

LEGISLATIVE ASSEMBLY



ANNUAL REPORT 2002/03

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

© New South Wales Parliament

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without the written permission from the Clerk of the Legislative Assembly. Inquiries should be sent to Parliament House, Macquarie Street, Sydney 2000.

New South Wales Parliamentary cataloguing-in-publications data:

New South Wales Parliament. Legislative Assembly

Annual report, 2002/03 New South Wales Department of the Legislative Assembly — Sydney (N.S.W): Dept. of the Legislative Assembly, (2003). — 123p.; 30 cm.

ISSN 1037-4868

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

328.944972 (DDC 20)

Published by the New South Wales Legislative Assembly

Contact details

The Department of the Legislative Assembly is located at:

Parliament House
Macquarie Street
Sydney NSW 2000

Inquiries may be directed to:

	Telephone:	E-mail:
Switchboard	9230 2111	assembly@parliament.nsw.gov.au
Telephone typewriter directory (TTY)	9230 2838	
Office of the Clerk	9230 2666	russell.grove@parliament.nsw.gov.au
Procedure Office	9230 2225	ronda.miller@parliament.nsw.gov.au
Employee and Corporate Services	9230 2226	elaine.schofield@parliament.nsw.gov.au
Chamber and Support Services	9230 2277	greg.kelly@parliament.nsw.gov.au
Committee Office	9230 2224	les.gonye@parliament.nsw.gov.au
Financial Controller	9230 2292	greg.mcgrill@parliament.nsw.gov.au

Contact details for Members of the Legislative Assembly and their electorate offices can be obtained through the Procedure Office, telephone 9230 2616 or email jeff.page@parliament.nsw.gov.au.

Detailed information about the Parliament of New South Wales, the Members of the Legislative Assembly, tours and the related schools booking service is available on the Internet at the Parliament's home page, www.parliament.nsw.gov.au.

OFFICE OPERATING HOURS

All Offices are open between 9.00 am and 5.00 pm weekdays on non-sitting days (excluding public holidays).

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

Tours are available at the following times (bookings are essential):

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

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

Tours may be arranged by inquiring at the Legislative Assembly reception desk, located on the ground floor, Parliament House, Macquarie Street, Sydney or by phoning 9230 3444 or 9230 2637.

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

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



November 2003

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

Dear Mr Speaker

I have pleasure in submitting to you the Annual Report of the Department of the Legislative Assembly for the year ended 30 June 2003.

The year under review raised a number of challenges for the Department, as we introduced new administrative and technical systems while faced with restricted human resources and limitations on funding. The election year also saw a spike in the regular annual cycle of the Department's work.

Given these constraints and events, we believe we have achieved a great deal in the 2002-2003 financial year.

Highlights include:

- successful relocation of the parliamentary committees into new accommodation in Castlereagh Street
- publication of a new Members' Handbook, incorporating guidelines resulting from the Logistic Support Allocation and Parliamentary Remuneration Tribunal determination which commenced in July 2002
- preparation of recruitment material and training for new electorate staff and management of provisions for out-going staff
- a base budget review of the Department's budget, and commencement of a major strategic review of business planning
- review and restructure of Members' Services and Attendant Services
- improved on-line information on tabled papers, Speaker's rulings and parliamentary procedure and greater use of information technology to service the sittings of the House
- increased assistance to electorate offices and other Parliaments by way of advice and information.

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

A handwritten signature in black ink, appearing to read 'Russell D. Grove'.

Russell D. Grove
Clerk of the Legislative Assembly



Parliament House Sydney 2000

Phone: 9230 2201 Fax: 9230 2846


SPEAKER'S FOREWORD

I am pleased to accept the Annual Report for the year ended 30 June 2003, the first since my election as Speaker.

The four-year electoral term in New South Wales brings in its wake a seasonal cycle of work for the Department of the Legislative Assembly. The General Election on 22 March 2003 saw 22 new Members of the Legislative Assembly returned. The first session of the 52nd Parliament opened on 29 April 2003.

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

I commend staff for their dedicated service under the leadership of the Clerk of the Legislative Assembly, and look forward to working with them in the future.


John Aquilina MP
Speaker

overview	9
year in review	11
PROCEDURAL ADVICE, SUPPORT AND RESEARCH	11
SUPPORT FOR MEMBERS IN THEIR ELECTORAL AND CONSTITUENCY DUTIES	16
ADMINISTRATIVE SUPPORT TO MEMBERS AND OTHER CLIENT GROUPS	20
SAFE, HEALTHY AND PRODUCTIVE WORKPLACE (INCLUDING TRAINING & DEVELOPMENT)	31
PUBLIC AWARENESS	34
structure and management	39
PARLIAMENT HOUSE ORGANISATION CHART	39
LEGISLATIVE ASSEMBLY ORGANISATION CHART	40
SENIOR STAFF as at 30 June 2003	41
PARLIAMENTARY MANAGEMENT MEETINGS	41
SALARY MOVEMENTS	42
EQUAL EMPLOYMENT OPPORTUNITY	43
RISK MANAGEMENT	43
INSURANCE	44
PARLIAMENTARY SERVICE AWARDS	44
STAFF ESTABLISHMENT as at 30 June 2003	46
committees	48
appendix a PROCEDURAL STATISTICS	67
appendix b CONSULTANTS	68
appendix c OFFICIAL VISITORS	69
appendix d EQUAL OPPORTUNITY TABLES	74
appendix e PARLIAMENTARY SUPPORTED TRAVEL	75
appendix f PUBLICATIONS PRODUCED BY THE LEGISLATIVE ASSEMBLY	81
financial statements	85
supplementary information	112

Our history

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

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

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

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

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

Our mission

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

Our vision

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

Our functions

In fulfilling our mission, we undertake the following functions:

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

overview

Our corporate goals

1. Provide the procedural support, advice and research necessary for the effective functioning of both Houses.
2. Provide services that support members in their electoral and constituency duties.
3. Provide effective and professional administrative support and services to members and to other client groups and maintain appropriate reporting mechanisms (this includes the management of staff, other resources and services)
4. Provide a safe and healthy working environment, in which members and staff can reach their maximum productivity (this includes training and development)
5. Promote public awareness of the purpose, functions and work of the Parliament (this includes service to the Government and other agencies and to the public in general).
6. Maintain and enhance an appropriate physical environment for the conduct of parliamentary business while preserving the heritage value of Parliament House.

Our corporate values

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

Staff will:

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

Goal 1 Procedural advice, support and research

THE HOUSE IN SESSION

A Joint Sitting to fill two vacancies in the Legislative Council was held on 3 September 2002, the first sitting day of the reporting period.

There was a change in the ministerial line up on 3 September 2002, to reflect the impending retirement of three ministers at the forthcoming election.

A Parliamentary Seminar on Reform of the Law of Negligence was held on 18 September 2002, which comprised of a Joint Sitting of the Legislative Assembly and the Legislative Council. The Joint Sitting was addressed by Professor Peter Cane, Professor of Law at the Australian National University, who spoke on the foundations and development of the law of negligence; Mr Michael Gill, insurance specialist and partner at Phillips Fox lawyers, who spoke about current practice of the law of negligence; the President of the NSW Bar Association, Mr Bret Walker SC, who addressed the issue of the liability of public authorities; and Mr Geoff Atkins, of Trowbridge Consulting, who explained the problem of long-tail liabilities for insurers. The Premier and the Attorney General addressed the House, and members questioned the speakers.

On 22 October 2002 there was a special Joint Sitting to consider a motion of condolence to the families and friends of the victims of the Bali bombings which had occurred on 12 October. At the conclusion of the Sitting, the House adjourned as a mark of respect. Members of the public placed floral tributes in the front courtyard of Parliament House.

On 11 December 2002, the House also noted the untimely death of a long-serving Parliamentary Stenographer, Ms Lois Blach.

On 13 November 2002 the House resolved, on the motion of Dr Refshauge, that the Leader of the Opposition present documents relating to services performed by him as a consultant, particulars of clients, and income received from PriceWaterhouseCoopers and Dunhill Madden. Mr Brogden responded by tabling a legal opinion covering the requirements of the pecuniary interest regulations. A week later, on 21 November, the House resolved that the ICAC be requested to look into the question of members of Parliament receiving paid employment to provide advice on public affairs. The ICAC was asked to specifically consider provisions in the Scottish and UK Parliaments' Codes prohibiting advocacy in Parliament for a fee. The ICAC is expected to report in late 2003.

The end of 2002 also saw an unusually large number of valedictory speeches, as 10 members marked their retirement prior to the March election in 2003.

The Parliament was convened after Premier Bob Carr had won the election on 22 March 2003, retaining his previous majority (less one seat not contested because of the death of the Labor candidate early on polling day). The outcome of the election was:

ALP – 54

Liberal Party – 20

National Party – 12

Independents – 6

Vacancy – 1 (Londonderry writ not returned)

On 17 June 2003, the election for the seat of Londonderry was contested, pursuant to another writ issued on 16 April, and the Labor candidate was returned, leaving the Government with a majority in its own right of 17 members.

The First Session of the Fifty-Third Parliament was opened by Commissioners on 29 April 2003. The NSW

year in review

Labor Government headed by Premier Bob Carr is now the longest serving administration in Australia, having first been elected in March 1995. Mr Brogden, the Leader of the Opposition, became leader on his 33rd birthday, the State's youngest ever party leader. The State's first indigenous member, Ms Linda Burney, was elected as the member for Canterbury.

The new Parliament saw the Department of the Legislative Assembly organise two separate orientation days for the 22 new members, briefings for the newly elected Speaker (the Hon John Aquilina) and the new Leader of the House (the Hon Carl Scully), and two-day induction programs held progressively through the session for 45 new electorate office staff.

The Department also provided advice on opening day proceedings, motions and timing to the Leader of the House and his staff, the Shadow Leader of the House and the Whips. In addition, arrangements were made for members' attendance at Government House on 29 April 2003.

It was back to business immediately for the returned Government with motions for urgent consideration and matters of public importance being postponed on the second day, for Government business. A schedule of statistics for this annual reporting period is at Appendix A of this report.

Some of the highlights of the session, to 30 June 2003, were:

1. The Parties granted conscience votes to their members on three bills –
 - The Crimes Amendment (Sexual Offences) Bill amended the Crimes Act 1900 to provide, inter alia, for the rationalization of the age of consent in New South Wales to 16 years of age for all persons irrespective of gender or sexual orientation.
 - The Human Cloning and other Prohibited Practices Bill and the Research Involving Human Embryos (New South Wales) Bill were two cognate bills and the New South Wales component of a proposed national scheme, agreed to at the Council of Australian Governments meeting on 5 April 2002, to regulate research involving excess human embryos and to prohibit human cloning. Members were allowed a conscience vote on both bills although it was the research bill that was voted on separately and objected to by some members. The bill eventually passed its second reading 68 to 21 in the Legislative Assembly. An Upper House amendment was not accepted by a similar vote.

The Coalition split ranks on another bill – the Firearms Amendment (Prohibited Pistols) Bill with 14 Coalition members voting against it at the second reading. Seventy one members in total voted for the bill.

2. The usual sessional orders were adopted. In summary they were:
 - To provide that the chairman of a committee have a deliberative vote and, if required, a casting vote also.
 - To prohibit the calling for a quorum, moving the closure or conducting a division before 10.30 am when the House sits at 10.00 am. Divisions can be called but are deferred until after 10.30 am.
 - To make special provision for Friday sittings when Government business takes precedence of all other business (including notices, petitions, questions without notice, etc); that there be no divisions or quorums and, after private members' statements is concluded, the House to automatically adjourn until the next sitting day.
 - To make provision for a motion to be moved without notice for the business of the House to be interrupted at a specified time for inaugural speech(es). A time limit of 15 minutes with a five-minute extension for the speech is also specified.
 - To allow the closure to be moved on motions of no confidence in a minister or in the Speaker.

- To provide for the standing orders that apply to ministers to also apply to parliamentary secretaries with certain stated exceptions (eg the moving of motions for the adjournment of the House and for the suspension of a member).
- To provide for a revised procedure for private members' statements.
- To allow the bells for divisions and quorums to be rung for five minutes instead of four.
- To set the routine of business on Tuesdays, Other Government Days and on General Business Days.
- To allow a minister to move a motion for the suspension of standing orders at any time without leave to deal with any item of business.
- To adopt a Code of Conduct for members.
- To adopt a Citizen's Right of Reply.

3. The Houses agreed to hold a summit on alcohol abuse between 26 August and 29 August 2003, inclusive, at Parliament House. The Summit will be similar in format to the May 1999 drug summit and will be chaired by the Hon Neal Blewett and Ms Kerry Chikarovski, a former Leader of the Opposition.

WRITTEN PROCEDURAL ADVICE TO THE SPEAKER AND MEMBERS

Written advice provided to members on procedural issues included:

- Information on origins of the term the "Whip" and the procedures for raising a point of order during a division (September 2002);
- Briefing note on the use of the terms "lie", "liar" and "lying" by members in the House (May 2003);
- Information on the oath or affirmation taken by members (May 2003);
- Briefing note on the absence of the Speaker and the appointment of an Acting Speaker (July 2003).
- Procedural Notes were provided to new members on the opening of Parliament, Questions and Answers, Petitions, and Opportunities for Private Members.

BRIEFING AND RESEARCH PAPERS

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

- "Defending Democratic Principles to Preserve Social Stability" for the 48th Commonwealth Parliamentary Conference held in Namibia (September 2002).
- Advice to the Leader of House regarding return of papers originally tabled in the House in response to a resolution under Standing Order 54. The papers have been transferred to Government Records to hold on the Assembly's behalf and to facilitate public access where applicable.

Work continued throughout the year on the parliamentary privilege project. A comprehensive briefing paper has been completed summarising the main issues surrounding parliamentary privilege and significant court cases. The material will be included in the next edition of Legislative Assembly Practice and Procedure.

CONFERENCE AND OTHER PAPERS

The following papers were prepared for the Speaker and/or the Clerk:

- Paper on "The Legislature's Budget" for the National Conference of State Legislatures 28th Annual Meeting (July 2002).
- Paper for the Clerk for the South Australian Conference on "Constitutional and Parliamentary Reform" (August 2002).

year in review

PARLIAMENTARY PAPERS

The return of stored sessional papers and bulk copies of annual reports previously held by Styfox posed a logistical problem in relation to storage, sorting, compilation, printing and indexing of documents. Major progress was made in finalising papers from 1997/99, 2002/03 and preparing the large session 1999/2001.

Distribution to libraries of bulk copies ceased at the end of the 2002 session and has been replaced by an on-line Tabled Papers Database which includes reference to the home department's internet address for those wishing to access annual reports, and a comprehensive user guide.

The database includes information on dates of tabling, parliamentary paper number, and is fully searchable.

The on-line Papers Register has been further developed this year to automatically generate an index and reports.

Work continues on the development of databases that will automatically compile sessional and annual report statistics. Joint Volumes for 1997/99, and 2002/03 were compiled, indexed and bound. The Votes and Proceedings, Business Papers and Questions and Answers Papers for the 2002/03 session were compiled and bound.

The Procedure Office now prepares an index to the Questions and Answers Paper.

PROCEDURAL INFORMATION DATABASE (INTERNAL)

The intranet Procedure Information Database is a repository for a number of parliamentary procedure resources, including the Standing and Sessional Orders, Decisions from the Chair, precedents indexes, pamphlets on parliamentary procedure and extracts of electoral legislation.

In the reporting year:

- Electoral Legislation Extracts were updated (January 2003);
- Information pamphlets were updated and printed with a new cover design (May 2003).

PROCEDURE PRECEDENTS, UPDATE OF LEGISLATIVE ASSEMBLY PRACTICE AND PROCEDURE AND OTHER INFORMATION AVAILABLE ELECTRONICALLY

A great deal of work was completed in the important area of our Parliamentary procedure database:

- Precedents for the 50th and 52nd Parliament were completed and bound;
- Speakers' rulings were updated to include the 52nd Parliament and old rulings are being incorporated into the consolidated version;
- The precedents from the 50th and 52nd Parliaments have been incorporated into Legislative Assembly Practice and Procedure and new sections were drafted on joint sittings, valedictory speeches and on new sessional orders which have impacted on the procedures of the House.

SPEAKING NOTES

The project to develop speaking notes is continuing. A list of topics and the issues that will be covered has been prepared.

REVIEW OF THE MEMBERS' CODE OF CONDUCT

In the last week of sittings in June, the Chairman of the Legislative Assembly Standing Ethics Committee, Mr John Price MP, tabled the committee's Review of the Code of Conduct. The Members' Code of Conduct had been adopted by the Legislative Assembly and the Legislative Council in 1999.

The Independent Commission Against Corruption Act, which establishes the Standing Ethics Committee, requires that the Code be reviewed every two years to ensure that it remains relevant to contemporary circumstances.

The Act also requires that the committee include three community representatives as full members of the committee to ensure that the standards set in the Code reflect the community's expectations. At least one community member must be present at every meeting for the committee to be quorate.

The three members were chosen following advertisement in the metropolitan press. The community representatives are Mr Rod Caldwell, a retired engineer and manager in the electric power industry, with additional experience in heritage and conservation management; Dr Fran Flavel, Director of Marketing and Communications at the University of Western Sydney; and Mr Shane Godbee, General Manager of Cootamundra Shire Council, with experience in community consultation and working with a variety of governments.

Despite wide advertising in the daily press calling for submissions about the Code of Conduct not one response was received. The committee concluded that the Code was not a controversial public issue and that either the public had little awareness of the Code of Conduct or was generally satisfied with its requirements.

The ICAC made a number of recommendations about the scope of the code and particular clauses. The guidelines issued by the Parliamentary Remuneration Tribunal had clarified some issues, such as what constituted "parliamentary duties" in regard to use of resources. Other ICAC recommendations were considered by the committee but ultimately found to be unworkable or likely to introduce ambiguity where none currently existed.

One ICAC recommendation which was adopted was to review the part of the Code which relates to bribery. Following wide discussion, the committee recommended that the current scope of clause 2 should be broadened to ensure that members who knowingly or improperly use their position to pursue an agenda to benefit family or friends should be regarded as equally culpable as those who pursued it for personal gain.

Another issue raised was whether the Code continues to operate during election periods, and this is addressed in the report.

In addition to considering the clauses of the Code, the committee suggested some mechanical changes such as requiring a review of the Code once every four-year term instead of every two years, and involving community members only in the review, as opposed to the on-going educational function of the committee. Other recommendations concerned educational programs, the pecuniary interest regulations and the education of candidates.

The outcome of the review was that the committee found that the Code continues to be relevant to contemporary circumstances and should not be substantially changed.

A copy of the committee's report is available from the Parliament's website.

The House did not adopt the recommended amendments to the Code when the House resolved to adopt the Code at the beginning of the 53rd Parliament.

year in review

CHILDHOOD OBESITY SUMMIT

The government held a summit on childhood obesity at Parliament House from 10–12 September 2002. The summit was conducted along the lines of the 1999 drug summit. The combined resources of the Parliament were harnessed to assist the Department of Health to successfully conduct the summit. The plenary sessions were held in the Legislative Council chamber and were co-chaired by Julie McCrossin and Richard Walsh. Summit delegates also formed working groups on specialist subject matters that provided the foundation for the resolutions compiled by the Special Resolutions Group, which in turn prepared the draft communiqué for adoption by the summit.

Goal 2 Support for members in their electoral and constituency duties

MAJOR LITIGATION – FORMER EMPLOYEES

The Speaker of the Legislative Assembly is the respondent to claims made in the Industrial Relations Commission by two former electorate officers. The claims were initially lodged in 1999 under s106 of the Industrial Relations Act 1996 dealing with unfair contracts of employment. The claims, which sought a total of approximately \$2 million, were widely reported in the media. The allegations made by the former electorate officers were strongly denied by the members and the Speaker defended the cases.

In the case of Stonham vs the Hon Gabrielle Harrison MP the Speaker was joined as second correspondent. Following a three-week hearing in September 2002, Justice Peterson handed down a judgment on 25 February 2003 and dismissed Ms Stonham's application.

Ms Stonham failed to make out her claim that she worked excessive hours and undertook work that was outside her employment contract at the Parramatta electorate office. Justice Petersen found that the hours and work performed by Ms Stonham were contemplated in the making of the industrial award (and previous enterprise agreements) covering the electorate officers.

Serious allegations made against Ms Harrison were found "to have no basis in fact". Ms Stonham was ordered to pay the Speaker's and Ms Harrison's legal costs.

INDUSTRIAL RELATIONS AND MANAGEMENT OF STAFF

Continuing effort has been made to improve management of OHS issues in electorate offices and provide specific training and support to electorate officers (see Goal 4).

As indicated in the last reporting period, the General Election in March 2003 brought a claim from the Public Service Association for improved benefits for electorate office staff where their employment is terminated when their member retires, is defeated or does not stand for re-election. The Speaker has maintained that the staff are temporary employees, appointed personally by the members for the term that the member holds office.

As a result, the Speaker approved an improved range of services and support to electorate officers dismissed after the General Election, including improved termination payments of up to a maximum equivalent to 54 weeks pay for an employee with 16 or more years' service (previously 39 weeks at 13 years' services), plus access to financial assistance to seek counselling and career transition services, support for training and skills development, and leave to undertake employment search. Following the General Election, there were 22 new members and the employment of approximately 40 staff was terminated.

The General Election provided a focus for projects to support new members and new staff following the election. A joint project steering team comprising two retiring members (Dr Liz Kernohan and Mr Kevin

Moss), two representatives nominated by the Public Service Association and two representatives of the Clerk was formed to progress a project to develop position descriptions and recruitment material for electorate officers. External consultants and Legislative Assembly officers provided project assistance. Data collection comprised a survey of all electorate officers and members, and follow-up visits and interviews in 11 electorate offices.

The agreed final draft position descriptions were available by March 2003 for use by all members and in particular by new members to recruit staff. The position descriptions and skill capability statements formed the basis of a recruitment guide for members and one session of the briefing seminar provided to new members.

There was intense activity in the administration of over 40 staff terminations and recruitment of replacement staff nominated by the new members, together with the induction sessions for new electorate staff.

The induction sessions covered both employment related information and training in organisation systems and operations. The feedback from new staff was that the induction sessions were useful and generally well received.

CORPORATE REVIEWS

Members' Services Restructure

Following concerns expressed by staff in relation to relative workloads, job design, job grading and other problems in Members' Services, a restructure was put in place during the year.

In 1996 Members' Services and Employee and Corporate Services were created from the Administration Section of the Department to focus greater attention on the front line delivery of services to the clients of these areas. This change followed on from a report received from consultants Platcher and Associates on the management of the Department.

Over recent years there have been comprehensive changes in the area of the administration of members' entitlements, such as:

- A new regime has been established by the Parliamentary Remuneration Tribunal and a new flexible entitlements scheme introduced. This new scheme has brought with it greater accountability measures and scrutiny while at the same time making the administration of entitlements more uncertain as the Tribunal has set only broad guidelines. The administration of members' entitlements has become much more focused, with an accompanying increased workload.
- Members are now able to acquire a greater variety of goods and services to assist them to carry out their Parliamentary duties through the Logistic Support Allocation.
- Supplementation and other capital requests for equipment (for example for copy/printers and folding/inserting machines) and services (Electorate Mail-out Account) have generally been successful over the last 12 months with consequential workload issues.
- The electorate office cleaning contracts have been transferred to the Government Cleaning Contract, with major savings but increased administrative workload.

These and other changes resulted in real concern that service delivery to members was not as effective as it could have been.

In order to assist the Parliamentary Officer – Administration with the increased workload, establishment positions attached to Members' Services were reviewed and an arrangement agreed whereby the Serjeant-

year in review

at-Arms transferred to a Committee Manager position in August 2002. His duties were transferred to another officer in Members' Services, concentrating in one position all responsibility for repair of equipment and furniture. The Clerk-Assistant (Procedure) assumed the procedural functions of the Serjeant-at-Arms, and a new Parliamentary Officer position was established. This position, Parliamentary Officer (Members' Services) will be responsible for administrative policy and higher end duties in the Members' entitlements area.

In November 2002, the Speaker approved the filling of the clerical position through a traineeship scheme partly funded by a Commonwealth New Apprenticeship Incentive Program.

Review of Parliamentary Security Services

A review of the Parliament's Security Services was completed during the year. New digital cameras and recording and retrieval equipment have been installed and proximity readers are replacing the MIL key installations. There were some difficulties to be overcome due to Parliament House being listed under the Heritage Act. Many recommendations in the Security Review will be incrementally progressed.

Two new positions of security co-ordinator will be established to supervise security operations and it is proposed that current contract operations will be integrated with internal operations during the next period. A focus on planning, operations, procedures and staffing issues will also continue into the next reporting period.

Parliamentary Printing Services Restructure

The section was restructured in October 2002 with some positions being abolished and officers retiring, taking up a redundancy offer, or being redeployed within Parliament. The number of employees in the section decreased from eight to three, and the new position of Business Unit Supervisor was filled in January 2003.

During this reporting period the section has undergone a refinement in operational methods with resulting improvements in workflow, reduction of overtime, improvements in efficiency and service to members, through increased quality and services offered.

Attendant Services Restructure

During the reporting period, the former Attendant Services section was restructured to bring together into one centralised unit the three subsections of Front of House Services, Chamber Services, and House Services. The section has been named Chamber & Support Services.

The focus of the section, previously restructured in the 1990s, had changed considerably, and was limited in its operations and flexibility. The new arrangement complements the present needs of the Department and provides a more supportive and accountable arrangement to meet the goals and expectations of the Legislative Assembly client base.

Recycling in Electorate Offices

From October 2002 Visy Recycling commenced an optional free collection service for all electorate offices for all paper waste including white paper, newsprint, telephone books, and glossy magazines. At the same time the Speaker approved of the secure disposal of members' documents being funded from the Logistic Support Allocation.

As at 30 June 2003 there were a total of 47 electorate offices taking advantage of the free recycling service.

PARLIAMENTARY ETHICS ADVISER

On 11 December 2002, the Legislative Assembly re-appointed Mr Ian Dickson as Ethics Adviser for a 12 month period. The Legislative Council passed a similar resolution. The Ethics Adviser's annual report was received by the Speaker on 19 December 2002.

LISTING OF PARLIAMENT HOUSE ON THE STATE AND LOCAL GOVERNMENT HERITAGE REGISTERS

The listing of Parliament House on the State Heritage Register was reported on in our last annual report. On 19 April 2003, the NSW Parliamentary Heritage Protocol, an agreement between the Heritage Office and Parliament House expired. While the Parliament continues to work on developing its Conservation Management Plan, it is intended that the Protocol will be formally reviewed. A Parliament House Heritage Committee comprising representatives from the House Departments, Building Services, Archives and Education was formed in October 2002. This steering committee was mandated under the Protocol to report on the operation of the Protocol, the preparation of the Conservation Management Guidelines and the Conservation Management Plan. It is intended that further nominations to this committee will be sought from other interested parties such as the State Library, the Historical Society and from members. The Legislative Assembly representative is the Clerk-Assistant (Procedure) and Serjeant-at-Arms. In the reporting year, Parliament House was also listed on the Local Government Heritage Register.

ELECTORATE MAIL-OUT ACCOUNT

Following the receipt of a special reference from the Premier, the Parliamentary Remuneration Tribunal (PRT) issued a Report and Determination dated 24 April 2002 establishing an Electorate Mail-out Account (EMA) for each member of the Legislative Assembly.

The object of the account is to allow members to communicate in writing biannually with their constituents to advise them of issues affecting their electorates. The Tribunal accepted the Speaker's submission that the most appropriate means of communicating with constituents was for the member to send each constituent the equivalent of a biannual publication.

The entitlement is based on a "unit cost per copy", with each member being entitled to an allocation based on the number of electors in their electorate. A rate of \$0.65 cents per elector per mail-out, as suggested by the Speaker, was set to take into account the cost of preparation, printing and distribution. The average cost per member for two mail-outs per year is around \$60,000 and over a full year the total cost of the entitlement if fully utilised is \$5.5 million.

To assist members, a number of internal guidelines were written and issued to members on 16 May 2002. The guidelines have also been published in the Members' Handbook, and on the intranet and internet. The EMA cannot be used for electioneering or political campaigning.

Further guidelines were issued on 17 September 2002 (requiring publications to indicate month and year of publication), on 8 August 2002 (relating to assistance to community groups) and on 7 June 2002 (relating to letters to new constituents).

COPY PRINTERS AND FOLDING/INSERTING MACHINES

Supplementary funding was received this year from Treasury to provide each member of the Legislative Assembly with a copy printer and a folder/insertor. This equipment allows members to organise a mail-out from their electorate office and to print longer runs of documents at less cost than using their laser printers or office photocopiers.

year in review

PURCHASE OF PHOTOCOPIERS

With funding available in the 2002/03 financial year, the Department sought tenders under Government Contract for 14 photocopiers for members' offices. The warranty for the existing copiers in these offices had expired.

The features on which the companies were asked to base their submissions were based on a survey sent to all electorate offices.

Four machines were trialled for a period in the Accounts Section and were ranked by staff in terms of ease of use, before the selection was made. In addition to the 14 machines being purchased, discounts were such that an additional six replacement machines were purchased for placement in offices of the Department, as well as for Education and Community Services and Security Services.

Funding has been secured for the 2003/04 financial year for the purchase of the remaining 80 machines for electorate offices.

LOGISTIC SUPPORT ALLOCATION

In response to a number of inquiries from members, on 8 July 2002, the Presiding Officers sought a ruling from the Parliamentary Remuneration Tribunal, pursuant to section 17A of the Parliamentary Remuneration Act, on whether or not it was appropriate for a member to use his or her LSA to fund the printing of material for community groups.

On 8 August 2002, members were informed that the printing of such material was outside the parameters for use of the LSA.

The Tribunal suggested that it may be appropriate for members to fund such printing by way of a donation from their Electoral Allowance.

Goal 3 Administrative support to members and other client groups

MARCH 2003 ELECTION AND RELATED ADMINISTRATION MATTERS

The period leading up to a General Election makes particular demands of the Legislative Assembly. Broadly, the arrangements that have to be made can be listed under two headings – pre or post election activities.

Some of the pre-election actions required were:

- extensive liaison with the State Electoral Office and the Premier's Department on the briefing of Returning Officers and prompt sharing of information to enable timely updating of the website
- stock takes of equipment and other assets in electorate offices issued to retiring members
- arrangements for the cessation of entitlements and allowances in the lead-up to the election and advice to all members
- management of the transition of outgoing members to former member status, eg payment of outstanding accounts
- planning for new members' seminars (procedural and administrative issues)
- publication of a new Members' Handbook and a new Former Members' Guide.

As far as post-election arrangements were concerned, some of the actions required were:

- conduct of an induction seminar for the 21 new members
- stock-take of assets in remaining electorate offices and assets in members' custody
- allocation of rooms at Parliament House
- transitional arrangements for electorate office staff; management of separation from service
- provision of "getting started" information to new members such as:
 - significance of the declaration of the poll
 - the electorate office
 - Parliament House offices and access/security arrangements
 - staffing arrangements
 - computing and other equipment
 - member's detail forms
 - salary/entitlements/ allowances
 - first sitting day and opening of Parliament.
- taking delivery of ballots for secure storage within the Parliament over a four-week period, and receipting and mapping of the boxes delivered.

Information on the internet and intranet was updated to reflect the changes in members, Hansard, Bills, etc for the start of the 53rd Parliament.

NEW MEMBERS' SEMINAR

Following the March 2003 General Election, all 21 newly elected members attended two induction sessions organised by the Department.

The first session was a two-day event held on Thursday and Friday 10 and 11 April 2003.

Day One involved consideration of topics such as role of the Office of the Clerk and the Department, the Parliamentary Service, Pecuniary Interest Register and Returns; the Code of Conduct and the Ethics Adviser; petitions, notices of motions and questions on notice; Members' Handbook and Members' Services; members' entitlements; security and access procedures; electorate office staff (records, FOI, privacy legislation and court subpoena); members' salaries; and country and regional members' entitlements.

Day Two concerned the running of an electorate office. The topics covered were: the role of electorate officers; recruitment; judging performance; managing difficult behaviour of constituents; strategies for supporting staff; and strategies for motivating staff.

The third session took the form of a two-hour session in the Chamber on the day before the House met for the first time. Topics included the bells, the timing system, divisions, the cameras, video titling; sources of procedural information; the first sitting day; sitting day routines, inaugural speeches; decorum and order in the House; and opportunities for private members' statements and questions.

Formal and informal feedback from new members on the content and delivery of all these sessions was very positive. Some new members specifically mentioned the value of the induction sessions in their inaugural speeches to the House.

year in review

RISK MANAGEMENT

The risk management program at Parliament House has entered its next phase. A Risk Assessment Review for 2002/03 has been conducted using the software provided by KPMG, and a report finalised.

The 2002/03 Risk Review was conducted in two phases. The first involved obtaining updates from managers on the status of the risks identified by KPMG in 2001 as being of a significant level or higher. The second phase involved discussions by senior management on the changes to the risk assessment and the validity of the controls in place.

As a result of the 2002/03 review:

- A risk management audit is to be conducted on a regular basis by the Parliament's internal audit contractor.
- Risk management will be integrated with other areas of management, eg corporate planning, and managerial performance would be measured.
- A review of business continuity planning and existing disaster recovery policies and plans is being undertaken as a priority.
- Risk management will feature as a regular agenda item at senior management meetings and other management meetings.

The following initiatives are being undertaken to further implement risk management within the Parliament:

- A contractor has been selected to provide internal auditing services, which will include a regular risk management audit.
- An external consultant has been engaged to provide assistance with corporate planning.
- Building Services is reviewing evacuation procedures and the Disaster Recovery Manual and drafting a policy.

The 2002/03 risk review has raised the following matters that the Clerks have under consideration:

- The responses of managers during the Risk Review indicated the potential need for periodic, targeted training and development in relation to risk management, and other areas of management.
- The need to assist managers with particularly high residual risk scores to select and implement appropriate treatments for dealing these specific risks.
- Systems utilised by managers as part of their risk management strategy, e.g. asset recording and other software, should be consistent and compatible across Parliament House, as far as possible.
- Business Continuity
- Corporate and Strategic Planning
- Program Management.

To a lesser extent, attention is also being directed towards:

- Succession planning and core-competency training
- Asset management
- Information protection and storage.

MEMBERS' HANDBOOK

A new Members' Handbook was issued in April 2003, in time to be issued to new members during their induction sessions.

A new format was adopted for this edition with four main sections –

1. Overview of the Legislative Assembly offices and services provided.
2. Matters affecting members – including Members' Code of Conduct; salaries, taxation and superannuation; electorate office staff; electorate offices; custodial assets; insurance; travel; and Parliamentary groups.
3. Parliamentary Remuneration Tribunal Determination of 31 May 2002 and administrative guidelines issued by the Department.
4. Joint Parliamentary Services.

The preface to the Handbook again drew members' attention to the interrelationship between the Code of Conduct, the guidelines contained in the Handbook and the Independent Commission Against Corruption Act 1988.

An electronic version, which is fully searchable, is on the intranet and also on the Parliament's internet site.

PARLIAMENTARY PRECINCTS ACT REVIEW

After five years of operation, the Parliamentary Precincts Act, has been reviewed by the Government and a recommendation made that it continue in operation. A liaison group comprised of Parliament House and nearby agencies such as the State Library and the Royal Botanical Gardens and Domain Trust will be constituted as a result of the review.

The Act provides for the Presiding Officers to enter a memorandum of understanding with the Police to assist with determining operational protocols. The Presiding Officers requested that this be drawn to the attention of the Minister for Police. More generally, officers of the parliament were made aware of the provisions of the Act.

As previously reported, in June 2001 there was a blockade of Parliament House on a sitting day. The Premier gained access to the Parliament through an inter-connecting tunnel with the State Library. The Presiding Officers have therefore asked for more certainty of access to the building.

GIFT POLICY

In April 2003 a draft policy on the acceptance and registration of gifts was completed. It is currently under consideration by the Clerk.

SALE OF SURPLUS LIBRARY BOOKS

On 9 May 2002 the Clerks received a disclosure under the Protected Disclosures Act 1994 in relation to possible irregularities in the sale of books from the Parliamentary Library collection. The Clerks reported the fact of the disclosure to the Internal Audit Committee on 10 May 2002. The committee considered the issue and resolved that an external investigation should be undertaken to ascertain the validity of the allegations.

On 4 June 2002, the Internal Audit Bureau agreed to undertake the enquiry and Mr John Heagney was appointed.

year in review

Mr Heagney concluded his report by handing it to the Clerks on 2 September 2002. A copy was sent to all members of the Library Committee and to the Parliamentary Librarian in accordance with recommendation 1 of the Report.

Mr Heagney made 16 recommendations. Many were of an administrative nature and concerned:

- the transfer of books set aside for sale to relevant public institutions
- the requirements for approved written procedures to be in place governing all aspects of sales on the internet, and handling of those sales
- consideration as to whether some form of direct selling or competitive tender should be undertaken, and a prohibition of sales to staff
- review of the process of the pricing of antiquarian books
- the need for clear lines of accountability for the Parliamentary Librarian in the performance of his duties
- regular reporting regarding any disposal program
- access to the Library stack on level 5
- the need for a complete stock take of books recorded as sold but not included in the Librarian's sale sheets (or invoiced), as some books appear not to be accounted for
- responsibility for the processes of future disposal.

More serious recommendations were that consideration be given to instituting disciplinary proceedings against the Librarian in respect of possible misconduct for four specific actions and for possible disobedience to a lawful order in respect of four separate actions. These were also two instances of possible negligence cited. The last recommendation was that consideration be given to the situation of the person contracted to price books for sale in the Library.

The Librarian submitted a response to the Heagney Report on 17 October 2002. Both the report and the response dealt with numerous and reasonably complicated matters, and opposing conclusions tendered on the facts. The Presiding Officers appointed a barrister to conduct a disciplinary inquiry.

In a preliminary report to the Presiding Officers, the barrister said that, after examining both reports, she was of the view that if the Parliament wished to proceed with a full disciplinary inquiry she would have to make extensive further investigations and inquiries.

The Presiding Officers, on 15 May 2003, decided against pursuing a disciplinary inquiry as recommended in Mr Heagney's report and the disciplinary inquiry was terminated.

The Presiding Officers have taken administrative action to ensure appropriate policy, processes and accountability measures are in place.

The Presiding Officers transferred to the Clerks the joint responsibility for the development of new procedures and policy for the disposal of the books from the Library. They affirmed that no further sales were to take place until the disposal procedures were documented and approved by the Presiding Officers.

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

The Clerk (Secretary/Treasurer) and the Deputy Clerk (Executive Member), continue to serve on the Executive Committee of the professional body for Australia and New Zealand Clerks-at-the-Table (ANZACATT) which, as at 30 June 2002, had 76 members. Since the last annual report there have been a number of important milestones in the continuing development of the organisation:

- A very successful Professional Development Seminar was held in Alice Springs in January 2003.

- Planning by the Professional Development Committee and the Executive Committee for the January 2004 seminar to be held in Sydney is well advanced.
- In March 2003, the Legislative Assembly and Legislative Council jointly funded the redevelopment of the Association's website at www.anzacatt.org.au.
- The new website includes an e-mail list server (for the exchange of questions and answers on matters of mutual interest to members); seminar information; a calendar of events; and conference papers.
- The Education Committee is considering proposals for a short course on Parliamentary law, practice and procedure for staff development.
- Two editions of the Association's publication "Parliament Matters" continue to be published each year.
- ANZACATT has established links with its counterpart organisations – the Association of Clerks-at-the Table in Canada, the American Society of Legislative Clerks and Secretaries (ASLCS), the South African Legislative Secretaries Association (SALSA) and the Society of Clerks-at-the-Table in the United Kingdom.
- Some minor amendments to the Association's constitution were agreed to at the Annual General Meeting in Alice Springs.

JOINT DEPARTMENT AND SECTION HEADS – WORK PERFORMANCE MANAGEMENT GUIDELINES AND WORK PLANS

After extensive discussion with officers of the Legislative Council, the Assembly progressed the initiative of having managers of joint departments and sections prepare work plans and be subject to work performance. A memorandum was sent to joint managers on 1 October 2002, requesting completion of a work plan by 16 October 2002.

The completed draft work plans were to be the subject of discussions with the Clerks, before being signed off and reported upon in monthly reports. The Clerks were to have regular progress meetings with the joint managers on the progress of the matters identified in their work plans. Unfortunately, the scheme was not commenced due to a number of joint departments and sections failing to produce the work plans. The program will recommence in the 2003/04 financial year when all joint managers will be requested to produce planning documents.

STRATEGIC AND BUSINESS PLANNING

In May 2003, the Clarinda Group was contracted to assist the Legislative Assembly with strategic and business planning.

The objectives of the consultancy are to:

1. Establish an approach to strategic/business planning for the Department that is consistent with its unique position in NSW public sector administration;
2. Develop a template for the corporate plan to be used in future years;
3. Link strategic/business planning, budgeting and performance management.

Several workshops have now been held and it is expected that a four-year strategic plan and a business plan for 2003/04 will be published in August.

year in review

LATE SUBMISSION OF ACCOUNTS FOR ADDITIONAL ENTITLEMENTS

The annual determination of the Parliamentary Remuneration Tribunal dated 31 May 2002 contained a general condition in relation to all additional entitlements that

7. All accounts and members' claims must be submitted to the Legislature for payment within 60 days of receipt or occurrence of the expense.

In a letter to the Crown Solicitor dated 2 August 2002 the Presiding Officers requested advice on the matter after it was raised by the Audit Office in their audit of members' entitlements for the year ending 31 December 2001.

In summary, Crown legal advice was that the above condition may not apply (although this could not be stated with any certainty) in the case of an account or claim which it is not possible, for reasons beyond the control of the member, to submit within 60 days; and a payment made contrary to such a condition would not be invalid.

ASSET MANAGEMENT

In March 2003, a revised Asset Policy was approved by the Speaker to replace the policy issued in March 1998.

The revised policy is a comprehensive document covering acquisition; receipt; issuing and return of assets; resignation of office or termination of appointment; relocation of assets; transfer of assets; asset forms; audit/stock take requirements; lost, damaged or missing assets; disposal of surplus and unserviceable goods; writing off an asset; gifts and forms.

Procedures were also introduced to track computer assets handled by both Information Technology Services and the Legislative Assembly.

The policy is on the Legislative Assembly intranet.

NEW COMMITTEES

One of the first tasks of the House in the new Parliament was the reappointment of the various committees. All the statutory and standing committees of the 52nd Parliament were reappointed, and two new committees were established: the Joint Select Committee on the Storage and Transportation of Nuclear Waste (which is due to report by December 2003), and the Standing Committee on Natural Resource Management.

With an increased number of independent members of the Legislative Assembly, the House resolved that the non-statutory based committees should increase their membership by one compared to the previous Parliament. This gave the opportunity for those independent MPs that desired to serve on committees to do so.

A detailed summary of committee activities for 2002/03 can be found in the Committees entry in this report.

COMMITTEE STAFF ACCOMMODATION

Legislative Assembly committee staff were located off-site from Parliament House from April 1998 until May 2003 at Level 2, 185 Macquarie Street. Following the expiry of that lease, the Legislative Assembly had been unable to secure long-term accommodation at that site owing to pending development proposals. Accordingly, after securing supplementary funding from Treasury, the Legislative Assembly spent a number of months identifying new committee accommodation for committee staff suitably located within reasonable proximity to Parliament House. With the limitations of the Sydney CBD office rental market, a site was identified at Level 20, 1 Castlereagh Street.

A six-year lease was signed in December 2002 and a major project was undertaken by committee staff to plan and manage the various needs and works for a move to the new premises. This included a full consultation process involving all the committee staff. The issues facing both management and staff were: floor layout; open space configuration of workstations; meeting the numerous occupational health and safety standards, such as the ratio of floor space to staff, lighting and air conditioning; the technical demands of establishing communications and data links between Parliament House and the new premises; and, the aesthetics of the colours of walls, furniture and carpet.

Once the basic concepts had been agreed to by staff and approved by the Speaker, a core move project team was established. This team managed the project on a day-to-day basis through regular liaison with the various contractors. Regular meetings were held with the various managers and staff of Parliamentary Building Services and Parliamentary Information Technology Services, who provided specialist support and advice.

The works commenced in February and were completed at the beginning of May. The move was facilitated over the weekend of 10 May 2003. A microwave link was established to provide a communications link so committee staff remain on the internal telephone system and the computing local area network. The new accommodation is three blocks down Hunter Street from Parliament House. While the distance is of some inconvenience, it is much more suitable for meeting committee staff than the previous premises.

SCRUTINY OF BILLS

The Regulation Review Committee, after commencement of the new Parliament, had its name changed to the Legislation Review Committee in recognition of its new function of scrutinising bills in addition to regulations. This followed the passage of the *Legislation Review Amendment Act 2002*. The *Regulation Review Act* was consequentially amended to be renamed the *Legislation Review Act 1987*.

The committee will, after 1 July 2003, have the role of considering whether a bill, by express words or otherwise: trespasses on personal rights and liberties; makes rights, liberties or obligations unduly dependent upon insufficiently defined administrative powers; makes rights, liberties or obligations unduly dependent upon non-reviewable decisions; inappropriately delegates legislative powers; or, insufficiently subjects the exercise of legislative power to parliamentary scrutiny.

INFORMATION TECHNOLOGY

Internet and E-Mail Usage Policy

As reported in last year's report, a draft of a new Internet Policy had been extensively reviewed by the Internet Committee and signed off by the Legislative Assembly in April 2002. In August 2002 the policy was also approved by the President of the Legislative Council.

This policy is very comprehensive, covering:

- Seven core principles of email and internet usage (eg that these resources are provided primarily for work-related purposes and that there are restrictions on personal use).
- The use of a disclaimer and signature block on e-mails.
- Users' responsibilities and rights (appropriate use of email and internet facilities; activities that are not permitted).
- Management responsibilities/rights (monitoring and auditing the network, legal and disciplinary proceedings and policy review).

year in review

Currently measures are being agreed upon for monitoring of usage, if required, and the policy has been placed on the intranet.

Video Hansard

Video Hansard will provide all users of the Parliament's intranet with a new method for reviewing the proceedings of the Legislative Assembly. This is a world-first initiative to use the flexibility of various online technologies to deliver a searchable repository of video, audio and text material relating to past and present Parliamentary proceedings.

In December 2002 Visionbytes Pty Ltd proposed a new technology that aligns the official Hansard text with the corresponding video of Legislative Assembly proceedings. The resulting Video Hansard "articles" are then available through the existing online search facilities and allow users to review an article by clicking on any section in the Hansard text.

While the traditional processes associated with Hansard will continue unchanged, Video Hansard will augment these processes to give unprecedented sound and vision access to current and future Parliamentary proceedings.

As part of the project, Visionbytes produced CDs containing Video Hansard articles relating to all Legislative Assembly members' contributions in the House in the 2002 sitting year of the 52nd Parliament. A full archive of all articles for 2002 has been provided to the Parliamentary Library and specific articles can be ordered from Media Monitoring in the Parliamentary Library.

Soon the Parliament will be moving toward a full intranet version containing enhanced search capabilities to be made available to all users online. The quality of this version will be greatly enhanced as it will be sourced not from tapes but directly from the existing video stream.

Concurrent with the release of the intranet version, the Parliament will also be expanding the archive of Video Hansard material to include the proceedings of the (current) 53rd Parliament and, contingent on the availability and condition of archival video, other past Parliamentary sessions.

A Digital Services Agreement was signed by the Clerk and Visionbytes on 29 May 2003. Through this agreement the Information Technology Section and Visionbytes will continue to collaborate to capture the direct broadcasting of the proceedings of the Legislative Assembly through the webcasting server storage systems into a digital format ready for indexing, and to provide server storage systems and search and indexing facilities.

A sum of \$68,000 was made available to cover most of the costs for the above projects. In addition to this, the Manager — Parliamentary Education and Community Relations, believes the Video Hansard has further potential in the area of school education. This will be pursued in 2003/04.

Webcasting

As reported in our last annual report, connect.nsw funding was received from the Department of Information Technology and Management in 1999/2000 to provide, inter alia, video and audio streaming of proceedings of the Legislative Assembly. Webstreaming was commenced on 26 February 2002 with the opening of the 52nd Parliament by Her Excellency the Governor. In addition to the web streaming, the funding was also used to provide online access to indexed images of current media releases held by the Parliamentary Library, and to indexes of press clippings, media releases, research publications, collections and catalogues held by the Library.

On 1 March 2002, the Parliament signed a three-year agreement to outsource the delivery of the above services to the Australian Centre for Advanced Computing and Communications Pty Ltd (ac3), a company partly owned by the NSW Government.

The agreement encompassed a service standard for:

- The provision of hardware and software at Parliament House for capturing and translating the video images.
- The delivery of a system capable of utilising multiple audio and video formats for transmission through the Parliament House network and the internet.
- The setting up of a procedure for transferring video and audio to ac3 for duplication of media release images and management of this server.

A secure connection to Parliament House from the ac3 site at Australian Technology Park was established so that ITS staff can perform regular maintenance to the internet server hosted at their site.

Acts & Regulation Database upgrade

When the Parliamentary Counsel adopted a new method of publishing the Acts and Regulations in XML format rather than WordPerfect, Parliament had to redesign its database and its semi automated updating system. Parliament now has an automated system for downloading information from the Parliamentary Counsel website and updating its internal database.

Oracle Database

All business applications running under the Oracle database were upgraded to Oracle RDBMS version 8.1.7. The applications affected during the upgrade were:

- TRIM - record management
- HEAT – Service Desk call logging system
- PASS – Security System
- GASS – General Access Security System
- Asset – Asset Management used in Legislative Assembly
- MES – Members' Entitlement System
- PRINTSHOP – Printing & Stationery Administration System

Standard Operating Environment Project

The deployment of a new Standard Operating Environment was completed during 2002/03. Application packaging for non-core applications was continued. A total of 52 applications have been packaged to provide Parliament with an automated installation as needed.

Netware network operating system and messaging server upgrade

The Parliamentary Information Technology Services has upgraded the server operating system from Novell 5 to 6. This upgrade enhances the stability, security and management tools of Parliament's network.

The Internet Management system was also upgraded to allow for increased activity and usage. During the year, a new backup system was implemented for the network servers.

POLICY REVIEWS

Following a twelve-month trial, the Flexible Work Hours Agreement has been extended. The new agreement allows a longer timeframe for each period and greater flexibility for staff in starting and finishing times, the carry over of time from peak work periods, and adjustments for family or personal commitments. The new

year in review

agreement acknowledges the need for planned work and staffing to meet customer/client demands and expectations.

The “harassment free workplace policy” was reviewed and relaunched. Training was provided to all supervisors and managers to update both discrimination and harassment information and awareness of legal responsibility and good management/workplace practices.

The Code of Conduct for Parliamentary Staff (not members’ staff) was reviewed, and in consultation with the Public Service Association, agreed. The code will for the first time cover all staff and replace the individual codes applying in the Legislative Assembly and Legislative Council and extend across the staff of joint service departments and sections under the Presiding Officers’ joint control. The sign off and implementation is still being considered by the Legislative Council, and it is hoped it will proceed in the next reporting period.

A draft Code of Conduct for members’ staff was also drafted and this is at a consultation stage with stakeholders. It is yet to be considered by staff, unions or members. This will be the first time that members’ staff will be formally covered by a code of conduct.

REVIEW OF RECORDS MANAGEMENT OPERATIONS

The new entitlements for members had significant impact on the records workload with a 40 per cent increase in folios registered over the previous year. New filing arrangements commenced for Logistic Support Allocation & Electorate Mailout Account, with new files created for each member after the 2003 General Election. This will assist tracking correspondence, auditing and retrieval of information for members’ entitlements. A total of 478 general files and 125 personal files were created relating to commencement of our new business cycle of the 53rd Parliament.

Storage space in the Legislative Assembly administration records registry is fully utilised. The strong program to cull inactive files achieved 71 boxes of general and personal files reviewed, sentenced and culled.

In November 2002 the Parliamentary Thesaurus Committee agreed to amalgamate the State Records Keyword AAA Functional Thesaurus with the Parliamentary Thesaurus.

A growing interest among Australian Parliaments and the interaction with key personnel from other Parliaments has allowed some valuable site visits to the Legislative Assembly office and exchange of information. A report detailing progress in the Legislative Assembly records management program was circulated to the Parliamentary Records Management Group. The Department of the Senate, Canberra was also assisted with support on records management policy.

ATTACHMENTS/ OVERSEAS LINKS

Between 10 and 19 February 2003, the Legislative Assembly hosted on attachment Mr Gregory Putz, Deputy Clerk of the Saskatchewan Legislative Assembly. Such attachments are always welcomed as an opportunity to exchange views and ideas.

In March 2003, Australian Clerks were invited to participate for the first time in the list server of the Canadian Association of Clerks-at-the Table. This service is located and maintained by the Legislative Assembly of Saskatchewan. The List Server (CATS), which has been operating in Canada since 1998, is an automated system that allows the exchange of information among users through internet e-mail. Users are able to send an e-mail to the List Server and the message is automatically broadcast to everyone on the mailing list. The result is similar to an internet newsgroup except that messages are sent via e-mail and are therefore only available to individuals on the List Server mailing list. A similar service has been designed for members of ANZACATT.

FREQUENT FLYER POLICY

In June 2002 the Legislative Assembly, in recognition of the implications of the new government travel contract with Qantas, established systems to record and monitor the usage of frequent flyer points that may have been accumulated by Legislative Assembly staff in the course of official travel. As a consequence during the year a number of Legislative Assembly staff used frequent flyer points for official travel purposes.

Goal 4 Safe, healthy and productive workplace (including training and development)

OCCUPATIONAL HEALTH AND SAFETY

The Parliament is committed to providing a safe and healthy work environment for all members and employees. The 2002 public sector guidelines "Taking Safety Seriously" has driven continuous improvement in occupational health and safety (OHS) systems this year. These guidelines emphasised the need to ensure a planned, coordinated and systematic approach to managing OHS risks based on well-communicated policies and procedures for preventing injuries and illnesses as far as possible and managing prompt return to work for injured staff wherever practicable. It reinforced the consultative approach to identifying, assessing and controlling workplace risks and recognised that to be effective, OHS should be integrated into normal business activities.

The main implications for the Legislature were:

1. Compulsory training on occupational health and safety for all staff
2. Consultation processes
3. Risk management
4. Responsibilities integrated into performance agreements and position descriptions.

The Occupational Health and Safety Consultation Statement was introduced and the Occupational Health and Safety Policy amended in line with best practice from Taking Safety Seriously and to comply with the OHS Regulation 2001.

Health and welfare activities included:

- Maintaining statistics on the 92 staff injuries registered throughout the year.
- Organising voluntary influenza vaccination for members, ministerial staff and Parliament House staff (71 participants)
- Introducing yoga sessions for staff.
- Providing advice and assistance on ergonomics and occupational health and safety issues for staff at Parliament House and electorate offices.

INJURIES AND WORKERS' COMPENSATION CLAIMS

The total number of reported injuries for all Parliamentary staff during the financial year was 93, including one near-miss report. Seventy of these injuries were minor and did not result in workers compensation claims, while 23 resulted in mostly minor workers' compensation claims. A snap shot of injuries follows:

- 65 injuries occurred on site at Parliament House
- 18 pedestrian accidents were outside of work
- 27 injuries were in the category of slips, trips and falls

year in review

- 19 injuries resulted from contact with objects
- 29 injuries resulted from lifting/pushing (body strain).

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The Occupational Health and Safety Committee provides a consultative forum for employee and management representatives to monitor, review and make recommendations to ensure the health and safety of employees at Parliament House and electorate offices. The committee's constitution was reviewed to ensure compliance with the OHS Regulation 2001. The Occupational Health and Safety Committee also provides information on the intranet, including the minutes of committee meetings.

There was considerable change during the year in the membership of the committee, with electorate officer representatives having their term extended up to the date of the General Election. There were nine employee representatives, including two elected by the electorate officers, and four management representatives (appointed directly by the Clerks).

The committee has an ongoing program of workplace inspections to support managers in identifying and assessing risks in their areas of control. The committee submits inspection reports to the Clerks and relevant managers, making recommendations for improvements where necessary. A comprehensive safety assessment checklist was developed to assist the committee in completing inspections of all members' Parliament House offices, which were undertaken for the first time in June.

Safety concerns of the committee included:

- use of chemicals in Parliament House
- handling of synthetic mineral fibres
- proposed health screening for exposure to asbestos
- non-compliance of office furniture with Australian standards
- provision of cable ties to eliminate trip hazards caused by unsafe cabling (computer and electrical) in office areas
- pool and gym facilities
- refuse handling and disposal from Parliament House.

OCCUPATIONAL HEALTH AND SAFETY IN ELECTORATE OFFICES

The program of occupational health and safety assessments and training at electorate offices was deferred until after the March election. External contractors were approached to undertake the program and three preferred contractors were retained. Twenty-three electorate offices were identified to participate in the program for 2003/04. A comprehensive and uniform checklist was developed to assist in a consistent appraisal of the offices and reporting format. The integration of the audit information with electorate office maintenance, and leasing and fit-out programs will allow common risks and concerns to be identified and addressed at the planning and purchasing stage.

Biohazard spill kits were distributed to all offices and a program of testing & tagging of electrical cords commenced in order to comply with AS/NZS 3760.

INJURED WORKERS REHABILITATION SERVICES

The Injury Management and Rehabilitation Programs were reviewed. This policy is the basis of the Legislature's commitment to workplace-based rehabilitation and details the procedures to be followed when an employee has a work-related injury. The normal expectation is for a timely, safe and durable return to work for employees following workplace injuries. The success of this program depends on early intervention by the Parliament's Return to Work (Rehabilitation) Coordinator and the provision of suitable duties with the support of the Clerks and the managers of all departments and sections. Flexible work practices and staff leave entitlements also facilitate return to work programs for employees with non-work related illnesses or injuries.

The rehabilitation coordinator routinely contacts all injured workers and directly supported 18 employees by liaising with treating doctors, managers and/or GIO, with 15 requiring ongoing return to work programs.

TRAINING INITIATIVES

Thriving in the Electorate Office

Electorate officers attended "Managing Difficult Behaviours" courses conducted in July and November 2002. The contents of the Managing Difficult Behaviours workshops were then revised to include psychiatric disability awareness training, presented by a disability advocate, within the two-day format.

The first session of the new format was held in May, and was evaluated as outstanding in addressing the needs of electorate officers.

Management Skills Training for Managers

One-day workshops, "Managing and Motivating Staff Performance" and "Managing Difficult Staff Situations" were provided to supervisors and managers. These sessions were targeted to support supervisors through the staff management process and to develop skills in the areas of staff feedback, performance setting and review, and motivation.

Occupational Health and Safety Training for Managers and Supervisors

Managers were informed on how to undertake a strategic approach to OHS within their areas of control. All staff with a supervisory role attended training prior to assuming responsibilities under the OHS Regulation 2001 and "Taking Safety Seriously" guidelines.

REMOVING BARRIERS TO ACCESS AND AWARENESS OF THE DISABILITY ACTION PLAN

The Legislative Assembly is not required to report under the Disability Services Act 1993 on implementation of a disability action plan. However, consistent with good management practice the Department has adopted a disability action plan in September 2001. Together with guidelines for best practice customer service for people with disabilities, the plan was published on the Parliament's intranet and website. In its third year of implementation, most strategies have been achieved, and all those regarding physical access to Parliament House completed.

Strategies of the Disability Action Plan implemented this year include:

- Completion of a feasibility study into provision of a horizontal area for wheelchairs in Theatrette and space provided for four wheelchairs
- Conduct of an access survey to determine which electorate offices have disabled toilet facilities
- Leasing of accessible accommodation in Castlereagh Street for off-site Parliamentary Committees staff.

year in review

- As part of the disability awareness training program developed for Parliamentary staff, psychiatric disability awareness training
- Production of a large-print version of the general brochure “The Parliament of NSW”.

All applicants using meeting and conference rooms, the theatrette and associated functions rooms are advised in writing that assistance is available from Assembly staff for the disabled, frail and aged.

ABORIGINAL AND TORRES STRAIT ISLANDER CADETSHIP PROGRAM

The New South Wales Government in partnership with the Commonwealth Department of Education, Science and Training conducts a program of providing cadetships to indigenous persons to work during their university holidays with a State Government agency. The Legislative Assembly is one of the inaugural agencies to offer a cadetship. In November 2002, the cadet, who had just completed her first year at the University of Canberra, undertook a work placement in the Legislative Assembly during the summer break. The cadet will return to work in the Legislative Assembly during each of her subsequent university breaks and will, on completion of her degree, have a permanent position with the Legislative Assembly as a research officer.

Goal 5 Public awareness

Over the past financial year the Department has continued with its commitment to extend community, national and international knowledge of the operation of the Legislative Assembly and the Parliament in general. Educational support to teachers and schools has continued and is provided through a coordinated student visitor program.

Through Chamber Support Services and the Parliamentary Education and Community Relations Section, the Department continues to enhance the educational experience, by continually refining the primary school citizenship conventions and projecting the significance of Federation through the Henry Parkes Foundation, sponsor of the program. Similarly, the Parliament’s State Government Familiarisation Program, which coordinates seminars for the business community, continues to be a valuable resource for conveying the workings of Government and the Parliament to the business community.

The Department participated in programs presenting the historical significance of the Parliament to the community during open days such as Australia Day, Heritage Week and the Eastside Precinct, attracting upwards of 10,000 visitors. Other programs/public events, including mock parliaments, book and other launches, exhibitions and promotions, place the Legislative Assembly within the public arena.

The Department has supported an ever-increasing variety of users of the Parliament. Facilities such as the Theatrette, Jubilee and Parkes Rooms and general committee rooms continue to be used by government and member-sponsored non-government organisations for meetings, conferences, familiarisation programs, briefings and workshops.

TOUR PROGRAMS

Feedback from visiting groups has indicated that the continued review and development of tour programs is producing a meaningful and enlightening experience for students and other groups visiting the Assembly.

Information is tailored to each group, taking into account age, ability and specific interests. As disparate groups are no longer amalgamated, group sizes have decreased slightly over the past two years, permitting greater interaction within the group and better rapport with the tour officer. Approximately 200 students visit the Assembly each day during term.

Role-plays continue to be an important teaching mechanism, and three additional tour times have been scheduled in an effort to meet the increasing demand by schools for tours. It is now necessary for schools

to book up to three months ahead and coordinate the visit into the regular school program. When selecting a role-play as the training medium, primary school students are offered one of the following bills for debate:

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

Parliamentary language is kept to a minimum with student groups in an effort to enhance the learning process. The same consideration is also offered to TAFE and university students studying English as a second language (ESL). Several special visitor groups from overseas and specialist tertiary institutions have also been catered for.

This year the program expanded through the provision of interpreter services from the Deaf Education Network. This service, provided at the Parliament's cost, complements the education program by enabling students and teachers alike with hearing difficulties to take a more meaningful part in the Parliament's tour program, including role-plays.

The on-line booking service through the Parliament's website is providing teachers with an opportunity to select available tour times and make tentative bookings which are later confirmed by tour coordinators.

Once the booking has been confirmed and the needs of the particular group have been ascertained, teachers are forwarded a schools information pack or resource kit containing material explaining the roles of Government, Parliament, the Assembly, members and Officers of the House, together with historical material. This material is designed to complement the educational material available through the Parliament's website.

The following table summarises the tour groups visiting the Parliament for the report period:

Group Type	No. of People	No. of Groups	Average
Primary Schools (Years K-6)	14,146	269	53
Secondary Schools (Years 7-12)	6,534	43	46
Special Schools	46	4	12
ESL Colleges/ TAFE	1,513	80	19
Universities	446	16	28
Business Colleges	357	14	26
Seniors Colleges and Probus Clubs	1,037	36	29
Members' Guests	1,717	41	42
Education and Community Relations	2,246	35	64
Other Groups	837	29	29
Total	28,879	667	43

The Department continues to improve and develop the tour and visitor program, in tandem with the expansion of civics and citizenship within the educational curriculum. The Department's programs endeavour to ensure a balanced, educational and enjoyable presentation of the role of government and the Parliament.

In 2002/03, the Department has also continued to work with other State and Commonwealth Government departments and authorities, private and professional institutions, community organisations/groups, local government and other Parliaments to ensure a better general understanding and appreciation of the operations of government and the Parliament.

year in review

SCHOOL LEADERSHIP PROGRAM

The School Leadership Program operates in conjunction with the Governor's Office, the Department of Education of Training, the Catholic Education Commission and the Association of Independent Schools. In 2003, 754 students from 349 schools participated, with 76 attendances by members.

FORUM SERIES

The first Forum 2003 was conducted in April in the Legislative Assembly Chamber. The one-day program involves Year 10 students from a number of schools conducting an issue-based mock Parliament.

WORK EXPERIENCE STUDENTS

In 2002/03, 14 students were placed within the Parliament, including nine Year 11 Vocation Education and Training students and five Year 10 Work Experience students.

PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS

The Education and Community Relations Section, in cooperation with the education sectors, conducted three primary "Making Civics and Citizenship Work" seminars and two "Civics and Citizenship Strategies for Stage 5 History" for some 250 teachers at Parliament House. A full-day professional development course was conducted at Parliament House for the staff of Rose Bay Secondary College, all of which involved visits to and information about the Legislative Assembly.

UNIVERSITY INTERNS

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

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

INFORMATION SESSIONS

Legislative Assembly members played an important part in the Education and Community Relations Section's programs to increase community awareness of Parliament. These generally involve an information session, a public forum with members and a visit to the Houses at sitting times. In 2002/03, three sessions of "A Little Night Sitting" event had to be cancelled on the day when Parliament rose as a mark of respect to the victims of the Bali bombings.

OTHER PUBLIC AWARENESS PROGRAMS

Other public awareness programs included:

- three "Visit Before You Vote" lunchtime tours of the Chambers, which attracted 200 visitors in the period immediately before the General Election
- eight new two-hour workshops for students in English for Speakers of Other Languages (ESOL) covering voting, parliamentary procedure, and role-plays in the Legislative Assembly Chamber
- a Government Familiarisation Seminar for business, as well as three smaller seminars for government agencies (Sydney Water and Department of Planning).

PROVISION OF INFORMATION TO OTHER AGENCIES

Throughout the year, the Department handled many public enquiries and provided information to other Parliaments, Government and the media. Some of the more notable examples were:

- Survey for the Commonwealth Parliamentary Association on Members' facilities and services (August 2002)
- Advice to Victorian Legislative Assembly on referendum provisions (September 2002)
- Advice to Hong Kong Legislative Council on Standing Orders and Procedure Committee (October 2002)
- Reply to Queensland Legal, Constitutional and Administrative Review Committee on entrenchment of the Queensland Constitution (October 2002)
- Advice to Western Australian Parliament on assent to bills after prorogation (October 2002)
- Reply to Seth Barrett Tillman on lapsed bills (November 2002)
- Advice to Western Australian and Victoria Parliaments on establishment positions (November 2002; February 2003)
- Reply sent to Western Australian Parliament on general responsibilities of Assembly positions (January 2003)
- Reply to Dr E Constable MLA from Western Australia on registration of lobbyists (January 2003)
- Reply to House of Representatives Chamber Research Services re comments on Procedure Digest trial (January 2003)
- Reply to Patricia Chaychuck (Manitoba) on survey of standing orders across Australia (January 2003)
- Information on injunctions preventing bills receiving assent (January 2003)
- Advice to various Parliaments on acknowledgment of Aboriginal owners or other forms of a Welcome to Land ceremony at opening of Parliament (February 2003)
- Response to Gauteng Legislature on employment of political staff and funding of political parties (April 2003)
- Response to Clerk of the Australian Capital Territory Legislative Assembly on general business (April 2003)
- Response to Quebec National Assembly on oversight of public finances by parliamentary committees (May 2003)
- Advice to Queensland Parliament on Private Members Bills and Standing Orders (May 2003)
- Response to Thompson Legal on publication of extracts from Parliament's website (June 2003)
- Response to Mrs Allen on opening of Parliament (June 2003)
- Response to CATS on supplementary Appropriation and similar bills on the notice paper (June 2003)
- Advice to Tasmanian Parliament on prayer to open Parliament (June 2003)
- Advice to Victorian Parliament on Budget debate procedures (June 2003)

CORPORATE IMAGE PROJECT

The Legislative Assembly has completed a review of its corporate image, involving updating its publications and stationery.

As a result of the review, a revised crest and a full range of stationery, including new letterhead, memoranda paper and business cards were designed. Lists, pamphlets and books produced by the Department will also have a new and consistent design. For the first time, all Assembly Committee reports will have be in a consistent format, from the front cover through to the formatting of content and appendices.

Style sheets were developed internally for the new formats and a new Style Guide will be issued.

NEW SOUND SYSTEM FOR COMMITTEE HEARINGS

During the course of the year a tender was let for the installation of a state-of-the-art sound system to enhance the audio for the benefit of the public attending committee hearings. As a result, a new sound system has been installed in the Jubilee Room, the main room used for committee hearings.

CENTENARY OF WOMEN'S FRANCHISE

On 27 August 2002, 100 years to the day, the Presiding Officers hosted a series of events at Parliament House to celebrate the centenary of women's suffrage in New South Wales.

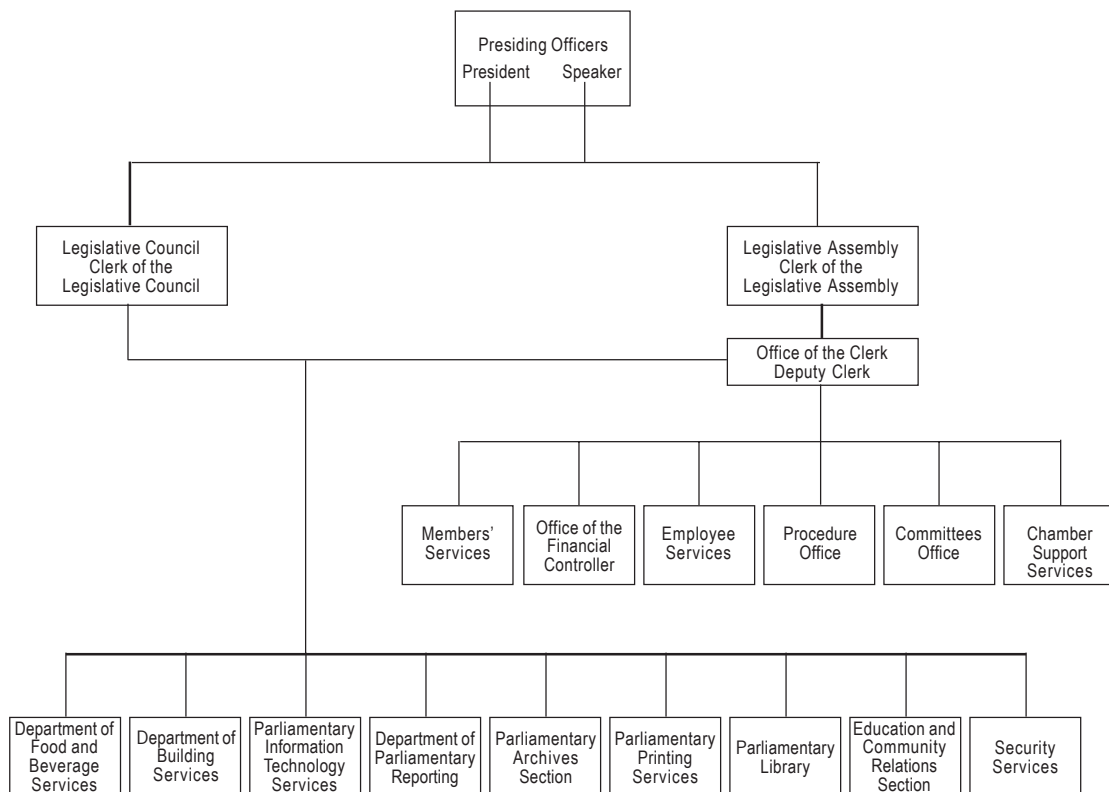
The day's proceedings commenced at 5.15pm when modern day suffragette protesters in full costume chained themselves to the front gates of Parliament House. At a function in the Parliamentary Dining Room later in the evening, the guest of honour Her Excellency the Governor addressed guests. Former member Mrs Rosemary Foot also spoke.

structure and management

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

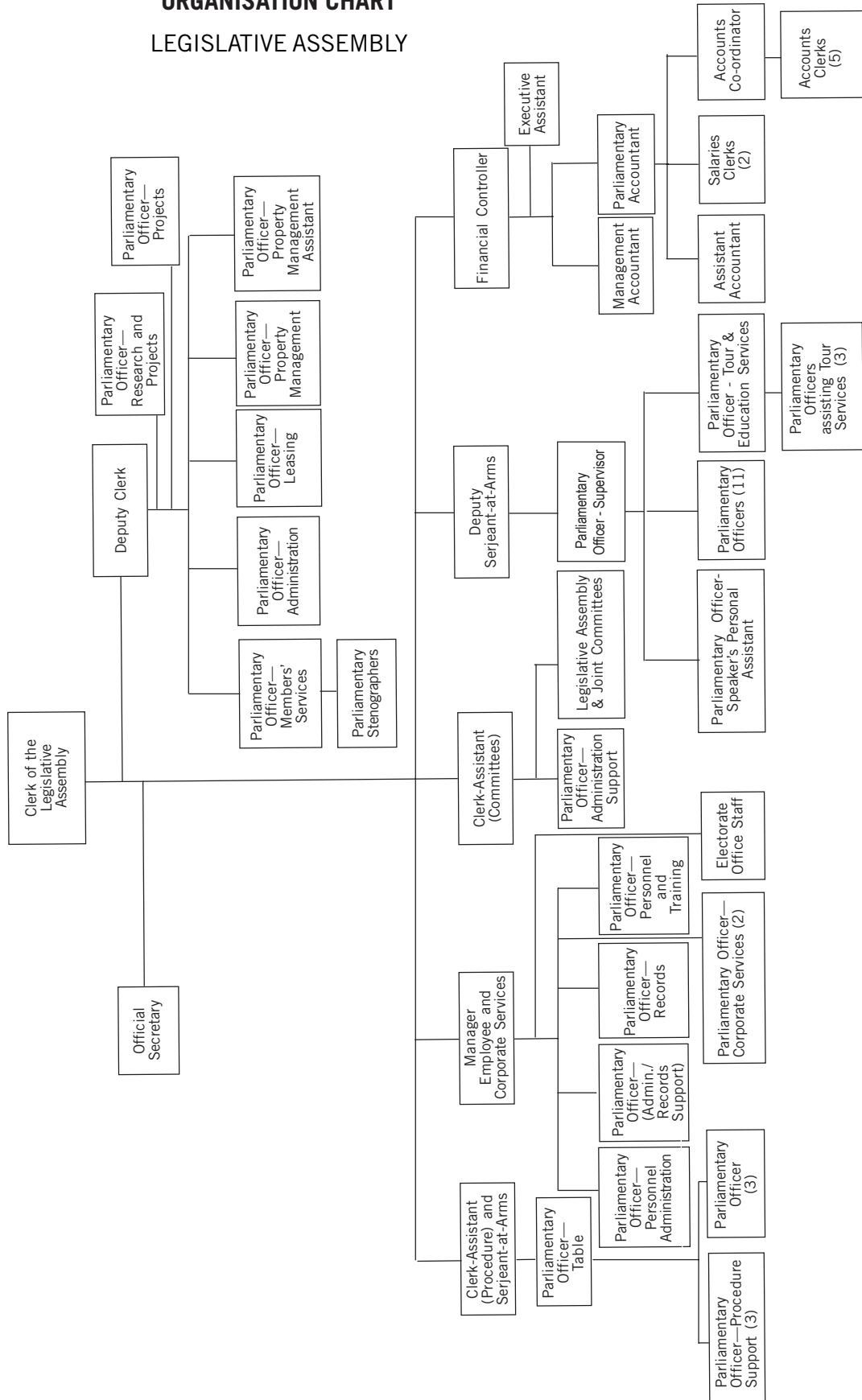
ORGANISATION CHART

PARLIAMENT HOUSE



structure and management

ORGANISATION CHART LEGISLATIVE ASSEMBLY



STAFF

Senior staff as at 30 June 2003:

- Russell David Grove, BA, PSM
Clerk of the Legislative Assembly
- Mark James Swinson, BA, BLegS
Deputy Clerk of the Legislative Assembly
- Leslie Eric Gonye MA
Clerk-Assistant (Committees)
- Ronda Mary Miller, BA, Dip Lib, BLegS, MBT
Clerk-Assistant (Procedure) and Serjeant-at-Arms
- Elaine Schofield, BEc
Manager, Employee and Corporate Services
- Gregory John McGill, FCPA, ACIS
Financial Controller
- Gregory Edward Kelly
Deputy Serjeant-at-Arms

PARLIAMENTARY MANAGEMENT MEETINGS

The Parliamentary management meetings are held each month to provide a forum for the 14 managers to exchange views and discuss a range of issues relevant to the functioning of Parliament House. The Financial Controller provides a detailed written financial report, which is also discussed at the meetings. The chair of the meeting rotates between the Clerks on a yearly basis.

There were 11 meetings held in 2002/03 and attendances were as follows:

Mr Russell Grove Clerk of the Legislative Assembly	11
Mr John Evans Clerk of the Legislative Council	3
Mr Mark Swinson Deputy Clerk of the Legislative Assembly	11
Ms Lynn Lovelock Deputy Clerk of the Legislative Council	3
Mr Rob Brian Parliamentary Librarian	6
Mr Robert Walker Manager Parliamentary Building Services	9
Ms Judith Somogyi Editor of Debates	10
Mr Greg McGill Financial Controller	11
Mr David Draper Manager Food and Beverage Services	8

structure and management

Mr Robert Lawrie Manager Parliamentary Archives	10
Ms Pat Makin Acting Manager Parliamentary Printing Services	2
Mr Garry Kabakov Business Unit Supervisor Printing	5
Mr Graham Spindler Manager Parliamentary Education and Community Services	9
Mr Ali Shariat Manager Information Technology Services	11
Mr Nigel Mulvey Manager Parliamentary Security	8
Mr Rob Stephanic Acting Manager Parliamentary Security	2
Mr Mike Wilkinson (for Mr Evans)	5
Ms Kate Curr (for Mr Brian)	4
Mr Greig Tillotson (for Mr Brian)	1
Ms Daniela Giorgi (for Mr Spindler)	1

Matters discussed at the meetings included: internal telephone book; policies and forms on the intranet; computer upgrade (2002); end of financial year arrangements; NSW Treasury Managed Fund Insurance; staff barbecues; 2003/04 Budget submissions; Parliament's base budget (and review); 2002/03 insurance premiums; late submission of accounts; use of preferred name in the Parliament House database; Occupational Health and Safety Act 2000; displaced Printing Section staff; new security equipment; revised Treasury budget timetable/ forward planning; merit selection; Joint Services Annual Report; Childhood Obesity Summit; proposed coffee shop; security at Parliament House; information technology security; Christmas closure; briefing on OH&S Act by WorkCover; security costs for evening functions; corporate blood donor scheme; death of Ms Lois Blach; review of the Parliament's base budget; 2002/03 capital submission; application of the ICAC Act to Parliament; electricity supply problems; Anti-Discrimination Board workshops; expenditure of official funds on Christmas functions; draft code of conduct for Parliamentary staff; salary sacrifice; recommendations for joint approval; white level inspections; OH&S/ Workers Compensation update (permanent agenda item); EEO/Harassment workshops; risk management review and update; security in the public galleries; public sector workforce profile; upgrade of SAP system; disposal of surplus goods; deteriorating budget position; replacement of PABX telephone system; security hardware upgrade; budget allocation 2003/04; and use of voicemail.

SALARY MOVEMENTS

The Crown Employee (Public Sector Salaries January 2002) Award granted a 4 per cent salary increase on 3 January 2003 to staff of the Legislative Assembly. This award covers most staff of the Legislative Assembly. Senior Parliamentary Officers salaries were also increased by 4 per cent from 3 January 2003.

The Parliamentary Reporting Staff Salaries Award provides for 16 per cent salary increases from 2000 to 2003 in line with the public sector award above. The award increased salaries of the Hansard reporting staff by 4 per cent from 3 January 2003.

The Statutory and Other Officers Remuneration Tribunal determination of 6 September 2002 increased the salary of the Clerk of the Legislative Assembly and the Deputy Clerk of the Legislative Assembly by approximately 4.3 per cent from 1 October 2002.

EQUAL EMPLOYMENT OPPORTUNITY

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

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

The Legislative Assembly has approximately 80 positions and the Electorate Offices (Members Program) approximately 210 positions. The statistics are heavily weighted by the electorate officers in the range of salary \$42,000 to \$68,000. Electorate officers are nominated personal appointments by the Members. The report also includes positions from the Parliamentary Library, Security Services, Printing Services, Reporting Services, Education and Community Relations and Archives Sections which are administratively supported by the Legislative Assembly.

The weighted estimate statistics for the year ended 2003 for the EEO target groups are:

Descriptor –target group	Legislative Assembly (%)	Public sector target (%)
Women	69	50
Aboriginal and Torres Strait Islander (ATSI)	2.8	2
English is not the first spoken language as child	13	20
People with Disability	5	12
People with Disability requiring workplace adjustment	Nil	7

RISK MANAGEMENT

A review of business risks was undertaken during 2002/03 to reflect current business practices, recent world events and the impact of the March 2003 General Election. A residual risk score was calculated using a matrix system by multiplying the impact score by the likelihood score.

Based on the results of the risk assessment review, Business Unit Managers within the Legislative Assembly are required to implement risk management plans to mitigate the exposure in high risk areas as identified during the risk assessment process.

Progress achieved in implementing these risk management plans is reported to a quarterly meeting of the Internal Audit Committee, while the Parliament's Internal Auditor is to conduct a review of action taken by each section during the 2003/04 financial year in relation to the risks identified.

To date, implementation of risk management strategies and development of plans has been slow, with the need for further training and guidance for managers identified as high priority to minimise the Legislative Assembly's risk exposure. This training and guidance is to be addressed during the 2003/04 reporting year.

structure and management

INSURANCE

Insurance cover for the Parliament, including the Legislative Assembly, is provided by the NSW Treasury Managed Fund which is the NSW Government's self insurance scheme for budget sector agencies. This scheme is managed by GIO General on behalf of the Government.

Under this self-insurance arrangement, the following five categories of insurance are provided:

- Workers' compensation
- Liability
- Motor Vehicle
- Property; and
- Miscellaneous

The miscellaneous category includes coverage for overseas travel, members' personal accident and misappropriation of funds.

For the 2002/03 reporting year, 28 workers' compensation claims were lodged by Parliamentary employees, compared with 30 for 2001/02. Of these 28 claims, three related to Legislative Assembly employees at an average cost per claim of \$1,549. This compares favourably with the 2001/02 year, when 10 claims were lodged at an average cost per claim of \$5,587.

Improvements were also experienced during the reporting year with the number of property insurance claims made. A total of 12 claims were lodged, of which 11 involved the Legislative Assembly at an average cost of \$2,028, compared with 35 claims in 2001/02 at an average cost of \$1,150. Six of these claims related to malicious damage to electorate offices, with the remaining five claims being for loss or theft of portable equipment.

Of the remaining three categories of insurance, one motor vehicle claim was lodged for minor damage totalling \$928 which compares favourably with the two claims lodged in the previous financial year at a combined cost of \$3,887. No liability claims were lodged during the reporting year, while two miscellaneous claims for lost luggage and medical expenses were received that related to overseas travel. The combined value of these two claims was \$4,498.

PARLIAMENTARY SERVICE AWARDS

The Parliamentary Service Awards Scheme recognises staff who have achieved 10 years of service and multiples of five years of service thereafter. At a function on 21 November 2002, the Speaker and the President presented the following staff members with an award:

30 years of service

Barbara Mork — Hawkesbury Electorate Office

25 years of service

John Gunn — Building Services
Christine Zintos — Building Services
Barbara Dixon — Hansard
Dianne Storr — Members' Services

20 years of service

Ian Pringle — Attendant
Georgette-Theresa Papadopoulo — Library
Susan Ang — Food & Beverage Services
David Draper — Food & Beverage Services
Santiago Rodriguez — Food & Beverage Services
Alistair Leonard — Building Services
Brett Wright — Building Services

15 years of service

Lynn Lovelock — Legislative Council
George Moutsos — Legislative Council
Jennifer Lamont — Legislative Assembly
Greg McGill — Legislative Assembly
Warren Cahill — Legislative Council
Lola Gonzales — Building Services
Jose Olivera — Building Services
Zdenka Rajnoch — Building Services
Isidora Torres — Building Services
Dawn Sexton — Fairfield Electorate Office
Suzanne Naumovski — Illawarra Electorate Office

10 years of service

Elizabeth Jones — Pittwater Electorate Office
Sara Elizabeth Parris — Hansard
Raymond Lee — Food and Beverage Services
Stuart Lowe — Legislative Council
Walter Wormald — Food and Beverage Services
Robert Anderson — Food and Beverage Services
Elaine Schofield — Legislative Assembly
Elaine Sinclair — Library
Rob Brian — Library
Melinda McIntyre — Library
Tom Halpin — Legislative Assembly
Stefan Petkov — Food and Beverage Services
Robert Anitelea — Food and Beverage Services
Dorothea Brown — Hansard
Julie Kirchner — Hansard
Teresa Gomez — Building Services
Jacqueline Mead — Legislative Assembly
Ian Thackeray — Legislative Assembly
Ross Pickering — Building Services
Lexie Neale — Southern Highlands Electorate Office
Aurora Damas — Building Services
Velia Mignacca — Legislative Council
Judith Ward — Hansard
Karen Turner — Hansard
Kathy Slade — Education and Community Relations
Prudence Jessep — Library
Clare Taylor — Lachlan Electorate Office

structure and management

Joyce Turner — Legislative Assembly
Amanda Duke-Smith — Legislative Assembly
Kerrie O'Brien — Information Technology Services
Helene Bell — Information Technology Services
Janice Dufficy — Canterbury Electorate Office

STAFF ESTABLISHMENT AS AT 30 JUNE 2003

Office of the Clerk

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

Office of the Speaker

Chief of Staff
Speaker's Private Secretary
Speaker's Executive Assistant

Procedure Office

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

Committees

Clerk Assistant (Committees)
Parliamentary Officer – Administrative Support
Committee Managers (x7)
Project Officers (x7)
Research Officer (ATSI Cadetship)
Committee Officer (x6)
Assistant Committee Officer (x6)

Office of the Financial Controller

Financial Controller
Parliamentary Accountant
Management Accountant
Assistant Accountant (x1)
Accounts Co-ordinator (x1)
Payroll Manager
Salaries Clerk
Accounts Clerk (x5)
Executive Assistant

Members' Services

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

Employee Services

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

Chamber Support

Deputy Serjeant-at-Arms
Attendant Grade 4 (x3)
Attendant Grade 3 (x4)
Attendant Grade 2 (x3)
Attendant Grade 1 (x5)

Electorate Offices

Electorate Officer grade 2 x 94
Electorate Officer grade 1 x 94
Research Assistant x 5 (offices of Independent Members only)

TOTAL ESTABLISHMENT AS AT JUNE 2003 (FTE): 287

committees

STANDING ORDERS AND PROCEDURE COMMITTEE

Members to 31 January 2003 (52nd Parliament): Hon John Murray MP (Chairman); Mr James Anderson MP; Mr Andrew Fraser MP; Mr Chris Hartcher MP; Mr John Mills MP; Mr John Price MP; Mr Russell Smith MP; Mr George Thompson MP; Mr John Turner MP; Hon Paul Whelan MP.

Members from 8 May 2003 (53rd Parliament): Hon John Aquilina MP (Chairman); Mr Alan Ashton MP; Mr Andrew Fraser MP; Mr Daryl Maguire MP; Mr Gerard Martin MP; Mr John Mills MP; Mr John Price MP; Hon Carl Scully MP; Mr Andrew Tink MP; Mr John Turner MP.

Secretariat: Mr Russell D. Grove (Clerk of the Legislative Assembly); Mr Mark Swinson (Clerk to the Committee).

Activities 2002/2003

The committee did not meet during the period 1 July 2002 to 30 June 2003.

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

Members, 52nd Parliament: Mr Paul Lynch MP (Chairperson); Hon Deirdre Grusovin (Vice-Chairperson) MP; Mr Malcolm Kerr MP; Mr Wayne Smith MP; Hon Peter Breen MLC; Hon Richard Colless MLC; Hon John Hatzistergos MLC.

Members, 53rd Parliament: Mr Paul Lynch MP (Chairperson); Hon Jan Burnswoods MLC (Vice-Chairperson); Geoffrey Corrigan MP; Ms Noreen Hay MP; Mr Malcolm Kerr MP; Hon Peter Breen MLC; Hon David Clarke MLC.

Secretariat: Ms Helen Minnican (Committee Manager); Mr Stephen Frappell (Project Officer until August 2002); Ms Pru Sheaves (Project Officer); Ms Hilary Parker (Committee Officer); Ms Jennifer McVeigh (Assistant Committee Officer).

Reports and Highlights

The Committee finalised three reports in the last session of the 52nd Parliament:

- *Report on the Jurisdiction and Operation of the Administrative Decisions Tribunal*, tabled 20 November 2002.

The report finalised the Committee's inquiry, which had been referred by Parliament and conducted pursuant to s.146 of the *Administrative Decisions Tribunal Act 1997*. The inquiry comprised two phases: a discussion phase and final evidence. The final report outlines the responses to the Committee's Discussion Paper released in March 2001. The Committee recommended that legislation be brought forward to merge separate tribunals with the ADT; the establishment of a professional discipline division; the development of criteria for determining the ADT's merits review jurisdiction and the consolidation of that criteria by legislation; and the establishment of an Administrative Review Advisory Council. The purpose of the Council would be to provide independent advice on the development of the ADT and to generally oversee the administrative law system. Interim measures were recommended pending the establishment of the Council.

- *Research Report on Trends in Police Corruption*, tabled 12 December 2002.

This inquiry was conducted in accordance with the Committee's statutory function "to examine trends and changes in police corruption, and practices and methods relating to police corruption, and report to both Houses of Parliament any changes which the Joint Committee thinks desirable to the functions, structures and procedures of the Commission and the Inspector". The report considers trends in police corruption within a broad framework of ethics and accountability, and presents an historical review of policing in New South Wales. The Committee recommended that the Police Integrity Commission consider

conducting research into officers who are removed from NSW Police under s181D (loss of Commissioner's confidence) or who resign when s181D proceedings are initiated. It also recommended that the Police Integrity Commission and the NSW Ombudsman consider assisting NSW Police in establishing the indicators for an early warning system to identify and assist vulnerable police officers.

- *First Report on the Inquiry into Access to Information*, tabled 20 December 2002.

In this report, the Committee supports regular, independent monitoring of the operation of FOI legislation. The Committee recommends that sufficient funding be provided for continuation of the Ombudsman's annual audit of compliance with the FOI annual reporting requirements, and that the Auditor General widen the scope of a proposed performance audit into FOI in New South Wales. The Committee also proposes a number of principles to guide future changes to access to information legislation.

On 25 June 2003, the Committee of the 53rd Parliament took evidence from the Inspector of the Police Integrity Commission during a General Meeting. General Meetings are public hearings that form one of the mechanisms used by the Committee in the exercise of its oversight functions. The hearing was the first occasion on which the Committee had taken evidence from the Hon M Ireland QC since his appointment as Inspector in June 2002. The General Meeting involved examination of a wide range of issues relevant to the operations of the Inspectorate and the performance of the Inspector's statutory functions. Evidence also was taken on the Inspector's recent report entitled *Report on the Practices and Procedures of the Police Integrity Commission* (18 June 2003).

Visitors

On 15 April 2003, the Chair and Manager of the Western Australian Joint Standing Committee on the Anti-Corruption Commission met with the Committee Manager and Project Officer to the Committee on the Office of the Ombudsman and the Police Integrity Commission, as part of their delegation's visit to Sydney.

Activities 2002/03

Reports	3
Meetings	6
Public hearings	3
Private hearings	1
Witnesses	12

COMMITTEE ON THE HEALTH CARE COMPLAINTS COMMISSION

Members, 52nd Parliament: Mr Jeff Hunter MP (Chairman); Ms Marie Andrews MP (Deputy Chairman); Mr Wayne Smith MP; Mr Peter Webb MP; Hon Brian Pezzutti MLC; Hon Henry Tsang MLC, Hon Dr Peter Wong MLC.

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

Secretariat: Ms Catherine Watson (Committee Manager); Ms Jackie Ohlin (Project Officer); Mr Keith Ferguson (Committee Officer); Ms Glendora Magno (Assistant Committee Officer).

Reports and Highlights

The Committee finalised four reports in 2002/2003:

- *Discussion Paper on Investigations and Prosecutions Undertaken by the Health Care Complaints Commission*, tabled November 2002;

committees

- *The Handling of Health Care Complaints in Western Australia (July 2002)*, tabled November 2002;
- *World Congress on Medical Law and Study of International Jurisdictions (July-August 2002)*, tabled November 2002; and
- *Study of investigations and prosecutions procedures in jurisdictions in the Australian Capital Territory*, tabled September 2002.

The Committee inquiry into Procedures Followed During Investigations and Prosecutions Undertaken by the Health Care Complaints Commission is ongoing. The inquiry will include examination of the amount of evidence considered sufficient by the Health Care Complaints Commission and the NSW Medical Board to prosecute a case before the NSW Medical Board. Submissions and evidence received during the course of the inquiry tended to focus on one or two issues that were pertinent to the specific stakeholder. Consequently in November 2002 the Committee released a discussion paper to raise these issues with all interested parties. The discussion paper has generated significant interest, with 26 submissions being received.

Activities 2002/03

Reports	4
Meetings/briefings:	4
Public Hearings	1
Witnesses	6

STANDING COMMITTEE ON PUBLIC WORKS

Members, 52nd Parliament: Ms Diane Beamer MP (Chair); Mr Matt Brown MP (Vice-Chair); Hon Peter Collins MP; Mr Paul Gibson MP; Mr Adrian Piccoli MP; Mr Richard Torbay MP; Mr Graham West MP.

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

Secretariat: Mr Ian Thackeray (Committee Manager); Ms Carolynne James (Project Officer); Mr Jason Reodique (Committee Officer to 30 May 2003); Ms Natasa Tomic (Acting Committee Officer from 2 June 2003); Ms Natasa Tomic (Assistant Committee Officer).

• *Inquiry into Urban Water Infrastructure*

In May 2002, the Committee initiated an inquiry into Urban Water Infrastructure in response to claims that this infrastructure was rapidly ageing and would fail in the near future. With the replacement value of Sydney Water's infrastructure alone estimated to be \$29 billion, any claims that it would soon need replacement merited close and immediate attention. The Committee held hearings in September, October and November.

The dissolution of Parliament for the March election prevented the Committee from completing its report. As a considerable amount of research and investigation had been undertaken, the Committee resolved to table an Interim Report to summarise the conclusions it had reached. The Interim Report was tabled on 31 January 2003. The development of a set of comprehensive recommendations to progress these findings awaits a final report.

The Committee found there was no immediate infrastructure crisis. However, while traditional reticulation methods of water service delivery have been outstanding in protecting public health in urban areas, they are not sustainable, being very expensive, wasteful and with significant impacts on the environment. The time has come to look very seriously at integrating alternative approaches into the urban water landscape.

Ways of integrating the three infrastructure systems (water supply, sewerage and stormwater) need to be developed to make them less wasteful and improve efficiency. In the longer term, as infrastructure ages and needs replacement, alternative approaches and technologies, that have already proved they can deliver quality water services while overcoming the shortcomings of traditional systems, need to become part of water service delivery solutions.

- *Annual Conference of Parliamentary Public Works and Environment Committees - 30 September to 2 October 2002 Adelaide*

The NSW Committee was represented by Ms Beamer (Chair), Mr Brown, Mr Collins, and the Committee Manager.

In a break with previous practice, the conference adopted a single theme as a focus for conference activities. This approach proved to be very successful. The conference theme was: “Water – Engineering Solutions and Environmental Consequences”.

There is no doubt that the management of water is one of the most critical issues for government and community in Australia, making the conference extremely relevant and topical. The Committee benefited from hearing from a broad spectrum of speakers with expertise in water related issues. The Conference provided useful insights for the Committee’s concurrent inquiry into urban water infrastructure.

- *National Conference of Parliamentary Public Works and Environment Committees - 29 June to 3 July 2003 Perth and Karratha.*

The NSW Committee was represented by Ms Andrews (Vice-Chair), Mr Slack-Smith and the Project Officer. The conference topic was “The Sustainability of Regional Development - addressing the triple bottom line”.

- *Inquiry into Energy Consumption in Residential Buildings*

In June 2003 the Committee commenced an inquiry into energy consumption in residential housing. The inquiry aims to learn the extent and causes of increased energy consumption in residential buildings and to identify strategies to address increased energy use. The inquiry terms of reference include consideration of strategies such as design and construction practices; rating tools; development of targets; product research; new technologies; retrofitting; consumer awareness and education. Submissions are currently being sought. A call for submissions was made on 28 June 2003 with a closing date of 1 August 2003.

Activities

Reports	2
Meetings/Briefings	10
Public Hearings	7
Witnesses	38

PUBLIC BODIES REVIEW COMMITTEE

Members, 52nd Parliament: Mr Milton Orkopoulos MP (Chairman); Mr Alan Ashton MP; Mr John Bartlett MP; Mr Daryl Maguire MP; Mr Russell Smith MP.

Members, 53rd Parliament: Mr Milton Orkopoulos MP (Chairman); Mr Alan Ashton MP; Mr Matthew Morris MP; Mr Andrew Constance MP; Mr Wayne Merton MP; Mr Robert Oakeshott MP.

committees

Secretariat: Ms Catherine Watson (Committee Manager); Ms Jackie Ohlin (Project Officer); Mr Keith Ferguson (Committee Officer); Ms Glendora Magno (Assistant Committee Officer).

The Committee finalised three reports in 2002/2003:

- *Report on the Accountability for Unforeseen Performance Outcomes and Use of Budget Supplementations*, tabled November 2002
- *Study of International Jurisdictions*, tabled October 2002
- *The Effects on Government Agencies of the Abolition of Nonfeasance Immunity*, tabled September 2002.

The Chairman and the Committee Manager attended the annual conference of the Association of Risk and Insurance Managers of Australasia Limited (ARIMA) in Perth in November 2002. At the conference the Chairman was invited to speak about the Committee's findings and recommendations contained in the report on the *Effects on Government Agencies of the Abolition of Nonfeasance Immunity*.

The Committee is currently undertaking an inquiry into Corporate Governance following a performance audit report by the Auditor General. The inquiry will examine whether the existing corporate governance frameworks and arrangements are appropriate and whether existing boards and committees add value to government. The Committee will also review the appropriateness of risk management and incentives under the Treasury Managed Fund.

Activities 2002/03

Reports	3
Meetings	4
Public Hearings	0
Witnesses:	0

PUBLIC ACCOUNTS COMMITTEE

Members, 52nd Parliament: Mr Joe Tripodi MP (Chairman); Hon Pam Allan MP (Vice Chairman); Mr Barry Collier MP; Mr Ian Glachan MP; Ms Katrina Hodgkinson MP; Mr Richard Torbay MP.

Members, 53rd Parliament: Mr Matt Brown MP (Chairman); Mr Paul McLeay (Vice Chairman) MP; Mr Steve Whan MP; Ms Gladys Berejiklian MP; Mr John Turner MP; Mr Richard Torbay MP.

Secretariat: Mr David Monk (Committee Manager); Ms Vicki Buchbach (Project Officer); Ms Jacqui Isles (Committee Officer to December 2002); Ms Christine Lloyd (Committee Officer from June 2003); Ms Mohini Mehta (Assistant Committee Officer); Mr John Viljoen (Audit Office secondee to December 2002).

Highlights

The traditional role of a Public Accounts Committee is to follow-up Auditor-General's reports. In the second half of 2002, the Committee focused on this task, following up eight issues in six reports.

The Chairman, Mr Tripodi, and the Committee Manager attended the Biennial Conference of the Australasian Council of Public Accounts Committees, held in Melbourne in February 2003. The conference covered key areas such as corporate governance, the private financing of public infrastructure and services, and the relationship between Auditors-General and Public Accounts Committees. The Chairman delivered a paper on the challenge of implementing risk management in the public sector.

The Committee hosted several delegations during the year, including delegations from Kenya, Perak (Malaysia), Northern Province (South Africa), Western Cape Province (South Africa), and Azad Jammu and Kashmir (Pakistan).

With the dissolution of the Parliament on 28 February 2003, the Committee ceased to exist until its reappointment on 8 May 2003. The Committee held its first meeting on 21 May 2003, where the Chairman and Vice Chairman were elected.

Reports

- *Report 134: Case Studies and Issues in the Private Financing of Public Infrastructure and Services.*

This report distils the recent lessons from overseas projects where governments provided infrastructure or services through private financing, rather than traditional means such as taxes or borrowing.

Report 135: Delegation by the Minister for Health. The Committee followed up the Auditor-General's concerns about the Minister delegating to departmental officers the statutory requirement to allocate funds to area health services. Although the delegation was legal and had not been used, the Committee recommended that current legislation preclude this arrangement. It also made recommendations to improve communication between the Audit Office and the Department of Health and to improve the Audit Office's reporting to Parliament.

- *Report 136: Valuation of the Australian Museum's Collection Assets.*

The Total State Sector Accounts have been qualified in recent years due to the lack of a reliable valuation of these assets. The Committee conducted a visit of inspection to the museum in September 2002. The museum appeared to be on schedule for the assets to be included in the accounts for 2002/03.

- *Report 137: Follow-Ups of Auditor-General's Reports to Parliament 2001: Omnibus Volume.*

This report examined three issues raised by the Auditor-General. In two cases, the agencies had taken appropriate action. The Department of Public Works and Services had improved its bank overdraft and the Sydney Catchment Authority had overhauled its accounting systems. In the case of the Building and Construction Industry Long Service Leave Payments Corporation, it appears the shift to International Accounting Standards in 2005 will remove the long-standing qualification on the agency's accounts.

- *Report 138: Review of Reporting Requirements for Small Agencies. Discussion Paper.*

This report invited submissions for a follow-up inquiry in relation to a recommendation of the 2000 review of the Audit Office. The report noted that the large number of small audits that the Audit Office has to conduct might be inefficient. This inquiry continues.

- *Report 139: Annual Review 2001-02.*

This volume reported on the year's activities. It also included members' biographies, the Committee's functions, a history of the Committee, and a list of the Committee's reports since 1981.

- *Report 140: The Role of Auditing and Accounting in Recent Corporate Collapses.*

Following the collapses at Enron, Worldcom and HIH, the Committee reported on overseas developments in corporate governance, accounting and auditing.

- *Report 141: Inquiry into the NSW Aboriginal Land Council's Mortgage Fund.*

The Committee followed up the Auditor-General's concerns about losses in the Fund. The Committee concluded that the Council was taking appropriate corrective action.

- *Report 142: State Forests of NSW: Inquiry into the Practice of Trading with Customers who have defaulted on Renegotiated Repayment Terms.*

The Committee examined concerns raised by the Auditor-General over this long-running issue. State Forests were not applying their credit policy uniformly for social reasons, which increased their risk and level of receivables. The Committee recommended the agency discontinue this practice and instead provide funds through an industry adjustment program.

committees

- *Report 143: First Home Owner Grant Scheme.*

The Auditor-General had raised concerns about internal controls for the Scheme in the Office of State Revenue. The Office had commissioned an internal report on the Scheme, and the Committee found that the Office had diligently responded to the report. The Committee made some further recommendations about risk assessments for the Office and recommended that the Audit Office indicate the degree of risk to the Government of issues it reports to Parliament.

Activities 2002/03

Reports	10
Meetings	11
Hearings	1
Witnesses	19

REGULATION/LEGISLATION REVIEW COMMITTEE

Members, 52nd Parliament: Mr Gerard Martin MP (Chairman); Hon Janelle Saffin MLC (Member and Vice-Chairman until 30 October 2003); Mr Kerry Hickey MP (Vice-Chairman from 14 November 2003); Hon Don Harwin MLC; Hon Malcolm Jones MLC; Dr Elizabeth Kernohan MP; Hon Peter Primrose MP (from 31 October 2003); Ms Marianne Saliba MP; Mr Russell Turner MP.

Members, 53rd Parliament: Mr Barry Collier MP (Chairman), Ms Marianne Saliba MP (Vice Chairman), Hon Peter Breen MLC, Ms Shelly Hancock MP, Hon Don Harwin MLC, Ms Virginia Judge MP, Hon Eddie Obeid MLC, Mr Russell Turner MP

Secretariat: Mr Russell Keith (Committee Manager); Mr Greg Hogg (Project Officer); Mr Don Beattie (Committee Office until 17 September 2002); Ms Christine Lloyd (Committee Officer from 18 October 2002 until 14 February 2003); Ms Rachel Dart (Committee Officer from 17 February 2003); Mrs Vanessa Pop (Assistant Committee Officer).

Examination of Regulations

The Committee has the function of examining all regulations subject to disallowance, giving consideration to whether the Parliament's attention should be drawn to a regulation on any ground, including that the regulation:

- Unduly trespasses on personal rights and liberties;
- Has an adverse impact on business;
- Does not accord with the spirit or objectives of the legislation under which it is made;
- Is unclear; or
- Does not accord with the *Subordinate Legislation Act 1989*.

Committee Summary

A core function of the Committee during the review period was the examination of statutory rules in accordance with the criteria contained in the *Subordinate Legislation Act 1989*. In 2002/03 346 regulations were published in the Government Gazette, totalling 4156 pages. At each deliberative meeting of the Committee details of regulations subject to disallowance were furnished to Members and Committee Papers prepared on those which were considered to warrant further scrutiny.

In the period under review, the Committee examined 107 regulations and noted the subject matter of a further 145 regulations. Each of the regulations examined were the subject of a briefing paper by the Secretariat to the Committee. Follow up action was taken on 40 regulations, ranging from correspondence

with Ministers to reports to Parliament. A further 29 papers were prepared for the Committee as a result of Ministerial responses.

As a requirement of the *Subordinate Legislation Act 1989*, the Committee examined the basis of any notice given to it of the proposed postponement of the repeal of any regulation for the third, fourth or fifth time. In each case the Committee advised the Minister of its views and in some cases the Committee found it necessary to request a Minister to provide a timetable of critical events so that finalisation was completed by 1 September of the following year.

Since May 1990, the date of commencement of operation of the *Subordinate Legislation Act 1989*, the total number of principal statutory rules has reduced from 976 to 441 (as at 1 July 2003), a reduction of 45 percent. Additionally, the total number of pages in the Statutory Rules has reduced from 15,075 to 8,144 pages (as at 1 May 2003), a reduction of 54 percent.

This substantial reduction in the bulk of this State's regulations fully demonstrates the merits of having in place in NSW an Act and a parliamentary committee to review and monitor regulations.

Reports

The Committee finalised 5 reports in 2002/03:

- *Report No. 23/52 Report on the Mining (General) Amendment Regulation 2002 and the Petroleum (Onshore) Amendment Regulation 2002*, tabled September 2002
- *Report No. 24/52 Report on the Royal Botanic Gardens and Domain Trust Regulation 2002*, tabled October 2002
- *Report No. 25/52 Report on the Travel Agents Amendment (Amendment of Trust Deeds) Regulation 2002*, tabled November 2002
- *Report No. 26/52 Report on the Protection of the Environment Operations (Clean Air) Regulation 2002*, tabled November 2003
- *Report No. 27/52 Report on Study Tour 12 to 29 July 2002 — OECD, UK, Ireland, Ontario, Canada, USA*, tabled February 2003.

Summary of Reports

Report on the Mining (General) Amendment Regulation 2002 and the Petroleum (Onshore) Amendment Regulation 2002, Report No. 23/52. This report put on record the Committee's concerns in relation to the drafting of these regulations. In particular, the Committee was concerned that, if read literally, the Mining (General) Amendment Regulation 2002 would prohibit activities essential to fossicking, which was not the intention of the Government. Further, the Department of Natural Resources' guide to fossicking advocated activities which under the regulation could expose a fossicker to a fine of \$5,500. The Petroleum (Onshore) Amendment Regulation 2002 required petroleum titleholders to conform to the Australian Petroleum Production and Exploration Association's Code of Environmental Practice. The Code itself contained a disclaimer that it had not been approved by the Government and was not of legal force. Whilst it is arguable that such a disclaimer would not prevail over the regulation it could reasonably create confusion in the mind of the reader. This was an example of how particular care needs to be taken when adopting external material into the regulation by a reference.

Report on the Royal Botanic Gardens and Domain Trust Regulation 2002, Report No. 24/52. In this report the Committee found that there was no adequate justification given for the practice of charging fees for access to Mount Annan and Mount Tomah gardens, whilst the access to gardens in Sydney remained free. In particular, the Committee noted the concerns of the Camden Active Seniors about the effect that this

committees

would have on their activities and concluded that this situation appeared to be inequitable. The Committee therefore recommended that the concerns of the Camden Active Seniors be addressed and that the Minister review the fee policy for the Mount Annan and Mount Tomah gardens.

- *Report on the Travel Agents Amendment (Amendment of Trust Deeds) Regulation 2002, Report 25/52.*

This report outlined the concern of the Committee that this amendment allowed emergency compensation to be paid to people dealing with unlicensed travel agents. The Committee was concerned that such payments would have an adverse impact on the business of licensed travel agents who would be paying for the compensation arising from unlicensed trading. The Committee therefore recommended that the Minister liaise with the Australian Federation of Travel Agents Limited, which represents the majority of travel agents and which strongly opposed the amendments, on how best to ensure that the Travel Compensation Fund does not result in licensed travel agents suffering a competitive disadvantage by paying for the compensation covering unlicensed agents.

- *Report on the Protection of the Environment Operation (Clean Air) Regulation 2002, Report 26/52.*

This report examined the costs and benefits of requiring diesel vehicles over 4.5 tonnes gross vehicle mass that complied with the Australian Design Rule (ADR) 80/00 emission standard to be fitted with vertical exhausts. The Committee's examination of these issues led it to conclude that the exhaust requirements for ADR 80/00 vehicles was not justified, and therefore strongly recommended that an exemption to the requirement for ADR 80/00 vehicles be considered.

- *Report on Study Tour 12 to 29 July 2002 – OECD, UK, Ireland, Ontario, Canada, UK, Report 27/52.*

This reports on the study tour undertaken by a delegation of the Committee to explore recent developments in regulatory reform and management. The delegation visited the Organisation for Economic Development and Cooperation (OECD), the UK Parliament and Regulatory Reform Unit, Ireland, Ontario, Ottawa and Washington.

Attendance at conferences and meetings

Between 12 to 29 July 2002 a delegation comprising Dr Kernohan and Mr Jones, accompanied by the Committee Manager, undertook an international study tour to explore recent developments in regulatory reform and management. The delegation visited the OECD and relevant Parliamentary and government agencies in the UK, Ireland, Ontario, Ottawa and Washington.

On 20, 21 and 30 August 2002 a delegation comprising Mr Martin and Mr Harwin, accompanied by the Committee Manager, undertook a study tour to Brisbane, Canberra and Melbourne to investigate the operation and practices of scrutiny of legislation committees.

Between 3 to 7 February 2003 the Project Officer attended the Eighth Australasian and Pacific Conference on Delegated Legislation and the Fifth Australasian Conference on the Scrutiny of Bills, in Launceston, Tasmania. Due to the general election in March, no Committee Members were available to attend this conference.

Legislation Review

In 2002 the NSW Parliament passed the *Legislation Review Amendment Bill*, which amended the *Regulation Review Act 1989* (now the *Legislation Review Act 1989*), to give the Committee the role of considering whether a Bill, by express words or otherwise, trespasses unduly on personal rights and liberties; makes rights, liberties or obligations unduly dependent upon insufficiently defined administrative powers or non-reviewable decisions; inappropriately delegates legislative powers; or insufficiently subjects the exercise of legislative power to parliamentary scrutiny. This function is in addition to its scrutiny of regulations function.

In February 2003 the Regulation Review Committee became known as the Legislation Review Committee. On 22 May the new Committee met for the first time. The Committee has been considering all regulations subject to disallowance and making preparations for the commencement of its function in relation to the examination of Bills.

Activities 2002/03

Reports	5
Meetings	7
Public Hearings	1
Witnesses	8

LEGISLATIVE ASSEMBLY STANDING ETHICS COMMITTEE

Members, 52nd Parliament: Mr John Price MP (Chairman); Mr Matt Brown MP (Vice Chairman); Mr Andrew Fraser MP; Mr Kerry Hickey MP; Dr Elizabeth Kernohan MP; Mr Gerard Martin MP; Ms Alison Meggarity MP; Mr Barry O'Farrell MP.

Community members: Mr Rod Caldwell; Dr Fran Flavel; Mr Shane Godbee

Members, 53rd Parliament: Mr John Price MP (Chairman); Mr John Mills MP (Vice-Chairman); Ms Kristina Keneally MP; Mr Barry O'Farrell MP; Mr Paul Pearce MP; Mr Anthony Roberts MP; Mr John Turner MP; Hon Kim Yeadon MP.

Community Members: Community members have not yet been appointed.

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

Reports and highlights

The Committee tabled its report on the review of the Code of Conduct on 27 June 2002. The Committee continued the joint inquiry with the Legislative Council Standing Committee on Privilege and Ethics into the Constitutional provisions concerning "offices of profit under the Crown" (S13B). The Committee tabled its report on 5 September 2002. The report contained seven recommendations, including suggesting in passing that the State Electoral Office might provide candidates with clearer information on the constitutional provisions which could result in disqualification. The State Electoral Office implemented this recommendation in preparing material for the 2003 State election.

The Committee visited the Queensland Legislative Assembly and the ACT Legislative Assembly on 17-18 July 2002. A review of codes in other States and jurisdictions formed part of the inquiry and report on the Review of the Code of Conduct.

Mr Brian Thompson, an academic from the Law School at the University of Liverpool, met with the Committee on 19 December 2002 to discuss elected representatives' standards, interests and ethics.

The Committee met with Mr Ian Dickson, Parliamentary Ethics Adviser, in closed session on 19 December 2002. Mr Dickson gave a report on his year's activities, and advised on the general types of issues that had been raised with him during the year. This meeting is recorded in the 6th Report of the Committee.

In response to a request from the Northern Territory Standing Orders and Procedures Committee, the Committee visited the Northern Territory Parliament in November 2002 to discuss the provisions of the comprehensive Northern Territory Draft Code and the proposed ethics framework. The Committee also met with Mr Blake, the new Auditor General, who has an investigatory function under the new Code and Pecuniary Interest Regulations.

committees

In December 2002, the Committee considered options for orientation and ethical education for Members and staff. This information is also contained in the 6th Report of the Committee, which was tabled on 31 January 2003. The Committee implemented its educational role when the Chairman and Deputy Speaker, Mr John Price, addressed new Members of the Legislative Assembly at their orientation session held in April. Material was also provided for the training of new electoral office staff.

The major work of the new Committee appointed in 2003 was following up the report on the Review of the Code of Conduct. This report made 13 recommendations, including an amendment to Clause 2 of the Code. The Committee is currently awaiting a response from the Premier regarding the recommendations.

Activities 2002/03

Reports	3
Meetings	13

COMMITTEE ON THE INDEPENDENT COMMISSION AGAINST CORRUPTION

Members, 52nd Parliament: Hon John Hatzistergos MLC (Chairman); Mr John Price MP (Vice-Chairman); Mr Matt Brown MP; Mr Andrew Fraser MP; Mr Kerry Hickey MP; Dr Liz Kernohan MP; Mr Gerard Martin MP; Ms Alison Megarrity MP; Mr Barry O'Farrell MP; Hon David Oldfield MLC; Hon Greg Pearce MLC.

Secretariat, 52nd Parliament: Ms Helen Minnican (Committee Manager); Mr Stephen Frappell (Project Officer until August 2002); Ms Pru Sheaves (Project Officer); Ms Hilary Parker (Committee Officer); Ms Jennifer McVeigh (Assistant Committee Officer).

Members, 53rd Parliament: Hon Kim Yeadon MP (Chairman); Hon Peter Primrose MLC (Vice-Chairman); Ms Kristina Keneally MP; Mr John Mills MP, Mr Barry O'Farrell MP; Mr Greg Pearce MP; Mr John Price MP; Mr Anthony Roberts MP; Mr John Turner MP; Hon Jenny Gardiner MLC; Hon Rev Fred Nile MLC.

Secretariat, 53rd Parliament: Mr Ian Faulks (Committee Manager); Mr Jim Jefferis (Project Officer); Mr Jason Reodique (Committee Officer).

Reports and Highlights

The Committee finalised one report in the last session of the 52nd Parliament:

- *Report on Matters Arising from the General Meeting with the Commissioner of the ICAC held on 27 November 2000*, tabled 20 November 2002.

This report concerns the Committee's examination of correspondence, documentation and evidence provided by the ICAC in relation to travel undertaken by ICAC staff and the former Commissioner, Justice O'Keefe. The issue was initially raised in questions on notice for the General Meeting between the Committee and the ICAC in November 2000, when the ICAC was asked to provide information as to the benefits arising from the trips listed in the ICAC Annual Report for 1999-2000, relevant documentation and details on the duration of each trip.

The Committee's examination showed that the ICAC's travel policy and procedures had been subject to review during Ms Moss's term as Commissioner. As a result of the inquiry, the Committee recommended that:

- Overseas travel undertaken by the ICAC Commissioner and staff should be of value to the organisation as a whole;
- Formal reports and briefings should be prepared following overseas travel to enable the knowledge gained to be conveyed throughout the ICAC; and

- The ICAC should observe, as far as possible, official overseas travel guidelines for the public sector in NSW, except where departure from the guidelines is documented and justified.

The measures introduced by Ms Moss addressed these recommendations. The Committee identified travel expenditure by the ICAC, and practices and procedures surrounding the approval and acquittal of official travel by ICAC officers and staff, as matters for further monitoring.

Activities 2002/03

52nd Parliament

Reports	1
Meetings	2

53rd Parliament

Reports	0
Meetings	3

SELECT COMMITTEE ON SALINITY

Members: Hon Pam Allan MP (Chairman); Mr Jim Anderson MP; Mr Peter Black MP; Mr Kerry Hickey MP; Mr Tony McGrane MP; Mr Daryl Maguire MP ; Mr Gerard Martin MP; Mr Don Page MP.

Secretariat: Mr Leslie Gönye (Committee Manager); Ms Christina Thomas (Project Officer); Mr Roland Simpson (Specialist Project Officer, July 2002 – January 2003); Mr Chris Papadopoulos (Research Officer to August 2002); Ms Cassandra Adams (Assistant Committee Officer).

Reports and Highlights

The Committee finalised three reports:

- *Report on Visit of Inspection to Western Australia, 28 October to 1 November 2001*, tabled November 2002
- *Report on the Study Tour to The USA And UK, 9 – 26 May 2002*, tabled November 2002
- *Final Report*, tabled December 2002

The committee conducted four public hearings.

The committee undertook a visit of inspection to Broome, Derby and Kunnanurra, Western Australia.

Attendance at conferences

A delegation of the committee attended the 8th Annual PUR\$L Conference in Perth, Western Australia on 16 to 19 September 2002.

A speech was presented at the Government Management of Salinity Forum of the National Environment Health Conference on 23 October 2002.

Activities 2002/03

Reports:	3
Meetings:	7
Public Hearings:	4
Witnesses:	22
Visits of Inspection:	1
Conferences:	1

committees

JOINT STANDING COMMITTEE UPON ROAD SAFETY (THE STAYSAFE COMMITTEE)

Members, 52nd Parliament: Mr Grant McBride MP (Chairman); Hon Ian West MLC (Vice Chairman); Mr John Bartlett MP; Mr David Campbell MP; Mr Thomas George MP; Mr Kevin Greene MP; Mr Russell Smith MLC; Hon John Jobling MLC; Hon John Tingle MLC.

Secretariat: Mr Ian Faulks (Manager); Mrs Cheryl Samuels (Project Officer, until January 2003, then Committee Officer, February-May 2003); Ms Jody Young (Committee Officer, until January 2003), Ms Susan Tanzer (Assistant Committee Officer, until December 2002).

Members, 53rd Parliament: Mr Paul Gibson MP (Chairman); Hon Ian West MLC (Vice Chairman); Mr David Barr MP; Mr John Bartlett MP; Mr Jeff Hunter MP; Mr Daryl Maguire MP; Ms Marianne Saliba MP; Hon George Souris MLC; Hon Richard Colless MLC; Hon John Tingle MLC.

Secretariat: Mr Ian Faulks (Manager); Mr Jim Jefferis (Project Officer); Mr Jason Reodique (Committee Officer).

Reports and Highlights

The Committee contributed to media and community debate on road safety issues, including comment on drink driving, pedestrian safety, bicycle safety, young driver safety, the safety of children during school travel, and the safety of operation of railway level crossings.

The Committee concluded its inquiry into the safety of children during school travel, tabling the following reports:

- *Staysafe 53 – Traffic control and safety around schools. Part 2: Responses of government agencies to the major recommendations and summary*, tabled December 2002
- *Staysafe 53 – Traffic control and safety around schools. Part 3: The evidence – Volumes 1-5, relating to the testimony of school communities, representatives of government agencies, local council representatives, bus and taxi operators, representatives of non-government organisations, private citizens and Members of Parliament*, (tabled December 2002)
- *Staysafe 53 – Traffic control and safety around schools. Part 4: Summaries of submissions received from government agencies, non-government organisations, and the community*, tabled December 2002.

The Committee also tabled:

- *Staysafe 54 – Road safety and street design in town centres: Towards best practice in traffic control and safety for main streets in New South Wales: Proceedings of a conference held at Parliament House, Sydney, 31 July - 1 August 2000* (tabled December 2002).
- *Staysafe 55 – Review of the road safety situation in New South Wales in 1999* (tabled December 2002).

The Committee continued an inquiry into the safety of railway level crossings, tabling a report of activities undertaken during a visit of inspection to India, Germany, Belgium, England and USA over the three-week period, 26 January 2002–16 February 2002, to investigate railway safety and road safety issues, under the title:

- *Where railways and road intersect – reports of visits of inspection by delegations of the Staysafe Committee, 2001-2002*, tabled December 2002.

Matters examined included:

- historical development of railways and roads
- railway signal and track technologies
- railway crash investigation
- occupational health and safety issues affecting train crews, and track and signalling staff
- new and emerging technologies in railway operations
- technologies associated with road pavements, signage and markings, and traffic signals
- driver behaviour at railway level crossings
- road transport law relating to railway level crossings
- enforcement issues associated with railway level crossings.

The delegation comprised Mr McBride (Chairman) and the Mr Jobling. Mr Moss, Parliamentary Secretary for Transport, accompanied the delegation during the visit of inspection to India, Germany, Belgium and England. The Committee Manager accompanied the delegation.

In December 2002, the Committee agreed to a series of recommendations that were forwarded for the consideration of the Minister for Transport and Minister for Roads.

The Committee released:

- *Staysafe 57 – Work-related road safety. Proceedings of a conference held at Parliament House, Sydney, 8 February 2001, tabled December 2002*
- *Staysafe 58 – Bullying, abuse, intimidation and assault on the road – Selected Australasian research on ‘road rage’ and aggressive driving, tabled December 2002*
- *Staysafe 59 – Issues and concepts in road safety strategic planning in New South Wales, tabled December 2002*
- *Staysafe 60 – A decade of the Staysafe Committee, 1992-2002, tabled December 2002.*

The Committee commenced an inquiry into the road safety situation in NSW during 2000, and continued its inquiries into pedestrian safety matters; driver licensing matters; tourism and road safety; and street and illegal drag racing.

The Committee Manager attended a seminar organised by Holden Limited and Monash University Accident Research Centre in July 2002. The seminar provided an update on latest field research results, crash test findings and future strategies regarding child safety.

The Committee contributed a poster presentation relating to the inquiry into the safety of railway level crossings at the 2002 Local Government Road Safety Conference, at Newcastle, 6-8 August 2002.

The Committee Manager attended ‘Road safety in the next 10 years – a forum for the Kogarah area’, at Kogarah in October 2002.

The Committee was invited to present a paper on the Committee’s work to improve road safety in New South Wales at the Institute of Public Works Engineering Australia (IPWEA) annual conference, Coffs Harbour, 10-14 November 2002.

In conjunction with the New South Wales Police Association, the Committee developed a program of inspection and consultation for researchers visiting Sydney.

In December 2002 the Committee hosted the annual fundraising dinner of Kim and Kris Morris Trust, which provides funding assistance for drug and alcohol programs at Royal North Shore Hospital.

In May 2003, the Committee Manager presented a paper on risk and road safety at a regional meeting of the Australian Institute for Traffic Planning and Management in Nowra.

committees

In June 2003, the Committee, together with the Australian College of Road Safety and the Institute of Public Works Engineering Australia, held a public seminar on urban speed limits.

In June 2003, Mr Gibson (Chairman) launched the Arrive Alive Woollahra Street Art Project at Edgecliff CityRail bus interchange, a road safety project.

In June 2003, the Committee assisted the Road Safety Committee, Parliament of Victoria, in holding a public hearing into road safety and older people.

Activities 2002/03

52nd Parliament

Reports	9
Meetings	2
Hearings	0
Witnesses	0

53rd Parliament

Reports	0
Meetings	2

COMMITTEE ON CHILDREN AND YOUNG PEOPLE

Members, 52nd Parliament: Mr David Campbell (Chair) MP; Hon Peter Primrose MLC (Vice Chair); Ms Diane Beamer MP; Ms Marie Andrews MP; Mr John Cull MP; Mrs Judith Hopwood MP; Mr Wayne Smith MP; Ms Jan Burnswoods; Hon Henry Tsang (discharged on appointment as Parliamentary Secretary Assisting the Premier, 11 July 2002); Hon Don Harwin MLC; Hon Alan MLC Corbett.

Secretariat, 52nd Parliament: Mr Ian Faulks (Manager); Mrs Cheryl Samuels (Project Officer, until January 2003, then Committee Officer, February-May 2003); Jody Young (Committee Officer, until January 2003), Susan Tanzer (Assistant Committee Officer, until December 2002).

Members, 53rd Parliament: Mrs Barbara Perry MP (Chairman); Hon Jan Burnswoods MLC (Vice-Chairman); Mr John Bartlett MP; Ms Linda Burney MP; Mr Stephen Cansdell MP; Mrs Judith Hopwood MP; Ms Virginia Judge MP; Hon Tony Catanzariti MLC; Hon Kayee Griffin MLC, Hon Sylvia Hale MLC, Hon Melinda Pavey MLC.

Secretariat, 53rd Parliament: Ms Helen Minnican (Manager); Ms Pru Sheaves (Project Officer); Ms Hilary Parker (Committee Officer); Ms Jennifer McVeigh (Assistant Committee Officer).

Reports and Highlights

The Committee for Children and Young People organises its activities in four broad areas: formal inquiries; public seminars; public lectures under the title 'Macquarie Street Lectures on Children and Young People'; and community consultation.

The Committee tabled the following reports:

- Society and early child development. Daniel P. Keating. 3rd Macquarie Street Lecture on Children and Young People, 9 May 2002.
- Voices: The education experience of children and young people in out-of-home care.
- Promising practice strategies for family foster care and current policy challenges. Peter J. Pecora. The 4th Macquarie Street Lecture for Children and Young People, 30 August 2002.

- The fatal assault of children and young people: An examination of a report by the New South Wales Child Death Review Team.
- Review of the New South Wales Child Death Review Team legislation: An examination of a report for the Minister for Community Services.

The Committee continued its inquiry into the use of prescription drugs and over-the-counter medications by children and young people. Submissions were received in response to the Issues Papers released in early 2002, commenting on the matters raised. The Committee did not have the opportunity to report before the Parliament dissolved.

The Committee continued its inquiry into the educational outcomes of children in out-of-home care in New South Wales.

In 2002/03, the Committee commenced an inquiry into a report tabled in the Legislative Assembly on 4 June 2002 by the Hon Faye Lo Po' MP, Minister for Community Services, entitled *Review of legislation governing the NSW Child Death Review Team – Part 7A, Children (Care and Protection) Act 1987 (NSW)*.

During the reporting period, the Committee commenced an inquiry into a report tabled by the Commissioner for Children and Young People on 14 June 2002 entitled *Fatal assault of children and young people. Report for the New South Wales Child Death Review Team*.

During 2002/03, the Committee commenced an inquiry into the annual report of the Commissioner for Children and Young People for the 2001/02 financial year.

The 4th Macquarie Street Lecture on Children and Young People was presented by Professor Peter Pecora at Parliament House on Friday 30 August 2002. Professor Pecora is the Professor of Social Work, University of Washington, Seattle and Senior Director of Research Services at Casey Family Programs, a service provider to children and youth, with foster care as its core.

A delegation of the Committee comprising Mr Campbell (Chair), Ms Burnswoods, Ms Andrews and Mrs Hopwood, accompanied by the Committee Manager, Project Officer and Committee Officer visited:

- Key College, Surry Hills (Youth Off The Streets High School), and met staff and students attending Key College regarding the educational services provided by the college;
- Barnardos, Ultimo, regarding the Looking After Children (LAC) case management system;
- Uniting Care Burnside, North Parramatta, regarding the activities of Burnside in the provision of services to children in out-of-home care.

Mr Campbell (Chair) attended the Biennial Conference of the Association of Childrens Welfare Agencies (ACWA), on the theme "What works? Evidence Based Practice in Child and Family Services", held in Sydney on 2-4 September 2002.

53rd Parliament

Activities 2002/2003

52nd Parliament

Reports	5
Meetings	9
Public hearings	7
Private hearings	0
Witnesses	50

committees

53rd Parliament

Reports	0
Meetings	2

JOINT SELECT COMMITTEE ON THE QUALITY OF BUILDINGS

Members, 52nd Parliament: Mr David Campbell MP (Chair); Mr Barry Collier MP (Vice-Chair); Mr Jim Anderson MP; Hon Amanda Fazio MLC; Judy Hopwood MP; Ms Alison Megarrity MP; Mr Adrian Piccoli MP; Hon John Ryan MLC; Hon Helen Sham-Ho MLC.

Secretariat: Mr Ian Thackeray (Committee Manager); Ms Carolynne James (Project Officer); Mr Jason Reodique (Committee Officer); Ms Natasa Tomic (Assistant Committee Officer).

- *Inquiry into the Quality of Buildings*

A Joint Select Committee was appointed in March 2002 to “determine whether there are enough checks and balances existing to ensure consumers are guaranteed that their new homes are safe, properly certified and built to satisfactory standards”. The terms of reference also inquired into certification of building; the builders’ licensing scheme: adequacy of disciplinary procedures; and the roles of the Department of Fair Trading and the Consumer Trader and Tenancy Tribunal in building dispute resolution. The inquiry generated considerable public interest, and more than 300 submissions were received. The Committee ceased to exist when it completed its work and reported on 19 July 2002 with 55 recommendations.

The Government response to the inquiry was particularly positive, with 50 recommendations being supported. A program of legislative and administrative change has been initiated by the NSW Government, including the establishment of an Office of Home Building within the Department of Commerce.

Activities 2002/03

Reports:	1
Meetings/Briefings:	1

NEW COMMITTEES

Two new committees were established by the 53rd Parliament, the Standing Committee on Natural Resources, and the Joint Select Committee on the Disposal and Storage of Nuclear Waste.

STANDING COMMITTEE ON NATURAL RESOURCE MANAGEMENT

Members: Hon Pam Allan MP (Chairman); Hon Richard Amery MP, Mr Greg Aplin MP, Mr Tony McGrane MP; Mr Gerard Martin MP; Mr Don Page MP.

Secretariat: Mr Mervyn Sheather (Committee Manager); Ms Christina Thomas (Project Officer); Mr Leslie Gönye (Committee Officer); Ms Cassandra Adams (Assistant Committee Officer).

Terms of Reference

The Committee was appointed on 8 May 2003 with the following Terms of Reference:

- (a) current disincentives that exist for ecologically sustainable land and water use in New South Wales;
- (b) options for the removal of such disincentives and any consequences in doing so;
- (c) approaches to land use management on farms which both reduce salinity and mitigate the effects of drought;

- (d) ways of increasing the up-take of such land use management practices;
- (e) the effectiveness of management systems for ensuring that sustainability measures for the management of natural resources in New South Wales are achieved;
- (f) the impact of water management arrangements on the management of salinity in NSW.

Activities 2002/03

Meetings: 4

JOINT SELECT COMMITTEE ON THE TRANSPORTATION AND STORAGE OF NUCLEAR WASTE

Members: Hon Peter Primrose MLC (Chair); Mr Matt Brown MP (Vice-Chair); Hon Ian Cohen MLC; Ms Virginia Judge MP; Hon Charlie Lynn MLC; Mr Anthony McGrane MP; Mr Ian Slack-Smith MP.

Secretariat: Mr Ian Thackeray (Committee Manager); Ms Carolynne James (Project Officer); Mr Jason Reodique (Committee Officer to 30 May 2003); Ms Natasa Tasic (Assistant Committee Officer, then Acting Committee Officer from 2 June 2003).

Inquiry into the Transportation and Storage of Nuclear Waste

The Committee was established on 27 May 2003 to to consider and report upon proposals by the Commonwealth Government to transport nuclear waste through and potentially store nuclear waste within New South Wales, with specific reference to the following matters:

- (a) logistical arrangements associated with the proposals, including sourcing, transport and storage of waste;
- (b) health and safety risks associated with the transportation and storage of nuclear waste in New South Wales;
- (c) extent of possible resource implications associated with the transportation and storage of nuclear waste within New South Wales; and
- (d) any other relevant matter.

The Inquiry was advertised with a call for submissions in the major Sydney papers and the Australian on 14 June 2003. Submissions were due by 31 July 2003.

Activities 2002/03

Meetings/Briefings: 2

Annual Reporting

The Parliament of New South Wales is not bound by the annual reporting legislation. However, in 1990 the Legislative Assembly began to prepare annual reports. The Legislative Assembly uses the requirements of the annual reporting legislation as a guide to determining the contents of the report. A number of these requirements are not applicable to the Legislative Assembly, including reporting of legislative change and judicial decisions; freedom of information requests; funds granted to non-government community organisations; and land disposal.

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

Hard copies are available from the Parliamentary Officer — Projects on telephone (02) 9230 3095 or e-mail chris.papadopoulos@parliament.nsw.gov.au.

Procedural Statistics

	1998/99	1999/ 2000	2000/01	2001/02	2002/03
<i>Sitting Days</i>	36	49	55	64	69
<i>Total Sitting Hours</i>	674.4	501.08	510.36	549.05	431.8
<i>Average Hours Per Sitting</i>	18.73	10.14	10.4	8.57	6.25
<i>Entries in Votes</i>	1012	1264	1372	1414	1407
<i>Divisions In House</i>	101	143	122	87	55
<i>Divisions in Committee</i>	29	15	13	8	29
<i>Questions on Notice</i>	377	975	1412	1137	1087
<i>Questions on Notice Answered</i>	402	755	1449	1338	1087
<i>Questions Without Notice</i>	344	449	496	530	460
<i>Petitions</i>	1317	1135	1482	1223	801
<i>Bills Introduced</i>	135	143	124	141	120
<i>Bills Passed</i>	124	118	105	115	91
<i>Bills Lapsed/Otherwise Disposed of</i>	46	4	5	17	34
<i>Committees</i>	12*	11*	13*	14*	15*
<i>Committee Reports Tabled</i>	36	26	38	44	49
<i>Committee Meetings</i>	74	113	144	148	73
<i>Committee Hearings</i>	24	46	55	61	25
<i>Committee Witnesses</i>	127	127	511	432	155

* Figure includes the Standing Orders and Procedures Committee but not the Library Committee and the House Committee.

COMMITTEE REPRESENTATION

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

appendix b

Consultants

CONSULTANTS OVER \$30,000

Acumen Alliance \$182,075*

One engagement by the Public Accounts Committee for the review of the Auditor-General's Office under s.48A of the *Public Finance and Audit Act*.

CONSULTANCIES UNDER \$30,000

Twenty-two consultancy engagements were made to assist the Department in administrative matters and to assist committees with their inquiries at an average cost of \$8,724.13.*

Total cost: \$191,931*

* Net of GST

Official visitors

Mr Wang Lan-Min Vice-Minister for Government Establishment & Service Commission	People's Republic of China	9 July 2002
Russian Delegation (Rotary Project)	Russia	10 July 2002
Mr John Home Robertson, MSP Scottish Parliament	Scotland	1-22 July 2002
Mr Yukio Yoshino Member of Hokkaido Assembly	Japan	17 July 2002
Mr Yang Sun-Mook	South Korea	29 July-2 August 2002
Mr Philip Bradbourn MEP	European Parliament	2 July 2002
Tangshan Economic Trade Delegation	People's Republic of China	7 August 2002
Tongan Parliamentary Delegation	Tonga	20 August 2002
Xiamen Municipal People's Congress Xiamen Municipal Judicial Bureau	People's Republic of China	23 August 2002
Public Accounts Committee	Kenya	27-28 August 2002
Hon Josefa Vosanibola MP	Fiji	3 September 2002
Lord Evans	United Kingdom	3-9 September 2002
Prince Fazel	Saudi Arabia	9 September 2002
Standing Committee on Scrutiny & Constitutional Affairs, Norwegian Parliament	Norway	24-27 July 2002
Mr Rhodri Morgan, First Minister of Wales	Wales	10 September 2002
Mr Gedvydas Vainauskas	Lithuania	11 September 2002
Dr Mustafa Barghouthi	Palestine	19 September 2002

appendix c

Mr Rhodri Jones	Wales	September 2002
Thai Parliamentary Officers	Thailand	14-28 September 2002
Mr Royston G. Hindley Western Cape Provincial Legislature	South Africa	20-24 September 2002
Public Accounts Committee, Perak	Malaysia	25 September 2002
Lucania Association	Italy	1 October 2002
Public Accounts Committee, Penang	Malaysia	3 October 2002
Vietnamese Delegation	Socialist Republic of Vietnam	11 October 2002
Mr Jannie Uys Deputy Secretary Western Cape Provincial Legislature	South Africa	14-15 October 2002
Indonesian journalists	Indonesia	14 October 2002
Uttar Pradesh Parliamentary Delegation	India	14-16 October 2002
Thai Parliamentary Delegation	Thailand	15 October 2002
Members and Officers of North Province Legislature	South Africa	21-25 October 2002
African Nations Athletes, 2002 Gay Games	Africa	1 November 2002
Seoul Metropolitan Council Delegation	South Korea	12-14 November 2002
United Kingdom Delegation	United Kingdom	14 November 2002
Mr Claude Duplain	Canada	15 November 2002
East Timorese Parliamentary Officers	East Timor	18-22 November 2002

Hungarian Parliamentary Delegation	Hungary	19 November 2002
His Excellency Mr Lu Ruiha Governor, Guangdong Province	People's Republic of China	20-21 November 2002
Shandong Provincial International Talent Communication Association	People's Republic of China	25 November 2002
Japanese Painting Contractors Association	Japan	26 November 2002
Mr G. Nkwinti MEC Minister for Housing, Local Government Eastern Cape Local Province	South Africa	28 November 2002
Jinhua Municipal People's Government	People's Republic of China	6 December 2002
Mr Nguyen Dang Dai	Socialist Republic of Vietnam	12 December 2002
Mr Sam Mazosiwe MPP, Chairman of Committees Mr Herlu Smith (Acting Secretary) Eastern Cape Provincial Parliament	South Africa	6 February 2003
Gansu Provincial Committee CPPCC	People's Republic of China	13-15 February 2003
Japanese Delegation (Australian Political Exchange Council)	Japan	13 February 2003
Slovenian Parliamentary Delegation	Slovenia	14 February 2003
Indian Rotary GSE Team	India	6 March 2003
Hon Don Boudria, Canadian Parliament	Canada	7/10 March 2003
Hon Simione D. Kaitani Assistant Minister, Prime Minister's Office (and others)	Fiji	19 March 2003
Bangladesh Parliamentary Delegation	Bangladesh	24 March 2003
Fijian Parliamentary Delegation	Fiji	25 March 2003
Papua New Guinea Delegation (Australian Political Exchange Council)	East Timor	27 March 2003

appendix c

Indonesian Judicial Officers (ALRI)	Indonesia	9 April 2003
Mr Andrew Beattie, Clerk Assistant (Committees) New Zealand Parliament	New Zealand	15-17 April 2003
Cardinal Stafford President of the Pontifical Council for the Laity		1 May 2003
HE Dr Hans Demel Ambassador of Austria	Austria	7 May 2003
Nigzai Adali Consul-General of Turkey	Turkey	9 May 2003
Parliamentary Delegation from Azad Jammu & Kashmir Legislative Assembly	Pakistan	9-13 May 2003
Thai Defence Personnel	Thailand	12 May 2003
Russian Federation Duma Ecology Committee	Russia	12 May 2003
Scrutiny of Acts and Regulations Committee	Parliament of Victoria	15 May 2003
Hon Maneka Gandhi MP, Indian Parliament	India	22 May 2003
Mr John Lai, Director General Taipei Economic and Cultural Office	Taiwan	23 May 2003
Iranian Parliamentary Delegation	Iran	25-26 May 2003
Vietnamese Delegation (Australian Political Exchange Council)	Socialist Republic of Vietnam	26 May 2003
Azad Jammu & Kashmir Public Accounts Committee	Pakistan	29 May 2003
Mr Richard Palk Australian High Commissioner to Malta		10 June 2003
Croatian Parliamentary Delegation	Croatia	16 June 2003

Jarosliv Dolcek Consul-General of the Czech Republic	Czech Republic	20 June 2003
Ms Shirley Holbeck, IT Operations Manager	Queensland Parliament	20 June 2003
Northern Cape Provincial Legislature Delegation	South Africa	27 June 2003
Philippine Parliamentary Delegation	Philippines	27 June 2003
Vietnamese Parliamentary Delegation	Socialist Republic of Vietnam	30 June 2003

appendix d

Equal Opportunity Tables

TABLE 1.1: STAFF NUMBERS BY LEVEL

LEVEL	Number									
	TOTAL STAFF	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	
< \$28,710	4	< \$28,710	1	0	4	1	0	0	0	0
\$28,710 - \$37,708	30	\$28,710 - \$37,708	12	21	9	1	3	3	2	0
\$37,709 - \$42,156	31	\$37,709 - \$42,156	13	10	21	1	3	2	1	0
\$42,157 - \$53,345	137	\$42,157 - \$53,345	52	33	104	0	8	8	1	0
\$53,346 - \$68,985	149	\$53,346 - \$68,985	68	35	114	1	8	7	2	0
\$68,986 - \$86,231	41	\$68,986 - \$86,231	14	17	24	0	0	0	2	0
> \$86,231 (non SES)	10	> \$86,231 (non SES)	7	8	2	0	2	3	0	0
> \$86,231 (SES)		> \$86,231 (SES)	0	0	0	0	0	0	0	0
TOTAL	402		167	124	278	4	24	23	8	

TABLE 1.2: PER CENT OF SUBGROUP PER LEVEL

LEVEL	Percent of Subgroup across Levels									
	TOTAL STAFF	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	
< \$28,710	1%	1%		1%	36%					
\$28,710 - \$37,708	7%	7%	17%	3%	23%	13%	14%	25%		
\$37,709 - \$42,156	8%	8%	8%	8%	22%	13%	9%	12%		
\$42,157 - \$53,345	34%	31%	27%	37%		38%	40%	13%		
\$53,346 - \$68,985	37%	41%	28%	41%	20%	31%	29%	22%		
\$68,986 - \$86,231	10%	8%	14%	9%				29%		
> \$86,231 (non SES)	2%	4%	6%	1%		5%	8%			
> \$86,231 (SES)										
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%		

Parliamentary Supported Travel

July 2002: Delegation of the Public Bodies Review Committee (Alan Ashton MP, Russell Smith MP and Catherine Watson) to Singapore, Paris, Brussels, London, New York, Chicago and Los Angeles to examine international best practice for systems of road inspection, road maintenance and construction standards, traffic management, research into road safety issues and to call on the World Road Association, The European Conference of Ministers of Transport in the OECD and the European Transport Safety Council. Report tabled. Cost: \$63,184

July 2002: Committee on the Health Care Complaints Commission (Jeff Hunter MP, Hon Henry Tsang MLC, Peter Webb MP, Hon Peter Wong MLC and Jackie Ohlin) to Perth to examine investigative processes in the Western Australian jurisdiction to compare and contrast with the adequacy of current NSW practice with regard to investigations and prosecutions undertaken by the Health Care Complaints Commission. Report tabled. Cost: \$8,600

July 2002: Delegation of the Regulation Review Committee (Hon Malcolm Jones MLC, Liz Kernohan MP and Russell Keith) to Paris, London, Dublin, Toronto, Ottawa and Washington to hold discussions with various committees, commissions, offices and agencies in relation to regulatory management and regulatory reform. Report tabled. Cost: \$44,703

July – August 2002: Delegation of the Public Accounts Committee (Joe Tripodi MP, Richard Torbay MP and Vicki Buchbach) to the United States of America, France, Belgium, Italy and Hong Kong to investigate the implications for public sector financial management of changes in auditing standards and practices resulting from recent corporate collapses. Report tabled. Cost: \$48,729

July 2002: Standing Ethics Committee (Matt Brown MP, Alison Megaritty MP, John Price MP; Rod Caldwell, Community Member, Fran Flavel, Community Member and Shane Godbee, Community Member; and Ronda Miller) to Brisbane and Canberra to conclude the committee's review of the code of conduct and for briefings on ethics issues regarding office of profit. This study tour informed the report on the review of the Code of Conduct. Cost: \$6,981

July 2002: Katrina Hodgkinson MP, Marianne Saliba MP and Leslie Gönye to Adelaide to attend and present papers at the Australia and Pacific Regional Conference of the Commonwealth Parliamentary Association. Cost: \$3,510

July – August 2002: Hon John Murray MP and Russell Grove to Denver, USA to present papers at the National Conference of State Legislatures. Cost: \$20,591

August 2002: Russell Grove then went to Toronto, Canada to attend the Canadian Association of Clerks-at-the-Table Professional Development Seminar. Cost: \$3,826

July – August 2002: Delegation of the Committee on the Health Care Complaints Commission (Jeff Hunter MP, Hon Peter Wong MLC and Catherine Watson) to Singapore, London, Paris, the Netherlands and Hong Kong in relation to health care quality assurance, investigation of complaints, regulation, risk management and to attend the 14th World Congress on Medical Law. Report tabled. Cost: \$44,999

August 2002: Select Committee on Salinity (Pam Allan MP, Don Page MP and, Chris Papadopoulos) to Broome, Derby and Kununurra, Western Australia for discussions with conservation groups, pastoralists, Aboriginal groups and government agencies in relation to land management practices and inspection of the Ord Rover catchment, a priority catchment under the National Action Plan for Salinity and Water Quality. Cost: \$14,892

appendix e

August 2002: Russell Grove to Adelaide to attend the South Australian Constitution Convention	Cost: \$685
August 2002: Delegation of the Regulation Review Committee (Gerard Martin MP, Hon Don Harwin MLC and Russell Keith) to Brisbane and Canberra to discuss the procedural and administrative arrangements for scrutiny of bills functions by the committees of the Queensland Legislative Assembly and the Senate. Report for internal use tabled in committee.	Cost: \$2,408
August 2002: Delegation of the Regulation Review Committee (Gerard Martin MP, Hon Don Harwin MLC and Russell Keith) to Melbourne to discuss the procedural and administrative arrangements for scrutiny of bills functions by the committees of the Victorian Parliament. Report for internal use tabled in committee.	Cost: \$1,422
September 2002: Colin Markham MP to Namibia to attend the 48 th Commonwealth Parliamentary Conference.	Cost: \$9,121
September 2002: Delegation of the Select Committee on Salinity (Hon Pam Allan MP, Daryl Maguire MP and Roland Simpson) to Fremantle to attend the 8 th National Conference of PUR\$L (Productive Use and Rehabilitation of Saline Lands). Information included in the Committee's final report tabled 11 December 2002.	Cost: \$5,642
September – October 2002: Standing Committee on Public Works (Diane Beamer MP, Matt Brown MP, Hon Peter Collins MP and Ian Thackeray) to Adelaide to attend the 8 th National Conference of Parliamentary Public Works and Environment Committees entitled "Water – Engineering Solutions and Environmental Consequences". Report tabled.	Cost: \$5,006
October 2002: Joe Tripodi MP, Chairman and David Monk, Committee Manager of the Public Accounts Committee to Melbourne for a meeting of Public Accounts Committee chairmen.	Cost: \$1,121
October 2002: Tony Stewart MP to Andhra Pradesh, India for the 14 th Parliamentary Seminar	Cost: \$4,955
October 2002: Russell Grove, Stephanie Hesford, Jennifer Lamont, Helen Minnican and Cheryl Samuels to Melbourne to attend the conference and AGM of the Australasian Study of Parliament Group.	Cost: \$3,260
October 2002: Standing Committee on Public Works (Matt Brown MP and Ian Thackeray) to Kuaotunu, and Auckland, New Zealand to inspect urban waste water infrastructure and approaches to delivering urban water services including potable water, sewage and stormwater. Draft report prepared.	Cost: \$5,968
November 2002: Helen Minnican to Canberra for the purpose of planning the next stages of the risk management project of the parliament with the consultants on the project.	Cost: \$315

November 2002: Standing Ethics Committee (John Price MP, Matt Brown MP, Liz Kernohan MP, Rod Caldwell, Community Member, and Ronda Miller) to Darwin to meet with the Northern Territory Standing Orders and Procedure Committee and the Auditor General to discuss the draft Code of Conduct and Ethical Standards which had been tabled in the NT Parliament. Discussions included reference to the NSW framework of provisions, the recent review of the Code, and a detailed commentary was tabled. A report of the visit is contained in the Committee's 6 th report, which was tabled in January 2003.	Cost: \$9,617
January 2003: Cheryl Samuels to Adelaide as the NSW Team Manager for the Interstate Parliamentary Bowling Carnival.	Cost: \$1,228
January 2003: Russell Grove, Mark Swinson and Leslie Gönye to Alice Springs to attend the Australia and New Zealand Association of Clerks-at-the-Table Professional Development Seminar.	Cost: \$3,761
February 2003: Delegation of the Public Accounts Committee (Ian Glachan MP, Joe Tripodi MP and David Monk) to Melbourne to attend 7 th Biennial Conference of Australasian Council of Public Accounts Committees in Melbourne.	Cost: \$3,076
February 2003: Milton Orkopoulos MP, Chairman and Catherine Watson, Committee Manager of the Public Bodies Review Committee to present a paper and to serve as a panellist at the 7 th Biennial Conference of Australasian Council of Public Accounts Committees.	Cost: \$997
February 2003: Greg Hogg, Project Officer of the Regulation Review Committee to Hobart to present a paper on Regulatory Impact Statements at the Australasian Conference on Delegated Legislation and Scrutiny of Bills.	Cost: \$935
February 2003: Hon John Murray MP to Fiji as a panellist for a Commonwealth Parliamentary Association training seminar for new members.	Cost: \$1,035
February 2003: Helen Minnican to Canberra for the purpose of planning the next stages of the risk management project of the parliament with the consultants on the project.	Cost: \$268
May 2003: John Turner MP to the United Kingdom for Parliamentary visit.	Cost: \$5,642
June – July 2003: John Mills MP and Russell Grove to Tonga to present papers at the 34 th Presiding Officers and Clerks Conference of Australia and the Pacific.	Cost: \$4,756

appendix e

LEGISLATIVE ASSEMBLY MEMBERS TRAVEL EXPENDITURE FOR THE 2002/03 FINANCIAL YEAR INCLUDING SPOUSE/APPROVED RELATIVE AND ELECTORATE OFFICE STAFF

Electorate	Name of Member	Members Travel Within Australia	Members' Spouses / Approved Relatives Travel Within Australia	Electorate to Sydney Travel by Members' Staff	Total
		\$	\$	\$	\$
Albury	Aplin G	5,108.96	427.94	1,338.54	6,875.44
Albury	Glachan I D	14,049.09	1,832.65	883.44	16,765.18
Auburn	Perry B M	-	-	-	-
Ballina	Page D L	24,806.51	3,782.65	556.39	29,145.55
Bankstown	Stewart A P	179.16	-	-	179.16
Barwon	Slack - Smith I L	32,523.71	1,521.62	-	34,045.33
Bathurst	Martin G F	4,830.07	-	-	4,830.07
Baulkham Hills	Mertin W A	-	-	-	-
Bega	Constance A	1,513.45	-	1,687.86	3,201.31
Bega	Smith R H L	5,760.13	422.10	7,385.67	13,567.90
Blacktown	Gibson P B	589.00	-	-	589.00
Bligh	Moore C	1,372.77	-	208.17	1,580.94
Blue Mountains	Debus R J	925.00	-	-	925.00
Burrinjuck	Hodgkinson K A	10,894.73	-	219.90	11,114.63
Cabramatta	Meagher R P	-	-	-	-
Camden	Corrigan G	1,104.00	-	-	1,104.00
Camden	Kernohan E A	2,450.01	-	-	2,450.01
Campbelltown	West G J	-	-	15.04	15.04
Canterbury	Burney L	1,656.60	-	-	1,656.60
Canterbury	Moss K J	-	-	-	-
Cessnock	Hickey K A	1,035.62	-	-	1,035.62
Charlestown	Face J R	1,804.65	-	-	1,804.65
Charlestown	Morris M	-	-	-	-
Clarence	Cansdell S	3,159.33	546.95	3,757.42	7,463.70
Clarence	Woods H F	1,286.10	3,181.47	-	4,467.57
Coffs Harbour	Fraser A R G	17,955.17	1,891.18	1,339.25	21,185.60
Coogee	Page E T	128.09	-	-	128.09
Coogee	Pearce P	-	-	-	-
Cronulla	Kerr M J	3,196.47	-	-	3,196.47
Davidson	Humpherson A	3,387.13	-	-	3,387.13
Drummoyne	D'Amore A	-	-	-	-
Drummoyne	Murray J H	2,137.18	1,433.40	-	3,570.58
Dubbo	McGrane A M	15,070.93	-	595.86	15,666.79
East Hills	Ashton A J	224.73	-	-	224.73
Epping	Tink A A	4,430.59	-	-	4,430.59
Fairfield	Tripodi J G	437.35	-	-	437.35
Georges River	Greene K P	87.58	-	-	87.58

Gosford	Hartcher C P	4,183.14	-	464.40	4,647.54
Granville	Yeadon K M	-	-	-	-
Hawkesbury River	Pringle S	-	-	-	-
Hawkesbury River	Rozzoli K R	2,724.49	-	696.70	3,421.19
Heathcote	McLeay P	-	-	-	-
Heathcote	McManus I	3,576.54	-	531.20	4,107.74
Heffron	Grusovin D M	-	-	-	-
Heffron	Keneally K	42.37	-	73.60	115.97
Hornsby	Hopwood J	661.08	-	76.37	737.45
Illawarra	Saliba M F	3,208.29	-	463.08	3,671.37
Keira	Campbell D A	62.50	-	-	62.50
Kiama	Brown M J	9,779.35	-	93.08	9,872.43
Kogarah	Burton C A	-	-	-	-
Ku-ring-gai	O'Farrell B R	3,158.49	-	-	3,158.49
Lachlan	Armstrong I M	43,968.66	1,722.70	-	45,691.36
Lake Macquarie	Hunter J	11,128.20	-	23.28	11,151.48
Lakemba	Iemma M	-	-	-	-
Lane Cove	Chikarovski K A	2,483.66	-	-	2,483.66
Lane Cove	Roberts A	1,117.56	-	-	1,117.56
Lismore	George T	20,808.54	1,124.59	477.50	22,410.63
Liverpool	Lynch P G	-	-	-	-
Londonderry	Anderson J	-	-	-	-
Londonderry	Shearan A	-	-	-	-
Macquarie Fields	Knowles C J	-	-	-	-
Maitland	Price J C	1,816.81	-	-	1,816.81
Manly	Barr D	132.79	-	-	132.79
Maroubra	Carr R J	-	-	-	-
Marrickville	Refshauge A J	-	-	-	-
Menai	Megarrity A P	-	-	-	-
Miranda	Collier B J	57.26	-	-	57.26
Monaro	Webb P W	10,783.01	-	-	10,783.01
Monaro	Whan S	2,343.47	33.33	1,877.05	4,253.85
Mount Druitt	Amery R S	-	-	-	-
Mulgoa	Beamer D	-	-	-	-
Murray - Darling	Black P L	20,636.65	-	2,168.77	22,805.42
Murrumbidgee	Piccoli A	25,188.53	-	2,151.48	27,340.01
Myall Lakes	Turner J H	30,296.75	3,881.64	156.43	34,334.82
Newcastle	Gaudry B J	6,559.40	-	-	6,559.40
North Shore	Skinner J G	5,629.99	-	-	5,629.99
Northern Tablelands	Torbay G R	12,564.19	1,906.49	1,146.59	15,617.27
Orange	Turner R W	11,682.16	743.84	538.06	12,964.06
Oxley	Stoner A J	31,337.84	1,587.66	716.20	33,641.70
Parramatta	Gadiel T	-	-	-	-
Parramatta	Harrison G M	-	-	-	-
Peats	Andrews M T	740.89	-	-	740.89

appendix e

Penrith	Lo Po F	-	-	-	-
Penrith	Paluzzano K	221.90	-	-	221.90
Pittwater	Brogden J G	12,240.29	530.81	3,685.84	16,456.94
Port Jackson	Nori S C	641.39	-	220.67	862.06
Port Macquarie	Oakeshott R M J	5,982.79	307.48	1,143.59	7,433.86
Port Stephens	Bartlett J R	3,735.54	-	909.66	4,645.20
Riverstone	Aquilina J J	-	-	-	-
Rockdale	Sartor F	-	-	-	-
Rockdale	Thompson G E	2,050.15	1,435.78	-	3,485.93
Ryde	Watkins J A	449.70	-	-	449.70
Smithfield	Scully P A	1,572.50	-	-	1,572.50
South Coast	Hancock S	3,485.63	924.93	-	4,410.56
South Coast	Smith W D	2,758.72	-	-	2,758.72
Southern Highlands	Seaton P L	776.90	-	-	776.90
Strathfield	Judge V	-	-	-	-
Strathfield	Whelan P F P	-	-	-	-
Swansea	Orkopoulos M	4,228.48	-	-	4,228.48
Tamworth	Cull J D	12,977.07	3,899.19	1,057.66	17,933.92
Tamworth	Draper P	4,441.60	732.42	2,065.52	7,239.54
The Entrance	McBride G A	48.19	-	219.90	268.09
The Hills	Richardson M J	4,556.24	823.70	-	5,379.94
Tweed	Newell N J	10,770.82	809.04	401.63	11,981.49
Upper Hunter	Souris G	18,588.16	2,848.25	3,029.33	24,465.74
Vaucluse	Debnam P J	2,452.84	-	-	2,452.84
Wagga Wagga	Maguire D W	17,004.12	2,138.78	3,874.77	23,017.67
Wakehurst	Hazzard B R	2,158.77	-	-	2,158.77
Wallsend	Mills J C	10,482.18	102.50	-	10,584.68
Wentworthville	Allan P D	-	-	-	-
Willoughby	Berejiklian G	290.81	-	-	290.81
Willoughby	Collins P E J	2,025.37	1,040.18	-	3,065.55
Wollongong	Hay N	1,401.55	-	-	1,401.55
Wollongong	Markham C W	5,773.53	508.99	-	6,282.52
Wyong	Crittenden P R	4,613.33	-	-	4,613.33
Totals		564,505.29	42,142.26	46,249.90	652,897.45

Erratum

In the 2002/03 financial year a credit was received from Qantas air fares overcharged that related to the 2000/01 and 2001/02 financial years for Mr John Turner MP. Following application of these credits the correct travel expenditure for Mr Turner, his spouse and electorate staff in these years are:

2000/2001		14,298.91	1,418.03	1,697.51	17,414.45
2001/2002		30,008.55	2,166.94	2,869.34	35,044.83

Publications produced by the Legislative Assembly

PROCEDURAL PUBLICATIONS

Publication

New South Wales Legislative Assembly Practice and Procedure
Fact Sheets:

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

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

appendix f

Information Pamphlets:

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

Other Pamphlets:

- Preparing Submissions to Parliamentary Committee Inquiries;
- Information for Witnesses before Parliamentary Committees;
- The Parliamentary Ethics Adviser (This pamphlet is for Members' use only).

Electoral Legislation Extracts

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

Decisions from the Chair (Consolidated)

Decisions from the Chair (Key Rulings)

Briefing Papers:

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

5. Law Relating to Parliamentary Committees.
6. Liability for Republication of Members' Speeches.
7. State Member Standing for a Federal Election.
8. Summonses and Subpoenas.
9. Qualification and Disqualification of Members of Parliament.
10. Parliamentary Privilege – Tabled Papers.
11. The Code of Conduct for Members and the Independent Commission Against Corruption.

Short Guide to Parliamentary Procedure (internet presentation)

The Operations and Procedures of the NSW Parliament: an Overview (Expanded version of document above)

Legislation Impinging on Parliament

Standing Orders

Sessional Orders

Information sheet on petitioning the Parliament – the same information is contained in the fact sheet on petitions

ADMINISTRATIVE PUBLICATIONS

List of Members

Committees and Office Holders Appointed

Sessional Returns and Summary

Parliamentary Record (hard copy only)

Pecuniary Interest Register (hard copy only)

Members' Handbook

Legislative Assembly Former Members' Guide

Committees Handbook (internal use)

CORPORATE PUBLICATIONS

Annual Reports

Strategic Plan 2003 – 2007 (hard copy, internal)

Business Plan 2003 – 2004 (hard copy, internal)

EDUCATION & COMMUNITY RELATIONS PUBLICATIONS

Books and booklets:

Australia's First Parliament (3rd ed.)

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

Parliament of New South Wales (2nd ed.)

This is Your Parliament: The Parliament of New South Wales, Its Development and Operation (2nd ed.)

Australia Remembers

Women in the Parliament of New South Wales

appendix f

Pamphlets:

Parliament of New South Wales
History Bulletins Nos 1 to 10
Educational Services - Parliamentary Education and Community Relations Section
The Work of Your Local Member
Work Experience: Parliament of New South Wales
Your Visit to the Parliament of New South Wales

Information material:

Information Sheets
Presenting the Parliament Kit (for members)
History Site Study Package

Miscellaneous material:

Parliament of New South Wales (video)
Australia Remembers (video)
What's On in Education (occasional newsletter)
Women in the Parliament of New South Wales (poster)
Parliamentary Bookmark (bookmark)



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

THE LEGISLATURE

To Members of the New South Wales Parliament

Audit Opinion

In my opinion the financial report of The Legislature presents fairly The Legislature's financial position as at 30 June 2003 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

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

The Clerks' Role

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

The Auditor's Role and the Audit Scope

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

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

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

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

financial statements

My opinion does *not* provide assurance:

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

Audit Independence

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

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



R. J. Sendt
Auditor General

SYDNEY
6 November 2003



4 November 2003

PARLIAMENT HOUSE
MACQUARIE ST
SYDNEY NSW 2000

File ref: A700

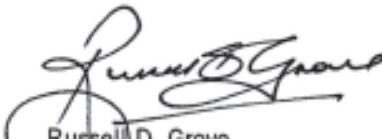
THE LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

Statement by Department Heads

We state that:

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


Russell D. Grove
Clerk of the Legislative Assembly


John Evans
Clerk of the Parliaments

financial statements

Start of the audited financial statements

THE LEGISLATURE

Statement of Financial Performance for the Year Ended 30 June 2003

	Notes	Actual 2003 \$000	Budget 2003 \$000	Actual 2002 \$000
Expenses				
Operating expenses				
Employee related	2(a)	41,844	37,894	37,429
Other operating expenses	2(b)	22,046	22,623	20,080
Maintenance	2(c)	1,751	520	3,513
Depreciation and amortisation	2(d)	5,184	4,253	4,248
Other expenses	2(e)	<u>32,049</u>	<u>32,415</u>	<u>31,693</u>
Total Expenses		<u>102,874</u>	<u>97,705</u>	<u>96,963</u>
Less:				
Retained Revenue				
Sale of goods and services	3(a)	4,223	4,315	4,181
Investment income	3(b)	53	25	47
Grants and contributions	3(c)	2,232	-	2,885
Other revenue	3(d)	<u>18,310</u>	<u>230</u>	<u>402</u>
Total Retained Revenue		<u>24,818</u>	<u>4,570</u>	<u>7,515</u>
Gain / (loss) on disposal of non-current assets	4	<u>(217)</u>	<u>-</u>	<u>455</u>
Net Cost of Services	19	<u>78,273</u>	<u>93,135</u>	<u>88,993</u>
Government Contributions				
Recurrent appropriation	5	80,272	76,705	70,584
Capital appropriation	5	2,925	3,167	6,791
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>12,917</u>	<u>12,238</u>	<u>11,367</u>
Total Government Contributions		<u>96,114</u>	<u>92,110</u>	<u>88,742</u>
SURPLUS (DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES				
		<u>17,841</u>	<u>(1,025)</u>	<u>(251)</u>
Total Revenues, Expenses and Valuation Adjustments Recognised in Equity		-	-	-
Net increase in asset revaluation reserve		<u>2,100</u>	<u>-</u>	<u>-</u>
Total Changes in Equity other than those resulting from transactions with owners as owners	15	<u>19,941</u>	<u>(1,025)</u>	<u>(251)</u>

The accompanying notes form part of these statements.

THE LEGISLATURE**Statement of Financial Position as at 30 June 2003**

	Notes	Actual 2003 \$000	Budget 2003 \$000	Actual 2002 \$000
ASSETS				
Current Assets				
Cash	8	682	585	389
Receivables	9	1,398	2,198	2,198
Inventories	10	338	262	251
Other Assets	11	359	267	267
Total Current Assets		<u>2,777</u>	<u>3,312</u>	<u>3,105</u>
Non-Current Assets				
Property, Plant and Equipment	12			
- Land and Buildings		112,542	94,598	96,103
- Plant and Equipment		14,225	12,343	11,888
- Collection Assets		16,810	16,704	16,740
		<u>143,577</u>	<u>123,645</u>	<u>124,731</u>
Other Assets	11	336	520	520
Total Non-Current Assets		<u>143,913</u>	<u>124,165</u>	<u>125,251</u>
Total Assets		<u>146,690</u>	<u>127,477</u>	<u>128,356</u>
LIABILITIES				
Current Liabilities				
Payables	13	4,337	4,921	6,390
Provisions	14(a)	3,130	4,592	2,977
Total Current Liabilities		<u>7,467</u>	<u>9,513</u>	<u>9,367</u>
Non-Current Liabilities				
Provisions	14(b)	531	238	238
Total Non-Current Liabilities		<u>531</u>	<u>238</u>	<u>238</u>
Total Liabilities		<u>7,998</u>	<u>9,751</u>	<u>9,605</u>
Net Assets		<u>138,692</u>	<u>117,726</u>	<u>118,751</u>
EQUITY				
Reserves	1(i)	11,167	9,067	9,067
Accumulated Funds		127,525	108,659	109,684
Total Equity		<u>138,692</u>	<u>117,726</u>	<u>118,751</u>

The accompanying notes form part of these statements.

financial statements

THE LEGISLATURE

Statement of Cash Flows for the Year Ended 30 June 2003

	Notes	Actual 2003 \$000	Budget 2003 \$000	Actual 2002 \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(38,087)	(35,253)	(34,727)
Other		<u>(50,825)</u>	<u>(47,644)</u>	<u>(46,577)</u>
Total Payments		<u>(88,912)</u>	<u>(82,897)</u>	<u>(81,304)</u>
Receipts				
Sale of goods and services		5,109	3,615	4,488
Interest received		48	25	51
Other		<u>2,769</u>	<u>930</u>	<u>2,214</u>
Total Receipts		<u>7,926</u>	<u>4,570</u>	<u>6,753</u>
Cash Flows From Government				
Recurrent appropriation		80,272	76,705	70,584
Capital appropriation		2,925	3,167	6,943
Capital liability to Consolidated Fund		(152)	-	-
Cash reimbursements from the Crown Entity		<u>1,848</u>	<u>1,818</u>	<u>1,536</u>
Net Cash Flows From Government		<u>84,893</u>	<u>81,690</u>	<u>79,063</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES				
	19	<u>3,907</u>	<u>3,363</u>	<u>4,512</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of property, plant and equipment		1	-	346
Purchases of property, plant and equipment		<u>(3,615)</u>	<u>(3,167)</u>	<u>(4,884)</u>
NET CASH FLOW FROM INVESTING ACTIVITIES		<u>(3,614)</u>	<u>(3,167)</u>	<u>(4,538)</u>
NET INCREASE / (DECREASE) IN CASH				
Opening cash and cash equivalents		<u>389</u>	<u>389</u>	<u>415</u>
CLOSING CASH AND CASH EQUIVALENTS				
	8	<u>682</u>	<u>585</u>	<u>389</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Program Statement - Expenses and Revenues for the year ended 30 June 2003

	Program 1.1.1.1*		Program 1.1.1.2*		Program 1.2.1*		Not Attributable		Total	
	Legislative Council	Legislative Assembly	Legislative Council	Legislative Assembly	Joint Services	Joint Services	2003	2002	2003	2002
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
THE LEGISLATURE'S EXPENSES & REVENUES										
Expenses										
Operating expenses										
Employee related	7,763	17,204	18,990	17,204	15,091	13,654	-	-	41,844	37,429
Other operating expenses	2,655	13,192	15,195	13,192	4,196	4,228	-	-	22,046	20,080
Maintenance	11	637	203	637	1,537	2,876	-	-	1,751	3,513
Depreciation and amortisation	397	1,897	2,189	1,897	2,598	2,097	-	-	5,184	4,248
Other expenses	9,975	22,078	22,074	22,078	-	-	-	-	32,049	31,693
Total Expenses	20,801	58,651	58,651	55,008	23,422	22,855	-	-	102,874	96,963
Retained Revenue										
Sale of goods and services	349	473	352	473	3,522	3,367	-	-	4,223	4,181
Investment income	-	-	-	-	53	47	-	-	53	47
Grants and contributions	-	-	-	-	2,232	2,885	-	-	2,232	2,885
Other revenue	107	195	224	195	17,979	138	-	-	18,310	402
Total Retained Revenue	456	668	576	668	23,786	6,437	-	-	24,818	7,515
Gain / (loss) on disposal of non-current assets	0	-	-	-	(217)	455	-	-	(217)	455
NET COST OF SERVICES	20,345	58,075	58,075	54,340	(147)	15,963	-	-	78,273	88,993
Government contributions**	-	-	-	-	-	-	96,114	88,742	96,114	88,742
NET EXPENDITURE / (REVENUE) FOR THE YEAR	20,345	58,075	58,075	54,340	(147)	15,963	(96,114)	(88,742)	(17,841)	251

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

**Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "not attributable" column. The accompanying notes form part of these statements.

financial statements

THE LEGISLATURE

SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

	2003			2002				
	Recurrent Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Recurrent Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000
ORIGINAL BUDGET APPROPRIATION / EXPENDITURE								
Appropriation Act	76,705	76,705	3,167	2,925	67,793	3,426	3,426	3,426
Additional Appropriations	-	-	-	-	228	-	-	-
s21A PF&AA - special appropriation	-	-	-	-	-	-	-	-
s24 PF&AA - transfers of functions between departments	-	-	-	-	-	-	-	-
s26 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	76,705	76,705	3,167	2,925	68,021	3,426	3,426	3,426
OTHER APPROPRIATIONS / EXPENDITURE								
Treasurer's Advance	4,081	3,567	-	-	3,569	3,650	3,650	3,365
Section 22 - expenditure for certain works and services	-	-	-	-	-	-	-	-
Transfers from another agency (s25 - Appropriation Act)	-	-	-	-	-	-	-	-
	4,081	3,567	-	-	3,569	3,650	3,650	3,365
Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)	80,786	80,272	3,167	2,925	71,590	7,076	7,076	6,791
Amount drawn down against Appropriation Liability to Consolidated Fund		80,272		2,925				6,943
		-		-				(152)

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

The accompanying notes form part of these statements.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

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

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

(b) Basis of Accounting

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

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

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

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

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

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

Comparative information is reclassified where appropriate to enhance comparability.

(c) Revenue Recognition

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

- (i) Parliamentary Appropriations and Contributions from Other Bodies

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are recognised as revenues when The Legislature obtains control over

financial statements

the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

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

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

(ii) Sales of Goods and Services

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

(iii) Investment Income

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

(iv) Other Revenue

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

(d) Employee Benefits and other provisions

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

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

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

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

(ii) Accrued salaries and wages – reclassification

As a result of the adoption of Accounting Standard AASB 1044 "Provisions, Contingent Liabilities and Contingent Assets", accrued salaries and wages and on-costs has been reclassified to "payables" instead of "provisions" in the Statement of Financial Position and the related note disclosures, for the current and comparative period. On the face of the Statement of Financial Position and in the notes, reference is now made to "provisions" in place of "employee entitlements and other provisions". Total employee benefits (including accrued salaries and wages) are reconciled in Note 14 "Provisions".

(iii) Long Service Leave and Superannuation

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

Long service leave is measured on a present value basis. The present value method is based on the remuneration rates at year end for all employees with five or more years of service. It is considered that this measurement technique produces results not materially different from the estimate determined by using the present value basis of measurement.

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

(e) Insurance

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

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

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

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

g) Acquisition of Assets

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

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

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

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

h) Plant and Equipment

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

i) Revaluation of Physical Non-Current Assets

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

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where the market selling price is not available, the assets fair value is measured as its market buying price i.e.

financial statements

the replacement cost of the assets' remaining future economic benefits. The Legislature is a not for profit entity with no cash generating operations.

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

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

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

Each class of physical non-current assets is revalued every 5 years. As a result of the size and nature of The Legislature's assets this revaluation is conducted over a five year period. The last such revaluation based on an independent assessment for each class of asset was:

Land	30 June 2003	Quotable Value Aust. Pty Ltd
Buildings	30 June 2003	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2003	HP Consultants Pty Ltd
Collection Assets:		
Library Collection	30 June 1999	Edward Rushton Aust Pty Ltd
Archives Collection	30 June 1999	Edward Rushton Aust Pty Ltd
Antiques	30 April 2000	Cleary and Kennedy
Artworks	31 May 2000	Art Gallery of NSW

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

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

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

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

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

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

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

j) Depreciation and Amortisation

Except for collection assets, depreciation or amortisation is provided for on a straight line basis for all depreciable or amortisable assets, so as to write off the depreciable amount of the asset as it is consumed over its useful life to The Legislature. Accelerated depreciation has been applied to those computer assets which have become redundant due to technology, so that they are fully depreciated as at 30 June 2003. Land is not a depreciable asset.

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

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

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

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

The Legislature's Antique, Archive, Artwork and Library collections have not been depreciated as their value is expected to appreciate.

(k) Maintenance and Repairs

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

(l) Leased Assets

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

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

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

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

(m) Receivables

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

financial statements

(n) Inventories

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

(o) Other Assets

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

(p) Payables

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

(q) Budgeted Amounts

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

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

2. EXPENSES**a) Employee Related Expenses**

	2003	2002
	\$000	\$000
Salaries and wages (including recreation leave)	32,048	30,396
Superannuation entitlements	3,113	2,828
Payroll tax and fringe benefits tax	2,327	2,191
Long service leave	1,780	861
Redundancy payments	1,145	187
Other	818	737
Workers Compensation Insurance	613	229
	41,844	37,429

(b) Other Operating Expenses

	2003	2002
	\$000	\$000
Printing and stationery	5,873	3,451
Operating Lease Rental Expense – Minimum Lease Payments	3,478	3,127
Telecommunication costs	2,234	2,481
Travel expenses	1,523	1,828
Cost of sales – House Committee	1,547	1,583
Computer costs	1,378	1,834
Stores	1,056	1,110
Postage and State Mail charges	1,133	974
Miscellaneous	1,081	1,207
Gas and electricity charges	908	796
Cleaning and laundry	440	465
Contract and other fees	313	568
Consultancy fees	419	151
Insurance	289	279
Legal expenses	253	89
Auditor's Remuneration		
Audit of the Financial Reports	45	46
Audit of Members' additional entitlements under the Parliamentary Remuneration Tribunal Determination	70	91
Bad or Doubtful Debts	6	-
	22,046	20,080

financial statements

(c) Maintenance

	2003	2002
	\$000	\$000
Maintenance undertaken by Department of Commerce	1,295	2,562
Repairs and routine maintenance	263	314
Maintenance on Legislative Assembly electorate offices	193	637
	1,751	3,513

Maintenance on the Parliament House building undertaken and funded by the Department of Commerce has been included in the Statement of Financial Performance. This work was part of the program for the essential maintenance of State assets. (Refer notes 1 (c) and 3 (c)).

(d) Depreciation and Amortisation expense

	2003	2002
	\$000	\$000
Depreciation on buildings	806	793
Depreciation on plant and equipment	3,400	2,512
Amortisation of leasehold costs	978	943
	5,184	4,248

(e) Other expenses

	2003	2002
	\$000	\$000
Salaries and allowances of Members of Parliament	22,379	21,996
Superannuation entitlements – Members	7,398	7,062
Payroll tax & fringe benefits tax – Members' entitlements	1,533	1,450
Payroll tax liability – Members' superannuation	444	438
Special projects	295	747
	32,049	31,693

3. REVENUES**(a) Sale of Goods and Services**

<u>Sale of Goods</u>	2003	2002
	\$000	\$000
House Committee sales of food and beverages	2,288	2,205
Energy recoup from Sydney Hospital and State Library	500	469
Sale of Publications	55	106
	2,843	2,780
<u>Rendering of Services</u>		
Rent on Parliament House Ministerial Offices	696	682
House Committee functions	484	472
Miscellaneous	200	166
Parliamentary committee seminars	0	81
	1,380	1,401
	4,223	4,181

(b) Investment Income

	2003	2002
	\$000	\$000
Interest on operating account	53	47
	53	47

(c) Grants and Contributions

	2003	2002
	\$000	\$000
Department of Commerce maintenance work	1,295	2,562
Department of Commerce asset contributions	875	-
Contributions of Assets - library collection legal deposit	62	46
Connect NSW project	-	277
	2,232	2,885

The Department of Commerce met the cost of essential maintenance work undertaken on the Parliament House building as part of an ongoing arrangement (refer notes 1 (c) and 2 (c)).

financial statements

(d) **Other Revenue**

	2003	2002
	\$000	\$000
Increment from asset valuation offsetting prior decrement	17,897	-
Miscellaneous	413	390
Telecommunications rebate	-	12
	18,310	402

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

	2003	2002
	\$000	\$000
Gain/Loss on Sale of Assets		
Proceeds from sale	1	537
Written down value of assets disposed	(218)	(82)
Net gain/ (loss) on disposal of assets	(217)	455

5. APPROPRIATIONS

Recurrent Appropriations

	2003	2002
	\$000	\$000
Total recurrent drawdowns from Treasury (per Summary of Compliance)	80,272	70,584
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
Total	80,272	70,584

Comprising:

Recurrent Appropriations (per Statement of Financial Performance)	80,272	70,584
--	--------	--------

Capital Appropriations

	2003	2002
	\$000	\$000
Total capital drawdowns from Treasury (per Summary of Compliance)	2,925	6,943
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	(152)
Total	2,925	6,791

Comprising:

Capital Appropriations (per Statement of Financial Performance)	2,925	6,791
--	-------	-------

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

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

	2003	2002
	\$000	\$000
Employees		
Superannuation	3,113	2,828
Long Service Leave	1,780	864
Payroll Tax on superannuation	183	174
	5,076	3,866
Members		
Superannuation	7,397	7,063
Payroll tax on superannuation	444	438
	7,841	7,501
	12,917	11,367

7. PROGRAMS/ACTIVITIES OF THE LEGISLATURE

Program 1.1.1 Parliamentary Government - Legislative Council

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

Activities:

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

Program 1.1.2 Parliamentary Government - Legislative Assembly

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

Activities:

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

financial statements

Program 1.2.1

Parliamentary Support Services - Joint Services

Objective:

To provide support services to both Houses of Parliament.

Activities:

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

8. CURRENT ASSETS - CASH

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

	2003
	\$000
Cash at Bank and on hand	682
	<hr/>
	682
	<hr/> <hr/>

9. CURRENT ASSETS - RECEIVABLES

	2003
	\$000
Sale of goods and services	600
Less: Provision for Doubtful Debts	4
	<hr/>
	596
GST recoverable from ATO	483
Other debtors	293
Investment Income	26
	<hr/>
	1,398 ;
	<hr/> <hr/>

10. CURRENT ASSETS - INVENTORIES

	2003
	\$000
Food and beverage stock at cost	279
Books at cost	59
	<hr/>
	338
	<hr/> <hr/>

11. CURRENT / NON-CURRENT ASSETS - OTHER ASSETS**(a) Current:**

	2003	2002
	\$000	\$000
Prepayments	346	255
Travel Advances	13	12
	359	267

(b) Non-Current:

	2003	2002
	\$000	\$000
Prepayments	336	520
	336	520

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

	2003	2002
	\$000	\$000
Land and Buildings		
Land at Valuation	52,100	50,000
Buildings at Valuation	82,943	60,680
Accumulated Depreciation	24,483	17,119
	58,460	43,561
Buildings - Leasehold Improvements at Cost	5,625	5,392
Accumulated Depreciation	3,643	2,850
	1,982	2,542
Total Land and Buildings	112,542	96,103
Plant and Equipment		
Building Services at Valuation	27,765	20,024
Accumulated Depreciation	20,093	15,353
	7,672	4,671
Other Plant and Equipment at Cost	16,680	15,325
Accumulated Depreciation	10,127	8,108
	6,553	7,217
Total Plant and Equipment	14,225	11,888
Collection Assets		
At Valuation	16,810	16,740
Total Property Plant and Equipment at Net Book Value	143,577	124,731

financial statements

Reconciliations

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

	Land and Buildings \$000	Plant and Equipment \$000	Collection Assets \$000	Total \$000
2003				
Carrying amount at start of year	96,103	11,888	16,740	124,731
Additions	1,312	2,869	70	4,251
Disposals	(136)	(3,281)	-	(3,417)
Net Revaluation Increments	16,911	3,086		19,997
Accumulated depreciation written back on disposal	136	3,063	-	3,199
Depreciation expense	(1,784)	(3,400)	-	(5,184)
Carrying amount at end of year	112,542	14,225	16,810	143,577
2002				
Carrying amount at start of year	97,285	9,883	16,776	123,944
Additions	553	4,518	46	5,117
Disposals	(141)	(139)	(82)	(362)
Accumulated depreciation written back on disposal	141	139	-	280
Depreciation expense	(1,735)	(2,513)	-	(4,248)
	96,103	11,888	16,740	124,731

13. CURRENT LIABILITIES - PAYABLES

	2003 \$000	2002 \$000
Creditors	2,455	4,724
Accrued Salaries, wages and on-costs	1,882	1,514
Liability to Consolidated Fund	-	152
	4,337	6,390

14. CURRENT / NON-CURRENT LIABILITIES - PROVISIONS**(a) Current**

	2003	2002
	\$000	\$000
Recreation leave	2,818	2,675
On-cost on employee benefits	312	302
Total Provisions	3,130	2,977

(b) Non-Current

	2003	2002
	\$000	\$000
On-cost on employee benefits	531	238
Total Provisions	531	238

(c) Aggregate employee benefits and related on-costs:

	2003	2002
	\$000	\$000
Provisions – Current	3,130	2,977
Provisions – Non-Current	531	238
Accrued salaries, wages and on-costs (note 13)	1,882	1,514
Total	5,543	4,729

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

financial statements

15. CHANGES IN EQUITY

	Accumulated Funds		Asset Revaluation Reserve		Total Equity	
	2003	2002	2003	2002	2003	2002
	\$000	\$000	\$000	\$000	\$000	\$000
Balance at the beginning of the financial year	109,684	109,935	9,067	9,067	118,751	119,002
<u>Changes in equity – other than transactions with owners as owners</u>						
Surplus/(deficit) for the year	17,841	(251)			17,841	(251)
Increment on revaluation of:						
Land and Buildings			2,100		2,100	
Plant and equipment						
Total	17,841	(251)	2,100	-	19,941	(251)
Balance at the end of the financial year	127,525	109,684	11,167	9,067	138,692	118,751

Asset Revaluation Reserve

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

16. COMMITMENTS FOR EXPENDITURE

(a) Operating Lease Commitments

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

	2003	2002
	\$000	\$000
Not later than one year	2,968	2,930
Later than one year but not later than 5 years	4,677	2,634
Later than 5 years	138	-
Total Lease Commitments including GST	7,783	5,564

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

	2003	2002
	\$000	\$000
Not later than one year	2,458	2,854
Later than one year but not later than 5 years	2,801	2,606
Electorate Office Lease Commitments including GST	5,259	5,460

The above total for 2003 includes GST input tax credits of \$446,000 (\$440,000 - 2002) that will be recoverable from the ATO.

(b) Other Expenditure Commitments

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

	2003	2002
	\$000	\$000
Not later than one year	137	102
Total Other Expenditure Commitments including GST	137	102

The above total for 2003 includes GST input tax credits of \$12,000 (\$9,000 - 2002) that will be recoverable from the ATO.

17. CONTINGENT LIABILITIES

The Legislature has no contingent liabilities.

18. BUDGET REVIEW

Net Cost of Services

Net cost of services for the year was less than budget by \$14,862,000. Following a valuation of buildings and plant an increment of \$17,897,000 was recognised as revenue as in 1999 a revaluation decrement to the same classes of assets was expensed. This income offset overexpenditure on employee related expenditure of \$3,950,000, maintenance of \$1,231,000 and depreciation by \$931,000. There were savings in other operating expenses and other expenses of \$577,000 and \$366,000 respectively. Included in other operating expenses are IT purchases of \$354,000 for which asset acquisition funding was provided by the NSW Treasury. Maintenance expenditure includes an amount of \$1,295,000 which was the value of maintenance and restoration work provided by the Dept of Commerce. The same amount was credited to the income category, grants and contributions.

Assets and Liabilities

Current assets are \$535,000 less than budget due mainly to payments received by large debtors from June 2002. There were increases to prepayments and inventories (refer note 10) of \$92,000 and \$76,000 respectively.

Following a revaluation to the Parliament's land, buildings and plant, an increment of \$19,997,000 was made to non-current assets. This increase was partly offset by higher than estimated depreciation and the retirement of some assets without revenue (refer note 12).

financial statements

Current liabilities were \$2,046,000 less than budget due mainly to the payment of a large number of June 2002 creditors in July 2002. Provisions increased due to rises in wage and salary rates and a net increase in accrued benefits.

Non-current liabilities increased by \$293,000 due to the adoption of the present value method to calculate the provision for on-costs for long service leave benefits.

Cash Flows

Net cash flows from operating activities were \$176,000 less than budget. Net cash outflows on property, plant and equipment were \$272,000 less than budget due to the deferral of an IT project.

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

	2003	2002
	\$000	\$000
Net Cash used in operating activities	3,907	4,512
Depreciation	(5,184)	(4,248)
Bad Debts	(6)	-
(Increase)/decrease in provisions	(446)	(227)
(Decrease)/increase in receivables, inventories and other assets	(800)	896
(Increase)/decrease in creditors and other liabilities (loss)	1,601	(1,685)
Gain on sale of non-current assets	(217)	455
Assets acquired free of charge	937	46
Valuation increment recognised in statement of financial performance	17,897	-
Long Service Leave	(1,780)	(864)
Superannuation	(8,662)	(8,355)
Payroll tax on superannuation	(627)	(612)
Less cash flows from government:		
Capital allocation	(2,773)	(6,791)
Recurrent allocation	(80,272)	(70,584)
Cash reimbursements from the Crown Transactions Entity	(1,848)	(1,536)
Net Cost of Services	(78,273)	(88,993)

20. FINANCIAL INSTRUMENTS**Cash**

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

At period end the deposits were earning 3.75% (3.7% in 2001/2002) while the effective interest rate during the reporting period was 3.75% (3.67% in 2001/2002).

Receivables

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

The credit risk is the carrying amount (net of any provision for doubtful debts). As at balance date, the greatest risk was represented by receivables, totalling \$32,000 (\$213,000 in 2001/2002) which had been outstanding for more than 90 days.

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

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

Bank Overdraft

The Legislature does not have any bank overdraft facility.

Trade Creditors and Accruals

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

End of Audited Financial Statements

supplementary information

OPERATION OF THE LEGISLATIVE ASSEMBLY

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	3,013	2,763	2,664
Other Operating Expenses	586	552	675
Maintenance	0	0	1
Depreciation	226	105	165
Total Expenses	3,825	3,420	3,505
Revenue			
Sale of Goods and Services		20	55
Other Revenue	1	5	5
Total Revenue	1	25	60
Gain (loss) on sale of assets	0	0	0
NET COST OF SERVICES	3,824	3,395	3,445
Less:			
Depreciation	227	105	165
Long Service Leave	250	150	81
Superannuation	209	210	193
NET CONTROLLABLE COST OF SERVICES	3,138	2,930	3,006
CAPITAL WORKS EXPENDITURE	27	22	40

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	2,916
Other operating expenses	489
Depreciation and Amortisation	200
Total Expenses	3,605
Less Retained Revenue	10
Less Non-controllable items	339
Net Controllable Cost of Services	3,256

PARLIAMENTARY REPRESENTATION LEGISLATIVE ASSEMBLY

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	14,156	12,590	12,738
Other Operating Expenses	13,422	14,349	11,591
Maintenance	200	200	634
Members Salary Related Payments	21,788	21,976	21,349
Depreciation	1,877	1,625	1,678
Total Expenses	51,443	50,740	47,990
Revenue			
Sale of goods and services	351	340	342
Other Revenue	221	120	163
Total Revenue	572	460	505
Gain on sale of non-current assets	0	0	0
NET COST OF SERVICES	50,871	50,280	47,485
Less:			
Depreciation	1,877	1,625	1,678
Long Service Leave	415	280	200
Superannuation	1,041	1,016	5,825
NET CONTROLLABLE COST OF SERVICES	47,538	47,359	39,782
CAPITAL WORKS EXPENDITURE	1,106	1,330	3,552

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	13,985
Other operating expenses	14,083
Maintenance	200
Members Related Payments	22,151
Depreciation and Amortisation	1,950
Total Expenses	52,369
Less Retained Revenue	485
Less Non-controllable items	6,663
Net Controllable Cost of Services	45,221

supplementary information

OFFICE OF THE CLERK

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	715	592	579
Other Operating Expenses	274	156	233
Depreciation	133	14	74
Total Expenses	1,122	762	886
Revenue			
Sale of Goods and Services	0	0	0
Other Revenue	0	5	0
Total Revenue	0	5	0
NET COST OF SERVICES	1,122	757	886
Less:			
Depreciation	133	14	74
Long Service Leave	65	32	17
Superannuation	45	45	41
NET CONTROLLABLE COST OF SERVICES	879	666	754
CAPITAL WORKS EXPENDITURE	9	8	0

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	675
Other operating expenses	180
Depreciation and Amortisation	110
Total Expenses	965
Less Retained Revenue	0
Less Non-controllable items	80
Net Controllable Cost of Services	885

PROCEDURE OFFICE

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	569	566	546
Other Operating Expenses	167	280	308
Depreciation	44	37	37
Total Expenses	780	883	891
Revenue			
Sale of Goods and Services	0	20	55
Other Revenue		0	2
Total Revenue	0	20	57
NET COST OF SERVICES	780	863	834
Less:			
Depreciation	44	37	37
Long Service Leave	44	31	17
Superannuation	39	41	38
NET CONTROLLABLE COST OF SERVICES	653	754	742
CAPITAL WORKS EXPENDITURE	9	7	40

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	589
Other operating expenses	166
Depreciation and Amortisation	40
Total Expenses	795
Less Retained Revenue	10
Less Non-controllable items	62
Net Controllable Cost of Services	723

supplementary information

LEGISLATIVE ASSEMBLY COMMITTEE OFFICE

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	222	177	181
Other Operating Expenses	24	24	26
Depreciation	2	5	5
Total Expenses	248	206	212
Revenue			
Sales of Goods and Services	0	0	0
Other Revenue	0	0	0
Total Revenue	0	0	0
NET COST OF SERVICES	248	206	212
Less:			
Depreciation	2	5	5
Long Service Leave	18	11	6
Superannuation	15	11	10
NET CONTROLLABLE COST OF SERVICES	213	179	191
CAPITAL WORKS EXPENDITURE	0	0	0

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	212
Other operating expenses	24
Depreciation and Amortisation	2
Total Expenses	238
Less Retained Revenue	0
Less Non-controllable items	27
Net Controllable Cost of Services	211

LEGISLATIVE ASSEMBLY COMMITTEES 2002/03

COMMITTEE	LEGISLATIVE ASSEMBLY COMMITTEES 2002/03										
	2002/03 ACTUAL \$000	EMPLOYEE RELATED EXPENSES \$000	TRAVEL \$000	ADVERTI SING \$000	CONTRACT & CONSULT. \$000	PRINTING \$000	RENT \$000	STORES, RENT, DEPN, MISC. \$000	POSTAGE & TELEPHONE \$000	COMPUTER COSTS	
Public Accounts	547	250	53	7	185	6	19	21	5	1	
Public Bodies Review	258	153	63	-	23	4	9	1	4	1	
Ethics	25	5	18	-	-	1	-	1	-	-	
Public Works	361	302	17	9	7	4	13	3	5	1	
Salinity	71	37	22	-	5	3	-	1	2	1	
Natural Resources	5	-	-	5	-	-	-	-	-	-	
TOTAL EXPENSES	1,267	747	173	21	220	18	41	27	16	4	
REVENUE	1										
NET COST OF SERVICES	1,266										
Less:											
Long Service Leave	8										
Superannuation	51										
NET CONTROLLABLE COST OF SERVICES	1,207										

supplementary information

JOINT COMMITTEES ADMINISTERED BY LEGISLATIVE ASSEMBLY 2002/03

COMMITTEE	JOINT COMMITTEES ADMINISTERED BY LEGISLATIVE ASSEMBLY 2002/03									
	2002/2003 \$000	EMPLOYEE RELATED EXPENSES \$000	TRAVEL \$000	ADVERT ISING \$000	CONTRACT & CONSULT. \$000	PRINTING \$000	RENT \$000	STORES, DEPN,MISC. \$000	POSTAGE & TELEPHONE \$000	COMPUTER COSTS
Health Care Complaints	240	160	54	10	1	2	9	1	3	-
I.C.A.C.	208	186	-	-	1	1	13	3	3	1
Ombudsman	137	112	-	-	2	4	13	2	3	1
Legislation Review	408	311	50	-	1	3	26	12	4	1
Staysafe	176	155	-	-	-	2	10	4	4	1
Committee on Children	63	39	-	6	2	6	10	-	-	-
Bushfires	10	4	5	-	-	-	-	-	1	-
Victims Compensation	30	22	-	-	-	-	8	-	-	-
Quality of Buildings	8	-	1	-	-	7	-	-	-	-
Nuclear Waste	8	-	-	8	-	-	-	-	-	-
Pooled Committee Costs	550	84	1	-	16	4	96	235	14	100
TOTAL EXPENSES	1,838	1,073	111	24	23	29	185	257	32	104
REVENUE	2									
NET COST OF SERVICES	1,836									
Less:										
Depreciation	85									
Long Service Leave	59									
Superannuation	86									
NET CONTROLLABLE COST OF SERVICES	1,606									

EMPLOYEE SERVICES

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	474	381	361
Other Operating Expenses	34	30	34
Depreciation	17	17	17
Total Expenses	525	428	412
Revenue			
Sales of Goods and Services	0	0	0
Other Revenue	0	0	0
Total Revenue	0	0	0
NET COST OF SERVICES	525	428	412
Less:			
Depreciation	17	17	17
Long Service Leave	26	15	8
Superannuation	30	28	27
NET CONTROLLABLE COST OF SERVICES	452	368	360
CAPITAL WORKS EXPENDITURE	0	0	0

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	460
Other operating expenses	34
Depreciation and Amortisation	17
Total Expenses	511
Less Retained Revenue	
Less Non-controllable items	41
Net Controllable Cost of Services	470

supplementary information

MEMBERS' SERVICES

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	354	363	357
Other Operating Expenses	35	24	32
Depreciation	13	7	7
Total Expenses	402	394	396
Revenue			
Sales of Goods and Services	0	0	0
Other Revenue	0	0	0
Total Revenue	0	0	0
NET COST OF SERVICES	402	394	396
Less:			
Depreciation	13	7	7
Long Service Leave	22	15	8
Superannuation	31	28	26
NET CONTROLLABLE COST OF SERVICES	336	344	355
CAPITAL WORKS EXPENDITURE	9	7	0

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	342
Other operating expenses	34
Depreciation and Amortisation	13
Total Expenses	389
Less Retained Revenue	
Less Non controllable items	41
Net Controllable Cost of Services	348

CHAMBER AND SUPPORT SERVICES

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	679	684	640
Other Operating Expenses	51	38	42
Maintenance		0	1
Depreciation	18	25	25
Total Expenses	748	747	708
Revenue			
Sales of Goods and Services	0	0	0
Other Revenue	1	0	3
Total Revenue	1	0	3
NET COST OF SERVICES	747	747	705
Less: Employee Related Costs Carried by Crown			
Depreciation	18	25	25
Long Service Leave	75	46	25
Superannuation	49	57	51
NET CONTROLLABLE COST OF SERVICES	605	619	604
CAPITAL WORKS EXPENDITURE	0	0	0

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	638
Other operating expenses	51
Depreciation and Amortisation	18
Total Expenses	707
Less Retained Revenue	0
Less Non-controllable items	88
Net Controllable Cost of Services	619

supplementary information

OFFICE OF THE FINANCIAL CONTROLLER

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	921	918	840
Other Operating Expenses	313	282	313
Depreciation	207	120	82
Total Expenses	1,441	1,320	1,235
Revenue			
Sale of Goods and Services	162	150	144
Other Revenue	66	35	56
Total Revenue	228	185	200
NET COST OF SERVICES	1,213	1,135	1,035
Less:			
Depreciation	207	120	82
Long Service Leave	46	20	19
Superannuation	57	57	50
Net Controllable Cost of Services	903	938	884
CAPITAL WORKS EXPENDITURE	18	250	54

ESTIMATED EXPENDITURE AND REVENUE FOR 2003/04

Salaries and related payments	1,022
Other operating expenses	331
Depreciation and Amortisation	220
Total Expenses	1,573
Less Retained Revenue	220
Less Employee related costs carried by Crown	86
Net Controllable Cost of Services	1,267

OTHER SERVICES

	2002/2003 ACTUAL \$000	2002/2003 BUDGET \$000	2001/2002 ACTUAL \$000
<i>Expenses</i>			
Presiding Officers Conference	6	20	11
Commonwealth Parliamentary Association.	262	287	695
Overseas Delegations	12	7	12
NET COST OF SERVICES	280	314	718

ESTIMATED LA EXPENDITURE FOR 2003/04

Presiding Officers Conference	\$	20,000
Commonwealth Parliamentary Association	\$	289,000
Overseas Delegations	\$	7,000