



# annual report 2014

Department of the Legislative Assembly





## Our purpose

We are committed to contributing to the achievement of the Parliament's mission, which is:

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

## Our values

Integrity, professionalism, impartiality, collegiality, respect, excellence.

## About us

We provide a wide range of services that are primarily aimed at meeting the needs of:

- Elected Members as they discharge their duties as representatives of the people of New South Wales
- The Speaker and the managers of the business of the House and its Committees
- The citizens of New South Wales to be informed about the debate and decisions made by the Members in the House and its Committees, through services within Parliament House and beyond.

In Parliament House, we work with colleagues in the Department of the Legislative Council and the Department of Parliamentary Services to ensure that Members and the public have access to services appropriate to their needs.

Beyond Parliament House, we maintain 95 Electorate Offices across New South Wales to support Members in their local communities while carrying out their representative duties.

## Our corporate priorities

We work toward the achievement of a number of results for the people of New South Wales, including:

- The efficient and effective functioning of the Legislative Assembly and its Committees
- Ensuring that Members of the Legislative Assembly can fulfil their public duties as elected representatives of the people
- Community access to the Parliament and its proceedings, Committees and Members so that the people can participate fully in the processes of Parliament.

The Parliament's Strategic Plan for 2011 – 2015 is available on the Parliament's website at:

[www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au).

## About this report

This annual report reviews our performance over the 2013/14 reporting year against the targets published in our previous annual report and in our plans which document our key outcomes and outputs.

This report is available on the Parliament's website at [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au).

Financial Statements are appended in a separate volume, also available at: [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au).

## Letter of Transmittal

The Hon. Shelley Hancock MP  
Speaker of the Legislative Assembly  
Parliament House  
Macquarie Street  
Sydney NSW 2000

Dear Madam Speaker,

I am pleased to submit to you for tabling the annual report for the Department of the Legislative Assembly for the year ended 30 June 2014.

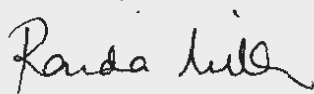
While the Legislative Assembly is not legislatively required to table an annual report, I welcome the opportunity to provide information on the performance of the Department as has been customary in previous years.

The content of the report incorporates the requirements of the *Annual Reports (Departments) Act 1985* and the *Public and Finance Audit Act 1983*, particularly in regard to the Department's operations and financial performance.

The full financial statements for the Legislative Assembly have been published as a supplement to this Annual Report, and can be located on Parliament's website at: [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au).

I commend the report to you and thank you for your ongoing support.

Yours sincerely,



**Ronda Miller**  
Clerk of the Legislative Assembly

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# Achievements

## Key Result Area One

Ensuring the efficient and effective functioning of the Legislative Assembly and its Committees, and procedural advisory and information services to Members.

### Support the sittings of the House

- Supported 55 sitting days with 487 sitting hours, the introduction of 117 bills and passing 105 bills
- Facilitated 1,604 written questions and answers and 542 oral questions
- Improved access to procedural research information
- Improved provision of procedural advice and support to Members.

### Committee support

- Supported 21 Committees with 167 meetings and 32 hearings, considered 475 submissions considered, evidence taken from 314 witnesses, and 40 reports tabled
- Held three workshops for Committee staff to support procedural training and identify possible revisions to the Standing Orders for Committees
- Consolidated and organised a range of committee procedural resources and training materials to create an e-knowledge repository for information on committee procedure and practice.

### Maintain and publish records of the House and Committees

- Further refined and aligned procedural information on the various procedural databases.

### Procedural advice

- Prepared regular advice on practice and procedure, interpretation of standing and sessional orders, relevant statutes and other authorities
- Continued to improve support for occupants of the Chair with one-on-one briefing sessions and tailored guidelines
- Completed a short generic guide on the introduction of bills
- Provided procedural advice to the Standing Orders and Procedure Committee in relation to the publication of the Legislative Assembly's first Citizen's Right of Reply response
- Reviewed the processing of the Questions and Answers paper to improve functionality.

### Promote awareness of parliamentary procedure

- Continued with projects and staff exchanges under the Twinning Program with the Solomon Islands and Autonomous Region of Bougainville Parliaments under the Pacific Public Sector Linkages Program (AusAid funded)
- Conducted procedural training sessions both for Legislative Assembly staff and for ministerial staff
- Commenced a revision of the memorandum of understanding with the Independent Commission Against Corruption (ICAC).

## The Year Ahead

- Complete a short guide on the procedure for the introduction of private members bills
- Continue to review the process and publication of the Questions and Answers paper
- Further refine and align procedural information on the various databases
- Together with the Legislative Council, continue to review tabling processes for parliamentary papers
- Review Standing and Sessional Orders

- Publish second edition of the Parliamentary Practice and Procedure book
- Finalise the revision of the memorandum of understanding with the ICAC to recognise parliamentary privilege
- Review existing and prepare new material and programme content for induction of new Members elected at the General Election in March 2015
- Implement Microsoft SharePoint across the Parliament to enhance business processes
- Continue with ongoing review and rationalisation of Legislative Assembly Administrative and Committee Records
- Digitise the Parliament's earliest records
- Improve support for occupants of the Chair
- Review processes for production of House papers and other procedural publications.

## Key Result Area Two

Ensuring that Members of the Legislative Assembly can fulfil their public duties as elected representatives of the people, through provision of functional and secure offices and effective Electorate Office support.

### Members' support

- Delivered induction programs for 39 electorate office staff
- Convened Electorate Officers' Reference Group and continued to maintain liaison visits, to ensure two way communication between the Assembly and electorate offices
- Delivered 66 training opportunities for electorate officers
- Together with the Department of Parliamentary Services, developed resources to assist Members subsequent to the commencement of the *Members of Parliament Staff Act 2013*
- Undertook review of policies and forms on the intranet as part of the preparation for the launch of the new intranet during the next reporting period.

### Electorate office support

- Reviewed 25 electorate office leases and negotiated one new lease
- Completed the relocation and fit-out of one electorate office
- Completed refurbishment at one electorate office
- Undertook 757 repairs and maintenance jobs at electorate offices
- Published weekly newsletter for electorate offices
- Provided electorate office staff with advice regarding the management of personal information in electorate offices
- Re-tendered project management of electorate office fit-outs and refurbishments
- Undertook electorate office visits to provide equipment maintenance, and work health and safety support.

## The Year Ahead

- Upgrade IT hardware in electorate offices
- Provide increased web-based Members' Entitlements information
- Continue to review policies and guidelines related to electorate offices and, in conjunction with the Department of Parliamentary Services, for electorate officers
- Continue to provide training and support to electorate office staff



- Launch of the Parliament's new intranet
- Relocate/establish new electorate offices as part of the electoral redistribution that comes into effect at the March 2015 General Election
- Handover of electorate offices to incoming Members and induction of new electorate office staff following the March 2015 General Election
- Update the *Guide for Members Leaving Parliament*
- Upgrade telephone and communications systems in electorate offices.

## Key Result Area Three

Providing access by the community to the Parliament and its proceedings, Committees and Members so that the people can fully participate in the processes of Parliament.

### Provide public information on the House, Members and Committees

- Held four seminars for public sector officers on the role and function of the Legislative Assembly
- Published 10 issues of the *Procedural Digest*, which provides a summary of significant procedural events and precedents in the Legislative Assembly
- Facilitated groups and citizens attending Parliament to hear discussion on petitions and debate on private Members' bills
- Provided Members with advice and assistance regarding the placement of interns.

### Tours and education programs

- Hosted visits from 543 groups, in total 20,146 people
- Hosted visits from 173 primary schools, 101 secondary schools, 15 universities and 30 ESL/TAFE colleges
- Redesigned and updated brochures on the Parliament, including a guide for visitors on the role of Parliament
- Developed audio-visual materials for visitor programs and visiting delegations.

### Parliamentary Friendship Groups

- Completed a review of the Parliamentary Friendship Groups policy and furnished to the Presiding Officers for consideration.

## The Year Ahead

- Implement the outcome of the review of the Parliamentary Friendship Groups policy
- Develop education sessions to be delivered to rural and regional school groups using video conference facilities
- Finalise preparation for the *Politics & Sacrifice: The NSW Parliament and the ANZACs* exhibition
- Continue to use social media to publicise the work of Committees and the Chamber program
- Review Chamber programs delivered to school and community groups
- Launch a Legislative Assembly Twitter account
- Continue hosting seminars for public sector officers
- Complete production of a training video illustrating the passage of legislation in the Legislative Assembly, for use at the public sector seminars.

# Our Organisation and Capacity Building

## Strategic planning

- Legislative Assembly's Strategic Plan 2011-2015 reviewed and progress monitored
- Business Continuity Plan commenced
- Succession Planning Policy reviewed
- The Assembly's Executive Group met three times.

## Staffing

- Continued to implement training and development rotations and placements.

## Management

- A further round of leadership training was conducted in June 2014
- Reviewed the status of official committee tabled papers and documents, including requirements for retaining, disposing or transferring documents
- Continued development of a Business Impact Assessment Plan for resumption of parliamentary sittings.

## Training and development

- Continued to focus on increased opportunities for staff training and development
- Continued the program of practice and procedure training sessions for staff
- Commenced holding weekly post sitting colloquia for staff rostered to sit at the Table and other key staff.

## The Year Ahead

- Develop procedural training programs for new Members of the 56th Parliament
- Continue staff training and development through a series of practice and procedure sessions, with more sessions targeted to improving practical skills
- Using a team based approach, project manage preparation for the 56th Parliament
- Create a procedural and training 'homepage' on the intranet, allowing staff to access training materials including, presentations and multi-media resources
- Progress planning for the Parliament to host the ANZACATT Professional Development Seminar in January 2015
- Continue to build on the implementation of the Knowledge Management Strategy and Policy
- Relocate staff within the Legislative Assembly and into new accommodation as a consequence of the completion of the extension on the historic wing of Parliament House.

## SPEAKER'S FOREWORD



I am pleased to accept the annual report for the Department of the Legislative Assembly for the year ending 30th June 2014.

The report again represents the continued provision of high quality professional support to the functioning of the Parliament, and advice and services to Members.

During the reporting period the Department has continued to focus on achieving key goals including enhancing support for occupants of the Chair, improving the management of procedural information for Members and reviewing and updating corporate policies.

Cross-departmental cooperation continues to have a positive impact on parliamentary processes and the provision of services, particularly in regard to preparations for the start of the 56th Parliament following the March 2015 General Election. The Department has also focussed on providing procedural training not just for Assembly staff but also for ministerial staff. In addition, the Department has received positive feedback on the seminars aimed at providing public sector officers with an understanding of the role and procedure of the Legislative Assembly.

Parliamentary Committees saw an increase in the number of committees administered by the Legislative Assembly with an increase from 19 to 21. Committee staff have also progressed planning on the e-committees project that will give Members remote access to committee information and documents. This is another example of the cross-departmental cooperation fostered during the term of this Parliament as this project is a joint initiative with the Legislative Council Committees.

The Department's Electorate Office Services unit has continued to provide an excellent service to each Member's electorate office. Plans are underway to manage the impact of the electoral boundary redistribution that will see the relocation and also the establishment of several electorate offices.

I would like to acknowledge and thank the staff of the Department of the Legislative Assembly for your contribution throughout the year to the Parliament and to the citizens of our State.

I would also like to take this opportunity to make a special mention to all electorate office staff working in our 95 electorate offices. Electorate office staff, while remote from Parliament House, are an important component of the Legislative Assembly's commitment to the people of NSW. The work they perform contributes enormously to allowing Members perform both their electorate and parliamentary duties. As frontline staff, our electorate office staff serve the public through the provision of a high level of service and assistance, often dealing with constituents who are experiencing high levels of anxiety and stress. There has been much change in the course of the past year. Throughout this period our electorate office staff continued to focus on their responsibilities of supporting their Member and providing an enormously valuable and valued service to the community. I acknowledge and thank our electorate office staff for their dedication and hard work.

**The Hon Shelley Hancock MP**  
Speaker



# CLERK'S REVIEW



The reporting year 2013-2014 marks the third year in a four year electoral cycle, with the next General Election due on 28 March 2015.

This report records the achievements of the Department in the three key result areas that define the Legislative Assembly's role in our parliamentary democracy.

Over the spring and autumn sessions the House sat for 18 weeks, considering over 100 bills. Legislative Assembly officers supported a record number of standing, select and joint committees, which continued at a high level of activity. Major projects for the year focussed on improving access to information about the work of the House and committees, with improvements to databases and websites.

A significant event during the year was the declaration of new electoral boundaries, following the Electoral Districts Commissioners' notification in June 2013 of the 2013 State Districts redistribution, which alters the electoral districts of New South Wales. The new electoral districts were gazetted on 19 September 2013 and come into effect at the March 2015 election. As a result, a number of electorate offices will be outside the new boundaries. The Parliamentary Remuneration Tribunal has also reported on the impact of the redrawn boundaries, and as a consequence the Electorate Office Services unit has actively planned for the affected offices to be relocated through 2014-2016.

Working with the Department of Parliamentary Services and the Legislative Council planning has already commenced for the transition of Members who have indicated they are not standing for election in 2015, and to co-ordinate the many administrative and procedural requirements for induction of new Members and staff.

During the year our staff continued to collaborate and co-ordinate with colleagues in the Departments of the Legislative Council and Parliamentary Services, to ensure that members and electorate officers are effectively supported and that the institution of Parliament is advanced. Policy development, implementation of the *Members of Parliament Staff Act*, budget allocation and review, reforms in the ethics regime, and enhancing the visitor experience are all projects which have drawn on the efforts of officers from all three departments.

I take this opportunity to thank the Clerk of the Parliaments, the Executive Manager and their staff for their ongoing cooperation and support.

I also thank all staff for their continuing hard work and acknowledge their dedication to providing a quality service to Members, their staff and the Legislative Assembly.

# 5 YEARS AT A GLANCE

## Procedural statistics

	2009/10	2010/11	2011/12	2012/13	2013/14
Sitting days	64	55	72	57	55
Total sitting hours	475.4	443.2	626.4	502.77	487.33
Average hours per sitting	7.4	8.1	8.7	8.8	8.9
Bills introduced	114	110	103	117	117
Bills passed	101	103	101	106	105
Bills lapsed/disposed of	15	5	5	7	11
Entries in Vote and Proceedings	1592	1435	1722	1606	1523
Divisions in House	178	99	132	115	111
Written questions	3869	2203	2077	1755	1604
Written questions (answers)	3197	2270	2022	1814	1678 <sup>^</sup>
Oral questions	517	472	736	574	542
Petitions	1052	427	461	420	412
Petitions 500+	100 <sup>†</sup>	78	89	60	48
Petitions 10,000+	N/A	N/A	24 <sup>*</sup>	17	16
Discussion on petitions 10,000+	N/A	N/A	20 <sup>*</sup>	20	15
Tabled papers registered and archived	2487	1925	1658	1738	1731
Committees	15	20	19	19	20
Committee reports published	49	32	30	45	40
Committee meetings	145	100	191	173	167
Committee hearings	33	13	27	37	32
Committee witnesses	286	90	223	345	314

<sup>†</sup> Amendments to standing orders as at 3 July 2009 introduced a requirement for Ministers to respond to petitions signed by 500 or more persons

<sup>\*</sup> New sessional orders adopted in May 2011 introduced a procedure for debate on petitions received with 10,000 or more signatures

<sup>^</sup> Some answers received were in relation to questions asked in 2012/13





# 5 YEARS AT A GLANCE

## Electorate Office fit-out, maintenance and leasing statistics

2009/10	2010/11	2011/12	2012/13	2013/14
28 leases were reviewed 3 new leases were negotiated 4 fit-outs were undertaken at a cost of \$720,000 10 other refurbishments were undertaken at a cost of \$195,000	24 leases were reviewed 3 new leases were negotiated 3 fit-outs were undertaken at a cost of \$566,084 10 refurbishments were undertaken at a cost of \$279,473	42 leases were reviewed 7 new leases were negotiated 7 fit-outs were undertaken at a cost of \$1,240,616 9 refurbishments were undertaken at a cost of \$170,928	26 leases were reviewed 6 new leases were negotiated 6 fit-outs were undertaken at a cost of \$918,461 3 refurbishments were undertaken at a cost of \$24,271	25 leases were reviewed 1 new lease was negotiated 1 fit-out was undertaken at a cost of \$103,747 1 refurbishment was undertaken at a cost of \$19,525
<b>Maintenance, Repairs and Service Requests</b>				
771 jobs valued at \$269,962	910 jobs valued at \$383,030	931 jobs valued at \$424,181	928 jobs valued at \$255,440	757 jobs valued at \$209,995

# KEY PERFORMANCE INDICATORS

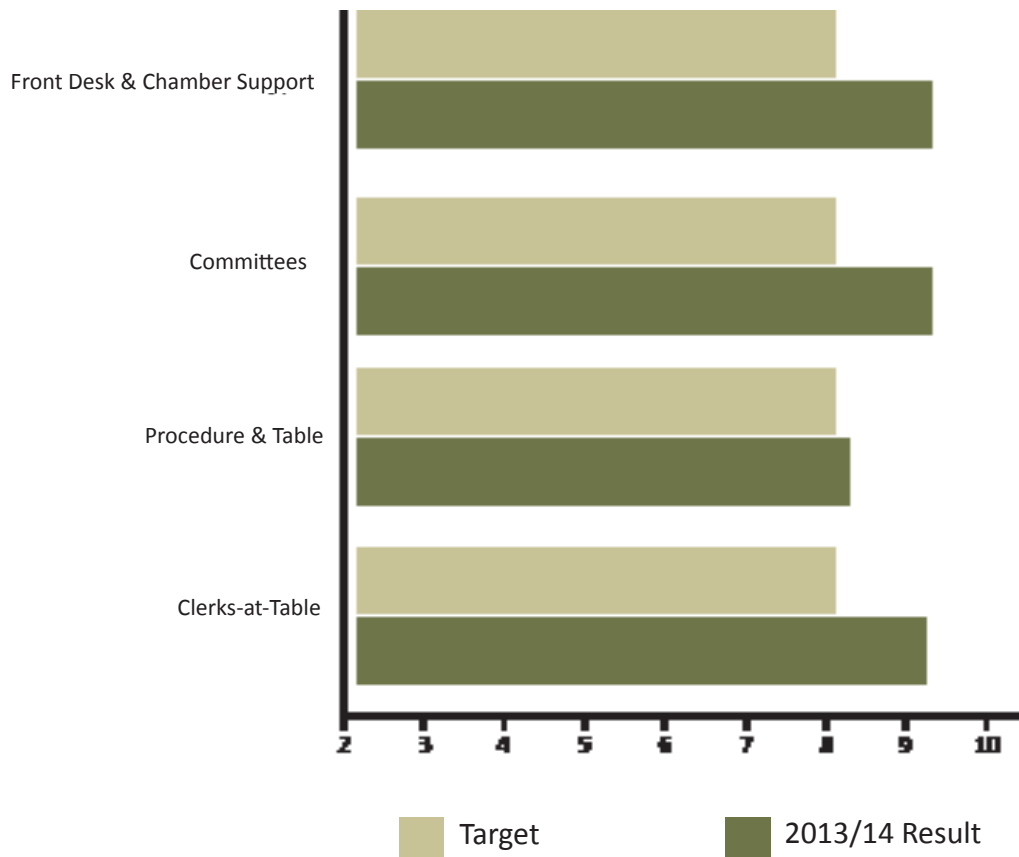
## Members' satisfaction ratings

The Department of the Legislative Assembly continued to survey Members' satisfaction with the services and support provided by various branches of the Legislative Assembly. (Rather than outsource to external consultants, this year the survey was undertaken in-house using the same questions.)

All 93 Members were asked to complete a 13 question survey. The Department received a total of 25 responses, equating to a response rate of 23.25%. The results of the survey indicate that the Department has met its satisfaction target in each of the four major survey categories

The survey results will also assist the Department in identifying areas where further assistance and services can be enhanced to better serve Members, particularly for newly elected Members following the March 2015 General Election.

The results of the survey indicate that satisfaction levels compare favourably with the results of previous surveys.



MEASURE	TARGET	2013/14
Members' satisfaction with practice and procedural advice provided by Clerks-at-the-Table	Satisfaction levels at or above 8/10	9.1
Members' satisfaction with procedural advice and Procedural Office	Satisfaction levels at or above 8/10	8.2
Members' satisfaction with Committee Secretariat	Satisfaction levels at or above 8/10	9.1
Members' satisfaction with Chamber and Support Services, including reception	Satisfaction levels at or above 8/10	9.3





# Effective Functioning of the House, its Committees and Members

# SUPPORTING THE SITTINGS OF THE HOUSE

The Parliament provides a system of representative and responsible government for the people of New South Wales by:

- Making laws for the peace, welfare and good governance 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 concern to the people of New South Wales

The Department of the Legislative Assembly provides a range of administrative and procedural services to the House, its Speaker, Members, and Committees, enabling them to perform their duties effectively.

## Votes and Proceedings

The Votes and Proceedings are the official record of the decisions and activity of the Legislative Assembly. The Table Office publishes an online draft Votes and Proceedings throughout a sitting day. At the end of each sitting day a proof version is published and, after checking, struck-off as the authoritative record of the decisions of the House for each particular sitting day.

During the year the Table Office produced 55 editions of the Votes and Proceedings consisting of 548 pages. The index to the Votes for the 55th Parliament was up to date as at the end of the reporting period.

During 2012/13 the historic Votes and Proceedings from the 1st to the 48th Parliament were digitised as part of the conservation project and access project for procedure research and precedents. In 2013/14 these records, including the indices to the bound volumes as published, were made available on the Parliament's internet site. The records and indexes have been created in a searchable PDF format, assisting people to find and use the information.

## Supporting the legislative function of the House

The passage of a bill through the two Houses of Parliament is one of the key functions of the Parliament. During the year the Legislative Assembly Table Office recorded and administered the introduction of 117 bills into the Legislative Assembly, seven bills were disposed of, not proceeding past the Second reading stage, and 105 bills were passed by the Legislative Assembly.

During the year 16 bills were considered in detail, a stage where Members are able to propose amendments. The House also considered amendments proposed by the Legislative Council to 17 bills. The Table Office and Clerks-at-the-Table provide advice to Members on the procedure for consideration of amendments and prepare the detailed sequence of motions and questions to be proposed by the Chair.

## Questions and Answers paper

The Table Office produces the Questions and Answers paper at the end of each sitting day. The ability to ask questions of ministers is part of the accountability and scrutiny function of the Parliament as well as Members' representational responsibilities.

The Table Office reviews each written question submitted for compliance with the Standing Orders. During the year the Table Office processed 1,604 written questions and 1,678 answers and published 60 Questions and Answers papers.

## Tabled papers

In providing a forum for the supervision and scrutiny of the Executive Government and accountability to the people of New South Wales, one of the mechanisms is the requirement for reports and other papers to be Tabled in the Legislative Assembly and the Legislative Council.

An important series of reports required to be tabled are the Annual Reports of state government agencies and state owned corporations. The Table Office provides advice to agencies and ministers' offices on the tabling requirements and facilitates publication on the Parliament's website. There were 221 annual reports tabled during the year and 220 were made available online.

Other reports, required to be tabled pursuant to provisions in legislation, include reports from statutory officers such as the Auditor General, the Independent Commission Against Corruption, and many other agencies or offices. Each agency or office has specific tabling provisions in legislation and the Table Office ensures compliance with the legislation as well as the Standing Orders of the Legislative Assembly. There were 264 statutory reports tabled during the year, which includes some documents tabled under standing orders.

There were 476 petitions lodged by Members for presentation to the House. These are published online under Tabled Papers. There is a separate link to those petitions with more than 500 signatures, which include the response from the minister responsible for the subject matter of the petition.

During the reporting period 60 ministerial responses to petitions were received.

## Statutory Instruments Paper

There were 333 statutory instruments received by the Clerk during the year. The Table Office publishes the Statutory Instruments Paper each Tuesday that the House meets and once each month when the House is not sitting.

The Statutory Instruments Paper identifies the 15 sitting day period during which Members may give a notice of motion to disallow an instrument. During the year there were no notices of motion to disallow a statutory instrument in the Legislative Assembly.



## Activities of the House

ACTIVITY	2011/12	2012/13	2013/14
Sitting days	72	57 <sup>^</sup>	55
Hours of sitting	626.4	502.77	487.55
Bills introduced	103	117	117
Bills passed	101	106	105
Written Questions on Notice (QON)	2077	1755	1604
Answers to Written QON	2022	1814	1678 <sup>‡</sup>
Oral Questions	736	574	542
Petitions	461	420	412
Petitions (500+)	89	60	48
Petitions (10,000+)	24 <sup>*</sup>	17	16

\* In 2010/11 a new sessional order was adopted regarding petitions with more than 10,000 signatures.

<sup>^</sup> The comparative reduction in sitting days in 2012/13 reflects the change in sessional orders in 2012 to a three day sitting week.

<sup>‡</sup> Some answers received were in relation to questions asked in 2012/13.

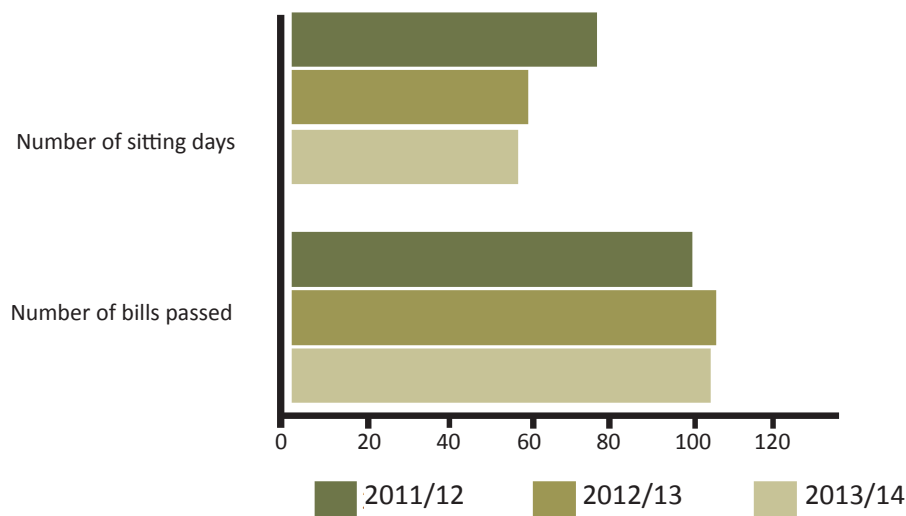
## General Business

ACTIVITY	2011/12	2012/13	2013/14
General Notices of Motions (General Notices) and General Business Notices of Motions for Bills	707	425	457
General Business Notices of Motions for Bills	7 (5 introduced)	10 (5 introduced)	15 (13 introduced)
General Business Notices of Motion (General Notices)	700	415	442
Private Members' Bills first introduced into the Legislative Assembly and passed by the Assembly	1	0	1

General Business is the descriptor given to all matters that are **not** Government Business. In the NSW Legislative Assembly specific times are allocated under the Standing Orders to permit back-bench Members to introduce bills or other topics of debate.

Notices of Motion are statements that Members intend to move particular motions. Notices of Motion are required to be read aloud by Members during the time for giving notices at the beginning of each day. They then appear in the following day's Business Paper until they are moved, or withdrawn, by the Member. Notices of Motion lapse if the Member who gave the notice does not move or seek to postpone it. Only those motions that appear in the Business Paper can be moved (unless leave has been granted). Hence, ordinarily, at least one day's notice is given before the motion is moved, except in the case of bills which can be introduced on the same day notice is given.

## Activities of the House



## Procedural events and advisings

- Recall of the House – the House returned early from recess in 2014 to sit for one day on Thursday 30 January 2014, having been recalled by the Speaker at the request of the Premier to consider legislation regarding drug and alcohol related violence, and so-called one punch assaults. The House also passed a separate Mining Amendment (ICAC Operations Jasper and Acacia) Bill to cancel certain mining exploration licenses on that day.
- Budget Day – the Treasurer introduced and second read the Appropriation Bill 2014 and cognate bills on 17 June 2014. Standing Orders were suspended for the Leader of the Opposition to speak on the Budget bills on Thursday 19 June 2014. Following the practice of former years the bills were then third read and transmitted to the Legislative Council, thereby facilitating Estimates Committees review. In August 2013 13 members of the Legislative Assembly spoke on the 2013 Budget, through a Take Note procedure.

Considered advice was provided on:

- Sub justice law
- Amendments to the Constitution Act 1902
- Petitions Standing Orders
- Rules for General Business Notices of Motions.

## Support for new Chairs

During the reporting period the Speaker made several new appointments to the panel of Temporary Speakers.

Briefings and guidelines have been developed to assist with their induction to the role of Acting Speaker.

## Parliamentary Ethics Adviser

Mr Ian Dickson, the Parliamentary Ethics Adviser tabled his annual report for 2012-2013, as required under the resolution of appointment, on 17 September 2013, and met with the Legislative Assembly Standing Committee on Parliamentary Privilege and Ethics on that date.

On 26 November 2013, the Speaker tabled correspondence from Mr Dickson, dated 25 November 2013, giving notice of his resignation as Parliamentary Ethics Adviser, with his last day of service to be 31 December 2013.

On 30 January 2014 the Assistant Speaker tabled the "Interim Report of the Parliamentary Ethics Adviser for the period 1 July to 31 December 2013".

Mr John Evans PSM was appointed as Parliamentary Ethics Adviser, by resolution of the Parliament, for a period beginning 1 July 2014. The full resolution setting out the functions of the Adviser can be found in Votes and Proceedings No. 206, dated 17 June 2014.

## Disclosures by Members

The register of Members' annual Ordinary Disclosures was tabled on 16 October 2013, and the six monthly Supplementary Ordinary Returns which update the register were tabled on 6 May 2014.

As tabled papers, both volumes are viewable on the Parliament's website, and the Register can be inspected in the Clerk's Office.



## Standing Orders and Procedure Committee

The Standing Orders and Procedure Committee met once during the reporting period, on Thursday 21 November 2013.

The Committee considered a request for a Right of Reply from Ms Lea Rosser and resolved to report to the House with the recommendation that a response by Ms Rosser be published by the Legislative Assembly.

## Review of House business information systems

A Parliament wide project has been initiated to update the core systems used (currently Lotus Domino) in key business processes within Hansard, Committees and the Table offices. SharePoint has been chosen as the new platform to manage these business processes.

A key part of the new intranet migration of information will include business process mapping and analysis for the House papers and Committee systems.

The new platform will increase the speed and efficiency of document production, database access and availability through various media.





# PROCEDURE

## Research and Training Unit statistics 2013/14

Activity	2013/14
Number of LA staff training sessions held	10
Number of Public Sector seminars held	4
Procedural briefing papers and considered rulings drafted	24
Responses to ANZACATT, CATS and other Parliaments inquiries	23
Procedural Digests published	10

### Procedural databases

The Procedural Research and Training unit is responsible for maintaining and developing a number of databases that support the functions of the House through capturing different types of procedural information and making these accessible to users.

For example, the unit records parliamentary precedents and rulings from the Chair which can then be accessed by Members, their staff and the staff of the Parliament via the intranet.

Another example is the Legislative Assembly's Procedural Library which provides access to a compilation of publications regarding procedural issues which have been composed by the Legislative Assembly and by other parliamentary organisations.

During the reporting year these resources have been highly effective in enabling staff to quickly access relevant precedents or rulings which are then used to draft procedural briefing papers and advices; or to answer procedural enquiries from other parliaments.

### Procedural publications

The *Procedural Digest* is published on the Parliament's website at the end of each sitting period. The Digest provides a summary and an explanation of significant procedural events and precedents in the Legislative Assembly.

During the reporting period, a total of 10 Digest were published, all of which can be accessed at: [www.parliament.nsw.gov.au/prod/web/common.nsf/V3HHBListPapers?open&h=la&c=digest&refnavid=LA6\\_11](http://www.parliament.nsw.gov.au/prod/web/common.nsf/V3HHBListPapers?open&h=la&c=digest&refnavid=LA6_11)

### Procedural training for staff of the Legislative Assembly

In December 2013, the Procedural Research and Training unit concluded a series of practice and procedure sessions which had been structured around the rules and practice of the House. An online survey was sent out to all staff of the Legislative Assembly, requesting feedback on the training sessions given.

A total of 55 surveys were sent out and 33 responses were received. All respondents stated that the training sessions had given them a greater understanding of parliamentary practice and procedure. The majority of staff judged that the quality of the training was either excellent (49%) or very good (33%).

When asked whether the training had helped them to do their jobs more effectively, 48.5% of respondents said yes; and 48.5% stated that the training had some impact.

Following the success of this program, the unit is currently working with individual business units to assist them in developing and delivering "devolved" procedural training programs that suit their particular needs. This training model utilises existing Departmental frameworks such as the performance development program and the staff assignment policy.

### Post sitting week colloquia

From February 2014 a weekly series of post Legislative Assembly sittings were commenced with the aim of strengthening procedural knowledge and improving practical skills by reviewing the key procedural events of the sitting week, and exploring the principles and reasoning behind the events.

The sessions are open to those officers on the chamber duty roster, including the Deputy Serjeant-at-Arms and the Parliamentary Officer – Table.

### Procedural advice – improving support for occupants of the Chair

One-on-one briefing sessions were conducted with the four new Temporary Speakers nominated by the Speaker under Standing order 19, who are Acting Speakers whilst in the Chair presiding over proceedings of the House.

### Conference papers

In January 2014 a number of senior staff presented papers during the Australia-New Zealand Association of Clerks-at-the-Table (ANZACATT) annual professional development seminar:

- Mr Leslie Gonye presented a paper on "Dealing with Members' Expectations"
- Ms Helen Minnican presented a paper on "Mapping Your Committee's Path"
- Ms Elaine Schofield presented a paper on "Member Resources in the Chamber"
- Ms Rachel Simpson presented a paper on "Valuing Committee Work: engagement and participation".

In February 2014, following the ANZACATT professional development seminar, the Legislative Assembly attendees at the seminar gave staff of the Parliament a presentation about their attendance at the seminar.

### Revised memorandum of understanding with the Independent Commission Against Corruption

During the reporting period the Parliament commenced a revision of the memorandum of understanding with the Independent Commission Against Corruption (ICAC). A number of meetings have been held with officers from the ICAC regarding the execution of search warrants on Members of Parliament and searches of their electorate offices, Parliament Houses offices and their homes.

## Petitions

A petition is an ancient and direct means by which citizens can place their concerns before the Parliament. The Legislative Assembly has provisions for petitions with different numbers of signatures to be treated in different ways. Petitions with over 500 signatures are referred to the relevant Minister, who is required by the standing orders to provide a response within 35 days of a petition being received by the House.

Petitions with more than 10,000 signatures are not only forwarded to the relevant Minister for response but are also set down for discussion by the House. Discussions take place during the afternoon of each sitting Thursday.

During the year the Legislative Assembly received 48 petitions with more than 500 signatures and 16 petitions with more than 10,000 signatures. Details of each petition received can be found on the Parliament's website.

Petitions presented to the Legislative Assembly cover a wide variety of issues and requests. Of the 16 petitions with more than 10,000 signatures received by the Legislative Assembly, four petitions concerned requests for hospital funding, two petitions concerned coal seam gas activities and two petitions regarded funding for libraries.

In the Legislative Assembly, copies of petitions with the same wording can be presented more than once, and by multiple members. For example, during the reporting period a petition from certain citizens opposing the sale of animals in pet shops was presented on 48 separate occasions by the Member for Sydney, Mr Alex Greenwich MP.

## Green Paper distribution

The "Green Paper" is a document produced by the Legislative Assembly Table Office every sitting Wednesday that lists items of General Business that will be debated the following morning when General Business has precedence.

While there can be hundreds of General Business Notices of Motion on the Business Paper at any one time, the time available limits the amount of notices that can be put forward for consideration each week. The Green Paper therefore acts as a guide for Members regarding which General Business Notices are likely to be debated.

Previously, the Green Paper was generally only available for Members in hard copy in the Chamber. In 2014 the Table Office began making the Green Paper available on the Parliament's intranet and internet pages prior to

the commencement of the time allocated for General Business on sitting Thursdays. This ensures that Members, their staff and members of the public are readily aware of the items of General Business which may be debated each sitting Thursday.

## iPad use in the Chamber

The Legislative Assembly Table Office has begun trialling the use of an iPad for the transmission and display of procedural documents in the Chamber for the Speaker and assistant Speakers.

Table Office staff are now able to load procedural logs and other documents onto the Chamber iPad for reference by occupants of the Chair at the beginning of each sitting, and as required during the course of the sitting day. This has been particularly useful for occupants of the Chair during the consideration in detail of bills.

The Assembly will continue to trial incorporating the Chamber iPad into the transmission of other procedural documents and other chamber processes during the coming year.

## Parliamentary Budget Office

Under the *Parliamentary Budget Officer Act 2010*, the Presiding Officers of the Parliament are required to appoint a Parliamentary Budget Officer for each State General Election. The Parliamentary Budget Officer is accountable to the Parliament, and not to the Executive Government.

Consequent to the *Parliamentary Budget Officer Amendment Act 2013* officers of the Department of the Legislative Assembly assisted in administrative arrangements to enable the position to be filled by 1 September 2014.

The amendments also give the Public Accounts Committee a role in reviewing the operation of the Office, which is an independent statutory position.

## The year ahead

Continue coordination with Information Technology Services to develop better ways to provide information to Members in the Chamber.



## Citizen's Right of Reply procedure

In 1996, the Legislative Assembly adopted a resolution for a procedure by which persons, or corporations, may request a "Right of Reply", if they consider themselves to have been adversely mentioned during proceedings in the House. The procedure attempts to balance Members' freedom of speech in the House and committees, by giving an individual or corporation adversely mentioned in the House or committee proceedings an opportunity to respond.

The procedure firstly requires that the Speaker be satisfied that a request is appropriate and practicable, before it can be referred to the Standing Orders and Procedure Committee.

If that committee decides to consider the matter, then it may report to the House with a recommendation as to whether or not, a response from the person or corporation should be published.

On 21 November 2013 a report of the Standing Orders and Procedure Committee report entitled "Citizen's Right of Reply – Ms Lea Rosser", was tabled by the Speaker.

The report incorporated a response from Ms Lea Rosser to references made about her in the House by the Member for Cessnock, Mr Clayton Barr MP. This was the first response to be published since the procedure was first adopted by the House in 1996. Later in the sitting of 21 November 2013, Mr Barr gave a Private Members' Statement in which he addressed Ms Rosser's Right of Reply.

It is important to note that it is not the function of the Standing Orders and Procedure Committee when considering a request for a Right of Reply to consider, or judge, the truth of any statements that were made in the Legislative Assembly or in the request for a response.

Financial Services including  
Members Entitlements

Electorate Office Services  
LA Corporate

Human Services  
Payroll

Legislative Assembly Table Office



# COMMITTEES

## Overview of committee activity

ACTIVITY	2011/12	2012/13	2013/14
Meetings	191	173	167
Duration (hours)	98hrs 14mins	130hrs 4mins	102hrs 42mins
Hearings	27	37	32
Duration (hours)	103hrs 52mins	170hrs 20mins	136hrs 25mins
Submissions	687	492	475
Witnesses	223	345	314
Reports	30	45	40

The third year of the parliamentary term saw an increase in the number of committees administered by the Department of the Legislative Assembly to 21, up from 19, following the establishment of the Joint Select Committee on the Sentencing of Child Sexual Assault Offenders and the Select Committee on the Motor Vehicle Repair Industry. Thirteen committees tabled a total of 40 reports during 2013/14 and 12 committees were conducting inquiries at the close of the reporting period. New electoral laws and legislation governing the provision of alcohol to minors arose following inquiries by the Committee on Electoral Matters and the Social Policy Committee.

In addition to meeting the statutory requirement to examine each body on their annual reports, the committees responsible for overseeing the State's public sector watchdogs also conducted separate subject inquiries. Jurisdictional issues, as a consequence of legislative changes or reviews commissioned by the Government, were a common area of examination for all of the oversight committees.

Committees engaged with stakeholders in activities conducted outside Parliament, travelling to Dubbo, Port Macquarie and Coffs Harbour, in addition to locations within the Sydney Metropolitan area. Activities included public hearings, site visits and, in some cases consultations to inform Members about inquiry subjects. For example, the Public Accounts Committee travelled to schools in Broken Hill, Menindee and Wilcannia, as part of its follow-up on the Auditor General's audit into the literacy of Aboriginal students in NSW schools.

Inquiries into complex, multi-disciplinary and highly technical policy areas led some committees to use roundtables and background briefings to assist committee members in their subsequent examination of witnesses. Expert advice was sought on subjects such as the sentencing and rehabilitation of child sexual assault offenders, treatment options for offenders, and performance measurement for independent bodies.

### Improved business systems

The inquiry based approach to staffing committees, implemented at the commencement of this Parliament, requires strong project management and a high level of collaboration between members of staff.

Further steps have been taken to integrate risk management practices into inquiry planning and committee administration. The use of project based software is supported by regular meetings between Committee Directors and Inquiry Managers to review the allocation and deployment of resources across committee

inquiries. Committee staff also regularly convene to review administrative processes, updating relevant e-manuals and guides as necessary.

Significant progress was made on the e-committees project, which will give committee members remote access to committee information and documents via a secure software package. The project was undertaken as a joint initiative with the Legislative Council Committees and is now ready to be piloted for use in the next Parliament.

### Knowledge management

Following collaboration with the Procedural, Research and Training Unit an e-knowledge database was launched. The database captures significant committee events and important procedural information. It provides a central repository for such resources and holdings will be consolidated during sessional breaks. Work also commenced in 2013/14 on the mapping of business processes relevant to committee inquiries. Although commencing as a knowledge and risk management initiative, this project has proven timely and will assist with the business analysis needed to facilitate Parliament's move to SharePoint.

### Staff training and development

Committee staff participated in a number of external professional training programs developed for parliamentary officers. In June 2014, five committee staff members attended the NSW Parliament's leadership training program, which is sponsored jointly by the Departments of the Legislative Assembly, Legislative Council and Parliamentary Services. Two committee staff members also participated in the Parliamentary Law, Practice and Procedure course run by the University of Tasmania in conjunction with the Australian and New Zealand Association of Clerks-at-the-Table.

### Future activities

As the end of the parliamentary term approaches, Committees will focus on finalising inquiries and reporting to Parliament prior to the March 2015 General Election. The interregnum period also will provide the opportunity to further train staff and review existing procedures and business systems, in preparation for the 56th Parliament.

## Committee structure for the 55th Parliament

The Committees for the 55th Parliament that are administered by the Legislative Assembly are:

### Statutory committees

- Committee on Children and Young People
- Committee on the Health Care Complaints Commission
- Committee on the Independent Commission Against Corruption
- Committee on the Office of the Ombudsman, the Police Integrity Commission and the Crime Commission
- Legislation Review Committee
- Public Accounts Committee
- Standing Committee on Parliamentary Privilege and Ethics.

### Joint standing committees

- Joint Standing Committee on Electoral Matters
- Joint Standing Committee on the Office of the Valuer-General
- Joint Standing Committee on Road Safety (Staysafe).

### Specialist standing committees

- Legal Affairs Committee
- Social Policy Committee
- State and Regional Development Committee.

### Portfolio standing committees

- Legislative Assembly Committee on Community Services
- Legislative Assembly Committee on Economic Development
- Legislative Assembly Committee on Environment and Regulation
- Legislative Assembly Committee on Transport and Infrastructure
- Legislative Assembly Committee on Law and Safety.

### Other

- Standing Orders and Procedure Committee

Portfolio Standing Committees are able to examine, inquire into and report on matters concerning their subject areas. These committees have several functions including: legislative scrutiny, financial matters, examination of annual reports and other reports, and public works.

Specialist Standing Committees and Portfolio Standing Committees may initiate inquiries on referral from the House or a Minister or may initiate an inquiry through their own motion into their subject areas. These committees are also able to appoint sub-committees, consisting of three members, and refer to a sub-committee any of the matters which the Committee is empowered to consider.

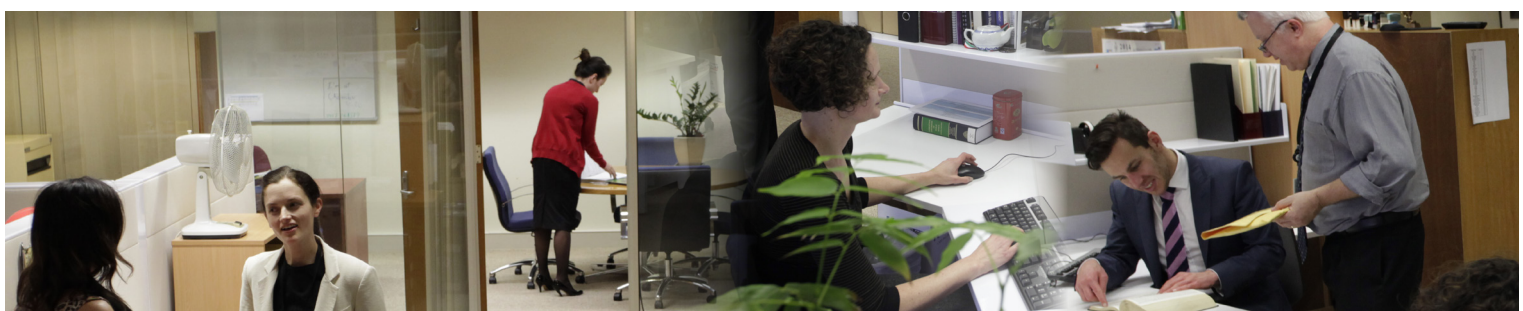
The sub-committees may be responsible for conducting briefings, visits of inspection, hearings and other activities, but cannot make decisions concerning the conduct of an inquiry such as the selection of witnesses and the Committee's reports.

### Select committees

During the course of the reporting period two select committees were established.

The Select Committee on the Motor Vehicle Repair Industry was established by the Legislative Assembly on 19 November 2013. The original report date for the Committee was extended from 30 May 2014 until 31 July 2014 and the Committee reported on 2 July 2014.

The Joint Select Committee on Sentencing of Child Sexual Assault Offenders was established by way of resolution passed by both Houses in August 2013 and has yet to report.



# INDIVIDUAL COMMITTEE OPERATIONS

The following report on the activities of individual committees covers the period from 1 July 2013 to 30 June 2014.

While quantitative statistics are a record of activity, as committees have different functions and terms of reference, the work of individual committees is not directly comparable.

Depending on the terms of resolution appointing a committee, or statutory roles, committees may exercise their oversight and accountability functions through inquiries, reviews or monitoring activities.

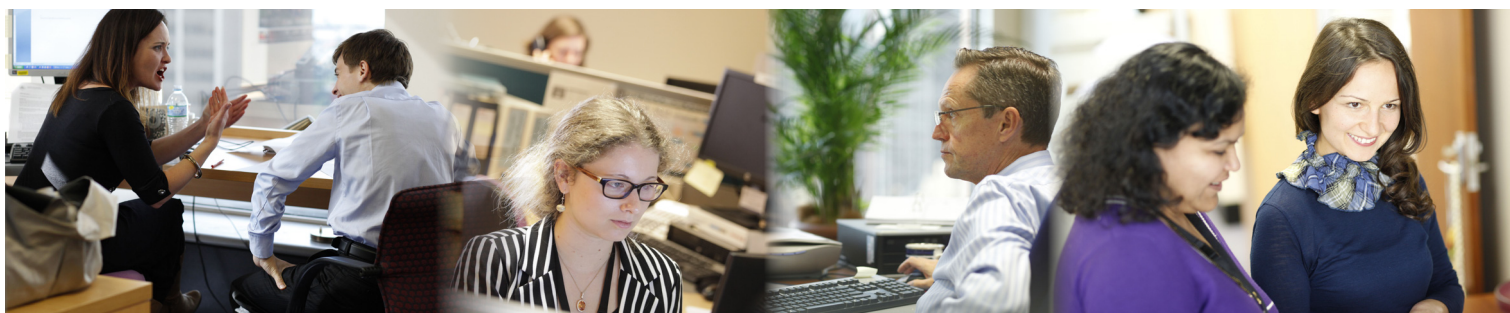
## Committee statistics – 55th Parliament (1 July 2013 – 30 June 2014)

Committee	MEETINGS	TOTAL HOURS OF MEETINGS	HEARINGS	TOTAL HOURS OF HEARINGS	WITNESSES	SUBMISSIONS	INQUIRIES UNDERTAKEN	REPORTS	GOVERNMENT RESPONSES TO COMMITTEE REPORTS
Children and Young People	8	2hrs 37mins	2	5hrs 57mins	13	23	3	1	0
Sentencing of Child Sexual Assault Offenders	10	10hrs 12mins	3	16hrs 31mins	31	24	1	0	0
Community Services	2	0hrs 58mins	0	0	0	0	0	2	1
Economic Development	7	1hr 58mins	4	25hrs 9mins	52	50	1	1	0
Electoral Matters	7	2hrs 29mins	4	8hrs 51mins	35	2	0	0	1
Environment and Regulation	6	2hrs 32mins	2	13hrs 38mins	28	40	1	1	1
Health Care Complaints	7	2hrs 59mins	1	1hr 25mins	3	71	1	2	1
ICAC Committee	9	3hrs 50mins	1	2hrs 5mins	9	1	3	2	0
Law and Safety	5	0hrs 48mins	1	6hrs 58mins	15	25	1	2	2
Legal Affairs	5	0hrs 49mins	1	7hrs 27mins	16	35	1	0	1
Legislation Review	18	1hr 7mins	0	0	0	0	0	18	N/A
Motor Vehicle Repair Industry	14	16hrs 0mins	2	16hrs 10mins	24	77	1	0	0
Ombudsman Police Integrity Commission and Crime Commission	12	2hrs 57mins	2	6hrs 10mins	18	0	1	1	1
Parliamentary Privilege and Ethics	8	3hrs 48mins	0	0	0	16	1	0	N/A
Public Accounts	24	31hrs 51mins	4	12hrs 11mins	43	63	5	7	4
Social Policy	1	0hrs 8mins	0	0	0	12	0	1	1
Standing Orders and Procedure	1	0hrs 30mins	0	0	0	0	0	1	N/A
State and Regional Development	8	9hrs 24mins	1	3hrs 3mins	5	3	0	1	0
Staysafe (Road Safety)	9	6hrs 34mins	3	12hrs 48mins	19	33	1	1	1
Transport and Infrastructure	2	0hrs 37mins	0	0	0	0	1	0	0
Valuer-General	5	1hr 47mins	1	3hrs 25mins	3	0	1	0	1

Standing Orders provide that the Clerk is to refer any Committee report recommending Government action to the responsible Minister(s) who may report to the House within six months of tabling what action, if any, the Government proposes to take on each recommendation.

The due dates for responses to reports tabled after 30 January 2014 fall in the financial year 2014/15.

Not all Committee reports require a government response.





# INDIVIDUAL COMMITTEE ACTIVITIES - 55TH PARLIAMENT

## Committee on Children and Young People

### Members

Mr Mark Coure MP (Chair, from 18 March 2014)  
Ms Melanie Gibbons MP (Deputy Chair)  
The Hon. Linda Burney MP  
Mr Andrew Gee MP  
The Hon. Jan Barham MLC  
The Hon. Niall Blair MLC  
The Hon. Greg Donnelly MLC  
Mr Andrew Cornwell (Chair, until 6 March 2014)

### Reports and highlights

*Review of the 2011-2012 Annual Report of the Commission for Children and Young People (October 2013)*

The Committee's review of the 2011-2012 annual report of the Commission for Children and Young People focussed on a number of aspects of the Commission's work, including its role in developing the new Working With Children Check for NSW; its advocacy and research work; and its development of the Young People Advisory Group model for canvassing the opinions of children and young people. The review also noted the transfer of the administration of the Working With Children Check from the Commission to the Office of the Children's Guardian.

The Committee commenced an inquiry into volunteering and unpaid work placements among children and young people in NSW during the reporting period. The Committee conducted one public hearing for the inquiry on 20 June 2014, during which it heard from the Department of Education and Communities, the Centre for Volunteering, the Commission for Children and Young People, the NSW Youth Advisory Council and the Multicultural Youth Affairs Network.

The Committee commenced a review of the 2012-2013 annual report of the Commission for Children and Young People during the reporting period, including one public hearing on 26 May 2014, during which it heard from the Commission for Children and Young People.

The Committee obtained a briefing from the Commission for Children and Young People on the operation of the new Working With Children Check for NSW on 22 October 2013.

## Joint Select Committee on the Sentencing of Child Sexual Assault Offenders

### Members

The Hon. Troy Grant MP (Chair)  
The Hon. Melinda Pavey MLC (Deputy Chair)  
Mr Charles Casuscelli MP  
Ms Melanie Gibbons MP  
The Hon. Paul Lynch MP  
Rev The Hon. Fred Nile MLC  
The Hon. Helen Westwood MLC

### Highlights

The Committee was established by a resolution of the Legislative Assembly on 15 August 2013 and of the Legislative Council on 21 August 2013.

At the commencement of the inquiry, given the specialist nature of the subject matter and the need for detailed technical information, the Committee resolved to conduct a series of background briefing sessions with legal and medical experts in advance of formal public hearings. Three such background sessions were held with representatives from relevant Government agencies to discuss legal, sentencing and statistical issues and therapeutic specialists to discuss rehabilitation and treatment issues.

Three public hearings were conducted at Parliament House with 31 witnesses appearing.

The inquiry received 24 submissions. As at 30 June 2014 the committee had not reported.

## Committee on Community Services

### Members

Mr Kevin Anderson MP (Chair)  
Mr Kevin Conolly MP (Deputy Chair)  
Mr Tony Issa MP  
The Hon. Barbara Perry MP  
Ms Anna Watson MP

### Reports and highlights

*Outsourcing Community Service Delivery - Interim Report (August 2013)*

*Outsourcing Community Service Delivery - Final Report (November 2013)*

The Committee tabled an interim and a final report on the devolution and outsourcing of housing, disability and home care services from the Government to the non-Government sector.

The Committee recommended a centralised database for information about outsourced services and a streamlined process for service providers to apply for future contracts.

The Government responded positively to a total of 28 report recommendations, with agreement to strengthen existing partnerships with non-Government providers, provide greater transparency and accountability, streamline processes and increase partnership opportunities.

## Committee on Economic Development

### Members

Mr Kevin Conolly MP (Chair, from 15 May 2014)  
Mr Mark Coure MP (Deputy Chair, from 16 September 2013)  
Mr Christopher Gulaptis MP  
Ms Noreen Hay MP  
Mr Jamie Parker MP  
Mr David Elliott MP (Chair, until 12 May 2014)

Mr Stuart Ayres MP (Deputy Chair, until 16 September 2013)

## Reports and highlights

*Skill shortages in NSW* (March 2014)

On 26 March 2014 the Committee tabled its report on Skill Shortages in NSW which inquired into the contribution of skilled migration to NSW and strategies for addressing skills gaps in regions, industries and professions.

The Committee's recommendations focussed on streamlining current workforce planning and migration administration, and reforms to education and training, including:

- Better coordination of skills auditing
- Changes to the migration system to better serve employer needs
- The establishment of a centre for excellence for regional statistics and research
- The introduction of compulsory mathematics in Year 12
- Competency-based apprenticeship training
- Recognition of prior learning for tertiary study entry
- Employment-based mentoring programs.

The Committee held four public hearings: Dubbo on 29 July 2013; Sydney on 19 August 2013; Coffs Harbour on 16 September 2013; and Sydney on 9 October 2013.

The two site visits to Dubbo and Coffs Harbour allowed the Committee to call witnesses from regional NSW who might otherwise not have travelled to Sydney. These witnesses provided important evidence about the nature of skills auditing, workforce planning and migration administration at the regional level. The Committee was also able to meet informally with local officials and regional media.

## Joint Standing Committee on Electoral Matters

### Members

Mr Gareth Ward MP (Chair, from 19 August 2013)

The Hon. Robert Borsak MLC (Deputy Chair)

Mr Andrew Fraser MP

The Hon. Paul Lynch MP

Mr John Sidoti MP (from 14 May 2014)

The Hon. Amanda Fazio MLC

The Hon. Trevor Khan MLC

The Hon. Dr Peter Phelps MLC

The Hon. Peter Primrose MLC

Mr Greg Aplin MP (from 14 May 2014)

Mr Jai Rowell MP (Chair, until 19 August 2013)

Mr Daryl Maguire MP (until 14 May 2014)

### Reports and highlights

*Inquiry into the 2012 local government elections* (March 2014)

The Report on the Inquiry into the 2012 Local Government Elections reviewed the conduct of the

previous round of council elections. The terms of reference of the Inquiry required the Committee to have specific regard to the total costs incurred, the experience of councils that conducted their own election compared with those conducted by the Electoral Commission, possible changes to increase both voter and candidate participation, and the experience of non-residential voting in the election, especially in the City of Sydney. The 15 recommendations of the report address these issues canvassed throughout the Inquiry.

## Committee on Environment and Regulation

### Members

Mr Chris Patterson MP (Chair)

Mrs Tanya Davies MP (Deputy Chair)

The Hon. Thomas George MP

Mr Jamie Parker MP

The Hon. Carmel Tebbutt MP

### Reports and highlights

*Management and disposal of waste on private lands* (June 2014)

On 23 June 2014 the Committee tabled its report on the Management and Disposal of Waste on Private Lands which inquired into the health and safety risks posed by waste, the effectiveness of regulatory arrangements and powers, and illegal dumping.

The Committee's recommendations focussed on clarifying and improving the legislative and regulatory arrangements for waste management, establishing a new regime for managing hoarding and squalor, and further investigations, including:

- The preparation of guidelines for councils to better manage waste and derelict buildings on private property
- Addressing unsightliness on private property
- A state-wide program for managing domestic hoarding and squalor based on a social rather than regulatory approach
- New principles to govern access to Aboriginal lands
- Clarifying the management of the health and safety impacts of clandestine drug laboratories.

The Committee held two public hearings. The first, held in Sydney on 21 October 2013, heard from 15 witnesses, including 12 representatives of local government who participated in a roundtable session. The second public hearing was held in Sydney on 28 October 2013 and heard from 13 witnesses, including five representatives of the inter-agency Hoarding and Squalor Taskforce.

The NSW Government responded to the Committee's report on the Regulation of Domestic Wastewater, tabled on 22 November 2012. The Government supported two recommendations for changes to monitoring of the shellfish industry. The Government noted 13 recommendations relating to local government regulations and operations, food safety standards, and on-site sewage management.

The Government did not support three recommendations for statutory amendment, changes to oversighting food contamination reporting requirements, and changes to regulations governing on-site sewage pollution incidents.

## Committee on the Health Care Complaints Commission

### Members

The Hon. Don Page MP (Chair, from 15 May 2014)  
Mrs Roza Sage MP (Deputy Chair)  
Dr Andrew McDonald MP  
Mr Andrew Rohan MP  
The Hon. Paul Green MLC  
The Hon. Natasha Maclaren-Jones MLC (from 15 May 2014)  
The Hon. Helen Westwood MLC  
Mrs Leslie Williams MP (Chair, until 6 May 2014)  
The Hon. Catherine Cusack MLC (until 6 May 2014)

### Reports and highlights

*Inquiry into Health Care Complaints Handling in NSW* (August 2013)

*Review of the 2011-2012 Annual Report of the Health Care Complaints Commission* (October 2013)

*Review of the 2012-2013 Annual Report of the Health Care Complaints Commission* (June 2014)

The Report on the Inquiry into Health Care Complaints and Complaint Handling in NSW examined and made recommendations in relation to a comparative analysis of health care complaints management between metropolitan and regional health care consumers, and consumer awareness and understanding of health care complaints systems available within the internal hospital system and with the Health Care Complaints Commission.

The Review of the 2011-2012 and the 2012-2013 Annual Reports of the Health Care Complaints Commission forms part of the Committee's annual work program in reviewing and evaluating the work of the Commission.

## Committee on the Independent Commission Against Corruption

### Members

Mr Greg Smith SC MP (Chair, from 16 May 2014)  
Mr Andrew Gee MP (Deputy Chair)  
The Hon. Richard Amery MP  
Mr Mark Coure MP  
The Hon. Thomas George MP  
Ms Tania Mihailuk MP  
Mr Tim Owen MP  
The Hon. Nathan Rees MP  
The Hon. Niall Blair MLC  
Revd the Hon. Fred Nile MLC  
The Hon. Lynda Voltz MLC  
Mr Mark Speakman SC MP (Chair, until 2 September 2013)  
Mr Dominic Perrottet MP (Chair, from 18 September 2013 to 23 April 2014 - Committee member since 10 September 2013)

## Reports and highlights

*Review of the 2011-2012 Annual Report of the Independent Commission Against Corruption* (October 2013)

*Review of the 2011-2012 Annual Report of the Inspector of the Independent Commission Against Corruption* (October 2013)

The reports examined issues arising from the Independent Commission Against Corruption (ICAC) and ICAC Inspector's 2011-2012 annual reports, including relevant legislative changes, investigating corruption, the ICAC's corruption prevention projects and the impact of the ICAC's increased investigative workload.

The Committee conducted a public hearing on 28 March 2014 as part of its reviews of the 2012-2013 Annual Reports of the ICAC and the Inspector of the ICAC.

During 2013-2014, members of the Committee hosted two delegations: members of the Queensland Parliament's Crime and Misconduct Committee in March 2014, and a visiting delegation of Vietnamese Government Inspectors in December 2013.

In March 2014 members of the Committee met privately with current and former ICAC Commissioners to mark the 25th anniversary of the ICAC's establishment.

On 19 June 2014, the Committee resolved to undertake an inquiry into prosecutions arising from ICAC investigations. This inquiry was ongoing as at 30 June 2014.

## Committee on Law and Safety

### Members

The Hon. George Souris MP (Chair, from 15 May 2014)  
Mr Garry Edwards MP (Deputy Chair, from 15 October 2013)  
Mr Nick Lalich MP  
Mr Chris Spence MP  
Mr Guy Zangari MP  
Mr John Barilaro MP (Deputy Chair, until 15 May 2014)  
Mr Jai Rowell MP (Deputy Chair, until 10 September 2013)

### Reports and highlights

*Driver Licence Disqualification Reform* (October 2013)

*Managing Information Related to Donor Conception* (November 2013)

In its report on Managing Information Related to Donor Conception, the Committee made 13 recommendations to improve the management of information relating to donor conception. The Committee endorsed the principle that identifying information about donors should be released only with the donor's consent.

The Government's response to the report on Managing Information Related to Donor Conception was very positive. Although the Government did not support the Committee's recommendation that an independent agency be established to manage donor conception records, it did support the other recommendations contained in the report.



In its report on Driver Licence Disqualification Reform, the Committee made 16 recommendations designed to ensure that offenders receive penalties that are better tailored to their individual circumstances.

As part of its Inquiry into Driver Licence Disqualification Reform, the Committee conducted a public hearing at Parliament House on 30 August 2013. The Committee took evidence from 16 witnesses.

The Government response to the report on Driver Licence Disqualification Reform was also positive, with the Government supporting all 16 of the Committee's recommendations, and announcing that it would introduce legislation to implement the recommendations.

## Legal Affairs Committee

### Members

Mr Bryan Doyle MP (Chair, from 19 September 2013, previously Deputy Chair)  
Mr Jonathan O'Dea MP (Deputy Chair, from 26 May 2014)  
Mr Stephen Bromhead MP  
Mr Robert Furolo MP (from May 2014)  
Ms Sonia Hornery MP  
Mr Dominic Perrottet MP (Chair, until 19 September 2013, then Deputy Chair until 14 May 2014)  
Mr Clayton Barr MP (until 14 May 2014)

### Highlights

The Committee received a response to one of its reports in 2013-14. The Government response to the inquiry on law reform issues regarding synthetic drugs supported 10 of the Committee's 13 recommendations.

The Committee commenced an inquiry into debt recovery in NSW on 26 March 2014. The Committee held one public hearing, with 16 witnesses attending, and received 33 submissions. This inquiry was ongoing as at 30 June 2014.

## Legislation Review Committee

### Members

Mr Stephen Bromhead MP (Chair)  
Dr Geoffrey Lee MP (Deputy Chair)  
Mr Garry Edwards MP  
Mr John Flowers MP  
Ms Tania Mihailuk MP  
The Hon. Shaoquett Moselmane MLC  
The Hon. Dr Peter Phelps MLC  
Mr David Shoebridge MLC

### Reports and highlights

The Committee tabled 18 reports of the *Legislation Review Digest*, one for each sitting week of the Parliament. During the reporting period the Committee considered and reported on 120 Bills in its digests.

Matters raised in Legislation Review Committee reports were consistently noted in debate on each sitting Thursday

## Select Committee on the Motor Vehicle Repair Industry

### Members

Mr John Barilaro MP (Chair)  
Mr Bryan Doyle MP (Deputy Chair)  
Ms Tania Mihailuk MP  
Mr Greg Piper MP  
Mr Ray Williams MP

### Reports and highlights

The Committee was established on 19 November 2013 with terms of reference to inquire into the motor vehicle repair industry. The Committee obtained an extension in its reporting date from 30 May 2014 to 30 July 2014. The committee had not reported by the 30 June 2014.

There were 79 submissions received and the Committee held two public hearings on 17 March 2014 and 21 March 2014. Witnesses appeared representing major insurers, automotive engineers, the smash repair industry and the Commissioner for Fair Trading.

The Committee made site visits to smash repairers in Sydney, including to Mount Druitt, Alexandria, Botany, Banksmeadow, Mortdale, and Riverwood. The site visits allowed the Committee to witness first-hand the process involved in a range of smash repair businesses; from small businesses dealing in minor or cosmetic repairs to larger businesses dealing in high-end vehicles to larger, structural repairs.

## Committee on the Office of the Ombudsman, the Police Integrity Commission and the Crime Commission

### Members

Mr Bart Bassett MP (Chair, from 28 May 2014)  
Mr Lee Evans MP (Deputy Chair)  
The Hon. Paul Lynch MP  
Mr Ryan Park MP  
The Hon. Trevor Khan MLC (from 18 June 2014)  
The Hon. Sarah Mitchell MLC  
The Hon. Adam Searle MLC  
The Hon. Catherine Cusack MLC (Chair, until 15 May 2014)  
The Hon. Dr Peter Phelps MLC (from 15 May 2014 to 18 June 2014)  
Mr Kevin Anderson MP (until 27 May 2014)

### Reports and highlights

*2013 General Meetings with the Police Integrity Commission, the Inspector of the Police Integrity Commission, the NSW Crime Commission, the Information and Privacy Commission, the NSW Ombudsman, the Child Death Review Team (October 2013)*

For the first time, the Committee covered the evidence received from all oversight agencies in a single report, so that thematic and overlapping issues were more easily identified. The report examined key themes and common challenges faced by the agencies oversight by the

Committee, including compliance obligations of small agencies, examples of IT and database challenges, and general resourcing and staffing matters.

The Committee also considered the management of complaints about the NSW Crime Commission, which involves both the Police Integrity Commission and the new Inspector of the Crime Commission. The Committee recommended that the PIC and the Inspector develop protocols to enable a clear understanding of oversight and responsibility for the management of complaints about the Crime Commission.

With regard to the relationship between the PIC and the Crime Commission, the Committee made recommendations aimed at preventing any future legal disputes between the agencies.

The Government's response supported two of the four recommendations that required Government action, and supported one recommendation in part.

The Committee held two public hearings in February 2014 for its general meetings with the bodies that it oversights. As part of the hearings the Committee heard from the Police Integrity Commission, Inspector of the Police Integrity Commission, the Information and Privacy Commissioners, the NSW Ombudsman, the Convenor of the Child Death Review Team, the Crime Commissioner, the Inspector of Custodial Services and the Inspector of the Crime Commission.

The Committee hosted a visiting delegation of members of the Victorian Parliament's Independent Broad Based Anti-corruption Committee in September 2013.

In May 2014 members of the Committee met informally with all oversight officeholders, and visited some agencies' offices.

## Standing Committee on Parliamentary Privilege and Ethics

### Members

Mr John Sidoti MP (Chair)  
Mr Kevin Anderson MP (Deputy Chair, from 19 June 2014  
Committee member from 27 May 2014)  
Mr Glenn Brookes MP  
Mr Andrew Cornwell MP (from 14 May 2014)  
Mr Andrew Rohan MP  
Mr Guy Zangari MP  
Mr Andrew Fraser MP (Deputy Chair, until 27 May 2014)  
Mr Jai Rowell MP (from 21 November 2013, until 14  
May 2014)  
Mr Rob Stokes MP (until 14 May 2014)

### Highlights

The Committee held its annual meeting with the Parliament's Ethics Adviser, Mr Ian Dickson, on 17 September 2013 and discussed his Annual Report for 2012-2013.

The Committee commenced an inquiry into recommendations of the Independent Commission Against Corruption (ICAC) regarding aspects of The Code of Conduct for Members, the interest disclosure regime

and a parliamentary investigator. Discussion papers on the three ICAC corruption prevention recommendations were published and submissions sought.

The Committee met jointly with the Legislative Council Privileges Committee at Parliament House on 27 May 2014 for an informal discussion to exchange views on the terms of reference and proposals for addressing them.

## Public Accounts Committee

### Members

Mr Jonathan O'Dea MP (Chair)  
Dr Geoffrey Lee MP (Deputy Chair)  
Mr Bart Bassett MP  
Mr Michael Daley MP  
Mr Greg Piper MP  
Mr John Williams MP

### Reports and highlights

*Quadrennial Review of the Audit Office 2013*  
(August 2013)  
*Efficiency and Effectiveness of the Audit Office of NSW*  
(September 2013)  
*Examination of the Auditor-General's Performance Audits  
October 2011 – March 2012* (October 2013)  
*Follow up of the Auditor-General's 2012 Financial Audit  
Reports* (November 2013)  
*Polygeneration in New South Wales* (March 2014)  
*Examination of the Auditor-General's Performance Audits  
April 2012 – August 2012* (May 2014)  
*Planning NSW Infrastructure for the Twenty-Second  
Century* (June 2014)

The Committee received responses to four of its reports during the reporting period.

The Committee commissioned an independent review of the Audit Office of NSW, and the report from this review was tabled in the House. The Committee simultaneously conducted an inquiry into the efficiency and effectiveness of the Audit Office, to seek more qualitative feedback on the performance of the Audit Office from stakeholders.

The Committee continued its practice of following up the Auditor-General's financial and performance audit reports, tabling two examinations of performance audits (October 2011 to March 2012, and April 2012 to August 2012), as well as following up the Auditor-General's 2012 Financial Audits.

On 17 and 18 February 2014, as part of its follow up of the Auditor-General's Performance Audits April 2012 – August 2012, the Committee travelled to Broken Hill, Menindee and Wilcannia. The Committee visited schools with a high proportion of Indigenous students, to seek background information and consult with stakeholders in relation to its follow up of the Auditor-General's Performance Audit Report on Improving the Literacy of Aboriginal Students in NSW Schools.

The Committee also conducted an inquiry into polygeneration in NSW. Polygeneration describes methods of energy generation which produce more than one form of energy from a single fuel source. Polygeneration is potentially a significant new form of energy generation for NSW and this inquiry followed on from the Committee's

previous report on the Economics of Energy Generation.

On 18 October 2013, as part of its Inquiry into cogeneration and trigeneration, the Committee conducted a visit of inspection to two sites in the Sydney CBD (20 Bond Street and Legion House on Castlereagh Street) to inspect these buildings' cogeneration facilities and meet with leading stakeholders in the field.

The Committee conducted four public hearings during the reporting period, taking evidence from a total of 43 witnesses. These public hearings were part of the following inquiries:

- Follow up of the Auditor-General's 2012 Financial Audit Reports
- Polygeneration in New South Wales
- Examination of the Auditor-General's Performance Audits April 2012 – August 2012
- Examination of the Auditor-General's Performance Audits October 2012 – March 2013.

In May 2014 and June 2014, the Committee hosted delegations from the State Audit Office of Vietnam and the Public Accounts Committee of Busia County, Kenya.

In June 2014, the Committee Chair, Mr Jonathan O'Dea MP, attended the mid-term meeting of the Australasian Council of Public Accounts Committees at the Parliament of Victoria.

## Committee on Social Policy

### Members

Mr Bruce Notley-Smith MP (Chair)

Mr John Sidoti MP (Deputy Chair)

Ms Sonia Hornery MP

Mr Adam Marshall MP (from 14 May 2014)

Ms Anna Watson MP

Mr Troy Grant MP (until 14 May 2014)

### Reports and highlights

*Provision of alcohol to minors* (September 2013)

The Committee's report concluded that the provisions in the *Liquor Act 2007* about parental supply and authorised supply should be tightened, recommending that NSW follow the approach adopted by Queensland and Tasmania and require the supply of alcohol to minors to be consistent with 'responsible supervision'. The Committee also recommended a public education campaign, including a dedicated website where parents could access clear information and advice.

In terms of penalties for offences, the Committee recommended that attendance at counselling sessions form part of a range of penalty options.

The Government supported seven of the Committee's eight recommendations, noting that introducing a responsible supervision requirement was also identified as part of a December 2013 statutory review of the *Liquor Act*. With regard to the recommendation that adults convicted of a secondary supply offence may be required to attend counselling, the Government indicated that court-mandated counselling would not be a cost effective use of resources.

## Joint Parliamentary Inquiry

The Legislative Assembly's Parliamentary Privilege and Ethics Committee resolved to inquire jointly with the Legislative Council Privileges Committee into matters arising from the Independent Commission Against Corruption (ICAC) Report entitled "Reducing the opportunities and incentives for corruption in the State's management of coal resources".

The ICAC report was tabled in the NSW Parliament on 30 October 2013 and contained 26 recommendations of which three (Recommendations 22, 24 and 25) were referred by the House to the Committee on 21 November 2013.

The Legislative Assembly and Legislative Council committees called jointly for submissions and released discussion papers on the three recommendations, which canvassed amendments to the Code of Conduct for Members, expanded requirements for the disclosure of the interests of spouses/partners and dependent children of members, and the establishment of a parliamentary investigator position.

The inquiry was ongoing as at 30 June 2014.

## Committee on State and Regional Development

### Members

Mr Andrew Gee MP (Chair)

Mr Adam Marshall MP (Deputy Chair, from 23 October 2013 - Committee member since 10 September 2013)

Mr Clayton Barr MP (from 14 May 2014)

The Hon. Robyn Parker MP (from 14 May 2014)

Mr Greg Piper MP

Mr Chris Spence MP (Deputy Chair, until 10 September 2013)

Mr Robert Furolo MP (until 14 May 2014)

Mr Daryl Maguire MP (until 14 May 2014)

### Reports and highlights

*Inter-regional public transport* (March 2014)

The Committee's report on inter-regional public transport examined a range of key issues related to the broad theme of how inter-regional public transport could better serve the needs of regional NSW. The Committee made a total of 31 recommendations in relation to the following issues: the role of inter-regional public transport in regional NSW; equity of access to public transport; service provision and timetabling; ticketing; tourism; and future trains and buses.

As part of the inquiry into inter-regional public transport the Committee obtained a private briefing from NSW TrainLink on 10 September 2013.

The Committee continued its inquiry into downstream gas supply and availability in NSW during the reporting period, including one public hearing, two site visits and private briefings.



The Committee conducted one public hearing for the inquiry into downstream gas supply and availability in New South Wales on 18 November 2013, during which it heard from Jemena Gas Networks (NSW) Ltd, the Australian Pipeline Industry Association and Envestra Ltd.

As part of the inquiry, the Committee undertook a site visit to the AGL Camden Operations Field Office for the purpose of obtaining a briefing from AGL on gas production and its operations in Camden, and also to inspect sites linked to the Camden Gas Project. The Committee also obtained private briefings from EnergyAustralia, Santos Ltd and AGL on 24 March 2014.

The Committee visited Melbourne on 15 and 16 June 2014 and was briefed by Regional Development Victoria, SP AusNet and the City of Greater Bendigo in relation to the Victorian Government's Energy for the Regions program. During the site visit the Committee inspected the Plumpton City Gate, a gas network asset owned and operated by SP AusNet.

## Joint Standing Committee on Road Safety (Staysafe)

### Members

Mr Greg Aplin MP (Chair)  
The Hon. Richard Colless MLC (Deputy Chair)  
Mr Chris Holstein MP (from 10 September 2013)  
Mr Ryan Park MP  
Mr Darren Webber MP  
Mr John Williams MP  
Revd The. Hon Fred Nile MLC (from 1 May 2013)  
The Hon. Walter Secord MLC  
Mr Stuart Ayres MP (until 10 September 2013)

### Reports and highlights

*Non-registered motorised vehicles* (November 2013)

The Committee reported on the increasing use of non-registered motorised vehicles and their impact on road safety. The report canvassed vehicle standards, accident data collection, skills and competency training and insurance issues, and how local governments and other jurisdictions are handling the growing popularity of non-registered vehicles.

One hearing day was held in Port Macquarie for the Committee's non-registered motorised vehicle inquiry.

The Committee also commenced an inquiry into speed zones and held two days of hearings in Sydney to take evidence on this inquiry.

The Committee also conducted inspections of motorised scooter retailers and discussions with nursing home residents for the inquiry into non-registered motorised vehicles.

## Committee on Transport and Infrastructure

### Members

Mr Charles Casuscelli MP (Chair)  
Mr Tim Owen MP (Deputy Chair)  
Mr Kevin Anderson MP (from 14 May 2014)  
Mr Alex Greenwich MP  
Ms Tania Mihailuk MP  
Mr Paul Toole MP (until 14 May 2014)

### Highlights

The Committee considered and adopted a discussion paper in relation to its inquiry into road access pricing.

## Joint Standing Committee on the Office of the Valuer-General

### Members

Ms Melanie Gibbons MP (Chair, from 15 May 2014)  
Mr Christopher Gulaptis MP (Deputy Chair, from 15 May 2014)  
Mr Clayton Barr MP  
The Hon. Charlie Lynn MLC (from 15 May 2014)  
The Hon. Adam Searle MLC  
Mr Matt Kean MP (Chair, until 14 May 2014)  
The Hon. Scot MacDonald MLC (Deputy Chair, until 14 May 2014)  
Mrs Leslie Williams MP (until 14 May 2014)

### Highlights

The Government response to the Committee's Report on the Inquiry into the Land Valuation System and the Report on the Eighth General Meeting with the Valuer General supported 17 of the Committee's 29 recommendations.

The Committee held one public hearing, with three witnesses attending, as part of its Ninth General Meeting with the Valuer-General (Inquiry) which commenced on 20 March 2014.



## Managing Donor Conception

In 2011, following a District Court judgment to remove a sperm donor's details from the register of births, the Law and Safety Committee began an inquiry into whether donor details should be included on the register of births.

The Committee received evidence from people in favour of including donor information on birth certificates and from those who felt that including such information would be a breach of privacy. The Committee ultimately recommended that a separate page be attached to donor conceived adults' birth certificates, to alert them to the existence of further information about their birth.

Over the course of the inquiry many issues were raised that were beyond its scope, so the Committee resolved to conduct a second, broader inquiry into issues including access to counselling and support services and whether all donor conceived individuals should have access to information about their donor.

This was an extremely sensitive matter, as at the present time only those individuals conceived after 2010 have a right to access information about their donor. Many questions were raised around the rights of people wanting to trace their genetic heritage and the rights of donors who donated anonymously and wished to remain so.

As a result of the second inquiry the Committee made a number of recommendations to improve support services for donor conceived people and allow individuals conceived before 2010 to access identifying information about their donor, with the donor's consent.

Throughout both inquiries the Committee sought to make recommendations that struck a balance between the rights of donor conceived people to know their genetic heritage and the rights of past donors who donated anonymously. The Government responded positively to the Committee's recommendations and fully supported the recommendation for an addendum to birth certificates and the recommendation to allow donor conceived people access to identifying information about their donor with the donor's consent.

## Infrastructure for the Twenty-Second Century

As part of its role of scrutinising government accounts, the Public Accounts Committee resolved to conduct a forum on Planning NSW Infrastructure for the Twenty-Second Century.

The Committee aimed to bring together Members of Parliament and key stakeholders in the infrastructure field to identify key priorities in planning and funding long term infrastructure projects.

The Committee worked with the SMART Infrastructure Facility at the University of Wollongong to develop the program for the forum. The program included six sessions, with an expert panel discussion and an interactive session with the audience.

The Committee identified Members of Parliament as the primary audience for the forum. All NSW MPs were invited, as well as business and community representatives. Speakers included the Premier, the Hon. Mike Baird MP, former Premier the Hon. Nick Greiner, now a member of the SMART Infrastructure Advisory Council, and the Auditor-General, Mr Grant Hehir.

Themes identified included the effect of the political cycle on infrastructure planning and delivery, the importance of sound governance and institutional arrangements, effective community engagement, and strategies to encourage investment.

The Committee tabled its report from the forum on 19 June 2014.







A photograph of a man in a dark suit and light blue tie speaking at a wooden podium in a legislative assembly. He is gesturing with his right hand towards a group of people seated in the foreground. The background shows other members of the assembly seated in rows, with a large mural on the wall behind them. The text "Ensuring That Members of Parliament Can Fulfil Their Public Duties" is overlaid in white on the image.

**Ensuring That  
Members of Parliament  
Can Fulfil Their  
Public Duties**

## Members' support

During the year the Department of the Legislative Assembly continued to build on its ongoing work in improving workflows between the various business units that support Members.

The Assembly has continued to work with the Legislative Council and the Department of Parliamentary Services to ensure all policies and guidelines are updated and consistent across all three departments.

This work is particularly important as the Parliament prepares for the March 2015 State Election.

## By-election 2013/14

There was one by-election during the reporting period:

Miranda – Mr Graham Annesley MP resigned from the seat of Miranda on 3 September 2013. Mr Barry Collier was elected at a by-election on 19 October 2013.

## Post by-election services to incoming Member and electorate office staff

An electorate office visit was conducted and a stocktake of all electorate office equipment and items purchased with outgoing Members' entitlements was conducted by Electorate Office Services over the by-election period. The incoming Member received structured induction training and was provided with close departmental support during the first few months.

## Electorate office staffing

A total of 235 people were employed in full or part time permanent positions in the 95 electorate offices in New South Wales. A further 400 people were engaged during the year to fill a casual or short term vacancy in an electorate office.

## Induction of Members' staff

During the financial year a total of 66 electorate office staff attended in-house training courses conducted by the Legislative Assembly. Thirty-nine staff attended induction training, 27 staff attended the Thriving in Your Role course. Subjects covered at these courses included Parliamentary procedure, the role of committees, Members' entitlements, Code of Conduct, managing difficult behaviours, protected disclosures, and workplace health and safety.



## Newsletter – EO Weekly

Electorate Office Services has continued publishing a weekly newsletter – *EO Weekly* – as a means of directly disseminating information of specific interest and relevance to electorate officers. By the end of the reporting period 48 editions of the newsletter had been distributed.

Feedback from electorate officers continues to be overwhelmingly positive, with officers expressing appreciation for a dedicated newsletter providing information and advice on issues directly related to their duties and experiences as electorate officers. Electorate Office Services seeks newsletter contributions from several branches of the Parliament. Across the Parliament the newsletter is now regarded as an effective means of communicating with electorate office staff.

# ELECTORATE OFFICES

## Electorate Officers’ Reference Group

Members of the Reference Group are drawn from more than 15 electorates across the state. The group met four times during the reporting period and provided feedback on operational, IT and policy related issues. The group also continued to share operational information, and identify areas for service improvement.

## New policies and guidelines

A number of new guidelines and resources were issued during the reporting period for Members and electorate officers.

New publications include:

- Privacy Guidelines for Electorate Office Staff
- Closed Circuit Television (CCTV) in Public Places - Information for Members
- Employment of Additional Temporary Staff (ATS) - Policies and Procedures
- Transfer of Members’ Staff Between Electorate Offices: Maintenance of Entitlements - Policy for Members and Electorate Officers
- Disposal of Members’ Records: Information for Members and Electorate Office Staff.

The existing Electorate Office Signage Policy was also updated during the reporting period.

## Electorate Officer employment framework

Following its introduction in May 2013, the *Members of Parliament Staff Bill 2013* was proclaimed in February 2014. The Act provides the legislative framework for the employment of staff by Members of Parliament.

Part 3 of the *Members of Parliament Staff Act 2013* covers the officers who assist members of Parliament in their electorate and parliamentary duties.

Part 3 provides that each member, on behalf of the State, is to be the employer of his or her staff. The Parliamentary Remuneration Tribunal will continue to determine the number of staff that each member is entitled to employ. Members who hold a specified parliamentary office – the Whips, the Speaker and President and their deputies – will be entitled to employ additional staff. The relevant Presiding Officer is otherwise to determine the employment powers of each member and the arrangements for the exercise of those powers.

In support of the legislation the *Members’ Staff Conditions of Employment: Determination of the Presiding Officers* was published in February 2014. The Determination sets out the details and terms of employments; salary and allowances; leave provisions; and termination of employment. Also included in the Determination were new position descriptions for Electorate Officer, Senior Electorate Officer, and Additional Temporary Staff (ATS) positions.

## Fit-out, maintenance and leasing of electorate offices

The Cronulla electorate office was relocated during the reporting period and completely refitted. Refurbishment of the Orange office was also completed.

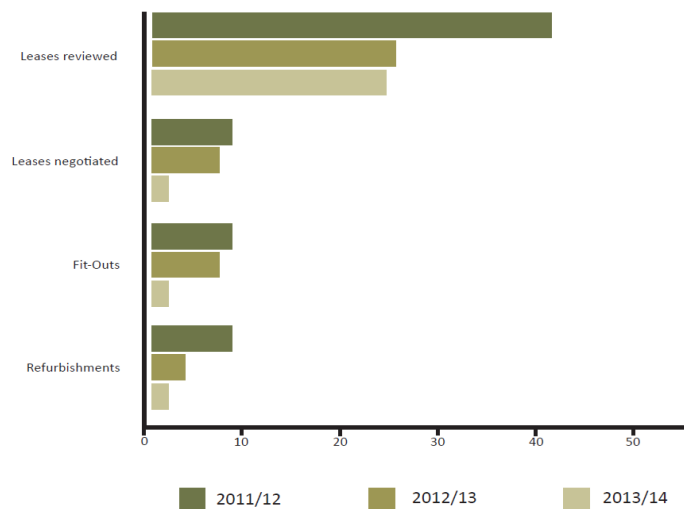
Electorate Office Services managed the provision of a maintenance service to all offices during the reporting period and continued to meet the response time target of 24 hours.

While the renewal of leases is an ongoing process, there has been a concerted effort to have lease dates align with the parliamentary term.

## Redistribution of electoral districts

The number of leases renewed was fewer in 2013-14 due to a recognition that the review and redistribution of electoral boundaries by the Electoral Districts Commissioners in 2013 will necessitate the relocation of several electorate offices.

## Leasing activity





## Electorate office contact visits

The Legislative Assembly aims to visit all 95 electorate offices at least once every year. These visits continued in 2013/14, providing the opportunity to review security and safety, accommodation standards, and stock and equipment levels. These visits also provide a valuable opportunity for the exchange of information face-to-face in locations remote from Parliament House.

## Review and rationalisation of Legislative Assembly Administrative and Committee Records

During the reporting period the Legislative Assembly undertook a comprehensive review of Administrative and Committee records, and also former Members' records.

In excess of 1,000 archive boxes were removed from storage and their content reviewed. A significant number of files were identified as being suitable for disposal and were securely destroyed in accordance with the Parliament's Records Management Policy.

This project will conclude during 2014/15 when the contents of the remaining archive boxes are reviewed.

## Security management plans

During the reporting period the Electorate Office Services unit continued to liaise with the Security Manager to ensure security management plans were in place for each electorate office.

## Future Activities 2014/15

- It is planned that 15 existing leases will be reviewed in 2014/15
- It is anticipated that seven new leases and fit-outs will be undertaken
- The Assembly will continue to prepare evacuation plans and for all electorate offices
- Electorate office related information, policies and guidelines to be made available in one centralised location on the Parliament's new intranet, providing Members and their staff with a dedicated, and easily accessible information resource
- Update the *Guide for Members Leaving Parliament*
- Digitise the Parliament's earliest records
- Continue ongoing review and rationalisation of Legislative Assembly administrative and Committee Records
- Upgrade the telephone and communications systems in electorate offices
- Handover of electorate offices to incoming Members and induction of new electorate office staff following the March 2015 General Election.

## EO Weekly Newsletter

With 95 electorate offices located around NSW, the Legislative Assembly employs a large workforce of electorate office staff. Having a workforce spread across a large geographic area presents challenges in effectively communicating and ensuring that electorate office staff remain informed and included when disseminating information. It was for this reason that the Legislative Assembly began publishing a weekly newsletter specifically aimed at electorate office staff in 2012.

Feedback from electorate office staff identified a need to provide them with targeted information rather than relying solely on the Parliament-wide newsletter - LA Weekly.

The newsletter is published by the Legislative Assembly's Corporate Services branch, and since the first edition was published in September 2012 the newsletter has become a recognised and important means of allowing the Assembly to communicate content of specific interest to electorate office staff.

During this time other branches of the Parliament such as Members' Entitlements and IT Services have recognised the value and effectiveness of the newsletter by regularly contributing content on a range of issues, including policies, guidelines, project updates and various hints and tips, and work health and safety information and advice.

Feedback from staff continues to be positive. Staff have expressed their appreciation for having their own designated newsletter, that has content specifically addressing their needs and requirement. Feedback from one electorate officer included the comment: *I find EO Weekly really good. I have been here for over 10 years and I learn something new every time I read it. It was a great idea.*



# COMMUNITY ACCESS AND PARTICIPATION IN THE PARLIAMENTARY PROCESS

## Security Committee

The Security Committee consists of the Serjeant-at-Arms, the Usher of the Black Rod, the Director Facilities Branch, and the Security Manager Facilities Branch. During the reporting period the committee met eight times.

The committee reviews security and emergency response policies and procedure; reviews security incidents within the precincts; and works towards enhancing the security of the Parliament House, its occupants and its visitors. During the year Mr Ralph Ewen was appointed as Security Manager, consequent to a resignation. The committee also liaised with the Electorate Office Services Unit in relation to the review of policies that ensure safety in electorate offices.

## Visitor Experience Group

The Visitor Experience Group (VEG), consisting of key staff across the three departments of the Parliament, was established in early 2012 under the auspices of the Presiding Officers to take up initiatives under one of the Parliament's strategic objectives to 'increase involvement and awareness of NSW citizens about the Parliament and the parliamentary process'. Initiatives and projects successfully completed include:

- Family fun day held during the school holidays in October 2013
- Aboriginal Art Prize 2013
- Publication of the brochure "Understanding Parliament", being both a guide for visitors and in brief explaining the roles of the Parliament of New South Wales
- Plein Air Art Prize 2014
- Head On Landscape Photography Prize 2014
- Following the success of the Twenty Five Exhibition there were a series of small displays of items from the Parliament's collection in the Legislative Assembly vestibule, including: marking the occasion of the 60th anniversary of the first visit by Her Majesty Queen Elizabeth II to Australia; and, the ceremonial swords of the Serjeant-at-Arms and the Usher of the Black Rod
- Parliament House was again open to the public on Australia Day 2014 and welcomed 3,041 visitors.

Initiatives commenced but not yet completed include:

- Developing and producing education sessions to be delivered to rural and regional school groups using the video conference facilities.

## Website feedback project

The Parliament's web feedback function allows members of the public to contact the Parliament with questions and comments about the Parliament, the Parliament's website, and parliamentary business.

A review of the web feedback system was conducted in 2014. The review aimed to identify the most common inquiry topics and to analyse ways in which the web feedback system could be improved. It also looked at how information could be made more easily accessible for the public.

The review found that 795 queries were received between January 2013 and March 2014.

Frequent queries included matters regarding Parliament and parliamentary business, including requests for information about Bills, queries relating to former Members and questions about tours of Parliament House.

The review also found that a substantial number of queries from the public concerned matters that were the responsibility of the NSW Government, rather than the Parliament itself.

As a result of the review, information provided on the Parliament's 'Contact us' webpage has been clarified. The review also identified other areas for improvement with regard to access to information on the Parliament's website, which will be a focus of work during the next reporting period.

## Public queries

A common request for assistance by members of the public concerns access to copies of second reading speeches for bills that were introduced prior to 1997.

In one instance a member of the public requested assistance in accessing the second reading speech of the *Crimes (Life Sentences) Amendment Bill 1989*. Table Office staff were able to provide the member of the public with the relevant second reading speech date by using the Bills Register for the 49th Parliament. Staff were also able to provide the reference for the appropriate Hansard record available on the Parliament's website.

To assist members of the public access information about pre-1997 bills, the Table Office has commenced a project to digitise the Bills Registers and make them available on the Parliament's website.

## Public sector seminars

On 1 May 2013, the Legislative Assembly held the first of a series of seminars aimed at providing public sector officers with an understanding of the role, function and procedure of the Legislative Assembly.

The seminars have been well received and during the reporting period, the Legislative Assembly conducted four seminars; in August and October 2013 and again in March and May 2014, with all seminars fully booked.

Feedback from attendees has been positive, with a large percentage stating that the course covered a sufficiently broad range of topics. Attendees also stated that information was provided at the right level and relevant to their needs.

## Parliamentary interns

During 2013/14 the Department of the Legislative Assembly hosted two interns, and a number of work experience students.



## Training video

In May 2014, the Procedural Research and Training unit received approval for the production of a training video on the passage of legislation.

The video will be used as part of the presentation during the public sector seminars and future procedural training to Members of Parliament and parliamentary staff. It is anticipated that production of the video will be completed before the end of 2014.

## Interparliamentary relations

During 2013/14 the office of the Clerk co-ordinated programs for 24 groups of visiting officials as part of orientation for visiting parliamentary delegations and NSW agency officers.

## Parliamentary Friendship Groups

Currently there are 24 approved Parliamentary Friendship Groups. During 2013/14 no new friendship groups were approved pending a review of the existing Parliamentary Friendship Group policy. Given the policy had been in operation for more than two years, in late 2013 the Presiding Officers called for a review.

The review was undertaken by the Serjeant-at-Arms and the Usher of the Black Rod. Key issues for consideration were the approval process, membership and officeholders, finances and resources, reporting and the policies of other Parliaments. Of particular note was the report of the House of Commons Committee of Standards on All-Party Parliamentary Groups published in November 2013.

## Media broadcast of Budget speech

This year ABC News was given permission to place a television camera in the Speaker's Gallery to broadcast the Treasurer deliver the 2014 Budget live to air on their news channel.

## Use of the building after hours

In line with the objective of opening up the Parliament to community access, Parliament House was open on a handful of occasions on a cost recovery basis to community users after hours and on weekends. For instance these included for the Reserve Forces Day parade and the Legislative Assembly Chamber for the final of a schools' public speaking competition.

## The year ahead

- Digitisation of Legislative Assembly Bills Registers
- Update production processes for the daily program with embedded links and references for Members
- Provision of clear guidance and advice to Members and the community regarding standing orders governing petitions
- Review and develop iPad apps and pursue improved remote access to sitting day information
- Review and update programs offered to school groups and develop a virtual tour for remote schools
- Explore options for daily public tour program
- Restoration of the Braund and Larkin World War I memorial plaque in the Legislative Assembly chamber
- Implement the outcomes of the review of the Parliamentary Friendship Groups Policy
- Contribute to an exhibition to coincide with the centenary of the ANZAC landings at Gallipoli.

## Group tours statistics for 2013/14

This table reflects the number of visitors attending pre-booked viewings in the public gallery; pre-organised group attending tours, and school programs.

TOUR STATISTICS	2011/12		2012/13		2013/14	
	NO. OF VISITORS	NO. OF GROUPS	NO. OF VISITORS	NO. OF GROUPS	NO. OF VISITORS	NO. OF GROUPS
Guests of Members	316	51	1,733	55	1,172	46
Primary schools (Years K – 6)	9,364	198	9,589	195	8,164	173
Secondary schools (Years 7 – 12)	3,542	104	2,784	88	2,964	101
Special schools	48	2	12	1	9	1
Central schools	20	1	30	1	20	1
ESL/TAFE colleges	389	40	837	39	604	30
Universities	644	24	685	19	648	15
Business colleges	44	3	12	1	233	9
Probus clubs and seniors groups	701	26	709	27	688	27
Education and Community Relations Programs	2,107	25	2,030	27	3,240	38
Monthly lunchtime tours	330	11	310	9	320	9
Other (includes international students)	996	31	667	21	2,084	93
<b>Total</b>	<b>18,501</b>	<b>516</b>	<b>19,398</b>	<b>483</b>	<b>20,146</b>	<b>543</b>

## Legislative Assembly Committees - participation in Twinning activities

The New South Wales Parliament is twinned with the parliaments of the Autonomous Region of Bougainville and the Solomon Islands, as part of the Commonwealth Parliamentary Association's twinning program for all Commonwealth parliaments. NSW Parliament receives funding from AusAID under its Pacific Public Sector Linkages Program. The funding, which commenced in April 2010, ensures substantial practical support for the participating parliaments' objectives to build capacity and strengthen parliamentary democracy in the Solomon Islands and Bougainville.

The core of Twinning is secondments and placements of staff between the parliaments. Secondments and placements are part of a comprehensive program to ensure that experience gained by the participants is relevant and can be translated into sustainable change in the home parliament. Other Twinning activities include the establishment of a formal mentoring arrangement, technical and corporate support, and collaboration on research and writing tasks.

The Twinning activities conducted to date continue to strengthen the relationship between the three parliaments and continue to strengthen the parliamentary institutions in the two Pacific parliaments. More details on Twinning activities are contained in Appendix C.

## National Parliament of Solomon Islands: 'Teacher Absenteeism' inquiry

As part of the Parliament's Twinning Project, in October - November 2013, Ms Rachel Simpson, Committee Director, Department of the Legislative Assembly, undertook a one month attachment to the National Parliament of Solomon Islands Committee Secretariat to assist the Committee Secretariat complete the 'Teacher Absenteeism' inquiry, a major inquiry conducted across all provinces of Solomon Islands.

The extensive inquiry was conducted by the Education and Human Resources Training Committee. The inquiry involved the Committee travelling to all nine provinces as well as hearing from stakeholders in the Honiara Capital Territory and resulted in thousands of pages of evidence from stakeholders (teachers, parents, non-government organisations, community groups, government departments etc).

Ms Simpson's role was focussed on the report writing strategy of the inquiry. In close collaboration with the Director of Committees, Mr Marson Lilopeza, Ms Simpson assisted Committee Secretariat staff to prepare a report structure that would do justice to the large volume of evidence collected over more than a year of public hearings.

The Assembly's participation in the Twinning Program has two-way benefits for the Parliaments involved. Skills and knowledge are transferred and exchanged, and participants from NSW have the opportunity to review and analyse our Parliament's procedures and further develop their own procedural and management skills.

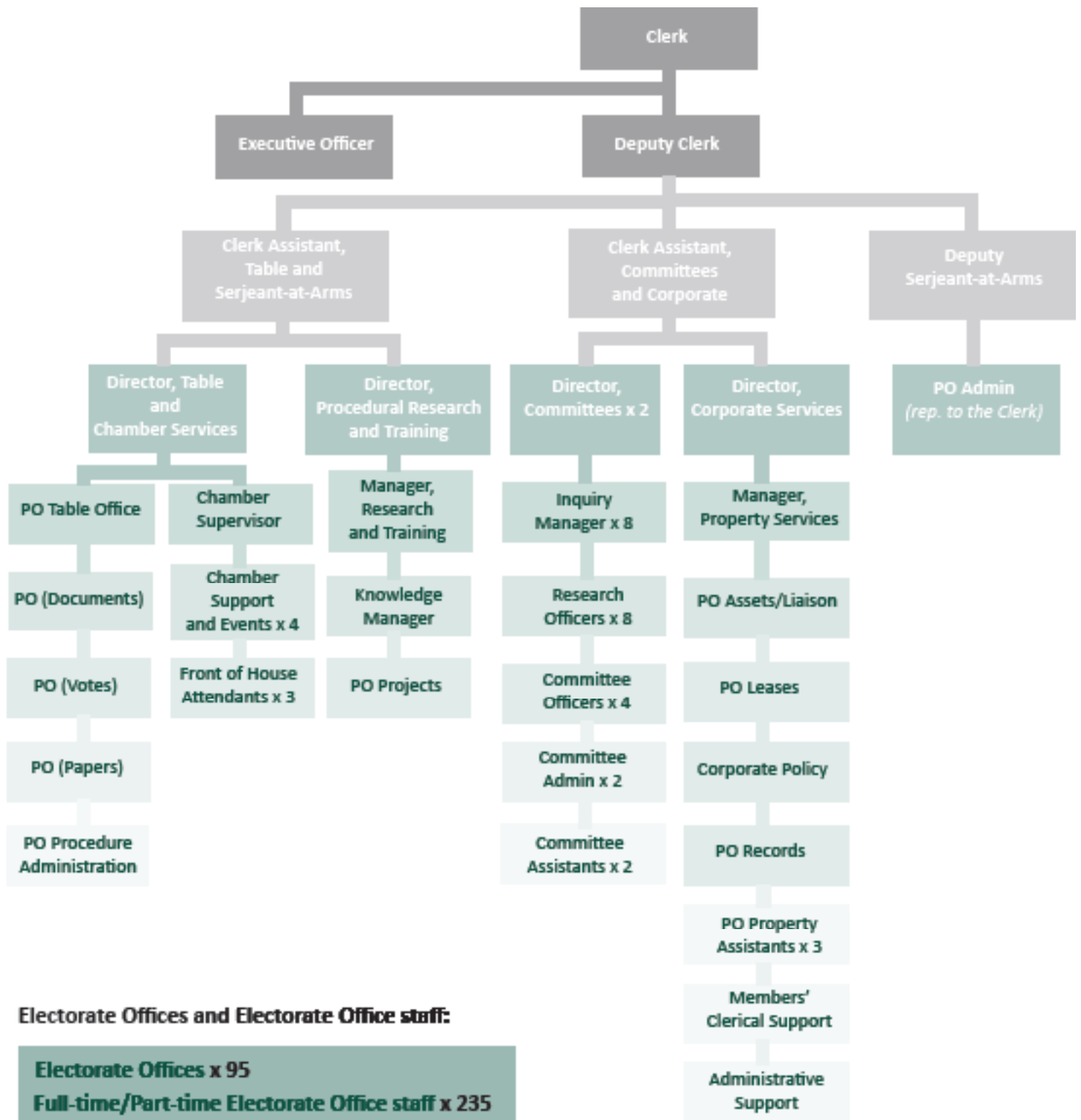






# OUR ORGANISATION

# ORGANISATION STRUCTURE



# GOVERNANCE FRAMEWORK

## Parliament's governance framework

The Parliament's operational outcomes are supported by a governance framework comprised of two groups that are representative of the Parliament House administration and management structure:

- The Parliamentary Executive Group (PEG) comprised of the Presiding Officers, the Clerks and the Executive Manager
- The Senior Management Group (SMG), comprised of the Clerks and the Executive Manager.

The two groups meet on a regular basis to discuss governance and other issues that are applicable to the Parliament as a whole.

During the reporting period the PEG reviewed the Parliament's financial statements and Audit Office report, and internal audit recommendations.

## Audit and Risk Committee report

The Parliament's Audit and Risk Committee ("Committee") and Committee Charter were established in accordance with Treasury Policy Paper (TPP 09-05), *Internal Audit and Risk Management Policy for the NSW Public Sector*.

The Committee's Charter sets out the objective of the Committee as follows: "to provide independent assurance to the Clerk of the Parliaments, the Clerk of the Legislative Assembly ("the Clerks") and the Executive Manager Parliamentary Services by overseeing and monitoring Legislature's governance, risk and control frameworks and its external accountability requirements".

## Committee membership

Appointed by the Clerks and the Executive Manager, the Committee comprises an independent Chair and two additional independent members as follows:

- Mr Jim Mitchell (Independent Chair)
- Ms Christine Feldmanis (Independent Member)
- Ms Gerry Brus (Independent Member).

The Clerks and the Executive Manager, the Chief Audit Executive and an Audit Office of NSW representative, all attended Committee meetings.

## Committee meetings

The Committee met seven times during the year: once in each quarter of the financial year, plus three special meetings. In all, the Committee oversaw and monitored:

- Internal audit and external audit reports completed during the financial year
- The procurement of internal audit services
- Internal financial performance reports
- The Parliament's early close procedures
- The Parliament's end-of-year financial statements
- The Audit Office of NSW's Client Services Report and Management Letter
- Management's Representation Letter to the Audit Office of NSW

- Management's certification of internal financial controls
- Business continuity planning
- Business risk assessment
- Legislative compliance
- Performance self-assessment.

## Internal audit

The Legislature appointed BDO East Coast Partnership to provide internal audit services to the business activities of the Parliament, including claims for Members' Additional Entitlements.

## External audit

The Audit Office of NSW provided external audit services, covering:

- Independent audit of the Parliament's annual financial statements
- Limited review of claims for Members' Additional Entitlements, in accordance with the Parliamentary Remuneration Tribunal's prevailing Determination and rules.

## Cross-parliamentary collaboration

A series of cross-departmental working groups have been established to progress various issues with all-parliamentary impacts identified in strategic and operational plans.

These groups are meeting to ensure the three departments collaborate on the development of policies and programs which benefit the Parliament while reducing costs and duplication. Groups are currently meeting to work on:

- Policy review
- Visitor experience, including joint event planning and management
- Security, including both within the parliamentary precinct and electorate offices
- Papers and procedure, including coordinated IT policies and procedures
- Records and Archives Steering Committee on Records Management
- Assets management
- Information technology, including upgrade and redesign of the intranet and internet sites.

## Intranet review

Planning and development of the Parliament's new intranet is now in its final stages, with the new intranet due to be launched by the end of 2014. The new intranet will provide a more up-to-date look, user-friendly experience to the intranet, and brings people and information together across the organisation.

Some improvements of the refreshed intranet will be:

- A simpler structure with less content duplicated between the website and intranet
- An updated policies and forms section, with a dedicated section for electorate offices



- Improved publication of news relevant to Members and staff
- A fresh new look and feel.

## Intra-departmental working groups

The Legislative Assembly continues to pursue ongoing internal strategic reform initiatives including:

- Knowledge management initiatives and policies
- Staff development and training, including staff rotation and succession planning
- Workplace health and safety training.

## Training placements and mentoring

The Legislative Assembly has identified the need for succession planning and management in view of the service demographic of senior managers and the growth of the committee office in the 55th Parliament.

The development of high professional standards is supported through formal and informal mentoring and facilitating discussion between officers. The program of leadership training, commenced in 2011/12, continued with a sessions held in July/August 2013 and June 2014.

The Parliament has also continued with its policy of short-term secondment opportunities allowing staff to act in senior roles when managers or directors go on leave. This backfilling arrangement has provided valuable opportunities for internal training and development, with several members of staff temporarily appointed to more senior positions in various business units.

In January 2014, Ms Rachel Simpson and Ms Elaine Schofield rotated positions as Directors. Ms Simpson took up the position of Director, Table Office and Ms Schofield as Director, Committees.

In April 2014 Ms Cheryl Samuels was appointed Deputy Serjeant-at-Arms.

During the reporting period Mr Jonathan Elliott and Ms Stephanie Hesford shared the role of Acting Director of the Procedural Research and Training Unit. In June 2014 Ms Hesford resigned to take up the position of Second Clerk-Assistant of the House of Assembly, Tasmania.

## Staff training

In conjunction with succession planning, the Legislative Assembly's Work Performance and Development Policy facilitates the continuing improvement of individual staff members' performance and through this, the department's performance.

Work plans and training and development plans have been developed between staff and their directors. This has resulted in a large number of staff attending internal and external training courses specific to identified personal development needs. Conferences and seminars attended by staff in 2013/14 included the Australia and New Zealand Association of Clerks-at-the Table (ANZACATT) Professional and Development Seminar, the Parliamentary Law, Practice and Procedure Program. Parliamentary staff also attended a leadership training program.

## Records management

The Records and Archives Steering Committee continues to focus on developing and managing policies to guide the retention and disposal of administrative papers, and transfer of Parliamentary Papers.

## ANZACATT professional development seminar

In January 2015 the Parliament of New South Wales will be hosting the annual Australia New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar. The Legislative Assembly will be taking the lead in arrangements and administration of the seminar.

The seminar allows ANZACATT members and other parliamentary staff to expand their knowledge and understanding of parliamentary systems, practice, procedure management and being updated on developments in other jurisdictions.

## Newsletter – LA Weekly

The Legislative Assembly continued to publish its weekly newsletter, *LA Weekly*. The newsletter remains an effective means of disseminating information of specific interest to Parliament House staff on a regular basis. Forty-five editions of the newsletter were published during 2013/14 and the publication has an email circulation list of over 320.

The Assembly also cooperated with the other parliamentary departments to produce the monthly newsletter *Interjections*. This newsletter reports items of interest with an all-of-Parliament focus and is distributed to all staff electronically.

## Parliamentary Service Awards

During the reporting period the following Legislative Assembly staff received Parliamentary Service Awards for their years of service to the Parliament.

### 35 Years

Les Gonye, Clerk Assistant, Table and Serjeant-at-Arms

### 25 Years

Jeff Page, Menai Electorate Office

Toni Graham, Ballina Electorate Office

Paula Spencer, Wagga Wagga Electorate Office

Ronda Miller, Clerk of the Legislative Assembly

Catherine Watson, Director, Corporate Services

### 20 Years

Natalina Coluccio, Macquarie Fields Electorate Office

Rebecca Cartwright, Secretary to Party Whip (Liberal)

### 15 Years

Gladys Kleiner, Private Secretary to Speaker

Ian Clissold, Electorate Office Services

## 10 Years

Lynne Arnold, South Coast Electorate Office  
Campbell Forsyth, Coffs Harbour Electorate Office  
Simon Frame, Lane Cove Electorate Office  
Janet Gould, Clarence Electorate Office  
Gail Hayson, Bega Electorate Office  
Bruce Holmes, Albury Electorate Office  
Vickii McDonald, Willoughby Electorate Office  
Judith Hunt, Kiera Electorate Office  
Moiria Stewart, Albury Electorate Office  
Natasha Zammit, Electorate Office Services

## Insurance

Insurance covers were provided to the Legislature, its Members and employees by the NSW Treasury Managed Fund. Covers included: Workers Compensation, Legal Liability, Motor Vehicle, Property (including Business Interruption), Miscellaneous (including Personal Accident and Personal Effects). Over the past five years The Legislature has contributed the following premiums, excluding GST, to the Treasury Managed Fund:

	2009/10	2010/11	2011/12	2012/13	2013/14
Property	\$200,590	\$178,210	\$215,570	\$260,520	\$244,170
Workers Compensation	\$451,440	\$428,940	\$343,410	\$330,130	\$279,059
Motor	\$3,040	\$1,350	\$1,470	\$790	\$940
Liability	\$57,040	\$52,670	\$57,510	\$57,360	\$62,350
Miscellaneous	\$24,200	\$17,960	\$11,530	\$15,560	\$15,220
<b>Total</b>	<b>\$736,310</b>	<b>\$679,130</b>	<b>\$629,490</b>	<b>\$664,360</b>	<b>\$601,739</b>
Savings <sup>1</sup>		8%	7%	-6%	9%

1. The Legislature anticipates a 10% savings in the financial-year ending 30 June 2015.

## Enterprise risk management

During the year, the Legislature's Senior Management Group, with the assistance of its internal audit contractors, identified and reassessed significant risks inherent to its business. This risk assessment will evolve as new risks emerge and will form the basis of the internal audit planning.

## Business continuity management

The Parliament established a Business Continuity Governance Group to oversee the implementation of a Business Continuity Plan renewal project.

The project includes renewing and programming maintenance and development for the Legislature's incident response plans, resource recovery plans and business resumption plans. This renewal project is being undertaken in concert with the Department of Premier and Cabinet.

## The year ahead

- Provide further training for staff in parliamentary procedure, and also identify and prepare potential candidates to take on senior positions within the Legislative Assembly
- Finalise preparations for the hosting of the 2015 ANZACATT professional development seminar.

# FINANCIAL SUMMARY

## Department of the Legislative Assembly

The net cost of services of the Legislative Assembly, including Members' programs, was \$75.243 million reflecting a favourable variance against budget of \$1.958 million or 2.54%.

The main components of the variance include:

- Total expenses being below budget by \$1.775 million mainly because employee related expenses were \$1.902 million below budget
- Revenue being \$184,000 higher than budget with grants and contributions being the main component at \$210,000 above budget.

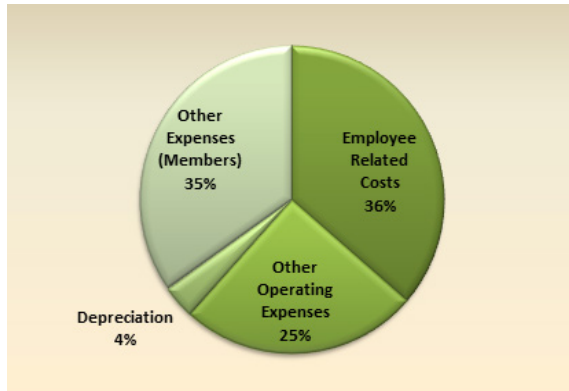
Net cost of services was \$828,000 higher than the previous year and represents 58.94% of the Parliament's total for the 2013/14 financial year.

The net cost of services for the Department is broken down as follows:

- Parliamentary Representation \$68.345 million or 90.83%
- Operations \$6.735 million or 8.95%
- Special Projects \$165,000 or 0.22%.

## Legislative Assembly expenses

Full financial amounts and financial commentary are available in the accompanying document 'Parliament of New South Wales Financial Performance 2013-2014'.







# APPENDICES

# APPENDIX A – ELECTORATE OFFICE AND CONTACT DETAILS

Full contact details for each Member and Minister can be found at: [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au)

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Albury	Greg Aplin	612 Dean Street	Albury	2640	6021 3042	6021 8884
Auburn	Barbara Perry	54-58 Amy Street	Regents Park	2143	9644 6972	9644 8290
Ballina	Donald Page	Shop 1, 7 Moon Street	Ballina	2478	6686 7522	6686 7470
Balmain	Jamie Parker	112A Glebe Point Road	Glebe	2037	9660 7586	9660 6112
Bankstown	Tania Mihailuk	Suite 1, Level 3, 402-410 Chapel Road	Bankstown	2200	9708 3838	9708 3960
Barwon	Kevin Humphries	11 Barton Street	Cobar	2835	6836 3722	6836 3811
Barwon	Kevin Humphries	Suites 2-6, 161 Balo Street	Moree	2400	6752 5002	6752 6102
Bathurst	Paul Toole	Suites 1 & 2, 229 Howick Street	Bathurst	2795	6332 1300	6332 1900
Baulkham Hills	David Elliot	Suite 1, 25-33 Old Northern Road	Baulkham Hills	2153	9686 3110	9686 3212
Bega	Andrew Constance	122 Carp Street	Bega	2550	6492 2056	6492 3578
Blacktown	John Robertson	Shop 3063, Westpoint Shopping Centre, Flushcombe Road	Blacktown	2148	9671 5222	9671 5266
Blue Mountains	Roza Sage	132 Macquarie Road	Springwood	2777	4751 3298	4751 1245
Burrinjuck	Katrina Hodgkinson	133 Comur Street	Yass	2582	6226 3311	6226 3345
Cabramatta	Nick Lalich	Suite 10, Level 1, 5 Arthur Street	Cabramatta	2166	9724 3381	9724 6056
Camden	Chris Patterson	66 John Street	Camden	2570	4655 3333	4655 3325
Campbelltown	Bryan Doyle	Shop 3, 72 Queen Street	Campbelltown	2560	4625 3344	4626 3640
Canterbury	Linda Burney	Suites 201 & 202, Level 2, 308-312 Beamish Street	Campsie	2194	9718 1234	9787 1999
Castle Hill	Dominic Perrottet	287C Old Northern Road	Castle Hill	2154	9634 7474	9899 3340
Cessnock	Clayton Barr	118 Vincent Street	Cessnock	2325	4991 1466	4991 1103
Charlestown	Jodie Harrison	3/313 Charlestown Road	Charlestown	2290	4942 1242	4942 1060
Clarence	Chris Gulaptis	11 Prince Street	Grafton	2460	6643 1244	6642 7574
Coffs Harbour	Andrew Fraser	1/9 Park Avenue	Coffs Harbour	2450	6652 6500	6652 7934
Coogee	Bruce Notley-Smith	80 Bronte Road	Bondi Junction	2022	9389 6669	9387 8845
Cronulla	Mark Speakman	Suite 203, 30 Kingsway	Cronulla	2230	9527 1477	9527 4180
Davidson	Jonathon O'Dea	Suite 8A, 12 Tryon Road	Lindfield	2070	9880 7400	9880 7488
Drummoyne	John Sidoti	128 Great North Road	Five Dock	2046	9713 2999	9713 2911
Dubbo	Troy Grant	Shop 1, 18 Talbragar Street	Dubbo	2830	6882 3577	6882 3689
East Hills	Glenn Brookes	20 Revesby Place	Revesby	2212	9772 2774	9792 1718
Epping	Greg Smith	Suite 303, Level 3, 51 Rawson Street	Epping	2121	9877 0266	9877 0405
Fairfield	Guy Zangari	Suite 6, Neeta City Shopping Centre, Smart Street	Fairfield	2165	9726 9323	9726 9783
Gosford	Chris Holstein	20 Blackwall Road	Woy Woy	2256	4342 4122	4341 2368



ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Goulburn	Pru Goward	Shops 1 & 2, 167-173 Auburn Street	Goulburn	2580	4822 6444	4822 6400
Granville	Tony Issa	160 Merrylands Road	Merrylands	2160	9637 1656	9897 1434
Hawkesbury	Ray Williams	Suite 202, Rouse Hill Town Centre, 10-14 Market Lane	Rouse Hill	2155	8882 9555	8882 9411
Heathcote	Lee Evans	Shops 1 & 2, 17-23 Station Street	Engadine	2233	9548 0144	9548 5639
Heffron	Ron Hoenig	Shop 117, 747 Botany Road	Rosebery	2018	9699 8166	9699 8222
Hornsby	Matt Kean	Suite 5, The Madison, 25-29 Hunter Street	Hornsby	2077	9476 3411	9476 2965
Keira	Ryan Park	Shops 2 & 3, 247 Princes Highway	Corrimal	2518	4285 1588	4285 1858
Kiama	Gareth Ward	102 Terralong Street	Kiama	2533	4232 1082	4232 3577
Kogarah	Cherie Burton	Suite 1, Ground Floor, 22-24 Regent Street	Kogarah	2217	9587 9684	9588 7138
Ku-ring-gai	Barry O'Farrell	27 Redleaf Avenue	Wahroonga	2076	9487 8588	9487 8550
Lake Macquarie	Greg Piper	92 Victory Parade	Toronto	2283	4959 3200	4950 4076
Lakemba	Robert Furolo	Shop SP319, Roselands Shopping Centre, Roselands Drive	Roselands	2196	9759 5000	9759 1945
Lane Cove	Anthony Roberts	Level 3, Suite 302, 230 Victoria Road	Gladesville	2111	9817 4757	9817 5885
Lismore	Thomas George	55 Carrington Street	Lismore	2480	6621 3624	6622 1403
Liverpool	Paul Lynch	100 Moore Street	Liverpool	2170	9602 0040	9821 1807
Londonderry	Bart Bassett	Shop 12, 82 Victoria Street	Werrington	2747	9833 1122	9623 1185
Macquarie Fields	Andrew McDonald	Shop 18, Carnes Hill Marketplace, Corner Cowpasture & Kurrajong Roads	Horningsea Park	2171	9608 8991	9608 0606
Maitland	Robyn Parker	34 Church Street	Maitland	2320	4933 1617	4933 4782
Manly	Mike Baird	Shop 2, 2 Wentworth Street	Manly	2095	9976 2773	9976 2993
Maroubra	Michael Daley	Level 5, 806 Anzac Parade	Maroubra	2035	9349 6440	9349 4594
Marrickville	Carmel Tebbutt	299-301 Marrickville Road	Marrickville	2204	9572 5900	9572 6414
Menai	Melanie Gibbons	60 Walder Road	Hammondville	2170	9825 3653	9825 4861
Miranda	Barry Collier	577 Kingsway	Miranda	2228	9525 6378	9540 2517
Monaro	John Barilaro	110-112 Monaro Street	Queanbeyan	2620	6299 4899	6297 9998
Mount Druitt	Richard Amery	Suite 201, Westfield Shoppingtown, Carlisle Avenue	Mount Druitt	2770	9625 6770	9625 9965
Mulgoa	Tanya Davies	Shop 1, 159 Queen Street	St Marys	2760	9833 2913	9833 4063
Murray-Darling	John Williams	1/142 Argent Street	Broken Hill	2880	08 8087 3315	08 8087 1796
Murray-Darling	John Williams	228 Cressy Street	Deniliquin	2710	03 5881 7034	03 5881 7839

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Murrumbidgee	Adrian Piccoli	NSW Government Offices, 104-110 Banna Avenue	Griffith	2680	6962 6644	6962 7725
Myall Lakes	Stephen Bromhead	Suite F4/F5, Level 1 1-9 Manning Street	Tuncurry	2428	6555 4099	6555 4780
Newcastle	Tim Crakanthorp	Ground Floor, 414 Hunter Street	Newcastle	2300	4926 1126	4926 2134
North Shore	Jillian Skinner	Suite 3, 40 Yeo Street	Neutral Bay	2089	9909 2594	9909 2654
Northern Tablelands	Adam Marshall	Suite 1, Ground Floor, 175 Rusden Street	Armidale	2350	6772 5552	6772 5026
Oatley	Mark Coure	8 Ormonde Parade	Hurstville	2220	9580 9349	9580 9103
Orange	Andrew Gee	123 Byng Street	Orange	2800	6362 5199	6361 3922
Oxley	Andrew Stoner	37 Elbow Street	West Kempsey	2440	6562 6190	6563 1355
Parramatta	Geoff Lee	90 George Street	Parramatta	2150	9891 4722	9891 5618
Penrith	Stuart Ayres	Shop 23, Ground Floor, Penrith Centre, 510-534 High Street	Penrith	2750	4722 8660	4731 4782
Pittwater	Rob Stokes	1725 Pittwater Road	Mona Vale	2103	9999 3599	9999 0922
Port Macquarie	Leslie Williams	Suite 6, 27 Grant Street	Port Macquarie	2444	6584 0977	6584 0978
Port Stephens	Craig Baumann	1/82 Port Stephens Street	Raymond Terrace	2324	4987 4455	4987 4466
Riverstone	Kevin Conolly	Shop 20, Stanhope Village, 2 Sentry Drive	Stanhope Gardens	2768	8883 3499	8883 3355
Rockdale	John Flowers	478 Princes Highway	Rockdale	2216	9597 1414	9567 0508
Ryde	Victor Dominello	Suite 202, Ground Floor, 5-9 Devlin Street	Ryde	2112	9808 3288	9877 6222
Shellharbour	Anna Watson	Shop 3, 10 College Avenue, Shellharbour City Centre	Shellharbour	2529	4297 3111	4297 3144
Smithfield	Andrew Rohan	2/679 The Horsley Drive	Smithfield	2164	9756 4766	9756 1544
South Coast	Shelley Hancock	1/57 Plunkett Street	Nowra	2541	4421 0222	4422 1180
Strathfield	Charles Casuscelli	Shop 1, 54 Burwood Road	Burwood	2134	9747 1711	9747 6054
Swansea	Garry Edwards	Shop 1, 204-206 Pacific Highway	Swansea	2281	4972 1133	4972 1494
Sydney	Alex Greenwich	58 Oxford Street	Paddington	2021	9360 3053	9331 6963
Tamworth	Kevin Anderson	Ground Floor, 13 Fitzroy Street	Tamworth	2340	6766 1422	6766 6765
Terrigal	Chris Hartcher	Shop 3, Fountain Plaza, 148-158 The Entrance Road	Erina	2250	4365 1906	4365 4768
The Entrance	Chris Spence	24 The Entrance Road	The Entrance	2261	4334 1012	4334 3840
Toongabbee	Nathan Rees	166 Best Road	Seven Hills	2147	9831 8022	9831 8044
Tweed	Geoff Provest	103 Minjungbal Drive	Tweed Heads South	2486	07 5523 4816	07 5523 4817
Upper Hunter	George Souris	20 Bridge Street	Muswellbrook	2333	6543 1065	6543 1416

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Vaucluse	Gabrielle Upton	330 New South Head Road	Double Bay	2028	9326 1856	9328 1132
Wagga Wagga	Daryl Maguire	76 Morgan Street	Wagga Wagga	2650	6921 1622	6921 4424
Wakehurst	Brad Hazzard	Shop 3, 637-641 Pittwater Road	Dee Why	2099	9981 1111	9981 5059
Wallsend	Sonia Hornery	Suite 3, 30 Dan Rees Street	Wallsend	2287	4950 0955	4950 0977
Willoughby	Gladys Berejiklian	280 Willoughby Road	Naremburn	2065	9439 4199	9439 9299
Wollondilly	Jai Rowell	Shop 1, 117 Remembrance Drive	Tahmoor	2573	4683 2622	4683 2595
Wollongong	Noreen Hay	Suite 2S, Rear Ground Floor, 111 Crown Street	Wollongong	2500	4226 5700	4226 9963
Wyong	Darren Webber	Shop 4, 142 Pacific Highway	Wyong	2259	4352 2711	4352 2766

Details above are current as at 7 November 2014.





# APPENDIX B – LEGISLATIVE ASSEMBLY PUBLICATIONS

## Procedural publications

Decisions from the Chair (Consolidated Rulings)

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Decisions from the Chair (Considered Rulings)\*

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Decisions from the Chair (Key Rulings)\*

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

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Electoral Legislation Extracts

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Guide for Ministerial Staff on the Procedures of the Legislative Assembly

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Guide to Procedures

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Members' Guide to Committees of the Legislative Assembly

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Occupants of the Chair Handbook

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Procedural Digest\*

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Procedural Statistics\*

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

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Procedure Precedents for the 50th, 51st, 52nd, 53rd and 54th and 55th Parliaments\*

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Sessional and Other Orders\*

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Standing Orders

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## Procedural Briefing Notes

1. First Day of a new Parliament
  2. Inaugural Speeches
  3. Raising a matter for debate
  4. Petitions
  5. Written Questions
  6. Rules of debate
  7. Passage of legislation
  8. Understanding the Business Paper
- 

## 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. Election of Members of the Legislative Assembly – General Election
36. Parliamentary Secretaries
37. Private Members' Bills

## 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

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19. Community Recognition Statements

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## Other Pamphlets

1. Information for Witnesses before Parliamentary Committees

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2. Preparing Submissions to Parliamentary Committee Inquiries

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## Briefing papers

1. Accountability Legislation

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2. Administrative Control of Parliamentary Staffing

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3. Defamation and the Right to Political Communication

---

4. Freedom of Speech in Parliament

---

5. Law Relating to Parliamentary Committees

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6. Liability for Republication of Members' Speeches

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7. State Member Standing for a Federal Election

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8. Summonses and Subpoenae

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9. Qualification and Disqualification of Members of Parliament

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10. Parliamentary Privilege Attaching to Tabled Papers

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11. The Code of Conduct for Members and the Independent Commission Against Corruption

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\*Indicates that the publication has been updated or reprinted in the 2013/14 reporting period

Legislative Assembly publications are available on the Parliament's website at:

<http://www.parliament.nsw.gov.au/prod/web/common.nsf/key/LAProcedures>



# APPENDIX C – TWINNING

## CPA Twinning with Solomon Islands and Autonomous Region of Bougainville

The New South Wales Parliament has a partnership arrangement with the parliaments of the Autonomous Region of Bougainville (the Bougainville House of Representatives) and the Solomon Islands (the National Parliament of Solomon Islands). The partnership arrangements are part of the Commonwealth Parliamentary Association's (CPA) twinning program, established in June 2007. Every Australian state and territory parliament is twinned with one or more parliaments in the Asia-Pacific region. The CPA partnership arrangements are 'whole of parliament', involving Members and staff of all three institutions.

The New South Wales Parliament receives funding to support the partnership arrangements from the Australian Agency for International Development (AusAID), under its Pacific Public Sector Linkages Program (now called the Governance Partnership for Development Program). The initial funding period was from April 2010 to June 2013. A new application was successful for the current funding period from July 2013 to June 2016. The funding enables practical support for strengthening the parliaments of Bougainville and Solomon Islands through staff placements, secondments and other activities.

Activities conducted with our twinned parliaments continue to focus on strengthening the parliamentary institutions in Bougainville and Solomon Islands through secondments of staff from the Pacific parliaments to the NSW Parliament, and attachments of staff from the NSW Parliament to the Pacific parliaments in areas of need – for example: strengthening procedural support for Members; building inquiry management skills within Committee secretariats; and conducting needs analyses of Hansard and Library sections.

One major activity conducted in September 2013 was a Regional Youth Parliament, involving students from all three parliaments in an event held in the National Parliament of Solomon Islands. The event suffered a major setback when the passport applications for the Bougainville students were not processed due to a failure of the then system of the House of Representatives for facilitating official travel, but the event involved the Education and Civics departments of all three parliaments and still had extensive impact in Bougainville and Solomon Islands.

Priorities to be addressed for our twinned parliaments in the year to come include strengthening of procedural and committee support for Members, with a greater focus on parliamentary support services including Information Technology, Hansard, library and research services. Elections will be held in both countries in 2015, and there will be a role for the NSW Parliament in supporting our Twinned parliaments in the induction process for new Members.

The Twinning arrangements between our three parliaments continue to be effective and successful for all three parliaments, despite a number of challenges in each region. In Solomon Islands, major flooding in the nation's

capital of Honiara in April 2014 wreaked widespread destruction, which understandably diverted the attention of Members and staff of the Parliament from planned Twinning activities. In Bougainville, the termination by the Speaker of the Clerk's employment in September 2013 and the resumption by the Speaker of the Clerk's administrative and financial responsibilities delayed many of the planned activities involving staff of the House of Representatives.

These setbacks have resulted in a greater than anticipated amount of unexpended funds for the 2012-2013 financial year, which will be rolled over to the 2014-2015 financial year, subject to AusAID's approval.

The Twinning relationship also continues to bring benefits for the NSW Parliament – providing our experienced staff with challenges and exposing them to different ideas that can be adapted to our situation.

## Activities in 2013/14

The Clerks (and in NSW, the Executive Manager) of the twinned parliaments determine the specific activities to be undertaken in pursuit of the priorities established under the project. For the financial year of 2013/14 the following specific activities were identified and conducted:

### Bougainville

A number of planned activities with the Bougainville House of Representatives were delayed, postponed or cancelled as a consequence of the Speaker's termination of the Clerk's employment in September 2013 and the Speaker's resumption of the Clerk's administrative and financial responsibilities.

July 2013 – Robert Tapi, then Clerk of the House of Representatives, attended the Presiding Officers and Clerks Conference in the Australian Capital Territory in early July, including a June 2013 visit to the NSW Parliament to meet with Clerks and Presiding Officers.

September 2013 – Peter Topura, Director – Procedures, attended the 'C25' event in Sydney, presenting on work undertaken in Bougainville to improve the Standing Orders for Members.

September 2013 - Regional Youth Parliament held in Honiara. Peter Topura attended the Youth Parliament on behalf of the Bougainville students who were unable to participate.

March 2014 – Simon Johnston, Twinning project coordinator, participated in a workshop for staff of the Bougainville House of Representatives focussed on the delivery of effective Committee inquiries. The visit was also used to plan future Twinning activities and to discuss administrative arrangements within the House of Representatives with the Speaker.

June 2014 – Edwin Kenehata, Acting Clerk of the Bougainville House of Representatives, attended the 2014 New Zealand Parliamentary Study Programme.

## Solomon Islands

A number of planned activities with the National Parliament of Solomon Islands have been delayed, postponed or cancelled as a consequence of the extensive flooding of Honiara in April 2014.

July 2013 – Taeasi Sanga, Clerk of the National Parliament, attended the Presiding Officers and Clerks Conference in the Australian Capital Territory in early July, including a June 2013 visit to the NSW Parliament to meet with Clerks and Presiding Officers.

July/August 2013 – Stephen Frappell, Clerk Assistant – Procedure (New South Wales Legislative Council) attached to the National Parliament for a two week period to assist with continued development of the Procedure Office, review of Standing Orders and development of a Members' Guide to Parliamentary Privilege.

August 2013 – Boniface Supa, Parliamentary Librarian, and Ray Sibisopere, Assistant Librarian, seconded to the New South Wales Parliament Library for two weeks. Actions arising from the secondment include the establishment of a Research section of the National Parliament Library.

September 2013 – Regional Youth Parliament held in Honiara.

October/November 2013 – Rachel Simpson, Committee Director (New South Wales Legislative Assembly) attached to the National Parliament for one month to assist the Committee Secretariat complete the 'Teacher Absenteeism' inquiry, a major inquiry conducted across all provinces of Solomon Islands.

November 2013 – Albert Kabui, Constitutional Law and Parliamentary Practice Specialist, seconded to the New South Wales Parliament for two weeks to prepare the first draft of the Members' Guide to Parliamentary Privilege.

January 2014 – Review and maintenance of National Parliament's chamber audio system conducted by external contractors ICE (Integrated Communication Environments) Design. Co-funded by the Commonwealth Parliamentary Association (Australia) Pacific Parliamentary Partnerships Fund and the NSW Parliament.

## Regional Youth Parliament (25–28 September 2013)

The National Parliament of Solomon Islands holds an annual Youth Parliament as part of its commitment to community outreach and civic education. The Youth Parliament is organised and funded through the Ministry for Women, Youth, and Children's Affairs, with the assistance of the National Parliament's Civic Education Unit.

The Autonomous Region of Bougainville House of Representatives also holds Youth Parliaments. Since the Twinning project commenced in 2010, the possibility of having Bougainville and New South Wales students involved in the Solomon Islands Youth Parliament has been the subject of discussions between the Education staff from the three parliaments.

As part of the 2013-2015 Twinning project, the NSW Parliament budgeted \$100,000 to allow for the participation of ten students from the Autonomous Region of Bougainville in a Regional Youth Parliament,

hosted in Honiara from Wednesday 25 September to Saturday 28 September 2013.

Five students from New South Wales also participated, funded through sponsorship from Virgin (five return flights to Honiara) and support from the NSW Parliament branch of the Commonwealth Parliamentary Association (medical and other expenses).

The ten Bougainville and five NSW students were to join 35 Solomon Islands students to form the Regional Youth Parliament. However, due to a failure of the then system used by the House of Representatives to facilitate official travel, only one Bougainville House of Representatives staff member was able to participate, to the great disappointment of all involved – especially the ten Bougainville students who had been selected following Youth Parliaments within Bougainville.

The five New South Wales students were selected following the State Constitutional Convention, held in June 2013. Thirty students selected for the National Constitutional Convention held in Canberra in 2014 were invited to submit an application for selection to attend the Regional Youth Parliament. More than 20 applications were received, and interviews were held with shortlisted applicants. The successful applicants were: Ciara Morris; Kieren Kresevic; Jehannah May; Dylan McCuaig Walton; and Theodora Von Arnim.

The Regional Youth Parliament had as its theme 'Youth partnership for climate change: think local, act now!' The program included Committee hearings, debate on a Bill and other parliamentary proceedings.

The Solomon Islands Government and the United Nations Development Program Parliamentary Strengthening Project provided extensive financial and administrative support for the Regional Youth Parliament in Honiara.

NSW students participating in the Regional Youth Parliament were accompanied by staff from the NSW Parliament: Rita Bila, Education and Community Relations; and Simon Johnston, Twinning Project Coordinator.







# APPENDIX D – OFFICIAL VISITORS

1 July 2013 to 30 June 2014

Visitor	Place of Origin	Date of Visit
Delegation of secretariat officials from the Lok Sabha's Special Capacity Development Program	India	5 September 2013
The Hon. Angelo Farrugia MP, Speaker of the House of Representatives, Malta	Malta	9 September 2013
Delegation of officers from the Lao National Assembly	Laos	12 September 2013
Delegation of public officials from Vietnam, organised in conjunction with the NSW Division of the Institute of Public Administration Australia	Vietnam	12 September 2013
Delegation of secretariat officials from the Gyeong-gi Provincial Government Assembly	Republic of Korea	2 October 2013
Delegation from the Jingshu and Shanxi State Administration of Taxation	People's Republic of China	16 October 2013
Myanmar Higher Education Delegation from the Yangon University Revitalisation Committee	Myanmar	4 November 2013
Mr Suresh Shetty, Minister for Health and Protocol, together with a delegation of members from the Government of Maharashtra	India	13 November 2013
The Hon. Francesco Talarico, Speaker of the House, together with a delegation of members from the Region of Calabria	Italy	18 November 2013
Australian Political Exchange Council's 4th Delegation from the Republic of Korea	Korea	5 December 2013
Mr Le Tien Hao, Deputy Inspector General, together with a delegation from the Vietnamese Government's General Inspectorate	Vietnam	10 December 2013
Senator Kiraitu Murungi MP, together with a delegation of members from the Legal Affairs and Human Rights Committee	Kenya	13 December 2013
The Hon. Angelo Farrugia MP (Speaker), and Mr Raymond Scicluna (Clerk) of the House of Representatives, Malta	Malta	20 January 2014
Sir Alan Haselhurst, Chair of the International Commonwealth Parliamentary Association Steering Committee	United Kingdom	24 January 2014
Delegation of new recruits of the Audit Office of New South Wales	New South Wales	11 February 2014
Delegation of parliamentary officers from the Rajya Sabha, India	India	21 February 2014
The Rt Hon. David Carter (Speaker), accompanied by Mrs Heather Carter and Ms Mary Harris (Clerk) of the House of Representatives, New Zealand	New Zealand	26 to 27 March 2014
Australian Political Exchange Council's 8th Delegation from the Philippines	Philippines	27 March 2014
Delegation of parliamentary officers from the Parliament of Bangladesh	Bangladesh	8 to 9 May 2014
Delegation from the State Audit Office of Vietnam	Vietnam	13 May 2014
The Hon. Senator Datuk Doris Sophia Ak Brodi, Deputy President of the Senate, together with a delegation of members from the Malaysian Parliament	Malaysia	28 May 2014

Visitor	Place of Origin	Date of Visit
Mr Bogdan Borusewicz, Speaker, together with a delegation of members from the Polish Senate	Poland	19 June 2014
The Hon. Nimal Siripala de Silva MP, Minister of Irrigation and Water Resources Management and Leader of the House, together with a delegation of members from the Sri Lankan Parliament	Sri Lanka	25 June 2014
Australian Political Exchange Council's 18th Delegation from Vietnam	Vietnam	26 June 2014

By virtue of the Speaker's role as the representative of the House and the Parliament's traditional connection with the Consular Corps, the Speaker regularly receives protocol visits from newly appointed and departing High Commissioners, Ambassadors and Consuls-General. A list of these visits is not included in the annual report.



# APPENDIX E – PARLIAMENTARY SUPPORTED TRAVEL

## 1 July 2013 to 30 June 2014

July 2013 – The Hon. Shelley Hancock MP and Ms Ronda Miller to Canberra for the 44th Presiding Officers and Clerks Conference  
**\$1,221.86**

July 2013 – The Hon. Robert Stokes MP to the United Kingdom for a Commonwealth Parliamentary Association Study Tour  
**\$14,800**

July 2013 – Delegation of the Committee on Economic Development (Mr David Elliott MP, Mr Stuart Ayres MP, Ms Noreen Hay MP, Ms Abigail Groves, Mr David Hale and 2 Hansard staff) to Dubbo in relation to the inquiry into skill shortages in NSW  
**\$2,564.49**

July/August 2013 – The Hon. Linda Burney MP to Papua New Guinea for a Commonwealth Parliamentary Association Study Tour  
**\$8,175**

July/August 2013 – Mrs Leslie Williams MP to the United Kingdom for a Commonwealth Parliamentary Association Study Tour  
**\$17,060**

August 2013 – Delegation of the Joint Standing Committee on Road Safety (Staysafe) (Mr Greg Aplin MP, the Hon. Richard Colless MLC, Mr Stuart Ayres MP, Mr Ryan Park MP, Mr Darren Webber MP, Mr John Williams MP, Ms Rachel Simpson, Mr James Newton and Mr Bjarne Nordin) to Port Macquarie in relation to the inquiry into non-registered motorised vehicles  
**\$3,694.03**

August/September 2013 – Ms Ronda Miller to South Africa to attend the 59th Commonwealth Parliamentary Conference and the 50th General Meeting of the Society of Clerks-at-the-Table in Commonwealth Parliaments  
**\$7,846.56**

September 2013 – Ms Tania Mihailuk MP to the United Kingdom, France and the United States of America for a Commonwealth Parliamentary Association Study Tour  
**\$12,920**

September 2013 – Delegation of the Committee on Economic Development (Mr David Elliott MP, Mr Mark Coure, Mr Christopher Gulaptis MP, Mr Jamie Parker MP, Ms Abigail Groves and Mr David Hale) to Coffs Harbour in relation to the inquiry into skill shortages in NSW  
**\$3,866.60**

October 2013 – Ms Ronda Miller, Ms Helen Minnican, Ms Elaine Schofield and Dr Abigail Groves to Perth to attend the Annual Conference of the Australasian Study of Parliament Group  
**\$3,863.23**

October 2013 – Mr David Elliott MP to Vienna to attend the Commonwealth Parliamentary Association's Global Seminar on the Role of Parliaments and Extractive Industries  
**\$9,184.11**

January 2014 – Mr Leslie Gönye, Ms Helen Minnican, Ms Elaine Schofield, Ms Rachel Simpson and Mr Jonathan Elliott to Darwin to attend the Australia and New Zealand Association of Clerks-at-the-Table Professional Development Seminar  
**\$6,643.54**

February 2014 – Delegation of the Public Accounts Committee (Mr Jonathan O'Dea MP, Mr Bart Bassett MP, Mr Michael Daley MP, Mr John Williams MP, Ms Abigail Groves, Mr Bjarne Nordin, Mr John Miller, and Mr Leon Last) to Broken Hill, Menindee and Wilcannia  
**\$4,973.08**

May 2014 – Ms Rachel Simpson to Perth to attend the annual planning meeting of the Australian Region Commonwealth Women Parliamentarians Steering Committee  
**\$1,168.92**

May 2014 – The Hon. Shelley Hancock MP, Mr Luke Sikora and Ms Ronda Miller to The People's Republic of China and Hong Kong as members of an official parliamentary delegation at the invitation of Guangdong Province  
**\$38,869.43**

June 2014 – The Hon. Thomas George MP to the United Kingdom to attend the 63rd Westminster Seminar on Parliamentary Practice and Procedure  
**\$13,794.57**

June 2014 – Ms Vedrana Trisic, Ms Jennifer Whight and Ms Sabina Swierczek to Hobart for the Australia and New Zealand Association of Clerks-at-the-Table Parliamentary Law, Practice and Procedure Course  
**\$3,098.89**

June 2014 – Delegation of the State and Regional Development Committee (Mr Andrew Gee MP, Mr Adam Marshall MP, Mr Clayton Barr MP, the Hon. Robyn Parker MP, Mr Greg Piper MP, Mr Rohan Tyler and Ms Emma Wood) to Melbourne and Bendigo in relation to the inquiry into downstream gas supply and availability in NSW  
**\$5,109.33**



# APPENDIX F – PARLIAMENTARY FRIENDSHIP GROUPS

The following Parliamentary Friendship Groups have been approved and were active during the reporting period

(as at 30 June 2014)

CONTACT	FRIENDSHIP GROUP	APPROVED
The Hon. Lynda Voltz MLC	Parliamentary Friends of Palestine Group	16 June 2011
Mr John Young	Australasian Study of Parliament Group NSW Chapter	20 June 2011
Mr Mark Coure MP	Parliamentary Diabetes Support Group	3 August 2011
Mr Daryl Maguire MP	Asia Pacific Friendship Group	3 August 2011
Mr Jonathan O’Dea MP	Armenia-Australia Parliamentary Friendship Group	26 August 2011
Ms Gabrielle Upton MP	NSW Parliamentary Israeli Friendship Group	7 September 2011
The Hon. Niall Blair MLC	NSW Parliamentary Friends of Ireland	7 September 2011
Ms Roza Sage MP	NSW Parliamentary Friends of ANZAC Group	28 September 2011
Mr David Elliott MP	Parliamentary Friends of Auxiliary of St John	12 October 2011
Mr Andrew Rohan MP	Assyrian Parliamentary Friendship Group	9 November 2011
The Hon. Amanda Fazio MLC	NSW Parliamentary Friends of Cyprus	9 November 2011
The Hon. Charlie Lynn MLC	Parliamentary Friendship with Papua New Guinea	11 November 2011
Mr Darren Webber MP	Parliamentary Friends of NSW Surf Lifesaving	2 December 2011
The Hon. Thomas George MP	Parliamentary Friends of Lebanon	10 April 2012
Dr Geoff Lee MP	Friends of Western Sydney Wanderers	19 November 2012
The Hon. Catherine Cusack MLC	Parliamentary Friends of Asthma Foundation NSW	22 November 2012
Mr Chris Spence MP	NSW Parliamentary Friends of Brazil	22 November 2012
Mr Bruce Notley-Smith MP	NSW Parliamentarians for GLTBI Equality	26 March 2013
The Hon. Anthony Roberts MP	NSW Parliamentary Taiwan Friendship Group (NPTFG)	27 March 2013
Mr Garry Edwards MP	Parliamentary Friends of Cancer Council NSW	2 May 2013
Mr Stuart Ayres MP	Parliamentary Friends of Rugby League	10 May 2013
The Hon. Jenny Gardiner MLC	Parliamentary Friends of the European Union	13 May 2013
The Hon. Trevor Khan MLC	Parliamentary Friends of Turkey	23 May 2013
Mr Stephen Bromhead MP	NSW Parliamentary Friends of Rugby Union Group	6 June 2013

# APPENDIX G – MEMBERS’ ENTITLEMENTS (EXPENDITURE)

The entitlements for Members of Parliament are determined by the Parliamentary Remuneration Tribunal pursuant to the *Parliamentary Remuneration Act 1989*. The entitlements reported upon in this report are generally those made in the 2013 Determination of the Parliamentary Remuneration Tribunal on 4 July 2013 and effective from 1 July 2013.

The full determination is available at:

[http://www.dpc.nsw.gov.au/\\_data/assets/pdf\\_file/0017/154250/PRT\\_Annual\\_Report\\_and\\_Determination\\_2013.pdf](http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0017/154250/PRT_Annual_Report_and_Determination_2013.pdf)

## Notes

1. The figures reported are as at the closing date for the 2013/14 financial accounts. The Parliament’s financial accounts are prepared on an accrual accounting basis. Under this method of accounting, the date the goods or services are supplied or provided determines the accounting period/year in which the transaction is recorded. Orders placed in 2013/14 but not delivered until after 30 June 2014 will be debited against the 2014/15 financial year entitlements. Entitlement claims submitted after 30 June 2014 for the 2013/14 period are accrued and included in these figures, subject to Parliament having received prior notification of the expenditure.
2. The Charter Transport Allowance is provided to Members of the eight largest electorates and the Member for Port Macquarie for use within and for the service of their electorate only.
3. The Electorate to Sydney Travel Entitlement is provided to Members whose principal place of residence is either a minimum distance of 70kms by road from Parliament House or the Member resides in an electorate categorised as outer non-metropolitan. The base entitlement is for up to 104 single trips between the Members’ electorate and Sydney. The entitlement can be used for the Members’ attendance on sitting days and for attendance at Committee meetings and hearings, or for undertaking other parliamentary duties. The expenditure reported is determined by the number of trips and the cost of each trip.
4. The Sydney Allowance is provided to Members who reside in non-metropolitan electorates to compensate for the additional costs associated with staying in Sydney to attend sittings of the House, meetings of Parliamentary Committees or other parliamentary business.
5. Where there is a negative amount shown for Electorate Communication Allowance (ECA) or Additional Temporary Staff (ATS), the Member will be invoiced for the additional expenditure.

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE COMMUNICATION ALLOWANCE	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Albury	Greg Aplin	Allocation for 2013/14	68,270.00				44,962.00				23,398.28
		C/Forward from 2012/13					37,046.23				
		Total available 2013/14	68,270.00				82,008.23				23,398.28
		Expended claimed	66,855.14		17,202.39		37,038.23	3,299.83	1,257.81	1,844.84	23,020.60
			1,414.86			44,970.00				377.68	
Auburn	Barbara Perry	Allocation for 2013/14	73,814.00				34,690.00				23,398.28
		C/Forward from 2012/13					9,740.13				
		Total available 2013/14	73,814.00				44,430.13				23,398.28
		Expended claimed	68,076.39				33,921.62	465.65		359.10	22,181.96
			5,737.61			10,508.51				1,216.32	
Ballina	Don Page	Allocation for 2013/14	67,721.00				44,705.03				23,398.28
		C/Forward from 2012/13					39,567.83				
		Total available 2013/14	67,721.00				84,272.86				23,398.28
		Expended claimed	43,880.60		14,715.24		28,045.90	1,886.91	6,855.73	467.23	7,609.40
			23,840.40			56,226.96				15,788.88	
Balmain	Jamie Parker	Allocation for 2013/14	72,939.00				34,690.00				
		C/Forward from 2012/13					1,672.14				
		Total available 2013/14	72,939.00				36,362.14				
		Expended claimed	69,376.28				29,426.59	134.55		300.84	
			3,562.72			6,935.55					
Bankstown	Tania Mihailuk	Allocation for 2013/14	69,852.00				34,690.00				23,398.28
		C/Forward from 2012/13					11,599.82				
		Total available 2013/14	69,852.00				46,289.82				23,398.28
		Expended claimed	66,414.31				36,474.04	0.00			23,046.15
			3,437.69			9,815.78				352.13	
Barwon	Kevin Humphries	Allocation for 2013/14	60,896.00			23,300.00	47,613.56				23,398.28
		C/Forward from 2012/13					17,948.31				
		Total available 2013/14	60,896.00			23,300.00	65,561.87				23,398.28
		Expended claimed	39,649.33		34,422.16	19,810.97	34,654.39	8,835.13	7,996.63	3,352.76	7,704.44
			21,246.67		3,489.03	30,907.48				15,693.84	
Bathurst	Paul Toole	Allocation for 2013/14	69,506.00				44,908.56				23,398.28
		C/Forward from 2012/13					338.37				
		Total available 2013/14	69,506.00				45,246.93				23,398.28
		Expended claimed	39,649.33		12,141.91		45,012.13	5,237.19	10.80	4,616.05	19,153.99
			29,856.67			234.80				4,244.29	
Baulkham Hills	David Elliott	Allocation for 2013/14	70,401.00				38,132.00				23,398.28
		C/Forward from 2012/13					26,667.18				
		Total available 2013/14	70,401.00				64,799.18				23,398.28
		Expended claimed	70,401.00				44,911.72	3,743.16			14,026.25
						19,887.46				9,372.03	
Bega	Andrew Constance	Allocation for 2013/14	69,436.00				44,908.56				23,398.28
		C/Forward from 2012/13					45,160.70				
		Total available 2013/14	69,436.00				90,069.26				23,398.28
		Expended claimed	62,465.01		16,494.59		46,011.55	349.20		685.60	14,780.24
			6,970.99			44,057.71				8,618.04	
Blacktown	John Robertson	Allocation for 2013/14	69,065.00				61,524.00				23,398.28
		C/Forward from 2012/13					93,747.51				
		Total available 2013/14	69,065.00				155,271.51				23,398.28
		Expended claimed					22,676.67	-740.96			14,157.33
			69,065.00			132,594.84				9,240.95	



ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE COMMUNICATION ALLOWANCE	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Blue Mountains	Roza Sage	Allocation for 2013/14	67,843.00				38,815.00				23,398.28
		C/Forward from 2012/13					35,222.11				
		Total available 2013/14	67,843.00				74,037.11				23,398.28
		Expended claimed	67,527.98				33,970.16				22,530.67
			315.02				40,066.95				867.61
Burrinjuck	Katrina Hodgkinson	Allocation for 2013/14	67,732.00			7,715.00	44,908.56				23,398.28
		C/Forward from 2012/13					32,822.58				
		Total available 2013/14	67,732.00			7,715.00	77,731.14				23,398.28
		Expended claimed	48,400.00		2,601.54	105.37	43,710.77	2,782.22	817.16	1,868.30	22,217.26
			19,332.00			7,609.63	34,020.37				1,181.02
Cabramatta	Nick Lalich	Allocation for 2013/14	69,377.00				34,690.00				23,398.28
		C/Forward from 2012/13					45,441.02				
		Total available 2013/14	69,377.00				80,131.02				23,398.28
		Expended claimed	36,313.69				24,054.93			9.46	21,052.01
			33,063.31				56,076.09				2,346.27
Camden	Chris Patterson	Allocation for 2013/14	73,904.00				38,132.00				23,398.28
		C/Forward from 2012/13					26,632.07				
		Total available 2013/14	73,904.00				64,764.07				23,398.28
		Expended claimed	61,992.85				35,472.69	252.30			11,245.01
			11,911.15				29,291.38				12,153.27
Campbelltown	Bryan Doyle	Allocation for 2013/14	63,962.00				34,690.00				23,398.28
		C/Forward from 2012/13					40,010.72				
		Total available 2013/14	63,962.00				74,700.72				23,398.28
		Expended claimed	59,222.74				18,156.78				21,772.09
			4,739.26				56,543.94				1,626.19
Canterbury	Linda Burney	Allocation for 2013/14	71,138.00				38,673.50				23,398.28
		C/Forward from 2012/13					5,377.31				
		Total available 2013/14	71,138.00				44,050.81				23,398.28
		Expended claimed	69,090.75				35,799.87	4,559.82		78.00	19,399.68
			2,047.25				8,250.94				3,998.60
Castle Hill	Dominic Perrottet	Allocation for 2013/14	71,604.00				38,132.00				23,398.28
		C/Forward from 2012/13					14,033.46				
		Total available 2013/14	71,604.00				52,165.46				23,398.28
		Expended claimed	31,395.00				30,559.79	877.17	380.00		18,094.64
			40,209.00				21,605.67				5,303.64
Cessnock	Clayton Barr	Allocation for 2013/14	72,499.00				41,520.00				23,398.28
		C/Forward from 2012/13					29,542.24				
		Total available 2013/14	72,499.00				71,062.24				23,398.28
		Expended claimed	54,104.79		7,198.72		44,992.90	1,996.50		22.18	23,195.65
			18,394.21				26,069.34				202.63
Charlestown	Andrew Cornwell	Allocation for 2013/14	65,379.00				42,257.00				23,398.28
		C/Forward from 2012/13					22,728.10				
		Total available 2013/14	65,379.00				64,985.10				23,398.28
		Expended claimed	61,279.11				40,444.97	223.48		216.08	22,726.56
			4,099.89				24,540.13				671.72
Clarence	Chris Gulaptis	Allocation for 2013/14	71,099.00			7,715.00	41,520.00				23,398.28
		C/Forward from 2012/13					18,144.01				
		Total available 2013/14	71,099.00			7,715.00	59,664.01				23,398.28
		Expended claimed	44,801.84		19,949.32		22,772.23	1,855.37	1,173.12	1,158.15	20,450.84
			26,297.16			7,715.00	36,891.78				2,947.44

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE COMMUNICATION ALLOWANCE	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Coffs Harbour	Andrew Fraser	Allocation for 2013/14	70,034.00				44,962.00				23,398.28
		C/Forward from 2012/13					31,105.95				
		Total available 2013/14	70,034.00				76,067.95				23,398.28
		Expended claimed	64,524.02		19,777.57		24,511.34	10,086.97	2,859.40	611.93	10,172.18
			5,509.98							13,226.10	
Coogee	Bruce Notley-Smith	Allocation for 2013/14	68,742.00				38,132.00				23,398.28
		C/Forward from 2012/13					25,741.35				
		Total available 2013/14	68,742.00				63,873.35				23,398.28
		Expended claimed	47,536.79				26,881.09	49.65			18,693.24
			21,205.21							4,705.04	
Cronulla	Mark Speakman	Allocation for 2013/14	69,325.00				37,959.90				23,398.28
		C/Forward from 2012/13					34,811.56				
		Total available 2013/14	69,325.00				72,771.46				23,398.28
		Expended claimed	60,131.90				38,036.35				20,101.42
			9,193.10							3,296.86	
Davidson	Jonathan O'Dea	Allocation for 2013/14	66,503.00				38,132.00				23,398.28
		C/Forward from 2012/13					13,517.27				
		Total available 2013/14	66,503.00				51,649.27				23,398.28
		Expended claimed	66,503.00				45,913.42	5,752.22			22,970.22
										428.06	
Drummoyne	John Sidoti	Allocation for 2013/14	75,025.00				38,132.00				23,398.28
		C/Forward from 2012/13					10,526.39				
		Total available 2013/14	75,025.00				48,658.39				23,398.28
		Expended claimed	70,176.08				46,595.74				22,286.30
			4,848.92							1,111.98	
Dubbo	Troy Grant	Allocation for 2013/14	68,509.00				44,908.56				23,398.28
		C/Forward from 2012/13					7,548.13				
		Total available 2013/14	68,509.00				52,456.69				23,398.28
		Expended claimed	55,685.44		16,011.52		34,707.57	4,517.14	1,660.91	6,173.22	22,509.01
			12,823.56							889.27	
East Hills	Glenn Brookes	Allocation for 2013/14	66,341.00				34,690.00				23,398.28
		C/Forward from 2012/13					30,706.90				
		Total available 2013/14	66,341.00				65,396.90				23,398.28
		Expended claimed	63,901.54				33,874.18				21,075.30
			2,439.46							2,322.98	
Epping	Greg Smith	Allocation for 2013/14	67,779.00				37,865.60				23,398.28
		C/Forward from 2012/13					22,223.90				
		Total available 2013/14	67,779.00				60,089.50				23,398.28
		Expended claimed	62,295.84				28,645.87				22,230.46
			5,483.16							1,167.82	
Fairfield	Guy Zangari	Allocation for 2013/14	72,069.00				34,690.00				23,398.28
		C/Forward from 2012/13					11,926.49				
		Total available 2013/14	72,069.00				46,616.49				23,398.28
		Expended claimed	61,115.08				20,899.61				17,840.61
			10,953.92							5,557.67	
Gosford	Chris Holstein	Allocation for 2013/14	70,254.00				38,815.00				23,398.28
		C/Forward from 2012/13					15,523.42				
		Total available 2013/14	70,254.00				54,338.42				23,398.28
		Expended claimed	68,567.29		3,293.00		38,741.24	25.28		1,683.20	20,755.85
			1,686.71							2,642.43	

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Goulburn	Pru Goward	Allocation for 2013/14	70,749.00				44,908.56				23,398.28
		C/Forward from 2012/13					44,026.12				
		Total available 2013/14	70,749.00				88,934.68				23,398.28
		Expended claimed	56,862.62		783.09		9,920.98	994.93	168.79		13,885.34
			13,886.38			79,013.70				9,512.94	
Granville	Tony Issa	Allocation for 2013/14	73,423.00				34,690.00				23,398.28
		C/Forward from 2012/13					35,970.41				
		Total available 2013/14	73,423.00				70,660.41				23,398.28
		Expended claimed	73,423.00				19,742.09				11,606.72
						50,918.32				11,791.56	
Hawkesbury	Ray Williams	Allocation for 2013/14	72,235.00				42,084.90				23,398.28
		C/Forward from 2012/13					20,536.76				
		Total available 2013/14	72,235.00				62,621.66				23,398.28
		Expended claimed	72,234.77				40,302.39				22,972.11
			0.23			22,319.27				426.17	
Heathcote	Lee Evans	Allocation for 2013/14	66,106.00				38,815.00				23,398.28
		C/Forward from 2012/13					41,558.56				
		Total available 2013/14	66,106.00				80,373.56				23,398.28
		Expended claimed	57,433.17				21,715.50				22,187.35
			8,672.83			58,658.06				1,210.93	
Heffron	Ron Hoenig	Allocation for 2013/14	76,395.00				34,690.00				23,398.28
		C/Forward from 2012/13					4,230.28				
		Total available 2013/14	76,395.00				38,920.28				23,398.28
		Expended claimed	76,395.00				29,231.94	495.48			19,667.19
						9,688.34				3,731.09	
Hornsby	Matt Kean	Allocation for 2013/14	69,821.00				38,132.00				23,398.28
		C/Forward from 2012/13					12,973.33				
		Total available 2013/14	69,821.00				51,105.33				23,398.28
		Expended claimed	42,616.38				29,612.13				18,459.84
			27,204.62			21,493.20				4,938.44	
Keira	Ryan Park	Allocation for 2013/14	66,333.00				38,815.00				23,398.28
		C/Forward from 2012/13					2,003.83				
		Total available 2013/14	66,333.00				40,818.83				23,398.28
		Expended claimed	65,187.45		5,652.36		38,838.08	1,728.75		110.91	23,307.76
			1,145.55			1,980.75				90.52	
Kiama	Gareth Ward	Allocation for 2013/14	70,627.00				44,499.92				23,398.28
		C/Forward from 2012/13					938.84				
		Total available 2013/14	70,627.00				45,438.76				23,398.28
		Expended claimed	70,212.82		5,850.00		45,395.28	1,489.22			22,866.59
			414.18			43.48				531.69	
Kogarah	Cherie Burton	Allocation for 2013/14	69,093.00				34,690.00				23,398.28
		C/Forward from 2012/13					6,215.98				
		Total available 2013/14	69,093.00				40,905.98				23,398.28
		Expended claimed	68,906.15				31,651.16	1,990.62			21,662.62
			186.85			9,254.82				1,735.66	
Ku-ring-gai	Barry O'Farrell	Allocation for 2013/14	69,687.00				38,078.83				23,398.28
		C/Forward from 2012/13					26,108.34				
		Total available 2013/14	69,687.00				64,187.17				23,398.28
		Expended claimed	35,587.74				38,702.27	745.87	606.33		12,530.97
			34,099.26			25,484.90				10,867.31	



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Lake Macquarie	Greg Piper	Allocation for 2013/14	69,307.00				40,536.00				
		C/Forward from 2012/13					33,564.37				
		Total available 2013/14	69,307.00				74,100.37				
		Expended claimed	33,185.78	4,310.04	4,810.00		20,932.12	27.28		842.36	
			36,121.22				53,168.25				
Lakemba	Robert Furolo	Allocation for 2013/14	71,931.00				34,690.00				23,398.28
		C/Forward from 2012/13					29,040.99				
		Total available 2013/14	71,931.00				63,730.99				23,398.28
		Expended claimed	19,351.28				20,099.60				22,850.03
			52,579.72				43,631.39				548.25
Lane Cove	Anthony Roberts	Allocation for 2013/14	66,128.00				38,078.56				23,398.28
		C/Forward from 2012/13					25,873.30				
		Total available 2013/14	66,128.00				63,951.86				23,398.28
		Expended claimed	43,288.71				29,553.01				24,801.21
			22,839.29				34,398.85				-1,402.93
Lismore	Thomas George	Allocation for 2013/14	69,285.00				44,962.00				23,398.28
		C/Forward from 2012/13					7,673.81				
		Total available 2013/14	69,285.00				52,635.81				23,398.28
		Expended claimed	29,393.15		29,865.10		35,810.76	10,754.35	2,194.42	499.69	10,341.03
			39,891.85				16,825.05				13,057.25
Liverpool	Paul Lynch	Allocation for 2013/14	71,636.00				34,690.00				23,398.28
		C/Forward from 2012/13					3,924.24				
		Total available 2013/14	71,636.00				38,614.24				23,398.28
		Expended claimed	25,432.57				34,821.65				15,419.60
			46,203.43				3,792.59				7,978.68
Londonderry	Bart Bassett	Allocation for 2013/14	68,343.00				35,010.62				23,398.28
		C/Forward from 2012/13					7,851.47				
		Total available 2013/14	68,343.00				42,862.09				23,398.28
		Expended claimed	67,865.00	3,904.53			31,230.89	1,825.88			11,899.30
			478.00				11,631.20				11,498.98
Macquarie Fields	Andrew McDonald	Allocation for 2013/14	75,987.00				34,690.00				23,398.28
		C/Forward from 2012/13					48,202.03				
		Total available 2013/14	75,987.00				82,892.03				23,398.28
		Expended claimed	1,940.00				31,591.18	282.31			20,475.06
			74,047.00				51,300.85				2,923.22
Maitland	Robyn Parker	Allocation for 2013/14	75,120.00				44,261.81				23,398.28
		C/Forward from 2012/13					35,670.41				
		Total available 2013/14	75,120.00				79,932.22				23,398.28
		Expended claimed	65,223.92		1,329.11		39,279.03	902.29		24.73	23,291.01
			9,896.08				40,653.19				107.27
Manly	Mike Baird	Allocation for 2013/14	68,771.00				38,284.62				23,398.28
		C/Forward from 2012/13					39,171.79				
		Total available 2013/14	68,771.00				77,456.41				23,398.28
		Expended claimed	63,245.76				15,622.34				21,758.67
			5,525.24				61,834.07				1,639.61
Maroubra	Michael Daley	Allocation for 2013/14	70,836.00				34,690.00				23,398.28
		C/Forward from 2012/13					11,830.37				
		Total available 2013/14	70,836.00				46,520.37				23,398.28
		Expended claimed	45,575.40	4,310.04			34,552.17	3,015.36		228.38	18,108.01
			25,260.60				11,968.20				5,290.27

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Marrickville	Carmel Tebbutt	Allocation for 2013/14	74,200.00				34,690.00				23,398.28
		C/Forward from 2012/13					16,843.06				
		Total available 2013/14	74,200.00				51,533.06				23,398.28
		Expended claimed	44,822.80				26,861.73				23,396.60
			29,377.20			24,671.33				1.68	
Menai	Melanie Gibbons	Allocation for 2013/14	68,659.00				35,133.22				23,398.28
		C/Forward from 2012/13					23,607.14				
		Total available 2013/14	68,659.00				58,740.36				23,398.28
		Expended claimed	61,985.15				15,098.26				19,271.02
			6,673.85			43,642.10				4,127.26	
Miranda	Barry Collier	Allocation for 2013/14	45,155.96				24,235.47				16,346.74
		C/Forward from 2012/13									
		Total available 2013/14	45,155.96				24,235.47				16,346.74
		Expended claimed	40,305.58				13,021.55	144.83			9,420.92
			4,850.38			11,213.92				6,925.82	
Miranda	Graham Annesley	Allocation for 2013/14	64,635.00				38,132.00				23,398.28
		C/Forward from 2012/13					37,101.00				
		Total available 2013/14	64,635.00				75,233.00				23,398.28
		Expended claimed					29,703.44				3,876.32
			64,635.00			45,529.56				19,521.96	
Monaro	John Barilaro	Allocation for 2013/14	69,384.00			7,715.00	44,962.00				23,398.28
		C/Forward from 2012/13					1,325.94				
		Total available 2013/14	69,384.00			7,715.00	46,287.94				23,398.28
		Expended claimed	69,230.02		21,331.94		46,860.84	4,627.14	1,925.22	2,117.71	22,744.77
			153.98		7,715.00	-572.90				653.51	
Mount Druitt	Richard Amery	Allocation for 2013/14	69,160.00				38,132.00				23,398.28
		C/Forward from 2012/13					25,232.89				
		Total available 2013/14	69,160.00				63,364.89				23,398.28
		Expended claimed					21,135.11			359.27	19,185.67
			69,160.00			42,229.78				4,212.61	
Mulgoa	Tanya Davies	Allocation for 2013/14	70,266.00				34,690.00				23,398.28
		C/Forward from 2012/13					11,861.15				
		Total available 2013/14	70,266.00				46,551.15				23,398.28
		Expended claimed	70,261.00				25,426.81	135.01			23,128.68
			5.00			21,124.34				269.60	
Murray-Darling	John Williams	Allocation for 2013/14	61,640.00			23,300.00	47,667.00				23,398.28
		C/Forward from 2012/13					27,038.01				
		Total available 2013/14	61,640.00			23,300.00	74,705.01				23,398.28
		Expended claimed	57,393.51		24,804.79	17,274.12	27,714.97	5,409.64		3,164.33	9,866.07
			4,246.49		6,025.88	46,990.04				13,532.21	
Murrumbidgee	Adrian Piccoli	Allocation for 2013/14	65,443.00			12,600.00	49,021.00				23,398.28
		C/Forward from 2012/13					43,928.88				
		Total available 2013/14	65,443.00			12,600.00	92,949.88				23,398.28
		Expended claimed	22,172.86		32,040.04	0.00	43,734.89	5,094.59	1,381.06	1,567.52	1,200.28
			43,270.14		12,600.00	49,214.99				22,198.00	
Myall Lakes	Stephen Bromhead	Allocation for 2013/14	70,743.00				44,962.00				23,398.28
		C/Forward from 2012/13					10,093.82				
		Total available 2013/14	70,743.00				55,055.82				23,398.28
		Expended claimed	70,719.12		17,188.59		42,435.96	8,871.35	4,385.84	445.48	23,516.13
			23.88			12,619.86				-117.85	

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Newcastle	Tim Owen	Allocation for 2013/14	69,648.00				38,815.00				23,398.28
		C/Forward from 2012/13					24,655.92				
		Total available 2013/14	69,648.00				63,470.92				23,398.28
		Expended claimed	67,381.60		6,667.20		29,303.30	1,449.43		1,111.96	23,198.51
			2,266.40			34,167.62				199.77	
North Shore	Jillian Skinner	Allocation for 2013/14	72,625.00				38,078.56				23,398.28
		C/Forward from 2012/13					49,091.90				
		Total available 2013/14	72,625.00				87,170.46				23,398.28
		Expended claimed	65,281.93				24,231.38				
			7,343.07			62,939.08				23,398.28	
Northern Tablelands	Adam Marshall	Allocation for 2013/14	69,368.00			12,600.00	44,225.00				23,398.28
		C/Forward from 2012/13					2,367.04				
		Total available 2013/14	69,368.00			12,600.00	46,592.04				23,398.28
		Expended claimed	34,178.41		25,852.80	10,091.84	41,908.22	12,616.07			23,840.81
			35,189.59			2,508.16	4,683.82			-442.53	
Oatley	Mark Coure	Allocation for 2013/14	67,803.00				35,680.16				23,398.28
		C/Forward from 2012/13					5,812.56				
		Total available 2013/14	67,803.00				41,492.72				23,398.28
		Expended claimed	65,172.38				40,884.30				24,031.49
			2,630.62			608.42				-633.21	
Orange	Andrew Gee	Allocation for 2013/14	70,093.00				44,962.00				23,398.28
		C/Forward from 2012/13					30,119.21				
		Total available 2013/14	70,093.00				75,081.21				23,398.28
		Expended claimed	60,728.77		15,839.69		46,666.09	3,771.69	340.14	4,097.38	21,806.47
			9,364.23			28,415.12				1,591.81	
Oxley	Andrew Stoner	Allocation for 2013/14	68,114.00				46,587.25				23,398.28
		C/Forward from 2012/13					41,388.41				
		Total available 2013/14	68,114.00				87,975.66				23,398.28
		Expended claimed	66,164.01		33,848.43		27,894.45	2,391.23	7,133.52	1,329.86	5,700.69
			1,949.99			60,081.21				17,697.59	
Parramatta	Geoff Lee	Allocation for 2013/14	72,442.00				34,690.00				23,398.28
		C/Forward from 2012/13					23,885.19				
		Total available 2013/14	72,442.00				58,575.19				23,398.28
		Expended claimed	68,610.52	4,310.04			32,566.03	1,959.13			20,559.79
			3,831.48			26,009.16				2,838.49	
Penrith	Stuart Ayres	Allocation for 2013/14	65,564.00				38,078.56				23,398.28
		C/Forward from 2012/13					10,258.75				
		Total available 2013/14	65,564.00				48,337.31				23,398.28
		Expended claimed	65,098.50				40,948.79				20,363.47
			465.50			7,388.52				3,034.81	
Pittwater	Rob Stokes	Allocation for 2013/14	69,637.00				38,078.56				23,398.28
		C/Forward from 2012/13					36,830.92				
		Total available 2013/14	69,637.00				74,909.48				23,398.28
		Expended claimed	68,675.80				23,535.50	2,383.30		655.87	15,734.87
			961.20			51,373.98				7,663.41	
Port Macquarie	Leslie Williams	Allocation for 2013/14	69,996.00			7,715.00	44,962.00				23,398.28
		C/Forward from 2012/13					16,855.17				
		Total available 2013/14	69,996.00			7,715.00	61,817.17				23,398.28
		Expended claimed	41,260.52		21,871.16	0.00	36,904.03	8,867.98	854.19	3,851.83	22,907.14
			28,735.48			7,715.00	24,913.14			491.14	



ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE COMMUNICATION ALLOWANCE	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Port Stephens	Craig Baumann	Allocation for 2013/14	70,341.00				44,789.90				23,398.28
		C/Forward from 2012/13					52,873.08				
		Total available 2013/14	70,341.00				97,662.98				23,398.28
		Expended claimed	54,578.70		10,251.08		17,930.68		562.40		14,190.75
			15,762.30			79,732.30				9,207.53	
Riverstone	Kevin Conolly	Allocation for 2013/14	84,853.00				35,133.22				23,398.28
		C/Forward from 2012/13					8,394.69				
		Total available 2013/14	84,853.00				43,527.91				23,398.28
		Expended claimed	84,747.47				33,616.98				23,014.32
			105.53			9,910.93				383.96	
Rockdale	John Flowers	Allocation for 2013/14	69,676.00				34,690.00				23,398.28
		C/Forward from 2012/13					17,784.26				
		Total available 2013/14	69,676.00				52,474.26				23,398.28
		Expended claimed	67,265.41				28,817.30				23,395.20
			2,410.59			23,656.96				3.08	
Ryde	Victor Dominello	Allocation for 2013/14	67,306.00				38,078.56				23,398.28
		C/Forward from 2012/13					21,022.81				
		Total available 2013/14	67,306.00				59,101.37				23,398.28
		Expended claimed	67,011.59				49,556.54				21,203.72
			294.41			9,544.83				2,194.56	
Shellharbour	Anna Watson	Allocation for 2013/14	67,863.00				38,815.00				23,398.28
		C/Forward from 2012/13					5,562.63				
		Total available 2013/14	67,863.00				44,377.63				23,398.28
		Expended claimed	60,899.69		3,806.60		34,953.02	619.48			23,342.83
			6,963.31			9,424.61				55.45	
Smithfield	Andrew Rohan	Allocation for 2013/14	72,690.00				34,690.00				23,398.28
		C/Forward from 2012/13					12,463.58				
		Total available 2013/14	72,690.00				47,153.58				23,398.28
		Expended claimed	58,938.09				7,504.83	265.73			18,118.13
			13,751.91			39,648.75				5,280.15	
South Coast	Shelley Hancock	Allocation for 2013/14	71,583.00				56,976.75				23,398.28
		C/Forward from 2012/13					8,551.22				
		Total available 2013/14	71,583.00				65,527.97				23,398.28
		Expended claimed	61,154.67		510.00		62,509.52		765.00	20.73	14,292.12
			10,428.33			3,018.45				9,106.16	
Strathfield	Charles Casuscelli	Allocation for 2013/14	68,388.00				38,132.00				23,398.28
		C/Forward from 2012/13					10,002.33				
		Total available 2013/14	68,388.00				48,134.33				23,398.28
		Expended claimed	66,048.28				33,062.34				23,274.60
			2,339.72			15,071.99				123.68	
Swansea	Garry Edwards	Allocation for 2013/14	70,152.00				38,815.00				23,398.28
		C/Forward from 2012/13					11,398.73				
		Total available 2013/14	70,152.00				50,213.73				23,398.28
		Expended claimed	33,666.33		3,876.75		28,728.70	1,186.99		997.60	22,802.59
			36,485.67			21,485.03				595.69	
Sydney	Alex Greenwich	Allocation for 2013/14	83,477.00				36,411.00				
		C/Forward from 2012/13					272.04				
		Total available 2013/14	83,477.00				36,683.04				
		Expended claimed	80,018.80				34,449.78	548.69		148.88	
			3,458.20			2,233.26					

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE COMMUNICATION ALLOWANCE	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Tamworth	Kevin Anderson	Allocation for 2013/14	69,145.00				44,962.00				23,398.28
		C/Forward from 2012/13					23,042.18				
		Total available 2013/14	69,145.00				68,004.18				23,398.28
		Expended claimed	32,495.46		29,595.35		48,770.76	10,835.00	846.24	6,891.93	21,764.69
			36,649.54				19,233.42				1,633.59
Terrigal	Chris Hartcher	Allocation for 2013/14	67,840.00				40,338.43				23,398.28
		C/Forward from 2012/13					36,658.07				
		Total available 2013/14	67,840.00				76,996.50				23,398.28
		Expended claimed	59,624.47		616.72		15,595.89				23,081.80
			8,215.53				61,400.61				316.48
The Entrance	Chris Spence	Allocation for 2013/14	70,464.00				38,815.00				23,398.28
		C/Forward from 2012/13					13,963.32				
		Total available 2013/14	70,464.00				52,778.32				23,398.28
		Expended claimed	63,628.81		1,830.00		18,816.24			24.77	20,247.08
			6,835.19				33,962.08				3,151.20
Toongabbie	Nathan Rees	Allocation for 2013/14	67,911.00				34,690.00				23,398.28
		C/Forward from 2012/13					1,348.24				
		Total available 2013/14	67,911.00				36,038.24				23,398.28
		Expended claimed	1,511.74				9,306.39	171.30			19,193.32
			66,399.26				26,731.85				4,204.96
Tweed	Geoff Provost	Allocation for 2013/14	68,168.00				44,789.90				23,398.28
		C/Forward from 2012/13					32,534.59				
		Total available 2013/14	68,168.00				77,324.49				23,398.28
		Expended claimed	52,727.28		11,440.83		42,553.06	8,776.06	2,162.99	1,903.24	22,908.69
			15,440.72				34,771.43				489.59
Upper Hunter	George Souris	Allocation for 2013/14	68,704.00			12,600.00	47,410.03				23,398.28
		C/Forward from 2012/13					32,585.18				
		Total available 2013/14	68,704.00			12,600.00	79,995.21				23,398.28
		Expended claimed	33,600.00		4,254.00	1,373.46	32,336.12	3,538.43	1,517.99		23,389.66
			35,104.00				11,226.54				8.62
Vaucluse	Gabrielle Upton	Allocation for 2013/14	71,292.00				38,078.56				23,398.28
		C/Forward from 2012/13					11,094.86				
		Total available 2013/14	71,292.00				49,173.42				23,398.28
		Expended claimed	62,168.29				44,246.97	-1.88		395.02	17,178.44
			9,123.71				4,926.45				6,219.84
Wagga Wagga	Daryl Maguire	Allocation for 2013/14	69,990.00				44,789.90				23,398.28
		C/Forward from 2012/13					14,213.06				
		Total available 2013/14	69,990.00				59,002.96				23,398.28
		Expended claimed	34,626.15		28,105.22		43,031.50	6,383.53			15,693.10
			35,363.85				15,971.46				7,705.18
Wakehurst	Brad Hazzard	Allocation for 2013/14	70,161.00				38,078.56				23,398.28
		C/Forward from 2012/13					29,107.36				
		Total available 2013/14	70,161.00				67,185.92				23,398.28
		Expended claimed	62,641.59				18,490.81	240.33			14,275.03
			7,519.41				48,695.11				9,123.25
Wallsend	Sonia Hornery	Allocation for 2013/14	66,993.00				38,815.00				23,398.28
		C/Forward from 2012/13					490.84				
		Total available 2013/14	66,993.00				39,305.84				23,398.28
		Expended claimed			4,990.86		36,496.57				22,054.97
			66,993.00				2,809.27				1,343.31

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE COMMUNICATION ALLOWANCE	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Willoughby	Gladys Berejiklian	Allocation for 2013/14	69,254.00				38,132.00				23,398.28
		C/Forward from 2012/13					31,966.46				
		Total available 2013/14	69,254.00				70,098.46				23,398.28
		Expended claimed	34,962.62				23,454.23				
			34,291.38				46,644.23				23,398.28
Wollondilly	Jai Rowell	Allocation for 2013/14	72,171.00				42,257.00				23,398.28
		C/Forward from 2012/13					29,050.70				
		Total available 2013/14	72,171.00				71,307.70				23,398.28
		Expended claimed	64,750.34				26,613.94				20,878.01
			7,420.66				44,693.76				2,520.27
Wollongong	Noreen Hay	Allocation for 2013/14	70,140.00				38,815.00				23,398.28
		C/Forward from 2012/13					5,038.92				
		Total available 2013/14	70,140.00				43,853.92				23,398.28
		Expended claimed	31,582.00		350.76		41,109.89	1,034.00		2,198.90	20,752.07
			38,558.00				2,744.03				2,646.21
Wyong	Darren Webber	Allocation for 2013/14	72,959.00				38,815.00				23,398.28
		C/Forward from 2012/13					10,551.60				
		Total available 2013/14	72,959.00				49,366.60				23,398.28
		Expended claimed	56,058.07		2,992.50		33,292.03	1,035.34		131.68	17,219.34
			16,900.93				16,074.57				6,178.94



## 2012/13 Sydney Allowance Data

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Albury	Greg Aplin	Allocation for 2012/13	37,240.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
			37,240.00
		Expended claimed	29,526.00
		Funds Remaining	7,714.00
Auburn	Barbara Perry	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Ballina	Don Page	Allocation for 2012/13	42,560.04
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	1,596.04
			40,964.00
		Expended claimed	40,964.00
		Funds Remaining	
Balmain	Jamie Parker	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Bankstown	Tania Mihailuk	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Barwon	Kevin Humphries	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	4,522.04
		Less: Late claims/Accounts Receivable	
			41,762.00
		Expended claimed	41,762.00
		Funds Remaining	
Bathurst	Paul Toole	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	19,949.96
			17,290.00
		Expended claimed	17,290.00
		Funds Remaining	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Baulkham Hills	David Elliott	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Bega	Andrew Constance	Allocation for 2012/13	47,880.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	47,880.00
		Funds Remaining	
Blacktown	John Robertson	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Blue Mountains	Roza Sage	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	798.00
		Expended claimed	8,778.00
		Funds Remaining	18,354.00
Burrinjuck	Katrina Hodgkinson	Allocation for 2012/13	26,600.04
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	26,600.04
		Funds Remaining	
Cabramatta	Nick Lalich	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Camden	Chris Patterson	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Campbelltown	Bryan Doyle	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Canterbury	Linda Burney	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Castle Hill	Dominic Perrottet	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Cessnock	Clayton Barr	Allocation for 2012/13	35,910.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	26,334.00
		Funds Remaining	9,576.00
Charlestown	Andrew Cornwell	Allocation for 2012/13	37,240.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	15,162.00
		Funds Remaining	22,078.00
Clarence	Chris Gulaptis	Allocation for 2012/13	25,269.96
		Add: Entitlement not previously allocated	266.04
		Less: Late claims/Accounts Receivable	
		Expended claimed	25,536.00
		Funds Remaining	
Coffs Harbour	Andrew Fraser	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	1,861.96
		Expended claimed	35,378.00
		Funds Remaining	



ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Coogee	Bruce Notley-Smith	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Cronulla	Mark Speakman	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Davidson	Jonathan O'Dea	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Drummoyne	John Sidoti	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Dubbo	Troy Grant	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	12,235.96
		Expended claimed	25,004.00
		Funds Remaining	25,004.00
East Hills	Glenn Brookes	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Epping	Greg Smith	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Fairfield	Guy Zangari	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Gosford	Chris Holstein	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	27,930.00
		Funds Remaining	16,492.00
Goulburn	Pru Goward	Allocation for 2012/13	47,880.00
		Add: Entitlement not previously allocated	1,091.73
		Less: Late claims/Accounts Receivable	
		Expended claimed	48,971.73
		Funds Remaining	48,971.73
Granville	Tony Issa	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Hawkesbury	Ray Williams	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Heathcote	Lee Evans	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Heffron	Ron Hoenig	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Hornsby	Matt Kean	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Keira	Ryan Park	Allocation for 2012/13	19,950.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	2,128.00
		Expended claimed	17,822.00
		Funds Remaining	17,822.00
Kiama	Gareth Ward	Allocation for 2012/13	27,664.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	27,664.00
		Funds Remaining	27,398.00
Kogarah	Cherie Burton	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	266.00
Ku-ring-gai	Barry O'Farrell	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Lake Macquarie	Greg Piper	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	27,930.00
		Funds Remaining	12,236.00
Lakemba	Robert Furolo	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	15,694.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Lane Cove	Anthony Roberts	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Lismore	Thomas George	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	4,787.96
		Expended claimed	32,452.00
		Funds Remaining	32,452.00
Liverpool	Paul Lynch	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Londonderry	Bart Bassett	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Macquarie Fields	Andrew McDonald	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Maitland	Robyn Parker	Allocation for 2012/13	47,880.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	1,596.00
		Expended claimed	46,284.00
		Funds Remaining	35,378.00
Manly	Mike Baird	Allocation for 2012/13	10,906.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	



ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Maroubra	Michael Daley	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Marrickville	Carmel Tebbutt	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Menai	Melanie Gibbons	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Miranda	Graham Annesley	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Monaro	John Barilaro	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	17,555.96
		Expended claimed	19,684.00
		Funds Remaining	19,684.00
Mount Druitt	Richard Amery	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Mulgoa	Tanya Davies	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Murray-Darling	John Williams	Allocation for 2012/13	37,240.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	266.00
			36,974.00
		Expended claimed	28,462.00
	Funds Remaining	8,512.00	
Murrumbidgee	Adrian Piccoli	Allocation for 2012/13	47,880.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	798.00
			47,082.00
		Expended claimed	31,388.00
	Funds Remaining	15,694.00	
Myall Lakes	Stephen Bromhead	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	8,777.96
			28,462.00
		Expended claimed	28,462.00
	Funds Remaining		
Newcastle	Tim Owen	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	11,970.00
			15,960.00
		Expended claimed	15,960.00
	Funds Remaining		
North Shore	Jillian Skinner	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
	Funds Remaining		
Northern Tablelands	Richard Torbay	Allocation for 2012/13	25,006.13
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	6,120.13
			18,886.00
		Expended claimed	18,886.00
	Funds Remaining		
Northern Tablelands	Adam Marshall	Allocation for 2012/13	3,724.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
			3,724.00
		Expended claimed	2,128.00
	Funds Remaining	1,596.00	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Oatley	Mark Coure	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Orange	Andrew Gee	Allocation for 2012/13	37,240.00
		Add: Entitlement not previously allocated	71.71
		Less: Late claims/Accounts Receivable	266.00
		Expended claimed	15,765.71
		Funds Remaining	21,280.00
Oxley	Andrew Stoner	Allocation for 2012/13	32,363.33
		Add: Entitlement not previously allocated	8,263.21
		Less: Late claims/Accounts Receivable	
		Expended claimed	40,626.54
		Funds Remaining	40,626.54
Parramatta	Geoffrey Lee	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Penrith	Stuart Ayres	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Pittwater	Rob Stokes	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Port Macquarie	Leslie Williams	Allocation for 2012/13	21,501.63
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	1,817.63
		Expended claimed	19,684.00
		Funds Remaining	19,684.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Port Stephens	Craig Baumann	Allocation for 2012/13	37,240.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	266.00
			36,974.00
		Expended claimed	23,674.00
		Funds Remaining	13,300.00
Riverstone	Kevin Conolly	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Rockdale	John Flowers	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Ryde	Victor Dominello	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Shellharbour	Anna Watson	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
			27,930.00
		Expended claimed	6,650.00
		Funds Remaining	21,280.00
Smithfield	Andrew Rohan	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
South Coast	Shelley Hancock	Allocation for 2012/13	47,880.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
			47,880.00
		Expended claimed	29,526.00
		Funds Remaining	18,354.00



ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Strathfield	Charles Casuscelli	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Swansea	Garry Edwards	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	798.00
		Expended claimed	27,132.00
		Funds Remaining	15,960.00
Sydney	Clover Moore	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	11,172.00
Sydney	Alex Greenwich	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Tamworth	Kevin Anderson	Allocation for 2012/13	37,240.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	37,240.00
		Funds Remaining	12,768.00
Terrigal	Chris Hartcher	Allocation for 2012/13	47,880.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	13,832.00
		Expended claimed	34,048.00
		Funds Remaining	34,048.00
The Entrance	Chris Spence	Allocation for 2012/13	23,940.00
		Add: Entitlement not previously allocated	798.00
		Less: Late claims/Accounts Receivable	6,650.00
		Expended claimed	18,088.00
		Funds Remaining	18,088.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Toongabbee	Nathan Rees	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Tweed	Geoff Provest	Allocation for 2012/13	15,960.00
		Add: Entitlement not previously allocated	12,768.00
		Less: Late claims/Accounts Receivable	
		Expended claimed	28,728.00
		Funds Remaining	28,728.00
Upper Hunter	George Souris	Allocation for 2012/13	47,880.00
		Add: Entitlement not previously allocated	503.25
		Less: Late claims/Accounts Receivable	
		Expended claimed	48,383.25
		Funds Remaining	48,383.25
Vaucluse	Gabrielle Upton	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Wagga Wagga	Daryl Maguire	Allocation for 2012/13	37,239.96
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	37,239.96
		Funds Remaining	37,239.96
Wakehurst	Brad Hazzard	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Wallsend	Sonia Hornery	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	27,930.00
		Funds Remaining	25,802.00
		Funds Remaining	2,128.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE 2012/13 (MAY INCLUDE ACTUAL EXPENSES CLAIMED)
Willoughby	Gladys Berejiklian	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Wollondilly	Jai Rowell	Allocation for 2012/13	
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	
Wollongong	Noreen Hay	Allocation for 2012/13	27,930.00
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	
		Expended claimed	19,418.00
		Funds Remaining	8,512.00
Wyong	Darren Webber	Allocation for 2012/13	19,506.63
		Add: Entitlement not previously allocated	
		Less: Late claims/Accounts Receivable	3,280.63
		Expended claimed	16,226.00
		Funds Remaining	16,226.00

# APPENDIX H – WORK HEALTH & SAFETY & INJURY MANAGEMENT REPORT

The Department of the Legislative Assembly is committed to ensuring the workplace health and safety of our employees as well as that of visitors. The Parliament's Work Health and Safety Committee met in July to consider new Work Health and Safety (WHS) policies that will soon be approved for the entire Parliament. The Legislative Assembly will continue to be represented on the Committee which meets periodically throughout the year.

As part of a strategic WHS framework, Parliament maintains organisation wide WHS policies (currently under review by the WHS Committee) as well as a number of other Work Health guidelines and fact sheets. General and electorate office specific fact sheets have also been published. Regular WHS updates and tips are also provided in the Legislative Assembly's *EO Weekly* newsletter.

## 2013/14 Incidents

DEPARTMENT	NO. OF INCIDENTS	NEAR MISS/HAZARDS	STRAINS & OVERUSE	SLIPS TRIPS & FALLS	OTHER	LOST TIME INJURIES	CLAIMS	CLAIM COST
LA	9	0	2	5	2	1	1	\$110
LC	1	1	0	0	0	0	0	\$0
DPS	17	2	4	5	6	5	8	\$20,806
<b>Total</b>	<b>27</b>	<b>3</b>	<b>6</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>9</b>	<b>\$20,916</b>

Strains = includes manual handling incidents

Other = all other incidents not otherwise categorised.

Work Health and Safety is an important component of staff inductions and the Department of the Legislative Assembly ran regular induction sessions throughout the year for new electorate office staff.



# APPENDIX I – EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

The equal employment opportunity (EEO) statistics have been reported for the Legislative Assembly's two work groups – the Parliament House staff and Electorate Office staff.

The Parliament House work group is recruited and appointed in accordance with public sector standards on equity and participation.

## Legislative Assembly Parliament House staff by remuneration level

REMUNERATION LEVEL OF SUBSTANTIVE POSITION	2014									
	TOTAL STAFF	RESPONDENTS	MEN	WOMEN	UNSPECIFIED GENDER	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
\$0 – \$42,625	-	-	-	-	-	-	-	-	-	-
\$42,625 – \$55,985	-	-	-	-	-	-	-	-	-	-
\$55,985 – \$62,587	7	7	2	5	-	-	2	2	-	-
\$62,587 – \$79,199	17	7	8	9	-	-	-	2	-	-
\$79,199 – \$102,418	22	17	11	11	-	-	3	2	-	-
\$102,418 – \$128,023	5	3	3	2	-	-	1	2	-	-
>\$128,023 (Non SES)	7	4	2	5	-	-	1	1	-	-
>\$128,023 (SES)	2	2	1	1	-	-	0	-	-	-
<b>Total</b>	<b>60</b>	<b>40</b>	<b>27</b>	<b>33</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>9</b>	<b>-</b>	<b>-</b>

## Legislative Assembly Parliament House staff benchmark statistics

EEO GROUP	BENCHMARK/TARGET	PERCENTAGE OF TOTAL STAFF	
		2013	2014
Women	50%	56.1%	55%
Aboriginal people and Torres Strait Islanders	2.6%	0.0%	0.0%
People whose first language was not English	19%	21.6%	24.2%
People with a disability	N/A	0.0%	0.0%
People with a disability requiring work-related adjustment	1.5%	0.0%	0.0%

## Trends in the distribution of EEO groups – Parliament House staff

EEO GROUP	BENCHMARK/TARGET	2013	2014
		Women	103
Aboriginal people and Torres Strait Islanders	100	N/A	N/A
People whose first language was not English	100	N/A	N/A
People with a disability	100	N/A	N/A
People with a disability requiring work-related adjustment	100	N/A	N/A

Note 1. Unspecified gender includes unknown, withdrawn, or indeterminate/intersex recorded values.

Note 2. A Distribution Index of 100 indicates that the centre of the distribution of the EEO/Workforce Diversity group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO/Workforce Diversity group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO/Workforce Diversity group is less concentrated at lower salary levels.

Note 3. The Distribution Index is not calculated where EEO/Workforce Diversity group or non-EEO/Workforce Diversity group numbers are less than 20.





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# APPENDIX J – ADDITIONAL ANNUAL REPORT INFORMATION

## Accessibility

This report is available in PDF format on the Parliament's website at: <http://www.parliament.nsw.gov.au>

Committee reports referred to in this report can also be accessed at this site.

## Annual Report production – external costs

No external costs were incurred in the production of this report.

## Asset acquisitions

	2013/14 Initial Budget \$000	2013/14 Actuals \$000	2014/15 Budget \$000
<b>LEGISLATIVE ASSEMBLY ACQUISITIONS</b>			
Works In Progress			
Electorate office fitouts & refurbishments	\$800	\$159	\$1,373
Members' Self-Service via SAP (LA)	\$231	\$124	\$137
Major New Works			
Establishment of 6 new electorate offices			\$535
Legislative Assembly air-conditioning system			\$300
<b>TOTAL</b>	<b>\$1,031</b>	<b>\$283</b>	<b>\$2,345</b>

## Consultants

There are no consultancies to report.

## Ethical standards

The Parliament of New South Wales Parliamentary Staff Code of Conduct 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 provides a similar framework for the ethical conduct of electorate office staff.

The codes of conduct and *Protected Disclosures Act 1994* are presented to new staff at induction.

## 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. 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. Other sections of the Constitution Act cover sittings of the Legislative Assembly, quorums, the process for passing and assent of bills.

### **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 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.

### **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.

## **Legislation impacting on the Parliament during the reporting year**

During the reporting period legislation was passed that introduced new obligations on Ministers and Parliamentary Secretaries in relation to lobbyists.

The amendments to the Parliamentary Budget Officer Act commenced from May 2013, providing for the Parliamentary Budget Officer appointment to commence on 1 September 2014.

## **Wage and salary movements**

The *Members’ Staff Conditions of Employment – Determination of the Presiding Officers* was amended to provide a 2.27% salary increase for electorate officers from July 2014.

The *Crown Employees (Public Sector – Salaries 2008) Award* was also varied in July 2014 to provide a 2.27% salary increase for the next 12 months which applies to the *Crown Employees (Parliament House Conditions of Employment) Award 2010*. The Parliament House award contains the pay rates for Department of the Legislative Assembly staff.

The Statutory and Other Officers Remuneration Tribunal Determination of 11 July 2014 increased the salaries of the Clerk and Deputy Clerk by 2.27% from 1 October 2013 – 30 June 2014 (back paid - the prior determination of 2013 having been disallowed). A salary increase of 1.7% from 1 July 2014 was also determined.

Employer superannuation contributions also increased 0.25% from 9.25% to 9.5% for the same period in line with the federal government’s superannuation guarantee levy increases. There will be no further changes to the superannuation contribution rate until July 2021.

## **Waste management**

The Parliament has recently demonstrated its ongoing commitment to environmental issues through the voluntary participation in a research project conducted by the NSW Office of Environment and Heritage (OEH). Field work involving 68 executives and operational staff involved in asset management, energy management, sustainability, procurement and finance has recently been completed. The findings will inform how OEH can support agencies to achieve their energy efficiency goals and the development of future policies.

The OEH Sustainable Government Team is planning a number of activities to assist agencies with their obligations under the recently launched Government Resource Efficiency Policy.

On 22 July 2014 the Minister for the Environment announced the Government Resource Efficiency Policy (GREP). This is a whole-of-government policy that outlines sustainability actions for general sector government agencies. It replaces the previous Government Sustainability Policy and the Waste Reporting and Purchasing Policy (WRAPP).

The 12 measures in GREP provide an opportunity for NSW to lead the way in government sustainability, improve productivity, and liberate resource costs for frontline services. The Parliament will participate in information and planning sessions which will be scheduled for the coming months.

During the last financial year:

- 6.2 tonnes of cardboard was recycled
- The percentage of copy paper containing recycled content increased from 57% to 61%
- The solar array on the roof continues to exceed its design capacity and delivered approximately 29,000 kilowatts of power.

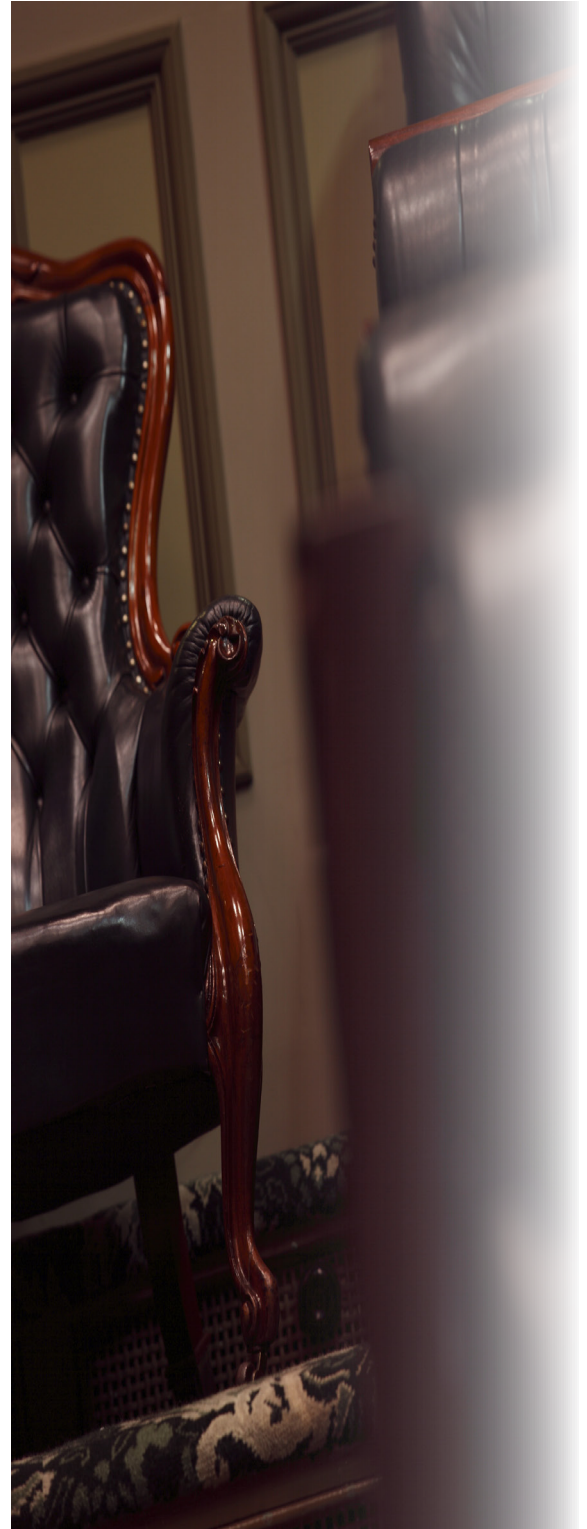


Further information on the Parliament's sustainability and waste management initiatives and achievements are available in the Department of Parliamentary Services Annual Report 2013-2014, available on the Parliament's website.

### Credit card certification

The Parliament has a Corporate Credit Card Policy and supporting procedures, which comply with NSW Treasurer's Directions. Cardholders are required to observe the policy and complete a monthly reconciliation for authorisation by the Parliament's Financial Services branch.

During the reporting period the Department of the Legislative Assembly had 16 credit cards issued with individual limits ranging from \$5,000 up to \$20,000 and a total combined limit of \$125,000. Any expenditure must be authorised by a supervisor. Expenditure by the Clerk is authorised by the Executive Manager, Parliamentary Services or the Clerk of the Parliaments.



# **SUPPLEMENTARY FINANCIAL INFORMATION**

Refer to the accompanying document 'Parliament of New South Wales Financial Performance 2013-2014' for the Parliament's audited financial statements.

## Start of unaudited financial statements

### Legislative Assembly Consolidated 2013/14

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	27,712	29,614	26,877
Other operating expenses	19,283	18,992	20,000
Depreciation and amortisation	2,681	2,963	3,028
Other expenses - Members' remuneration	26,496	26,378	25,955
<b>Total Expenses excluding losses</b>	<b>76,172</b>	<b>77,947</b>	<b>75,860</b>
<b>Revenue</b>			
Sale of goods and services	599	619	568
Grants and contributions	230	20	616
Other revenue	101	107	264
<b>Total Revenue</b>	<b>930</b>	<b>746</b>	<b>1,448</b>
Loss on disposal	1	-	3
<b>Net Cost of Services</b>	<b>75,243</b>	<b>77,201</b>	<b>74,415</b>

### Legislative Assembly Operations 2013/14

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	6,303	6,903	6,107
Other operating expenses	443	965	853
Depreciation and amortisation	24	27	35
<b>Total Expenses excluding losses</b>	<b>6,770</b>	<b>7,895</b>	<b>6,995</b>
<b>Revenue</b>			
Other revenue	35	30	110
<b>Total Revenue</b>	<b>35</b>	<b>30</b>	<b>110</b>
<b>Net Cost of Services</b>	<b>6,735</b>	<b>7,865</b>	<b>6,885</b>

#### Legislative Assembly Parliamentary Representation 2013/14

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	21,332	22,627	20,710
Other operating expenses	18,523	17,570	18,894
Depreciation and amortisation	2,657	2,936	2,993
Other expenses - Members' remuneration	26,496	26,378	25,955
<b>Total Expenses excluding losses</b>	<b>69,008</b>	<b>69,511</b>	<b>68,552</b>
<b>Revenue</b>			
Sale of goods and services	599	619	568
Grants and contributions	-	-	515
Other revenue	65	78	154
<b>Total Revenue</b>	<b>664</b>	<b>697</b>	<b>1,237</b>
Loss on disposal	1	-	3
<b>Net Cost of Services</b>	<b>68,345</b>	<b>68,814</b>	<b>67,318</b>

#### Legislative Assembly Special Projects 2013/14

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	78	84	60
Other operating expenses	317	458	253
<b>Total Expenses excluding losses</b>	<b>395</b>	<b>542</b>	<b>313</b>
<b>Revenue</b>			
Grants and contributions	230	20	101
<b>Total Revenue</b>	<b>230</b>	<b>20</b>	<b>101</b>
<b>Net Cost of Services</b>	<b>165</b>	<b>522</b>	<b>212</b>

End of unaudited financial statements



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## The Constitution

The New South Wales system of Government is established under its own Constitution. Under this Act, the two Houses of Parliament form part of the Legislature which has the power to make laws for the peace, welfare, and good government of New South Wales. The Constitution contains provisions for the meeting of the Houses and provides for referendums in circumstances when the two Houses cannot agree on a bill.

The opening of the Constitution includes a statement that Parliament, on behalf of the people of New South Wales, acknowledges and honours the Aboriginal people as the State's first people.

The Constitution also provides for the election of members to both Houses of Parliament.

The next general election will take place on Saturday, 28 March, 2015.

## The Legislative Assembly

The Legislative Assembly has 93 members who are elected to serve a four-year term. Members are elected at a general election under a system of optional preferential voting where the State is divided into 93 electoral districts that each return one member.

Members of the Legislative Assembly (or MPs) as at 30 June 2014 represent:

Liberal Party (47 Members)  
The Nationals (19 Members)  
Labor Party (21 Members)  
Independents (5 Members)  
The Greens (1 Member)

The Legislative Assembly has four main roles:

- Representing the people  
Members of the Legislative Assembly are elected to represent their electorates. They do so by raising in the Parliament issues of concern to their constituents and community.
- Forming the Executive Government of New South Wales  
The leader of the party or parties which commands a majority of members in the Legislative Assembly forms the Government. The Ministry or Cabinet consists of members chosen from within the Government.
- Passing laws  
Both Houses can initiate, pass and amend bills. However, the Legislative Assembly is the only House where money bills may be initiated.
- Approving the Government's requests for money  
The Government must introduce any legislation appropriating money for expenses such as the annual State Budget, or imposing new taxes or levies, in the Legislative Assembly. The Legislative Assembly may approve legislation appropriating money for 'ordinary annual services of the Government' with or without the support of the Legislative Council.

© Parliament of New South Wales, Department of the Legislative Assembly 2014

New South Wales parliamentary cataloguing-in-publications data: New South Wales Parliament.

Legislative Assembly Annual Report, 2013/14

New South Wales Department of the Legislative Assembly — Sydney (NSW):

Dept of the Legislative Assembly (2014) — 96pp; 30cm.

ISSN 1037 – 4868

1. New South Wales. Parliament. Legislative Assembly — Periodicals

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

328.944972 (DDC 20)

Published by the New South Wales Legislative Assembly





[www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au)