexis Steffen (Committee Officer) and Ms Mohini Mehta (Assistant Committee Officer).

Reports and highlights

Review of the Auditor-General's Performance Reports –
The Committee continued its systematic examination of Auditor-General's performance audits. The Committee finalised three reports (below) during the period and commenced examining:

- Signal Failures on the Metropolitan Network;
- Ageing Workforce – Teachers;
- Efficiency of the DPP;
- Working with Hotels and Clubs to reduced alcohol-related Crime; and
- Recycling and Reuse of Waste in the NSW Public Sector.

Report on State Plan Reporting –
The Committee completed its inquiry into the reporting mechanism for the State Plan. The Committee tabled the report with 15 recommendations in November 2008. In June 2009 the Department and Premier and Cabinet indicated that the Government was finalising its response to the report.

Annual Review 2007/08 –
The Committee tabled its Annual Review 2007/08.

Report on Examination of the Auditor-General's Performance Audits Tabled July 2006 to March 2007 – The Committee tabled its first report on examining performance audits on:

- Condition of State Roads;
- Educating Primary School Students with Disabilities;
- Major Infectious Disease Outbreaks: Readiness to Respond;
- Helping Older People Access a Residential Aged Care Facility;
- Attracting, Retaining and Managing Nurses in Hospitals;

- Distributing Legal Aid in New South Wales; and
- Addressing the Needs of Young Offenders.

The Government provided a response to this report on 18 May 2009.

Report on Examination of the Auditor-General's Performance Audits Tabled March to August 2007

- The Committee tabled its second report on examining performance audits on:
- Responding to Homelessness;
 - Connecting with Public Transport;
 - Dealing with Household Burglaries; and
 - Government Advertising.

Report on the Examination of the Auditor-General's Performance Audits Tabled November 2007 to March 2008 – The Committee tabled its third report on examining performance audits on:

- Improving Efficiency of Irrigation Water Use on Farms;
- Police Rostering; and
- Managing Departmental Amalgamations.

Inquiry into Sustainable Procurement – The Committee commenced an inquiry into "the extent to which NSW Government procurement practices comply with policies and guidelines relating to environmental management."

Review of the Audit Office – The Committee commissioned Oakton Services Pty Ltd to conduct the 2009 triennial review of the Audit Office.

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

Briefings on Audit Reports – The Committee continued to host briefings by the Auditor-General for members of Parliament on Audit Office reports when these were tabled on sitting days.

Mr Paul McLeay MP, Mr Ninos Khoshaba MP, Mr John Turner MP and Mr Russell Keith attended the Australasian Council of Public Accounts Committees 10th Biennial Conference in Wellington, New Zealand in April 2009.

Activities 2008/09

Reports	5
Meetings	15
Hearings	1
Submissions	52
Witnesses	9

Public Bodies Review Committee

Members: Mr Matthew Morris MP (Chair); Mr Steve Cansdell MP (Deputy Chair); Mr Alan Ashton MP; Mr Peter Draper MP; Mr Nickola Lalich MP (from 30 October 2008); Mr Wayne Merton MP; Ms Lylea McMahon MP (until 30 October 2008).

Secretariat: Ms Pru Sheaves (Committee Manager); Mr Jonathan Elliott (Acting Senior Committee Officer May 2008 until January 2009 and April 2009 until June 2009, and Research Officer February 2009 until March 2009); Ms Hilary Parker (Acting Research Officer May 2008 until January 2009 and April 2009 until May 2009, then Committee Officer); Ms Nina Barrett (Assistant Committee Officer).

Reports and highlights

The Committee finalised one report during the reporting period:

- *Report on an Inquiry into Web-Based Annual Reporting in the NSW Public Sector*, tabled 25 September 2008.

The Committee is preparing a report on its inquiry into environmental reporting in the NSW public sector to be tabled during the Spring session of Parliament.

The Committee organised meetings of the Technical and Judging Panels which deliberated on the 46 entrants in the 2009 Premier’s Annual Reports Awards.

Activities 2008/09

Reports	1
Meetings	3
Round Tables	1

Standing Committee on Public Works

Members: Mr Ninos Khoshaba MP (Chair from 25 September 2008, Deputy Chair until 24 September 2008); Mrs Marie Andrews MP (Deputy Chair from 25 September 2008); Mr Alan Ashton MP (from 24 September 2008); Mr Craig Baumann MP; Mrs Dawn Fardell MP; the Hon. Grant McBride MP; Mr Don Page MP; Mr David Borger MP (until 24 September 2008); Mrs Karyn Paluzzano MP (until 24 September 2008).

Secretariat: Ms Catherine Watson (Committee Manager); Ms Carrie Chan (Senior Committee Officer); Mr Jim Jefferis (Senior Committee Officer until February 2009); Ms Amy Bauder (Committee Officer until December 2008); Ms Victoria Maigre (Committee Officer from January

2009); Mr Keith Johnstone (Assistant Committee Officer until July 2008); Mrs Millie Yeoh (Assistant Committee Officer from November 2008).

Reports and highlights

The Committee finalised two reports during the reporting period:

- *Report on the 13th Annual Conference of Public Works and Environment Committees of Australian Parliaments 2008*, tabled 22 October 2008; and
- *The Final Report into Local Government Private Partnerships for Asset Redevelopment*, tabled 27 November 2008.

From 23-25 July 2008 the Committee, together with the Standing Committee on Natural Resource Management (Climate Change), jointly hosted the 13th Annual Conference of Public Works and Environment Committees. The Conference theme was “Sustainable Urbanisation” and speakers included key academics and representatives of government agencies.

During July 2008, the Inquiry into the Development of Arts and Cultural Infrastructure Outside the Sydney CBD placed advertised calls for submissions, wrote to the General Managers of all NSW Local Councils and Shires and invited submissions from 80 identified stakeholders.

Activities 2008/09

Reports	2
Conferences	1
Meetings	10
Hearings	2
Submissions	81
Witnesses	22

Joint Standing Committee on Road Safety (Staysafe)

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

Secretariat: Mr Russell Keith (Committee Manager); Mr Bjarne Nordin (Senior Committee Officer); Ms Eve Gallagher (Research Officer from September 2008); Ms Alexis Steffen (Committee Officer); Ms Mohini Mehta (Assistant Committee Officer).

Reports and highlights

During the reporting period the Committee completed and reported on its inquiry into Young Driver Safety and Education Programs. The report made 27 recommendations designed to improve the collection and dissemination of information about road safety issues, encourage further research, improve resource allocation, enhance safety compliance, develop strategically targeted education and mentoring programs and increase community consultation and participation in the design of such programs. As part of its investigations, a Committee delegation visited Canada, Norway and Germany and conducted discussions with road safety experts and officials to learn about alternative approaches to young driver safety and education and to make international best practice comparisons.

The Committee also completed a review of railway level crossing safety by conducting an update of earlier reviews by Staysafe, dating from 2001. As well as addressing technical issues, the report on Updating Progress on Railway Level Crossing Safety made a series of recommendations to encourage national focus and greater consistency in future railway level crossing behavioural research initiatives and priorities.

An inquiry into Heavy Vehicle Safety was commenced in November 2008. Prior to hearings being scheduled, the Minister for Roads referred an inquiry into Pedestrian Safety to the Committee for urgent examination. Due to the nature of the Minister's request, the Committee determined that the Pedestrian Safety inquiry should have precedence and would be completed ahead of the Heavy Vehicle Safety inquiry.

Activities 2008/09

Reports	2
Meetings	8
Briefings	2
Hearings	1
Submissions	58
Witnesses	9

Standing Orders and Procedure Committee

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

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

Reports and highlights

The Committee met on three occasions between March and June 2009, to consider the inclusion into the standing orders of the current sessional orders, which, inter alia, put in place amended procedures to facilitate the earlier rising of the House in the evenings, and certain other changes to the standing orders that had been suggested by the Speaker and by other members.

The Committee's report was debated and adopted by the House on 25 June 2009 and forwarded to Her Excellency the Governor for approval. Once approved, the new standing orders will come into effect from 1 September 2009.

Activities 2008/09

Reports	1
Meetings	3

Joint Standing Committee on the Office of the Valuer-General

Members: Ms Marie Andrews MP (Chair); the Hon. Kayee Griffin MLC (Deputy Chair); Ms Alison Megarrity MP; Mr Michael Richardson MP; the Hon. Matthew Mason-Cox MLC.

Secretariat: Mr Leslie Gönye, Clerk-Assistant (Committees); Mrs Cheryl Samuels, Senior Committee Officer (from 20 April 2009); Ms Amy Bauder, Committee Officer.

Terms of Reference

The role of the Committee is to monitor and review the exercise of the Valuer-General's functions with respect to land valuations.

In particular, the Committee can monitor valuation methodologies, the arrangements under which valuation contracts are negotiated and entered into, and the standard of valuation services provided under such contracts.

Reports and highlights

Two meetings were held with the Valuer-General during the reporting period. At the first, the Valuer-General provided the Committee with a comprehensive briefing on operational changes to the land valuation system since the fourth general meeting in 2006. The second, the fifth general meeting, was held on 5 June 2009 and formed the basis of a report from the Committee.

The report of the fifth general meeting reviewed the annual report of the Office of Valuer-General for 2007/08, together with progress on four issues that had been identified by the previous Committee as requiring further examination, namely: improvement in objections management; workforce capability; information provided to strata property owners; and public confidence and accountability. The Committee found that substantial improvements had been achieved with respect to the land valuation system in New South Wales since the fourth general meeting.

Activities 2008/09

Reports	1
Meetings	5
Hearings	1
Witnesses	1

Appendix C

LEGISLATIVE ASSEMBLY PUBLICATIONS

Procedural Publications

Decisions from the Chair
(Considered Rulings)

Effective House Membership: A Short
Guide to the Procedures of the New
South Wales Legislative Assembly

Electoral Legislation Extracts

Guide to Committees of the
Legislative Assembly

Legislation Impinging on Parliament

New South Wales Legislative
Assembly Practice, Procedure
and Privilege (1st ed.)

Procedural Digest

Procedure Precedents for the 50th,
51st, 52nd, 53rd and 54th Parliaments

Sessional and Other Orders

Standing Orders

Fact Sheets

1. The Role of the Legislative Assembly of New South Wales
2. History of the Parliament of New South Wales
3. The Constitutional Base of Parliament
4. Sources of Information
5. Records of the House
6. The Role of the Speaker and other Officers of the House
7. The Parliamentary Calendar and Elections
8. Passage of Legislation
9. Consideration in Detail – Amending Bills
10. Amendments to Motions in the House
11. Parliamentary Committees
12. Routine of Business
13. Decorum in the House
14. Rules of Debate
15. Disorder
16. Petitions
17. Suspension of Standing Orders
18. Exercise of the Casting Vote of the Chair
19. Questions
20. Address in Reply Debate
21. Quorum, Bells and Divisions
22. Sub Judice Convention
23. Personal Explanations and Brief Explanations
24. Matters of Public Importance
25. Tabling of Reports and Other Papers
26. Statutory Rules and Instruments
27. Ministerial Statements
28. Private Members' Statements
29. Accountability Mechanisms for Members of Parliament
30. Parliamentary Privilege
31. Closure/Guillotine
32. Motions Accorded Priority
33. The Role of a Local Member
34. Citizens' Right of Reply
35. Parliamentary Secretaries
36. Election of Members of the Legislative Assembly – General Election

Information Pamphlets

1. The Role of the Legislative Assembly of New South Wales
2. Constitutional Basis and Privileges of the Parliament of New South Wales
3. The Role of the Speaker and Other Members in the House
4. The Clerk of the Legislative Assembly and other Officers
5. Rules of Debate, Decorum in the House and Keeping Order
6. Certain Procedures of the House
7. Passage of Legislation
8. Amending Bills in the Legislative Assembly
9. Routine of Business
10. A Citizen's Right of Reply
11. The Budget Process
12. Petitioning the Legislative Assembly
13. The Role of a Local Member
14. The Parliamentary Calendar and Elections
15. Records of the House
16. Parliamentary Committees
17. Electing the Parliament
18. The Code of Conduct for Members of Parliament and the Pecuniary Interest Register

Other Pamphlets

Information for Witnesses before Parliamentary Committees

Preparing Submissions to Parliamentary Committee Inquiries

Briefing Papers

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

Administrative Publications

Committees and Office Holders Appointed

Legislative Assembly Former Members' Guide

List of Members

Members' Handbook

Parliamentary Record

Pecuniary Interest Register

Sessional Returns and Summary

Corporate Publications

Annual Reports

Operational Plan 2009/11

Strategic Plan 2009/11

Appendix D

PARLIAMENTARY SUPPORTED TRAVEL

July 2008 — Mrs Judy Hopwood MP to Turkey, Ireland and the United States of America for a Commonwealth Parliamentary Association study tour.

Cost: \$12,650

July 2008 — The Hon. Gregory Pearce MLC to Ireland, the United Kingdom and Scotland for a Commonwealth Parliamentary Association study tour.

Cost: \$16,900

July 2008 — The Hon. Richard Torbay MP and Mr Russell Grove to Adelaide to attend the 39th Presiding Officers and Clerks Conference.

Cost: \$3,754

July 2008 — Mr Mel Keenan and Ms Vicki Buchbach to Brisbane to attend the 2008 annual conference of the Australasian Study of Parliament Group.

Cost: \$1,465

July 2008 — Ms Ronda Miller to New Zealand to attend the Executive Committee meeting of the Australia and New Zealand Association of Clerks-at-the-Table.

Cost: \$1,432

July 2008 — Mr Russell Grove (to present), Dr Jasen Burgess and Mr Rohan Tyler 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: \$4,358

July–August 2008 — The Hon. Henry Tsang MLC to New Zealand, Canada, Hong Kong and Singapore for the first component of a Commonwealth Parliamentary Association study tour.

Cost: \$6,800

August 2008 — Ms Marie Andrews MP to Canada for a Commonwealth Parliamentary Association study tour.

Cost: \$8,900

August 2008 — The Hon. Richard Torbay MP, Ms Angela D'Amore MP, Mrs Karyn Paluzzano MP and Mr Russell Grove to Malaysia to attend the Commonwealth Parliamentary Association 54th Commonwealth Parliamentary Conference.

Cost: \$16,979

August 2008 — Mr Russell Grove to Canada to attend the Association of Clerks-at-the-Table in Canada 2008 Professional Development Seminar and Mexico to attend the 12th International Assembly of ANOMAC (National Association of Congressional State and Federal District Chief Clerks).

Cost: \$12,698

August 2008 — Delegation of the Standing Committee on Broadband in Rural and Regional Communities (Mr Phillip Costa MP, Mr David Harris MP, Mr Geoff Provest MP and Ms Vicki Buchbach) and Hansard reporters to Lismore to meet the Northern Rivers Regional Organisation of Councils and to conduct a public hearing.

Cost: \$3,548

August 2008 — Delegation of the Committee on Children and Young People (the Hon. Carmel Tebbutt MP, Mr Steve Cansdell MP, the Hon. Catherine Cusack MLC, the Hon. Kayee Griffin MLC, Dr Andrew McDonald MP, Mr Mel Keenan and Ms Jo Alley) and Hansard reporters to Lismore, Casino and Ballina to conduct public hearings and for meetings with stakeholders in relation to the inquiry into Children and Young People 9–14 Years.

Cost: \$4,822

August 2008 — Delegation of the Standing Committee on Broadband in Rural and Regional Communities (Mr Phillip Costa MP, Mr David Harris MP, Mr Geoff Provest MP and Mrs Cheryl Samuels) to Canberra and Queanbeyan to meet with representatives of the Department of Broadband, Communications and the Digital Economy to discuss current developments in communications policy, to inspect CountryEnergy's demonstration broadband over powerlines project and to a regional internet service provider.

Cost: \$288

August 2008 — Delegation of the Committee on Children and Young People (the Hon. Carmel Tebbutt MP, Ms Marie Andrews MP, Mr Steve Cansdell MP, Dr Andrew McDonald MP, Rev. the Hon. Fred Nile MLC, Mr Mel Keenan, Ms Jo Alley and Ms Jacqueline Isles) and Hansard reporters to Fairfield to conduct public hearings and for meetings with stakeholders in relation to the inquiry into Children and Young People 9–14 Years.

Cost: \$300

August–September 2008 — The Hon. Tony Catanzariti MLC to the United Kingdom, Ireland and Italy for a Commonwealth Parliamentary Association study tour.

Cost: \$16,900

August–September 2008 — The Hon. Catherine Cusack MLC to Canada for a Commonwealth Parliamentary Association study tour.

Cost: \$12,600

August–September 2008 — The Hon. Kayee Griffin MLC to Ireland and Scotland for a Commonwealth Parliamentary Association study tour.

Cost: \$10,600

August–September 2008 — Mr Gerard Martin MP to the United Kingdom, France and Ireland for a Commonwealth Parliamentary Association study tour.

Cost: \$16,900

August–September 2008 — The Hon. Christine Robertson MLC to the United Kingdom for a Commonwealth Parliamentary Association study tour.

Cost: \$15,500

September 2008 — The Hon. Duncan Gay MLC to the United States of America and Canada for a Commonwealth Parliamentary Association study tour.

Cost: \$12,900

September 2008 — The Hon. Henry Tsang MLC to the United Kingdom for the second component of a Commonwealth Parliamentary Association study tour.

Cost: \$400

September 2008 — Delegation of the Joint Standing Committee on Road Safety (Mr Geoff Corrigan MP, Mr George Souris MP and Mr Bjarne Nordin) to Canada and Norway to meet with road safety agencies in relation to the inquiry into Young Driver Safety and Education Programs and to Germany to attend the International Federation of Automotive Engineering Societies World Automotive Congress.

Cost: \$40,992

September–October 2008 — Mr Geoff Provest MP to India and Vietnam for a Commonwealth Parliamentary Association study tour.

Cost: \$13,700

October 2008 — The Hon. David Clarke MLC, Ms Angela D'Amore MP, Mr Mathew Morris MP and Mr Russell Grove to Hobart to attend the Commonwealth Parliamentary Association 29th Regional Conference – Australian and Pacific Regions.

Cost: \$8,566

October 2008 — Delegation of the Legislation Review Committee (Mr Allan Shearan MP, Ms Noreen Hay MP, Ms Judy Hopwood MP, Mr Paul Pearce MP, the Hon. Roy Smith MLC, Mr Russell Turner MP and Ms Catherine Watson) to Melbourne to attend the 2008 Protecting Human Rights Conference conducted by Melbourne Law School at the University of Melbourne.

Cost: \$773

October–November 2008 — Mr Paul McLeay MP to the United Kingdom and France for a Commonwealth Parliamentary Association study tour.

Cost: \$11,700

November 2008 — Delegation of Standing Committee on Natural Resource Management (Climate Change) (Mr David Harris MP, Mr Gerard Martin MP, Mr Ray Williams MP and Dr Carolyn Littlefair) to Orange to attend the Carbon Farming Expo and Conference and to meet with representatives of the Central West Catchment Authority and the Little River Landcare Group, and to Cumnock to inspect a carbon farm.

Cost: \$1,564

December 2008 — The Hon. Grant McBride MP and the Hon. Robyn Parker MLC to Vanuatu to attend the Centre for Democratic Institutions 10th Annual Pacific Parliamentary Dialogue.

Cost: None

January 2009 — Mrs Cheryl Samuels to Hobart to attend the Invitational Parliamentary Bowling Tournament.

Cost: \$631

January 2009 — Mr Russell Grove, Ms Ronda Miller and Ms Helen Minnican to Norfolk Island to attend the Australia and New Zealand Association of Clerks-at-the-Table Professional Development Seminar.

Cost: \$6,261

February 2009 — Ms Ronda Miller to Canberra and Hobart to attend meetings of the Education Committee and the Executive Committee of the Australia and New Zealand Association of Clerks-at-the-Table and to interview a short list of providers in relation to the Parliamentary Law, Practice and Procedure Course.

Cost: \$1,193

February 2009 — The Hon. Richard Torbay MP, Mr Russell Grove and Ms Margaret McDonald to Melbourne and Hobart for official visits to the Parliaments of Victoria and Tasmania.

Cost: \$1,501

February 2009 — Delegation of the Standing Committee on Public Works (Mr Ninos Khoshaba MP, Mr Alan Ashton MP, Ms Marie Andrews MP, Mr Craig Baumann MP, Mrs Dawn Fardell MP, the Hon. Grant McBride MP and Ms Catherine Watson) to the Far North Coast to undertake site visits and meet with organisations and councils in relation to the inquiry into the Development of Arts and Cultural Infrastructure Outside the Sydney CBD.

Cost: \$3,754

March 2009 — Mr Russell Grove to Port Macquarie for an official visit to the Port Macquarie electorate office.

Cost: \$253

March 2009 — Mr Russell Grove to Armidale for an official visit to the Northern Tablelands electorate office.
Cost: \$451

March 2009 — Delegation of the Standing Committee on Natural Resource Management (Climate Change) (Mr David Harris MP, Mr Thomas George MP, Mr Greg Piper MP, Mr Ray Williams MP and Dr Carolyn Littlefair) to Newcastle to inspect Crucible Carbon Research and Development Centre and the CSIRO renewable energy and energy efficiency facility and to Munmorah to inspect the carbon capture pilot project and construction of the gas turbine at the Delta Energy's power station.
Cost: \$1,231

April 2009 — Mr Ian Cohen MLC to Indonesia and Papua New Guinea for a Commonwealth Parliamentary Association study tour.
Cost: \$11,000

April 2009 — Delegation of the Public Accounts Committee (Mr Paul McLeay MP, Mr Ninos Khoshaba MP, Mr John Turner MP and Mr Russell Keith) to New Zealand to attend the Australasian Council of Public Accounts Committees 10th Biennial Conference.
Cost: \$6,046

April–May 2009 — The Hon. Richard Torbay MP, Mr Russell Grove and Ms Margaret McDonald to Darwin for an official visit to the Parliament of the Northern Territory.
Cost: \$4,506

April–May 2009 — Delegation of the Standing Committee on Public Works (Mr Ninos Khoshaba MP, Ms Marie Andrews MP, Mr Craig Baumann MP, Mrs Dawn Fardell MP, the Hon. Grant McBride MP and Ms Catherine Watson) to Gosford and Wyong to undertake site visits and meet with organisations and councils in relation to the inquiry into the Development of Arts and Cultural Infrastructure Outside the Sydney CBD.
Cost: \$563

May 2009 — Mr Adrian Piccoli MP to Singapore for a Commonwealth Parliamentary Association study tour.
Cost: \$5,700

May 2009 — Ms Angela D'Amore MP and Mrs Karyn Paluzzano MP to Melbourne to attend a meeting of the Commonwealth Women Parliamentarians Steering Committee.
Cost: \$561

May 2009 — The Hon. Richard Torbay MP and Mr Russell Grove to Canberra to attend celebrations marking the 20th Anniversary of Self-Government in the Australian Capital Territory.
Cost: \$829

May 2009 — Ms Catherine Watson to Canberra to attend a residential component of the Australia and New Zealand School of Government Executive Masters of Public Administration.
Cost: \$118

June 2009 — Mr Andrew Constance MP to Singapore and Germany for a Commonwealth Parliamentary Association study tour.
Cost: \$8,300

June 2009 — Mr Leslie Gönye to Papua New Guinea to present and facilitate at the Centre for Democratic Institutions 2nd Professional Development Course for Parliamentary Officers from Melanesia in Port Moresby, and to the Autonomous Region of Bougainville for discussions on the twinning relationship between the Parliament of New South Wales and the House of Representatives of Bougainville.
Cost: \$2,193

June 2009 — Mr Russell Grove to Brisbane to present at the Centre for Democratic Institutions Professional Development Course for Parliamentary Speakers.
Cost: \$356

Legislative Assembly Members' Travel Expenditure – LSA/Electorate to Sydney

(Including Spouse/Approved Relative and Electorate Office Staff)

		2008/09 TOTAL	MEMBERS' LSA TRAVEL	MEMBERS' SPOUSE OR APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	MEMBERS' ELECTORATE TO SYDNEY TRAVEL
ELECTORATE	MEMBER	\$	\$	\$	\$	\$
Albury	Aplin,G	29,170	8,138	1,069	1,070	18,893
Auburn	Perry,B	-	-	-	-	-
Ballina	Page,D	32,976	7,291	447	-	25,238
Balmain	Firth,V	-	-	-	-	-
Bankstown	Stewart,A	-	-	-	-	-
Barwon	Humphries,K	28,335	11,355	1,904	4,229	10,847
Bathurst	Martin,G	20,760	2,638	-	14,332	3,790
Baulkham Hills	Merton,W	-	-	-	-	-
Bega	Constance,A	18,502	1,377	-	801	16,324
Blacktown	Gibson,P	700	700	-	-	-
Blue Mountains	Koperberg,P	11,659	914	-	6,190	4,555
Burrinjuck	Hodgkinson,K	30,822	7,792	517	-	22,513
Cabramatta	Lalich,N	-	-	-	-	-
Camden	Corrigan,G	8,717	8,717	-	-	-
Campbelltown	West,G	89	89	-	-	-
Canterbury	Burney,L	-	-	-	-	-
Castle Hill	Richardson,M	274	274	-	-	-
Cessnock	Hickey,K	10,986	-	-	196	10,790
Charlestown	Morris,M	12,281	1,731	422	257	9,871
Clarence	Cansdell,S	23,238	4,539	-	2,457	16,242
Coffs Harbour	Fraser,A	31,991	12,422	1,028	-	18,541
Coogee	Pearce,P	1,199	1,199	-	-	-
Cronulla	Kerr,M	1,086	1,086	-	-	-
Davidson	O'Dea,J	3,239	3,239	-	-	-
Drummoyne	D'Amore,A	4,458	4,458	-	-	-
Dubbo	Fardell,D	18,857	4863	-	906	13,088

		2008/09 TOTAL	MEMBERS' LSA TRAVEL	MEMBERS' SPOUSE OR APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	MEMBERS' ELECTORATE TO SYDNEY TRAVEL
ELECTORATE	MEMBER	\$	\$	\$	\$	\$
East Hills	Ashton,A	1,831	1,587	244	-	-
Epping	Smith,G	2,250	1,734	-	516	-
Fairfield	Tripodi,J	-	-	-	-	-
Georges River	Greene,K	-	-	-	-	-
Gosford	Andrews,M	3,361	2,358	-	-	1,003
Goulburn	Goward,P	19,200	8,811	-	-	10,389
Granville	Borger,D	1,291	1,291	-	-	-
Hawkesbury	Williams,R	447	447	-	-	-
Heathcote	McLeay,P	2,358	2,094	-	264	-
Heffron	Keneally,K	20	20	-	-	-
Hornsby	Hopwood,J	3,972	3,972	-	-	-
Keira	Campbell,D	552	-	-	-	552
Kiama	Brown,M	10,708	2,935	-	3,755	4,018
Kogarah	Burton,C	1,764	996	768	-	-
Ku-ring-gai	O'Farrell,B	4,334	4,334	-	-	-
Lake Macquarie	Piper,G	11,189	7,424	-	-	3,765
Lakemba	Furolo,R	-	-	-	-	-
Lane Cove	Roberts,A	9,236	9,236	-	-	-
Lismore	George,T	31,131	8,892	2,714	861	18,664
Liverpool	Lynch,P	4,046	4,046	-	-	-
Londonderry	Shearan,A	-	-	-	-	-
Macquarie Fields	McDonald,A	89	89	-	-	-
Maitland	Terenzini,F	10,040	-	-	-	10,040
Manly	Baird,M	5,695	4,393	462	840	-
Maroubra	Daley,M	1,363	1,363	-	-	-
Marrickville	Tebbutt,C	12	12	-	-	-
Menai	Megarrity,A	653	653	-	-	-
Miranda	Collier,B	2,285	2,279	-	6	-

		2008/09 TOTAL	MEMBERS' LSA TRAVEL	MEMBERS' SPOUSE OR APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	MEMBERS' ELECTORATE TO SYDNEY TRAVEL
ELECTORATE	MEMBER	\$	\$	\$	\$	\$
Monaro	Whan,S	23,925	5,446	-	443	18,036
Mount Druitt	Amery,R	300	-	-	300	-
Mulgoa	Beamer,D	255	255	-	-	-
Murray-Darling	Williams,J	29,771	8,264	-	4,906	16,601
Murrumbidgee	Piccoli,A	36,309	10,577	2,905	250	22,577
Myall Lakes	Turner,J	33,478	9,746	1,273	1,612	20,847
Newcastle	McKay,J	5,013	-	-	935	4,078
North Shore	Skinner,J	7,010	6,591	-	419	-
Northern Tablelands	Torbay,R	37,722	3,559	8,247	871	25,045
Oatley	Greene,K	-	-	-	-	-
Orange	Turner,R	13,525	1,255	233	1,346	10,691
Oxley	Stoner,A	45,052	2,716	6,904	2,727	32,705
Parramatta	Gadiel,T	1,631	1,631	-	-	-
Penrith	Paluzzano,K	1,883	1,883	-	-	-
Pittwater	Stokes,R	579	579	-	-	-
Port Macquarie	Besseling,P	20,742	1,672	594	7,775	10,701
Port Stephens	Baumann,C	13,212	-	456	521	12,235
Riverstone	Aquilina,J	-	-	-	-	-
Rockdale	Sartor,F	2,655	2,655	-	-	-
Ryde	Dominello,V	-	-	-	-	-
Shellharbour	McMahon,L	19,412	1,657	-	15,033	2,722
Smithfield	Khoshaba,N	259	259	-	-	-
South Coast	Hancock,S	16,009	5,325	547	2,353	7,784
Strathfield	Judge,V	1,145	1,145	-	-	-
Swansea	Coombs,R	6,480	377	-	-	6,103
Sydney	Moore,C	1,925	1,874	-	51	-
Tamworth	Draper,P	27,337	5,502	1,184	1,137	19,514
Terrigal	Hartcher,C	9,618	3,938	-	5,680	-
The Entrance	McBride,G	5,777	-	-	-	5,777

		2008/09 TOTAL	MEMBERS' LSA TRAVEL	MEMBERS' SPOUSE OR APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	MEMBERS' ELECTORATE TO SYDNEY TRAVEL
ELECTORATE	MEMBER	\$	\$	\$	\$	\$
Toongabbie	Rees,N	-	-	-	-	-
Tweed	Provest,G	22,284	4,536	999	6,015	10,734
Upper Hunter	Souris,G	24,837	3,766	3,093	173	17,805
Vaucluse	Debnam,P	1,907	1,907	-	-	-
Wagga Wagga	Maguire,D	23,181	3,222	1,805	2,339	15,815
Wakehurst	Hazzard,B	3,147	3,147	-	-	-
Wallsend	Hornery,S	16,018	2,127	-	5,060	8,831
Willoughby	Berejiklian,G	1,062	819	-	243	-
Wollongong	Hay,N	11,484	149	-	10,329	1,006
Wollindilly	Costa,P	2,401	2,400	1	-	-
Wyong	Harris,D	10,011	973	-	-	9,038
Port Macquarie (former member)	Oakeshott,R	3,378	269	-	606	2,503
TOTALS		897,900	251,722	37,816	107,804	500,271

Charter Transport Allowance Provided for Travel Within the Electorate for Electorate Groups 5, 6, and 7 Not Included Above

		2008/09 TOTAL
ELECTORATE	MEMBER	\$
Barwon	Humphries,K	14,817
Burrinjuck	Hodgkinson,K	62
Clarence	Cansdell,S	-
Monaro	Whan,S	-
Murray Darling	Williams,J	20,335
Murrumbidgee	Piccoli,A	1,400
Northern Tablelands	Torbay,R	4,510
Upper Hunter	Souris,G	4,340
TOTAL		45,464

Appendix E

OFFICIAL VISITORS

NATURE OF VISIT/DELEGATION	PLACE OF ORIGIN	DATE OF VISIT
Parliamentary delegation	Vietnam	1 July 2008
Dr Franck Boulin (Honorary Secretary, Association of Secretaries Generals of Parliaments)	France	4 July 2008
Mr Colin Christian (Functions Coordinator, Commonwealth Parliament)	Canberra	30 July 2008
Mr Michael Schley (Saarland State Parliament)	Germany	30 July 2008
The Hon. Steve Peters MLA (Speaker, Ontario Legislative Assembly)	Canada	1 August 2008
Delegation (Secretariat of the Prime Minister's Office)	Thailand	12 August 2008
Delegation (Guangdong Provincial People's Congress)	People's Republic of China	20 August 2008
Ms Samantha Mathews and Ms Susan Urosevic (Security and Electorate Properties Unit, Parliament of Victoria)	Melbourne	25 August 2008
Ms Irna Daud (Endeavour Award Fellow, University of Sydney)	Sydney	25 August– 4 September 2008
Parliamentary delegation	France	26 August 2008
Parliamentary delegation	Republic of Korea	26 August 2008
Delegation (Vietnam International Youth Cooperation Development Centre)	Vietnam	1 September 2008
Parliamentary delegation (Riksdag Committee on Civil Affairs)	Sweden	5 September 2008
The Hon. John O'Donoghue (Speaker, House of Oireachtas)	Ireland	5 September 2008
Parliamentary delegation (Committee on Education, Science, Culture, Human Rights and Petitions of the Senate)	Czech Republic	19 September 2008
Parliamentary delegation	Cook Islands	22 September 2008
Ms Ellen Inahia (Parliamentary Officer)	Solomon Islands	26 September 2008
Mr Dainius Kamaitis (Lithuanian Ambassador, Tokyo)	Japan	3 October 2008
Parliamentary delegation (Institute for Legislative Studies)	Vietnam	10 October 2008
Mr Russell Bremner (Executive Manager, Parliamentary Services Department)	Western Australia	23 October 2008
The Hon. Jenny Lindell MP (Speaker, Legislative Assembly)	Victoria	22 October 2008
Parliamentary delegation (Committee for Law and Justice)	Germany	22–23 October 2008
Parliamentary delegation	Rwanda	7 November 2008
Parliamentary delegation	Kenya	15 November 2008

NATURE OF VISIT/DELEGATION	PLACE OF ORIGIN	DATE OF VISIT
Parliamentary delegation	Afghanistan	18 November 2008
Parliamentary delegation (Legal Affairs Committee)	Vietnam	20 November 2008
Parliamentary delegation	Saudi Arabia	24 November 2008
Parliamentary delegation (Joint Select Committee on Ethical Conduct)	Tasmania	25–26 November 2008
Parliamentary delegation (Legal and Constitutional Affairs Committee)	Namibia	27–28 November 2008
Delegation (Qinhuangdao City, Hebei Province)	People's Republic of China	1 December 2008
Delegation (Secretariat of the House of Councillors of Japan)	Japan	2 December 2008
Parliamentary delegation	Indonesia	3 December 2008
Delegation (Provincia di Salerno)	Italy	4 December 2008
Parliamentary delegation (Council of Representatives)	Iraq	5 December 2008
Parliamentary delegation	Singapore	8 December 2008
Delegation (Chinese People's Political Consultative Conference, Liaoning Provincial Committee)	People's Republic of China	18 December 2008
Delegation (Bureau of the Budget of Thailand)	Thailand	18 December 2008
Ms Stephanie Toth (Saskatchewan)	Canada	22 January 2009
Mr Floyd McCormick (Vice-President, Association of Clerks-at-the-Table in Canada, and Clerk of the Yukon Legislative Assembly)	Canada	23 January and 31 January–6 February 2009
Ms Elizabeth Watson (Head of the Committee Office, Scottish Parliament)	Scotland	2 February 2009
Mr Mark Hutton (Clerk of the Overseas Office, House of Commons)	United Kingdom	2 February 2009
Parliamentary delegation (Senate)	Cambodia	5 February 2009
Parliamentary delegation	Chile	6 February 2009
Centre for Democratic Institutions Effective Parliamentary Committee Inquiries Course		16–20 February 2009

NATURE OF VISIT/DELEGATION	PLACE OF ORIGIN	DATE OF VISIT
Ms Loraine Abernethie (Principal Research Officer, Legislative Assembly)	Western Australia	9–10 February 2009
Parliamentary delegation (European Parliament)		23 February 2009
Inter Parliamentary Study Group		23 February 2009
Ms Melinda Moosa (Law Reform Division, Attorney-General's Chambers)	Singapore	4 March 2009
Parliamentary delegation	Uganda	9 March 2009
Parliamentary delegation (Russian Federated Council)	Russia	17 March 2009
Mr George Cubie	United Kingdom	1–5 and 9–26 April 2009
Delegation (Wuhan NPC Standing Committee)	People's Republic of China	15 April 2009
Parliamentary delegation (Social Affairs Committee)	Vietnam	16 April 2009
Mr Wayne Tunnecliffe (Clerk of the Legislative Council)	Victoria	12 May 2009
Parliamentary delegation (Seoul Metropolitan Council)	Republic of Korea	15 May 2009
Dr Stephen O'Kane (Secretary, Department of Parliamentary Services)	Victoria	30 April–1 May and 19 May 2009
Mr John Bosco (Hansard Officer)	Bougainville	30 April–1 May 2009
Mr Donald Misang (Committee Officer)	Bougainville	30 April–29 May 2009
Delegation (Kaohsiung County, Taiwan)	People's Republic of China	5 May 2009
Dr William F. Shija (Secretary-General, Commonwealth Parliamentary Association)	United Kingdom	24–30 May 2009
The Hon. Magdalene Toroansi MP (Member, Public Accounts Committee)	Bougainville	1–5 June 2009
Mr Shane Rattenbury MLA (Speaker, Legislative Assembly) Mr Tom Duncan (Clerk, Legislative Assembly)	Australian Capital Territory	3 June 2009
Parliamentary delegation	Columbia	22 June 2009
Parliamentary delegation	Philippines	24–25 June 2009

Appendix F

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

The Equal Employment Opportunity (EEO) statistics have been reported for two work groups. Electorate officers are employed on direct nomination by members of the Legislative Assembly. Historically it is a female dominated workgroup, which is reflected in the high percentage of women in this workgroup.

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

Legislative Assembly by Remuneration Level (Including Legislative Assembly Staff and Electorate Officers)

LEVEL	TOTAL STAFF	RESPONDENTS	MEN	WOMEN	ABORIGINAL PEOPLE & TORRES STRAIT ISLANDERS	PEOPLE FROM RACIAL, ETHNIC, ETHNO-RELIGIOUS MINORITY GROUPS	PEOPLE WHOSE LANGUAGE FIRST SPOKEN AS A CHILD WAS NOT ENGLISH	PEOPLE WITH A DISABILITY	PEOPLE WITH A DISABILITY REQUIRING WORK-RELATED ADJUSTMENT
< \$36,677		0	0	0	0	0	0	0	0
\$36,677-\$48,172	10	4	3	7	0	0	1	0	0
\$48,173-\$53,854	15	7	8	7	0	2	2	1	1
\$53,855-\$68,147	138	37	27	111	1	2	3	2	0
\$68,148-\$88,127	130	61	30	100	0	3	7	0	0
\$88,128-\$110,160	14	10	6	8	0	2	2	0	0
> \$110,160 (non SES)	4	4	3	1	0	1	1	0	0
> \$110,160 (SES)		0	0	0	0	0	0	0	0
TOTAL	311	123	77	234	1	10	16	3	1

Legislative Assembly Benchmark Statistics (Including Legislative Assembly Staff and Electorate Officers)

REPRESENTATION	LEGISLATIVE ASSEMBLY	BENCHMARK OR GOVT TARGET
Women	75%	50%
Aboriginal People & Torres Strait Islanders	1.2%	2%
People Whose Language First Spoken as a Child was not English	12%	20%
People with a Disability	3%	12%
People with a Disability Requiring Work-related Adjustment	0.7%	7%
DISTRIBUTION INDEX	LEGISLATIVE ASSEMBLY	BENCHMARK
Women	99	100
Aboriginal People & Torres Strait Islanders	n/a	100
People Whose Language First Spoken as a Child was not English	99	100
People with a Disability	n/a	100
People with a Disability Requiring Work-related Adjustment	n/a	100

Legislative Assembly by Remuneration Level (Excluding Electorate Officers)

LEVEL	TOTAL STAFF	RESPONDENTS	MEN	WOMEN	ABORIGINAL PEOPLE & TORRES STRAIT ISLANDERS	PEOPLE FROM RACIAL, ETHNIC, ETHNO-RELIGIOUS MINORITY GROUPS	PEOPLE WHOSE LANGUAGE FIRST SPOKEN AS A CHILD WAS NOT ENGLISH	PEOPLE WITH A DISABILITY	PEOPLE WITH A DISABILITY REQUIRING WORK-RELATED ADJUSTMENT
< \$36,677		0	0	0	0	0	0	0	0
\$36,677 – \$48,172	5	4	2	3	0	0	1	0	0
\$48,173 – \$53,854	12	6	7	5	0	2	2	1	1
\$53,855 – \$68,147	11	7	4	7	0	0	0	0	0
\$68,148 – \$88,127	21	15	7	14	0	1	3	0	0
\$88,128 – \$110,160	14	10	6	8	0	2	2	0	0
> \$110,160 (non SES)	4	4	3	1	0	1	1	0	0
> \$110,160 (SES)		0	0	0	0	0	0	0	0
TOTAL	67	46	29	38		6	9	1	1

Legislative Assembly Benchmark Statistics (Excluding Electorate Officers)

REPRESENTATION	LEGISLATIVE ASSEMBLY (EXCLUDING ELECTORATE OFFICERS)	BENCHMARK OR GOVT TARGET
Women	57%	50%
Aboriginal People & Torres Strait Islanders		2%
People Whose Language First Spoken as a Child was not English	20%	20%
People with a Disability	3%	12%
People with a Disability Requiring Work-related Adjustment	3%	7%
DISTRIBUTION INDEX	LEGISLATIVE ASSEMBLY (EXCLUDING ELECTORATE OFFICERS)	BENCHMARK
Women	100	100
Aboriginal People & Torres Strait Islanders		100
People Whose Language First Spoken as a Child was not English	N/A	100
People with a Disability	N/A	100
People with a Disability Requiring Work-related Adjustment	N/A	100

Financial Statements





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 2009, the operating statement, statement of recognised income and expense, cash flow statement, service group statements and a summary of compliance with financial directives for the year then ended, a summary of significant accounting policies and other explanatory notes.

Auditor's Opinion

In my opinion, the financial report:

- presents fairly, in all material respects, the financial position of the Legislature as at 30 June 2009, and its financial performance for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- is in accordance with section 45E of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2005.

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

The Clerks' and Executive Manager's Responsibility for the Financial Report

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

Auditor's Responsibility

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

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

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

My opinion does *not* provide assurance:

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

Independence

In conducting this audit, the Audit Office of New South Wales has complied with the independence requirements of the Australian Auditing Standards and other relevant ethical requirements. The PF&A Act further promotes independence by:

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

Peter Achterstraat
Auditor-General

4 November 2009
SYDNEY



29 October 2009

File ref: DPS490

The Legislature

**Financial Statements for the Year ended
30 June 2009**

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

Date: 29 October, 2009

Lynn Lovelock
Clerk of the Parliaments

Date: 29 October 2009

Brian Ward
Executive Manager
Parliamentary Services

Date: 29 October 2009

THE LEGISLATURE

Operating Statement for the Year Ended 30 June 2009

	NOTES	ACTUAL 2009 \$000	BUDGET 2009 \$000	ACTUAL 2008 \$000
Expenses excluding losses				
Operating expenses				
Employee related	2(a)	53,582	52,289	49,766
Other operating expenses	2(b)	25,785	25,401	23,784
Depreciation and amortisation	2(c)	5,184	4,009	4,505
Other expenses	2(d)	39,337	40,579	39,232
Total Expenses excluding losses		123,888	122,278	117,287
Less:				
Revenue				
Sale of goods and services	3(a)	4,241	4,855	4,332
Investment revenue	3(b)	237	115	148
Grants and contributions	3(c)	832	865	1,160
Other revenue	3(d)	1,194	350	1,374
Total Revenue		6,504	6,185	7,014
Gain/(loss) on disposal	4	(30)	-	(51)
Net Cost of Services	20	117,414	116,093	110,324
Government Contributions				
Recurrent appropriation	5	101,753	102,443	98,567
Capital appropriation	5	5,557	5,557	4,134
Acceptance by the Crown Entity of employee benefits and other liabilities	6	10,377	10,506	10,092
Total Government Contributions		117,687	118,506	112,793
SURPLUS/(DEFICIT) FOR THE YEAR		273	2,413	2,469

The accompanying notes form part of these statements.

THE LEGISLATURE

Balance Sheet as at 30 June 2009

	NOTES	ACTUAL 2009 \$000	BUDGET 2009 \$000	ACTUAL 2008 \$000
ASSETS				
Current Assets				
Cash and cash equivalents	8	3,318	3,946	3,926
Receivables	9	1,732	1,766	1,766
Inventories	10	105	165	165
Total Current Assets		5,155	5,877	5,857
Non-Current Assets				
Property, Plant and Equipment	11			
Land and Buildings		124,855	140,375	140,510
Plant and Equipment		12,104	15,508	10,556
Collection Assets		41,862	38,117	40,480
Total Property, Plant and Equipment		178,821	194,000	191,546
Intangible Assets	12	111	110	151
Total Non-Current Assets		178,932	194,110	191,697
Total Assets		184,087	199,987	197,554
LIABILITIES				
Current Liabilities				
Payables	13	5,541	4,842	5,042
Provisions	14	4,903	4,731	4,511
Other	15	-	13	13
Total Current Liabilities		10,444	9,586	9,566
Non-Current Liabilities				
Provisions	14	44	35	35
Total Non-Current Liabilities		44	35	35
Total Liabilities		10,488	9,621	9,601
Net Assets		173,599	190,366	187,953
EQUITY				
Reserves	16	27,199	41,826	41,826
Accumulated Funds		146,400	148,540	146,127
Total Equity		173,599	190,366	187,953

The accompanying notes form part of these statements.

THE LEGISLATURE

Statement of Recognised Income and Expense for the Year Ended 30 June 2009

	NOTES	ACTUAL 2009 \$000	BUDGET 2009 \$000	ACTUAL 2008 \$000
Net increase/(decrease) in property, plant and equipment asset revaluation reserve		(14,627)	-	9,532
TOTAL INCOME AND EXPENSE RECOGNISED DIRECTLY IN EQUITY		(14,627)	-	9,532
Surplus/(Deficit) for the year		273	2,413	2,469
TOTAL INCOME AND EXPENSE RECOGNISED FOR THE YEAR	16	(14,354)	2,413	12,001

The accompanying notes form part of these statements.

THE LEGISLATURE

Cash Flow Statement for the Year Ended 30 June 2009

	NOTES	ACTUAL 2009 \$000	BUDGET 2009 \$000	ACTUAL 2008 \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(50,468)	(50,223)	(47,625)
Other		(60,506)	(57,520)	(56,890)
Total Payments		(110,974)	(107,743)	(104,515)
Receipts				
Sale of goods and services		4,098	4,855	4,535
Interest received		232	115	133
Other		4,949	1,215	3,299
Total Receipts		9,279	6,185	7,967
Cash Flows From Government				
Recurrent appropriation	5	101,753	102,443	98,567
Capital appropriation	5	5,557	5,557	4,147
Net Cash Flows From Government		107,310	108,000	102,714
NET CASH FLOWS FROM OPERATING ACTIVITIES	20	5,615	6,442	6,166
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of land and buildings, plant and equipment		-	-	-
Purchases of land and buildings, plant and equipment		(6,223)	(6,422)	(4,749)
NET CASH FLOWS FROM INVESTING ACTIVITIES		(6,223)	(6,422)	(4,749)
NET INCREASE/(DECREASE) IN CASH				
Opening cash and cash equivalents		3,926	3,926	2,509
CLOSING CASH AND CASH EQUIVALENTS	8	3,318	3,946	3,926

The accompanying notes form part of these statements.

THE LEGISLATURE

Service Group Statement

Expenses and Revenues for the year ended 30 June 2009

THE LEGISLATURE'S EXPENSES & REVENUES	CHAMBER AND COMMITTEE SUPPORT		MEMBERS' SUPPORT		COMMUNITY ACCESS		NON- ATTRIBUTABLE		2009 \$000	2008 \$000
	2009 \$000	2008 \$000	2009 \$000	2008 \$000	2009 \$000	2008 \$000	2009 \$000	2008 \$000		
Expenses excluding losses										
Operating expenses										
Employee related	7,073	6,569	43,616	40,510	2,892	2,687	-	-	53,581	49,766
Other operating expenses	3,404	3,140	20,989	19,361	1,392	1,283	-	-	25,785	23,784
Depreciation and amortisation	684	595	4,220	3,667	280	243	-	-	5,184	4,505
Other expenses	5,192	5,179	32,020	31,935	2,126	2,118	-	-	39,338	39,232
Total Expenses excluding losses	16,353	15,483	100,845	95,473	6,690	6,331	-	-	123,888	117,287
Revenue										
Sale of goods and services	560	572	3,453	3,526	229	234	-	-	4,242	4,332
Investment revenue	31	20	193	120	13	8	-	-	237	148
Grants and contributions	110	153	677	944	45	63	-	-	832	1,160
Other revenue	158	181	971	1,119	64	74	-	-	1,193	1,374
Total Revenue	859	926	5,294	5,709	351	379	-	-	6,504	7,014
Gain/(loss) on disposal	(4)	(7)	(24)	(41)	(2)	(3)	-	-	(30)	(51)
Net Cost of Services	15,498	14,564	95,575	89,805	6,341	5,955	-	-	117,414	110,324
Government contributions**	-	-	-	-	-	-	117,687	112,793	117,687	112,793
NET EXPENDITURE/ (REVENUE) FOR THE YEAR	15,498	14,564	95,575	89,805	6,341	5,955	(117,687)	(112,793)	(273)	(2,469)

*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 assets and liabilities of the Legislature are such that they cannot be attributed to specific service groups.

THE LEGISLATURE

Supplementary Financial Statements
Summary of Compliance with Financial Directives

	2009				2008			
	RECURRENT APPROPRIATION	EXPENDITURE/NET CLAIM ON CONSOLIDATED FUND	CAPITAL APPROPRIATION	EXPENDITURE/NET CLAIM ON CONSOLIDATED FUND	RECURRENT APPROPRIATION	EXPENDITURE/NET CLAIM ON CONSOLIDATED FUND	CAPITAL APPROPRIATION	EXPENDITURE/NET CLAIM ON CONSOLIDATED FUND
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
ORIGINAL BUDGET APPROPRIATION/EXPENDITURE								
Appropriation Act	102,443	101,753	5,557	5,557	96,844	96,808	3,240	3,240
Additional Appropriations								
s21A PF&AA – special appropriation	-	-	-	-	-	-	-	-
s24 PF&AA – transfers of functions between Departments	-	-	-	-	-	-	-	-
s26 PF&AA – Commonwealth specific purpose	-	-	-	-	-	-	-	-
Payments	102,443	101,753	5,557	5,557	96,844	96,808	3,240	3,240
OTHER APPROPRIATIONS/EXPENDITURE								
Treasurer’s Advance	-	-	-	-	2,812	1,759	958	894
Section 22 – expenditure for certain works and Services	-	-	-	-	-	-	-	-
Transfers to/from another agency (s32 – Appropriation Act)	-	-	-	-	-	-	-	-
	-	-	-	-	2,812	1,759	958	894
Total Appropriations/Expenditure /Net Claim on Consolidated Fund (includes transfer payments)	102,443	101,753	5,557	5,557	99,656	98,567	4,198	4,134
Amount drawn down against Appropriation		101,753		5,557		98,567		4,147
Liability to Consolidated Fund*		-		-		-		13

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 2009

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 direction and control of the Executive Manager Parliamentary Services. It includes all the functions of parliamentary representation undertaken by the Legislative Council and the Legislative Assembly, and the Department of Parliamentary Services. 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 2009 has been authorised for issue by the Clerk of the Legislative Assembly, the Clerk of the Parliaments and the Executive Manager Parliamentary Services on 29 October 2009.

(b) Basis of Preparation

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

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

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

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

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

(c) Statement of Compliance

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

(d) Income Recognition

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

(i) *Parliamentary Appropriations and Contributions*

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are generally recognised as income when The Legislature obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions are 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 2009

(ii) Sales of Goods

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

(iii) Rendering of Services

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

(iv) Investment Revenue

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

(v) Other Revenue

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

(e) Employee Benefits and other provisions

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

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

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

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

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

(ii) Long Service Leave and Superannuation

The Legislature's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity. The Legislature accounts for the liability as having been extinguished; resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of employee benefits and other liabilities". 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 09/04) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

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

THE LEGISLATURE

Notes to and forming part of the Financial Statements
for year ended 30 June 2009

(iii) Other Provisions

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

(f) Insurance

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

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

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

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

(h) Acquisitions of Assets

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

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

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

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

(i) Capitalisation Thresholds

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

(j) Revaluation of Property, Plant and Equipment

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

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

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

The Legislature revalues each class of property, plant and equipment at least every five years or with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The last revaluation for each class of asset is set out below and was based on an independent assessment.

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

Land	30 June 2009	Valustate Pty Ltd
Buildings	30 June 2009	D P Martin Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2009	D P Martin Pty Ltd
Collection Assets: Library Collection	30 June 2009	Simon Storey Valuers
Archives Collection	30 June 2009	Simon Storey Valuers
Antiques	30 June 2009	Simon Storey Valuers
Artworks	30 June 2009	Simon Storey Valuers

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

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

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

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

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

As a not-for-profit entity, revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

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

(k) Impairment of Property, Plant and Equipment

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

(l) Depreciation of Property Plant and Equipment

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

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

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

(m) Maintenance

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

(n) Leased Assets

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

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

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

(o) Intangible Assets

The Legislature recognises intangible assets only if it is probable that future economic benefits will flow to the Legislature 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 Legislature'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 Legislature would incur to acquire the asset. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(r) Other Assets

Other assets are recognised on a cost basis.

(s) Impairment of financial assets

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

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.

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

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).

THE LEGISLATURE

Notes to and forming part of the Financial Statements
for year ended 30 June 2009

2. EXPENSES EXCLUDING LOSSES

	2009 \$000	2008 \$000
(a) Employee Related Expenses		
Salaries and wages (including recreation leave)	41,244	40,051
Superannuation – defined benefit plans	1,217	1,221
Superannuation – defined contribution plans	2,802	2,575
Payroll tax and fringe benefits tax	2,697	2,709
Long service leave	1,494	812
Worker's compensation insurance	838	680
Employment agency staff	3,132	1,742
Other	158	(24)
	53,582	49,766
(b) Other Operating Expenses including the following:		
Auditor's remuneration		
– Audit of the financial reports	57	52
– Audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	56	55
Cost of Sales – House Committee	917	870
Operating Lease Rental Expense-Minimum Lease Payments	4,993	4,754
Maintenance	1,663	2,060
Insurance	243	261
Printing and stationery	6,634	5,435
Telecommunication costs	1,126	1,247
Travel expenses	1,821	1,879
Computer costs	2,295	2,181
Stores	566	507
Postage	761	733
Miscellaneous	1,763	1,386
Energy charges	1,064	1,100
Cleaning and laundry	620	602
Contract and other fees	1,206	662
	25,785	23,784

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

	2009 \$000	2008 \$000
<i>Reconciliation – Total maintenance</i>		
Maintenance expense – contracted labour and other (non-employee related), as above	1,663	2,060
Maintenance undertaken by Dept of Commerce	-	919
Employee related maintenance expense included in Note 2 (a)	3,582	3,013
Total maintenance expenses included in Note 2(a) + 2(b)	5,245	5,992
(c) Depreciation and Amortisation expense		
Depreciation:		
– buildings	1,422	1,279
– plant and equipment	2,594	1,917
– collection assets	174	146
	4,190	3,178
Amortisation:		
– leasehold improvements	928	890
– intangibles	66	273
	994	1,163
Total Depreciation and Amortisation Expense	5,184	4,505
(d) Other Expenses		
Salaries and allowances of Members of Parliament	28,988	28,612
Superannuation entitlements – Members	7,671	7,951
Payroll tax & fringe benefits tax – Members’ entitlements	2,300	2,361
Special Projects	378	308
	39,337	39,232

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

3. REVENUE

	2009 \$000	2008 \$000
(a) Sale of Goods and Services		
Sale of Goods		
House Committee sales of food and beverages	2,641	2,771
Energy recoup from Sydney Hospital and State Library	470	497
Sale of publications	21	24
	3,132	3,292
Rendering of Services		
Rent on Parliament House ministerial offices	909	841
Miscellaneous	200	199
	1,109	1,040
	4,241	4,332
(b) Investment Revenue		
Interest revenue on operating accounts	237	148
	237	148
(c) Grants and Contributions		
Department of Environment – energy and water savings project	832	241
Department of Commerce maintenance work	-	919
	832	1,160
(d) Other Revenue		
Increment from asset valuation offsetting prior decrement	494	702
Assets recognised for first time	358	-
Contribution of assets	-	256
Miscellaneous	342	416
	1,194	1,374

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

4. GAIN/(LOSS) ON DISPOSAL

	2009 \$000	2008 \$000
Loss on disposal of plant and equipment		
Proceeds from disposal	-	-
Written down value of assets disposed	(30)	(51)
Net gain/(loss) on disposal of plant and equipment	(30)	(51)

5. APPROPRIATIONS

Recurrent Appropriations

Total recurrent drawdowns from Treasury (per Summary of Compliance)	101,753	98,567
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
	101,753	98,567

Comprising:

Recurrent Appropriations (per Operating Statement)	101,753	98,567
Capital Appropriations		
Total capital drawdowns from Treasury (per Summary of Compliance)	5,557	4,147
Less: Liability to Consolidated Fund (per Summary of Compliance)		13
	5,557	4,134

Comprising:

Capital Appropriations (per Operating Statement)	5,557	4,134
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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

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

	2009 \$000	2008 \$000
The following liabilities and/or expenses have been assumed by the Crown Entity:		
Employees		
Superannuation	1,217	1,221
Long service leave	1,494	813
Payroll tax on superannuation	74	73
	2,785	2,107
Members		
Superannuation	7,171	7,533
Payroll tax on superannuation	421	452
	7,592	7,985
	10,377	10,092

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

7. SERVICE GROUPS OF THE LEGISLATURE

Service Group 1.1 Chamber and Committee Support

Service Description:

This service group covers procedural support (specialist advice, information and research services to Members); chamber support (operational support for the chambers to carry out their business); committee support (the provision of a secretariat for each committee, the provision of advice and information on its operation and on its enquiry and the provision of mechanisms to allow for public consultation) and Parliamentary reporting (Hansard services to the Houses and to committees).

Linkage to Results:

This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards a range of intermediate results that include the effective functioning of the Parliament and its committees and supporting Members of Parliament to fulfill their Parliamentary roles.

Service Group 1.2 Members' Support

Service Description:

This service group covers Members' services (the provision of human resources services to Members and the administration of Members' entitlements); facilities management (maintenance of Members' offices, the Parliament House building and associated services such as security, catering, building services) financial services and information services. With regard to the Legislative Assembly Members, it includes management of electorate offices lease, fitout and maintenance of equipment and amenities.

Linkage to Results:

This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards a range of intermediate results that include the effective functioning of the Parliament and its committees and supporting Members of Parliament to fulfill their Parliamentary roles.

Service Group 1.3 Community Access

Service Description:

This service group covers community education services such as school tours, visitor tours and open days and education in service sessions for teachers; exhibition services (historical displays, art exhibitions, expositions); public events and functions, particularly utilising the building's function rooms; webstreaming of the proceedings in both Houses and Members' newsletters to constituents.

Linkage to Results:

This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards the intermediate result of Community access and awareness of the role and functions of the Parliament.

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

8. CURRENT ASSETS – CASH AND CASH EQUIVALENTS

For the purposes of the Cash Flow Statement, cash and cash equivalents include cash on hand and cash at bank. Cash and cash equivalents 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:

	2009 \$000	2008 \$000
Cash at Bank and on hand	3,318	3,926
	3,318	3,926

The Legislature has the following banking facilities as at 30 June 2009:

- 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 \$731,000.

Refer to Note 21 for details regarding credit risk, liquidity risk and market risk arising from financial statements.

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

9. CURRENT ASSETS – RECEIVABLES

	2009 \$000	2008 \$000
Sales of goods and services	797	627
Less: Allowance for impairment	35	8
	762	619
G.S.T. recoverable from A.T.O.	650	707
Other debtors	10	10
Prepayments	215	340
Investment income	95	90
Movement in the allowance for impairment	1,732	1,766
<i>Movement in the allowance for impairment</i>		
<i>Balance at July 1</i>	8	16
Amounts written off during the year	-	-
Amounts recovered during the year	(1)	(15)
Increase/(decrease) in allowance recognised in profit or loss	28	7
Balance at 30 June	35	8

10. CURRENT ASSETS – INVENTORIES

Food and beverage stock at cost	105	165
	105	165

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

11. NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT

	LAND AND BUILDINGS \$000	PLANT AND EQUIPMENT \$000	COLLECTION ASSETS \$000	TOTAL \$000
At 1 July 2008 – fair value				
Gross carrying amount	185,376	46,630	49,767	281,773
Accumulated depreciation and impairment	44,866	36,074	9,287	90,227
Net Carrying Amount	140,510	10,556	40,480	191,546
At 30 June 2009 – fair value				
Gross carrying amount	174,568	48,875	51,322	274,765
Accumulated depreciation and impairment	49,713	36,771	9,460	95,944
Net Carrying Amount	124,855	12,104	41,862	178,821

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.

Year ended 30 June 2009				
Net carrying amount at start of year	140,510	10,556	40,480	191,546
Additions	3,280	2,912	363	6,555
Disposals	-	(1,267)	-	(1,267)
Net revaluation increments less revaluation decrements	(16,808)	1,483	1,193	(14,132)
Accumulated depreciation written back on disposal	-	1,237	-	1,237
Internal transfers	223	(223)	-	-
Depreciation Expense	(2,350)	(2,594)	(174)	(5,118)
Net carrying amount at end of year	124,855	12,104	41,862	178,821
At 1 July 2007				
Gross Carrying Amount	174,059	42,555	47,508	264,122
Accumulated depreciation and impairment	40,799	33,306	9,141	83,246
Net Carrying Amount	133,260	9,249	38,367	180,876
At 30 June 2008				
Gross Carrying Amount	185,376	46,630	49,767	281,773
Accumulated depreciation and impairment	44,866	36,074	9,287	90,227
Net Carrying Amount	140,510	10,556	40,480	191,546

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.

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Notes to and forming part of the Financial Statements
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	LAND AND BUILDINGS \$000	PLANT AND EQUIPMENT \$000	COLLECTION ASSETS \$000	TOTAL \$000
Year ended 30 June 2008				
Net carrying amount at start of year	133,260	9,249	38,367	180,876
Additions	2,137	2,573	9	4,719
Disposals	(565)	(484)	-	(1,049)
Net revaluation increments less revaluation decrements	7,282	702	2,250	10,234
Accumulated depreciation written back on disposal	565	433	-	998
Transfers				
Depreciation Expense	(2,169)	(1,917)	(146)	(4,232)
Net carrying amount at end of year	140,510	10,556	40,480	191,546

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

12. INTANGIBLE ASSETS

SOFTWARE	\$000
At 1 July 2008	
Cost (gross carrying amount)	2,442
Accumulated amortisation and impairment	2,291
Net carrying amount	151
At 30 June 2009	
Cost (gross carrying amount)	2,468
Accumulated amortisation and impairment	2,357
Net carrying amount	111
Reconciliation	
Year ended 30 June 2009	
Net carrying amount at start of year	151
Additions	26
Disposals	-
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	(66)
Net carrying amount at end of year	111
At 1 July 2007	
Cost (gross carrying amount)	2,380
Accumulated amortisation and impairment	2,017
Net carrying amount	363
At 30 June 2008	
Cost (gross carrying amount)	2,442
Accumulated amortisation and impairment	2,291
Net carrying amount	151
Reconciliation	
Year ended 30 June 2008	
Net carrying amount at start of year	363
Additions	61
Disposals	-
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	(273)
Net carrying amount at end of year	151

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

13. CURRENT LIABILITIES – PAYABLES

	2009 \$000	2008 \$000
Accrued wages, salaries and on-costs	2,000	2,065
Creditors	3,541	2,977
	5,541	5,042

14. CURRENT AND NON-CURRENT LIABILITIES – PROVISIONS

(a) Current		
Recreation leave	3,787	3,587
On-cost on employee benefits	1,116	924
	4,903	4,511
(b) Non-Current		
On-cost on employee benefits	44	35
	44	35
(c) Aggregate employee benefits and related on-costs:		
Provisions – Current	4,903	4,511
Provisions – Non-Current	44	35
Accrued salaries, wages and on-costs (note 13)	2,321	2,065
	7,268	6,611

Of employee benefits for recreation leave \$2,777,000 is expected to be settled within twelve months and \$1,010,000 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.

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

15. CURRENT LIABILITIES – OTHER

	2009 \$000	2008 \$000
Liability to Consolidated Fund	-	13
	-	13

16. CHANGES IN EQUITY

	ACCUMULATED FUNDS		ASSET REVALUATION RESERVE		TOTAL EQUITY	
	2009 \$000	2008 \$000	2009 \$000	2008 \$000	2009 \$000	2008 \$000
Balance at the beginning of the financial year	146,127	143,658	41,826	32,294	187,953	175,952
Changes in equity – other than transactions with owners as owners						
Surplus/(Deficit) for the year	273	2,469	-	-	273	2,469
Increment/(Decrement) on revaluation of:						
– Land and Buildings	-	-	(16,808)	7,282	(16,808)	7,282
– Plant and Equipment	-	-	988	-	988	-
– Collection Assets	-	-	1,193	2,250	1,193	2,250
Total	273	2,469	(14,627)	9,532	(14,354)	12,001
Transfers within equity						
Asset revaluation reserve balance transferred to accumulated funds on disposal of asset	-	-	-	-	-	-
Total	-	-	-	-	-	-
Balance at the end of the financial year	146,400	146,127	27,199	41,826	173,599	187,953

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).

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Notes to and forming part of the Financial Statements
for year ended 30 June 2009

17. COMMITMENTS FOR EXPENDITURE

	2009 \$000	2008 \$000
(a) Operating Lease Commitments		
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than one year	4,786	3,839
Later than one year but not later than five years	6,848	6,311
Later than five years	90	106
Total (including GST)	11,724	10,256

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 \$1,036,000 (\$900,000 – 2008), which will be recoverable from Australian Taxation Office (ATO).

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

Not later than one year	4,093	3,668
Later than one year but not later than five years	5,843	6,311
Later than five years	90	106
Electorate Office Lease Commitments (including GST)	10,026	10,085

The above total includes GST input tax credits of \$882,000 (\$884,000 – 2008), which will be recoverable from the ATO.

(b) Other Expenditure Commitments		
Aggregate other expenditure contracted for at balance date and not provided for:		
Not later than one year	95	1,510
Total (including GST)	95	1,510

The above total for 2009 includes GST input tax credits of \$9,000 (\$137,000 – 2008) that will be recoverable from the ATO.

THE LEGISLATURE

Notes to and forming part of the Financial Statements
for year ended 30 June 2009

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Legislature had no contingent assets or contingent liabilities at reporting date.

19. BUDGET REVIEW

Net Cost of Services

Net Cost of Services was \$1,321,000 higher than budget because of higher employee and depreciation expenses and lower than estimated revenue.

Assets and Liabilities

Total assets were less than budget by \$15,900,000 due to a valuation decrement to land of \$16,300,000.

Liabilities exceeded budget by \$867,000 due to higher trade creditors and an increase in the value of employee entitlements.

Cash Flows

Net cash inflows from operating activities were \$827,000 less than budget due to higher operating expenses.

THE LEGISLATURE

Notes to and forming part of the Financial Statements
for year ended 30 June 2009

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

	2009 \$000	2008 \$000
Net Cash used in operating activities	5,615	6,166
Depreciation	(5,184)	(4,505)
(Increase)/decrease in provisions	(402)	58
(Decrease)/increase in receivables, inventories and other assets	(93)	65
(Increase)/decrease in creditors and other liabilities	(458)	(222)
Gain/(Loss) on sale of non-current assets	(30)	(51)
Asset acquired via grant/donation	-	256
Valuation increment recognised in Operating Statement	494	702
Assets recognised for first time	358	-
Long Service Leave	(1,494)	(813)
Superannuation	(8,387)	(8,754)
Payroll tax on superannuation	(496)	(525)
Less cash flows from government:		
Capital Allocation	(5,557)	(4,134)
Recurrent Allocation	(101,753)	(98,567)
Net Cost of Services	(117,414)	(110,324)

THE LEGISLATURE

Notes to and forming part of the Financial Statements
for year ended 30 June 2009

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 2.9% (6.25% in 2008) while the effective interest rate during the reporting period was 4.45% (5.87% in 2008).

Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts, which are known to be un-collectable, are written off. An allowance for impairment is raised when there is objective evidence that the Legislature will not be able to collect all amounts.

The credit risk is the carrying amount (net of any provision for doubtful debts). As at balance date, the greatest risk was represented by receivables, totalling \$137,000 (\$144,000 in 2008), which had been outstanding for more than 90 days.

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

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

Bank Overdraft

The Legislature does not have any bank overdraft facility.

Trade Creditors and Accruals

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

Fair value

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

22. AFTER BALANCE SHEET DATE EVENTS

There are no after balance sheet date events.

End of Financial Statements

SUPPLEMENTARY FINANCIAL INFORMATION

OPERATION OF THE LEGISLATIVE ASSEMBLY

	2008/09 ACTUAL \$000	2008/09 BUDGET \$000	2007/08 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	3,504	3,532	3,526
Other Operating Expenses	356	470	374
Depreciation and amortisation	38	51	50
Total Expenses	3,898	4,053	3,950
Revenue			
Sale of Goods and Services	-	-	-
Other Revenue	21	20	30
Total Revenue	21	20	30
Gain (loss) on sale of assets	-	-	-
NET COST OF SERVICES	3,877	4,033	3,920
Less:			
Depreciation and amortisation	38	51	50
Long Service Leave	16	99	7
Superannuation	200	174	250
NET CONTROLLABLE COST OF SERVICES	3,655	3,709	3,613
CAPITAL WORKS EXPENDITURE	43	25	21

ESTIMATED EXPENDITURE AND REVENUE FOR 2009/10

DESCRIPTION	\$000
Salaries and related payments	3,021
Other operating expenses	480
Depreciation and Amortisation	41
<i>Total Expenses</i>	3,542
Less Retained Revenue	20
Less Non-controllable items	365
Net Controllable Cost of Services	3,157

SUPPLEMENTARY FINANCIAL INFORMATION

PARLIAMENTARY REPRESENTATION – LEGISLATIVE ASSEMBLY

	2008/09 ACTUAL \$000	2008/09 BUDGET \$000	2007/08 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	19,119	18,399	18,820
Other Operating Expenses	16,514	16,232	15,137
Members Salary Related Payments	26,734	27,564	26,692
Depreciation and amortisation	1,194	971	1,134
Total Expenses	63,561	63,166	61,783
Revenue			
Sale of goods and services	448	415	429
Other Revenue	228	120	210
Total Revenue	676	535	639
NET COST OF SERVICES	62,885	62,631	61,144
Less:			
Depreciation and amortisation	1,194	971	1,134
Long Service Leave	277	219	246
Superannuation	5,208	5,943	5,816
NET CONTROLLABLE COST OF SERVICES	56,206	55,498	53,948
CAPITAL WORKS EXPENDITURE	777	825	1,322

ESTIMATED EXPENDITURE AND REVENUE FOR 2009/10

DESCRIPTION	\$000
Salaries and related payments	24,000
Other operating expenses	16,527
Depreciation and Amortisation	905
Other expenses	22,751
Total Expenses	64,183
Less Retained Revenue	565
Less Non-controllable items	6,413
Net Controllable Cost of Services	57,205

SUPPLEMENTARY FINANCIAL INFORMATION

LEGISLATIVE ASSEMBLY COMMITTEES 2008/09

COMMITTEE	2008/09 ACTUAL	EMPLOYEE RELATED EXPENSES	TRAVEL	ADVERTISING	CONTRACT & CONSULT.	PRINTING	RENT	STORES, DEPN, MISC..	POSTAGE & TELEPHONE	IT COSTS
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
Public Accounts	452	250	7	1	157	5	28	1	-	3
Public Bodies Review	281	250	-				28	2		1
Public Works	309	250	11	4	10	4	28	1	-	1
Broadband	256	250	4			1		1		
Natural Resources	290	250	5	3	9	2	18	3		
Employee related expenses centralised	-									
TOTAL EXPENSES	1,588	1,250	27	8	176	12	102	8	-	5
REVENUE	4									
NET COST OF SERVICES	1,584									
Less:										
Long Service Leave	-									
Superannuation	-									
NET CONTROLLABLE COST OF SERVICES	1,584									

SUPPLEMENTARY FINANCIAL INFORMATION

JOINT COMMITTEES ADMINISTERED BY THE LEGISLATIVE ASSEMBLY 2008/09

COMMITTEE	2008/09 ACTUAL	EMPLOYEE RELATED EXPENSES	TRAVEL	ADVERTISING	CONTRACT & CONSULT.	PRINTING	RENT	STORES, DEPN, MISC.	POSTAGE & TELEPHONE	IT COSTS
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Health Care Complaints	282	250		2		1	28	1		
I.C.A.C.	299	250	3	3	10	2	28	2		1
Ombudsman	284	250			1	2	28	2		1
Legislation Review	333	250	7			10	63	2		1
Staysafe	337	250	42	5	7	1	28	3		1
Committee on Children	289	250	8			1	28	2		
Electoral Matters	1			1						
Pooled Committee Costs	205		2	-	15	15	56	70	13	34
TOTAL EXPENSES	2,030	1,500	62	11	33	32	259	82	13	38
REVENUE	19									
NET COST OF SERVICES	2,011									
Less:										
Depreciation	54									
Long Service Leave	38									
Superannuation	38									
NET CONTROLLABLE COST OF SERVICES	1,881									

LEGISLATIVE ASSEMBLY AND JOINT COMMITTEES
ESTIMATED EXPENDITURE AND REVENUE FOR 2009/10

DESCRIPTION	\$000
Salaries and related payments	2,438
Other operating expenses	817
Depreciation and Amortisation	17
<i>Total Expenses</i>	<i>3,272</i>
Less Retained Revenue	5
Less Non-controllable items	126
Net Controllable Cost of Services	3,141

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ANNUAL REPORTING

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

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