

# annual report 2013

Department of the Legislative Assembly



## Our purpose

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

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

## Our values

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

## About us

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

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

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

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

## Our corporate priorities

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

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

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

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

## About this report

This annual report reviews our performance over the 2012/13 reporting year against the targets published in our previous annual report and in our plans which document our key outcomes and outputs.

This report is available on the Parliament's website at

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

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

## Letter of Transmittal

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

Dear Madam Speaker,

I am pleased to submit to you for tabling the annual report for the Department of the Legislative Assembly for the year ended 30 June 2013.

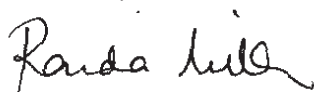
While the Legislative Assembly is not legislatively required to table an annual report, I welcome the opportunity to provide information on the performance of the Department as has been customary in previous years.

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

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

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

Yours sincerely,



**Ronda Miller**  
Clerk of the Legislative Assembly



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# ACHIEVEMENTS

# ACHIEVEMENTS

## KEY RESULT AREA ONE

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

### Support the sittings of the House

- Supported 57 sitting days with 502 sitting hours, the introduction of 117 bills and the passing of 106 bills
- Facilitated 1,814 written questions and answers and 574 oral questions
- Reviewed effectiveness of standing and sessional orders
- Provided procedural training sessions
- Updated procedural publications to incorporate sessional orders
- Improved access to procedural research information
- Published guide on the passage of bills for both Members and staff.

### Committee support

- Supported 19 Committees with 173 meetings and 37 hearings, 492 submissions considered, evidence from 345 witnesses taken, and 45 reports tabled
- Relocated the Committees back to Parliament House
- Introduced a series of best practice workshops for staff
- Hosted the Australasian Council of Public Accounts Committees.

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

- Parliamentary Paper website improved
- Continued to rationalise and update databases containing procedural information and publications
- Completed the transfer of tabled papers from the 50th Parliament to State Records.

### Procedural advice

- Drafted considered rulings for the Speaker
- Prepared regular advice on practice and procedure, interpretation of standing and sessional orders, relevant statutes and other authorities.

### Promote awareness of parliamentary procedure

- Continued to build on previous achievements with further staff exchanges under the Twinning Program with the Solomon Islands and Autonomous Region of Bougainville Parliaments under the Pacific Public Sector Linkages Program (AusAid funded).

### THE YEAR AHEAD

- A project to further refine and align procedural information on the various storage drives and databases
- Improving support for occupants of the Chair through the provision of procedural advice and information
- Revise the memorandum of understanding with the ICAC to recognise parliamentary privilege
- Continue development of procedural guides for Members, and internal training
- Together with the Legislative Council review tabling processes for parliamentary papers
- Review content published on the parliamentary intranet
- Commence digital records project.

## KEY RESULT AREA TWO

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

### Members' support

- Delivered induction programs for 3 new Members
- Delivered induction programs for 23 electorate office staff
- Convened Electorate Officers' Reference Group and continued to maintain liaison visits, to ensure two way communication between the Assembly and electorate offices
- Delivered 68 training opportunities for electorate officers.

### Electorate office support

- Reviewed 26 electorate office leases and negotiated six new leases
- Completed relocations and fit-outs at six electorate offices
- Completed refurbishments at three electorate offices
- Undertook 928 repairs and maintenance jobs at electorate offices
- Drafted guidelines for electorate office relocations and fit-outs
- Drafted guidelines to provide assistance for dealing with unreasonable complainant conduct
- Roll-out of new software and hardware to electorate offices
- Published weekly newsletter for electorate offices.

### THE YEAR AHEAD

- Upgrade IT in electorate offices
- Provide increased web-based Members' Entitlements information
- Review policies related to electorate offices
- Continue to provide training and support to electorate office staff
- Together with the Department of Parliamentary Services, develop resources to assist Members following commencement of the *Members of Parliament Staff Act 2013*
- Consolidate information and kits to assist new and non-continuing Members and electorate office staff.

# ACHIEVEMENTS

# ACHIEVEMENTS

## KEY RESULT AREA THREE

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

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

- Streamlined processes for permission to photograph and film the House
- Held first seminar for public sector officers on the role and function of the Legislative Assembly
- Facilitated groups and citizens attending for debate on petitions to private Members' bills
- Developed audio visual materials for visitors and delegations.

**Tours and education programs**

- Hosted visits from 483 groups, in total 19,398 people
- Hosted visits from 195 primary schools, 88 secondary schools, 19 universities and 39 ESL/TAFE colleges.

### THE YEAR AHEAD

- Review Parliamentary Friendship Groups policy
- Preparatory work for an ANZAC exhibition to coincide with the centenary of the landings at Gallipoli
- Continue program of seminars for public sector officers
- Examine options for daily public tour program.

## OUR ORGANISATION AND CAPACITY BUILDING

**Strategic planning**

- Published Strategic Outlook 2012 – 2015

**Staffing**

- Implemented training and development rotations and placements

**Management**

- Leadership training continued in July 2013
- Fostered a team based approach to policy development and review

**Training and development**

- Increased opportunities for staff training and development
- Held regular procedural and administrative training sessions throughout the Department.

### THE YEAR AHEAD

- Continue staff training and development through a series of practice and procedure sessions, with more sessions targeted to improving practical skills
- Using a team based approach, project management preparation for the 56th Parliament
- Upgrade of IT in electorate offices
- Continue to build on the implementation of the Knowledge Management Strategy and Policy.

## SPEAKER'S FOREWORD



I am pleased to accept the annual report for the Department of the Legislative Assembly for the year ending 30th June 2013 and note the work herein represents continued provision of high quality professional support to the functioning of the Parliament, and advice and services to Members.

This reporting year has seen strong progress in achieving some key corporate goals in the Parliament's Strategic Outlook 2012-2015. The Department's focus included on-going reviews of corporate policies, cross-departmental operations and financial processes with a view to facilitating the most effective services for Members. The close collaboration now evident between all three departments, which flows from the governance arrangements introduced in the 55th Parliament, is crucial for the effective functioning of the Parliament as a whole. All officers are commended for the many successful outcomes of joint working group projects this year.

In the House, by-elections in the seats of Heffron, Sydney and Northern Tablelands saw three new Members take their seats in the Legislative Assembly and receive induction in procedure and administrative processes. The Department has also continued its work in relation to our 95 electorate offices, where the experience and knowledge of the Electorate Office Support Unit has proved of vital assistance to the small teams that serve the community through each Member's local office.

Parliamentary Committees are another avenue for the public to engage with local Members, and this year they have continued their outstanding work on reporting on issues of importance to New South Wales. Government has also responded to the scrutiny work of committees, their review of legislation and oversight of the State's watchdog agencies. One particular highlight this year was the hosting of the Australasian Council of Public Accounts Committees which was attended by 130 delegates, including Members from international and Pacific region parliaments.

I would like to acknowledge and thank the staff of the Department of the Legislative Assembly, and all electorate office staff around New South Wales, for your contribution throughout the year to the Parliament and to the citizens of our State.

**The Hon Shelley Hancock MP**  
Speaker

# CLERK'S REVIEW



The end of the reporting period covered in this document, 30 June 2013, represents a half-way point in the 55th Parliament, dating from the formal opening on 5 May 2011. The high level of legislative and committee activity, electorate office service, and chamber and visitor support that occurred during the financial year 2012/13 reflects the procedural and administrative impact of the Department's Constitutional four year cycle.

During the financial year 2012/13 the Legislative Assembly continued its active sitting schedule, with the number of bills and matters considered by the House relatively consistent with previous years. The Department's support for sittings is reflected in the production of high quality and timely advice, accurate and prompt House Papers and databases, and detailed research and procedural advice.

The year also saw a marked increase in activity by committees as the work commenced in 2011 finalised, and new inquiries into areas of public policy and oversight commenced. The Legislative Assembly and joint committees tabled 45 committee reports, as compared to 30 reports tabled in 2011/12. Importantly, on 1 August 2012 the Committee Office was relocated back to Parliament House from 1 Castlereagh Street. Returning the Committee Office to Parliament House has been a high priority for the Assembly, improving access for Chairs and committee members, and bringing staff into closer proximity with the House and services such as the Library and Hansard.

The past year has again seen some significant achievements in assisting Members to achieve their objectives in the House. During 2012/13 five major procedural publications were updated including *Effective House Membership*, the *Occupants of the Chair Handbook* and the *Guide for Ministerial Staff*. The Standing Orders and Procedure Committee adopted new sessional orders aimed at facilitating the routine of business in the House, particularly in relation to general business notices of motions, and opportunities for Members to recognise matters and activities of note in their local communities. Practical guidelines on such procedures as introduction and passage of a Member's Bill, and the new provision for Community Recognition Statements, were also published.

The Department continued to provide strong support to 95 Members' electorate offices. In 2012/13 the Electorate Office Services Unit implemented its fit-out, maintenance and leasing schedule, with Castle Hill, Charlestown, Kiama, Marrickville, South Coast and Vaucluse electorate offices all being relocated. In addition, refurbishments were completed at Drummoyne, Keira, Maitland, Sydney and Wyong offices. The Electorate Officers' Reference Group continued to meet quarterly to discuss key issues and a newsletter for electorate offices was launched to provide another avenue of information. Several new guidelines and policies with specific relevance to electorate offices have been published, which include measures to ensure safety in the workplace. In particular, Guidelines for Electorate Office Relocations and Fit-Out Standards were introduced to augment tendering and project management.

The *Members of Parliament Staff Act 2013* which was introduced and passed at the end of the 2012/13 financial year introduced a new legislative framework for the employment of electorate officers. Consultation on the Presiding Officers' Determination will take place prior to the Act being proclaimed in early 2014.

Both internal and external training has been a strong focus this year. The Legislative Assembly continued with its series of practice and procedure sessions for departmental staff. The Committee office introduced a series of best practice workshops which aim to ensure consistency in practice across all committees. Various training courses were run for Electorate Officers including Inductions, Vital Information, Thriving in Your Role and Supporting Your Member. A training survey of Members and electorate officers was also undertaken in order to address future Electorate Officer training requirements. The first Public Sector Seminar was held focussing on the interaction between the Executive Government and the Legislative Assembly.

Strong collaboration has continued across all three departments of the Parliament as evidenced by our ten inter-departmental working groups. A large and ongoing project undertaken this year was the review of all Parliamentary policies in anticipation of the redesign of the Parliamentary intranet. An inter-departmental working group also oversaw the introduction of Outlook, Windows 7 and Microsoft Office 2010 across the Parliament and Electorate Offices between December 2012 and February 2013. The Visitor Experience Group continues to explore and coordinate initiatives to encourage visits to Parliament House, and understanding of the history and government of New South Wales as represented in our building, and sittings of the House.

As a result of careful monitoring and identification of cost saving measures, the Department's operational net cost of services was 6.08% favourable to budget, and including the Members' programs, which are set by the Parliamentary Remuneration Tribunal, the unfavourable variance was only 0.18%. We will continue to liaise with colleagues in the Department of Parliamentary Services and the Legislative Council to review processes and continue to offer a high level of service across the Parliament.

I thank all staff for their continuing commitment to supporting the work of the House, committees and Members in their electorates and recognise that their knowledge, experience and service underpin the fine results in this report.

# 5 YEARS AT A GLANCE

## Procedural statistics

	2008/09	2009/10	2010/11	2011/12	2012/13
Sitting days	59	64	55	72	57
Total sitting hours	430.8	475.4	443.2	626.4	502.77
Average hours per sitting	7.3	7.4	8.1	8.7	8.8
Bills introduced	103	114	110	103	117
Bills passed	96	101	103	101	106
Bills lapsed/disposed of	10	15	5	5	7
Entries in votes	1457	1592	1435	1722	1606
Divisions in House	170	178	99	132	115
Written questions	3518	3869	2203	2077	1755
Written questions (answers)	3320	3197	2270	2022	1814
Oral questions	480	517	472	736	574
Petitions	918	1052	427	461	420
Petitions 500+	N/A	100†	78	89	60
Petitions 10,000+	N/A	N/A	N/A	24*	17
Debates on petitions 10,000+	N/A	N/A	N/A	20*	20
Tabled papers registered and archived	2208	2487	1925	1658	1738
Committees	15	15	20	19	19
Committee reports published	40	49	32	30	45
Committee meetings	121	145	100	191	173
Committee hearings	32	33	13	27	37
Committee witnesses	255	286	90	223	345

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

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



# 5 YEARS AT A GLANCE

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

2008/09	2009/10	2010/11	2011/12	2012/13
<b>LEASE AND FIT-OUT ACTIVITY</b>				
29 leases were reviewed	28 leases were reviewed	24 leases were reviewed	42 leases were reviewed	26 leases were reviewed
6 new leases were negotiated	3 new leases were negotiated	3 new leases were negotiated	7 new leases were negotiated	6 new leases were negotiated
6 fit-outs were undertaken at a cost of \$780,000	4 fit-outs were undertaken at a cost of \$720,000	3 fit-outs were undertaken at a cost of \$566,084	7 fit-outs were undertaken at a cost of \$1,240,616	6 fit-outs were undertaken at a cost of \$918,461
	10 other refurbishments were undertaken at a cost of \$195,000	10 refurbishments were undertaken at a cost of \$279,473	9 refurbishments were undertaken at a cost of \$170,928	3 refurbishments were undertaken at a cost of \$24,271
<b>PROPERTY AND EQUIPMENT MAINTENANCE</b>				
625 jobs valued at \$280,900	771 jobs valued at \$269,962	910 jobs valued at \$383,030	931 jobs valued at \$424,181	928 jobs valued at \$255,440

## Electorate Office Services in 2013/14

Continuing the bi-annual Member Survey, in 2014 customer feedback will be sought on the services provided by the Legislative Assembly. For the most recent survey results of Members' Satisfaction Ratings, refer to p.6 of the 2011/12 Annual Report of the Department of the Legislative Assembly at: [www.parliament.nsw.gov.au/prod/la/lacorporate.nsf/V3ListAnnualIRpt](http://www.parliament.nsw.gov.au/prod/la/lacorporate.nsf/V3ListAnnualIRpt)

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# EFFECTIVE FUNCTIONING OF THE HOUSE, ITS COMMITTEES AND MEMBERS



# SUPPORTING THE SITTINGS OF THE HOUSE

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

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

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

## Votes and Proceedings

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

During the year the Table Office produced 56 editions of the Votes and Proceedings consisting of 572 pages. The index to the Votes for the 55th Parliament was up to date as at the time of writing this report.

During the year, as reported elsewhere, the historic Votes and Proceedings from the 1st to the 48th Parliament were digitised as part of the conservation project and access project for procedure research and precedents.

During the coming year the Table Office will investigate the publication of these records online, including the indexes to the bound volumes as published. This will provide a structure for future publication of the searchable indexes and guides to assist people find and use the information.

## Supporting the legislative function of the House

The passage of a bill through the two Houses of Parliament is one of the key functions of the Parliament. During the year the Legislative Assembly Table Office recorded and administered the introduction of 117 bills into the Legislative Assembly, seven bills were disposed of, not proceeding past the Second reading stage, and 106 bills were passed by the Legislative Assembly.

During the year 8 bills were considered in detail, a stage where Members are able to propose amendments. The House also considered in detail Legislative Council amendments to 18 bills. The Table Office and Clerks-at-the-Table provided advice to Members on the procedure for consideration of amendments and prepared the detailed sequence of questions to be proposed by the Speaker.

## Bills database

The Bills database is a joint facility to enable Members, staff and the public access to information on the passage of bills through both Houses. It includes copies of the second reading speeches in both Houses and any amendments to bills that are proposed or agreed to.

During the year a review of the database was undertaken jointly with the Legislative Council. Over the years a number of data fields had been added to the database and different practices had developed between the two Houses on the use of data fields. The review removed and streamlined the data to be collected. A uniform guideline has now been agreed to.

## Questions and Answers paper

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

The Table Office reviews each written question submitted for compliance with the Standing Orders. During the year the Table Office processed 1,755 written questions and 1,814 answers and published 61 Questions and Answers papers.

## Tabled papers

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

An important series of reports required to be tabled are the Annual Reports of state government agencies and state owned corporations. The Table Office provides advice to agencies and ministers' offices on the tabling requirements and facilitates publication on the Parliament's website. There were 1,738 annual reports tabled during the year and made available online.

Other statutory reports, required to be tabled pursuant to provisions in legislation, include reports from statutory officers such as the Auditor General, the Independent Commission Against Corruption, and many other agencies or offices. Each agency or office has specific tabling provisions in their legislation and the Table Office ensures compliance with the legislation as well as the Standing Orders of the Legislative Assembly. There were 165 statutory reports tabled during the year.

There were 497 petitions lodged by Members for presentation to the House. These are published online under Tabled Papers. There is a separate link to those petitions with more than 500 signatures, which include the response from the minister responsible for the subject matter of the petition.

## Tabling of annual reports 2012/13

The requirements for the tabling of annual reports by government agencies and statutory bodies were changed in October 2012 following release of the Premier's Memorandum, M2012-11 – Production Costs of Annual Reports. As departments and agencies now provide electronic copies of tabled papers, there is no longer a requirement for bulk copies for distribution to Members of Parliament. The Table Office facilitated the necessary changes to ensure that reports are available on the Parliament's Tabled Papers database.

## Statutory Instruments Paper

There were 357 statutory instruments tabled by the Clerk during the year. The Table Office publishes the Statutory Instruments Paper each Tuesday that the House sits and once each month when the House is not sitting.

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

## Activities of the House

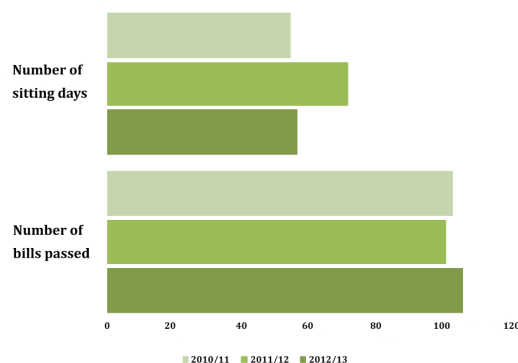
ACTIVITY	2010/11*	2011/12	2012/13
Sitting days	55	72	57 <sup>^</sup>
Hours of sitting	443.2	626.4	502.77
Bills introduced	110	103	117
Bills passed	103	101	106
Written Questions on Notice (QON)	2203	2077	1755
Answers to Written QON	2270	2022	1814
Oral Questions	472	736	574
Petitions	427	461	420
Petitions (500+)	78	89	60
Petitions (10,000+)	**	24**	17

\*2010/11 was an election year.

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

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

## Activities of the House



## Advice and briefings to the Speaker

During 2012/13 a number of advisings were prepared for occupants of the Chair. These included:

- In relation to written questions, notices of motion and Question Time
- Considered Rulings prepared on procedural issues such as the correct proceedings for raising points of order and the disorderly nature of frivolous points of order
- Opportunities for Members to make Community Recognition Statements
- Information on by-elections.

# PROCEDURE

## Sessional orders

### Standing Orders and Procedure Committee

The Standing Orders and Procedure Committee met twice during the year on 22 November 2012 and on 27 February 2013.

The main matters considered by the committee focussed on improving the efficiency of the House and dealing with the consequences of the change in practice by Members in relation to general business notices. Some minor anomalies were also rectified.

The following sessional orders were adopted:

- Streamlining of timetabling for private Members' statements
- The speaking times for consideration in detail stage of bills was brought into line with other time limits
- The standing orders on the previous question ('that the question be not now put'), now considered obsolete practice, have been temporarily suspended
- Clarifying that debate on the third reading of a bill may only occur if a bill has been considered in detail
- Giving the Speaker a discretion to postpone any general business notice of motion called on if the Member is not present
- On a trial basis, Members limited to two general business notices of motions each sitting day
- Lapsing of general business notices of motions and orders of the day not completed within six months
- The trial of a sessional order providing for Community Recognition Notices was reviewed and replaced with a procedure enabling Members to make Community Recognition Statements.

### Research and Training Unit statistics 2012/13

Activity	2012/13
Number of LA staff training sessions held	22
Procedural briefing papers and considered rulings drafted	15
Written advice and conference papers prepared by Procedural Research and Training Unit	4
Responses to ANZACATT, CATS and other Parliaments inquiries	26

## Procedural publications

The Procedural Research and Training Unit is responsible for ensuring that all procedural publications remain current and up to date. During 2012/13 five major publications were updated, including the *Guide for Ministerial Staff*, *Effective House Membership* and the *Occupants of the Chair* handbooks.

The Practice, Procedure and Privilege Book has been maintained with an online up to date version available on the Parliament's website and preparation of further supplements.

## Procedural training for staff of the Legislative Assembly

The Legislative Assembly continued with its series of practice and procedure sessions aimed at improving the procedural knowledge of all staff of the Legislative Assembly.

The sessions were presented by a number of Assembly officers who have experience and expertise in the procedural areas which were the subject of the particular sessions. The Deputy Clerk presented on research on the standing orders and co-ordinated case-study workshops.

The sessions included information on such procedures as: Standing Orders and parliamentary principles; Committee procedure; statutory provisions and procedures regarding the tabling of papers; conducting committee inquiries and dealing with evidence; the role of Chamber Support staff; order in the galleries; rules of debate and raising privilege matters; and the history of the Serjeant-at-Arms.

The sessions were well received by staff and a program has been developed for the second half of 2013.

## Procedural/privilege advice

During 2012/13 the Procedural Research and Training Unit produced a number of briefing papers for Members on procedural and privilege issues such as:

- Re-ordering a notice of motion for general business
- The adoption of new sessional orders and related changes to the routine of business on Wednesdays
- The order of consideration of general business and the lapsing of general business.

## Discussion papers

During 2012/13 a number of discussion and briefing papers were prepared for the Clerk in relation to procedural issues such as:

- The privilege attached to tabled papers and the printing of papers
- Transmission of bills between the Houses.

## Conference papers

During 2012/13 a number of conference and seminar papers were prepared for the Speaker, Members and the Clerk. These include:

- Paper prepared for the Speaker for the 43rd Conference of Presiding Officers and Clerks held in July 2012 entitled *Sessional Orders: an opportunity to test and fine-tune procedures*.
- Paper prepared for the Serjeant-at-Arms for History Week, held in September 2012 on the theme of “threads” – a presentation on the uniforms worn by chamber officers
- Presentation on the role and functions of the Parliament given to regional staff of the Department of Premier and Cabinet, November 2012
- Papers prepared for the Clerk and the Serjeant-at-Arms for the Australia-New Zealand Association of Clerks-at-the-Table annual professional development seminar, held in January 2013 entitled:
  - *Parliamentary Buildings* (the Clerk)
  - *The Visitor Experience* (Serjeant-at-Arms)
- The Serjeant-at-Arms gave a presentation on *The Visitor Experience* to the NSW chapter of the Australasian Study of Parliament Group in February 2013.

## Tabled papers

The transfer of Legislative Assembly tabled papers of the 50th Parliament to State Records was completed during the reporting period. In conjunction with Parliamentary Archives, a project commenced to transfer the historic tabled papers of the 1st to 49th Parliaments to State Records as permanent parliamentary records. For the year ahead the transfer of tabled papers of the 53rd Parliament to State Records will occur.

## Implementation of ISYS search tool

ISYS desktop search software was implemented to assist staff with procedural research. This search tool has enabled staff to have a single source for all procedural information, including scanned copies of all the *Votes and Proceedings of the Legislative Assembly* from 1856.

The digitalisation of key procedural documents will continue in the second half of 2013 with the scanning of documents held in the Legislative Assembly’s procedural collection.

## Chamber support and security of visitors

In June, the Chamber Services staff of both Houses attended a security training course conducted by trainers for the Special Constables. The course enhanced staff skills in observation and awareness as well as improving protocols and communications with the Special Constables. It is planned to provide this training on an ongoing basis.

## The Parliamentary Record

The Table Office, in conjunction with the Legislative Council, updated and published a new edition of the *Parliamentary Record*. The *Parliamentary Record* is a valuable publication, that in one place, provides easy access to information on:

- An alphabetical record of Members of both Houses from the first appointed Council on 11 August 1824 up to and including Members of the current parliament as at May 2013
- An alphabetical list of electorates of the Legislative Assembly and Members returned for each
- The particulars of governors, parliamentary sessions, ministries, premiers, leaders of the opposition and parliamentary officials.

The update and review of the *Parliamentary Record* included a new online publication style that make access to the relevant information quicker, with smaller files and faster downloading of information to users, while allowing easier updating of the publication.

## Use of YouTube

The Legislative Assembly utilised the Parliament’s YouTube channel for two widely different purposes through the year.

1. The New South Wales apology for forced adoption practices on 20 September 2012.

While the Legislative Assembly has broadcast its proceedings through a live webcast for a number of years, excerpts of the proceedings on the Apology for Forced Adoption were published on YouTube to be easily accessible to the public.

2. Procedural information for members’ staff.

A set of four short audio visual presentations were developed to assist Members’ staff understand key procedural practices that Members may use in representing their constituents in the Parliament.

These and other clips may be viewed at <http://youtube.com/user/NSWParliament>.

## Effective parliamentary committee inquiries courses (promoting awareness of parliamentary procedure)

The New South Wales Parliament, specifically the committee staff of both Houses, in partnership with the Centre for Democratic Institutions hosted and conducted the fifth and sixth “Effective Parliamentary Committee Inquiries Course” in August 2012 and May 2013. This course has been designed to develop the skills of parliamentary officers from Pacific nations in the inquiry aspects of committee work.

### Apology for Forced Adoption Practices

There are occasions when the proceedings of the Parliament have great social impact on the lives of individuals and groups of people. The Parliament as an institution, and as a place of significance, can make powerful, symbolic gestures to affected people. One such occasion during the reporting period took place on 20 September 2012. Motions were passed simultaneously in the Legislative Assembly and the Legislative Council apologising for past forced adoption practices.

The resolution moved by the Premier, the Hon. Barry O'Farrell MP, and adopted by the Legislative Assembly of the Parliament of New South Wales asked that:

1. This House acknowledges the traumatic effects of the forced adoption practices of the past that have echoed through the lives of tens of thousands of mothers, fathers, people adopted as children and their families; and
2. All Members of this House, with profound sadness and remorse, say to those living with the ongoing grief and pain of forced adoption practices, that we are sorry.

The debate on the resolution was preceded by introductory remarks by the Speaker and an address to the House, from the floor of the House, by a representative of mothers who had a child forcibly adopted.

The Minister for Family and Community Services and the Minister for Women, the Hon. Pru Goward MP, tabled a commemorative certificate signed by herself and the Premier and made available to all the members of the public who attended on the day.

The Leader of the Opposition, the Hon. John Robertson MP, and the Shadow Minister for Ageing, Shadow Minister for Disability Services, Shadow Minister for Mental Health, and Shadow Minister for Heritage, the Hon. Barbara Perry MP, also spoke to the motion.

The proceedings of both Houses were streamed on the Parliament's website and made available on the Parliament's YouTube channel.

### Community involvement with the Parliament: Petitions with over 10,000 signatures

The public have been able to petition the Legislative Assembly since the first parliament, a tradition inherited from the United Kingdom parliament.

Under the Standing Orders all petitions are forwarded to the minister responsible for the subject matter of the petition. Ministers are required to provide a response to the Clerk of the Legislative Assembly when a petition has more than 500 signatures. All petitions and responses are Tabled Papers and available to the public on the Parliament's website.

One of the new sessional orders for the 55th Parliament is the provision for the House to discuss petitions with more than 10,000 signatures presented to the Legislative Assembly. The discussion on petitions is scheduled each sitting week on Thursday at 4:30 pm.

These discussions can generate strong public interest and large attendances in the galleries of the Assembly. Usually the Members speaking on the petition are the Member who lodged the petition, representatives of the Government and Opposition plus other members by leave if it is of interest to their electorate.

During the year there was a notable example of this new proceeding, when on 15 August 2012 the Member for Kiama, Mr Gareth Ward MP, presented a 10,000 signature petition requesting a positron emission tomography (PET) scanning machine for Wollongong Hospital.

A discussion on the petition took place on 25 October 2012, with a large number of interested members of the public filling the galleries. In addition to the Member for Kiama, the Members for Wollongong, Heathcote, Shellharbour and Keira also spoke on the petition. During the discussion the Member for Kiama announced that the Minister for Health had approved the purchase of a PET scanner for Wollongong Hospital.



# COMMITTEES

## Overview of committee activity

ACTIVITY	2010/11#	2011/12	2012/13
Meetings	100	191	173
Duration (hours)	30hrs 23mins	98hrs 14mins	130hrs 4mins
Hearings	13	27	37
Duration (hours)	36hrs 35mins	103hrs 52mins	170hrs 20mins
Submissions	103	687	492
Witnesses	90	223	345
Reports	32	30	45

### # Election year

The year 2012/13 saw a marked increase in committee activity, with 45 Committee reports tabled compared to 30 in the previous year.

Following the establishment of standing committees of the 55th Parliament in June 2011, a number of Committees initiated inquiries which were finalised in 2012/13. Of the 19 Committees administered by the Legislative Assembly, 14 reported during 2012/13 and 17 were conducting inquiries at the close of the reporting period. With this increased activity, Committees also undertook increased travel to gather information and take evidence.

Committees administered by the Legislative Assembly conducted a total of 37 public hearings during the reporting period, taking evidence from 345 witnesses. Public hearings and visits of inspection provide an important opportunity for Members to gather information, as well as an opportunity for the public to engage with the Parliament.

Committees conducted visits of inspection and public hearings in numerous locations around New South Wales, including Tamworth, Walgett, Narrabri, Lismore, Moree, Broken Hill, Mudgee, Bathurst, Bungendore and the Snowy Region, as well as within the Sydney metropolitan area.

## Committee Office return to Parliament House

On 1 August 2012 the Legislative Assembly Committee Office relocated back to Parliament House.

The Committee Office had been based at 1 Castlereagh Street, Sydney since 2003, due to a shortage of office space at Parliament House. Returning the Committee Office to Parliament House had long been identified as a priority for the Legislative Assembly, and in 2012 this finally became possible.

The relocation necessitated a review of equipment and storage systems and after intensive preparation the transition went smoothly. The Committee Office now occupies three separate locations on Levels 8 and 12 of Parliament House.

The move has improved communication between the Committee Office and other units of the Legislative Assembly, as well as providing Members with easier access to Committee staff.

## Staff training

In accordance with the Legislative Assembly's Work Performance and Development Policy, implemented in 2011, work plans and training and development plans were developed for all staff.

Three staff members completed the Parliamentary Law, Practice and Procedure course run by the University of Tasmania in conjunction with the Australian and New Zealand Association of Clerks-at-the Table.

Committee staff accessed a range of professional development opportunities, including procedural training conducted by the Procedural Research and Training Unit, regular knowledge sharing meetings conducted by the Clerk Assistant, and IT training provided by the Department of Parliamentary Services.

Staff also participated in a range of external training and conferences, including:

- Performance audit training conducted by the New South Wales Audit Office
- Performance planning and development training
- Business writing essentials training
- IPAA National Investigations Symposium.

## Best practice

The introduction of a series of best practice workshops in 2013 provided Committee staff with increased opportunities to share experiences and workshop best practice in the conduct of inquiries, public hearings and reports.

Developed by Committee directors, the best practice workshops were aimed at ensuring consistency in practice across committees, documenting best practice, and providing new staff with essential skills in performing parliamentary secretariat functions. These sessions complemented other internal training for Committee staff.

## Future activities

Explore methods of providing information on committee activities for Members to distribute to encourage constituents to participate in committee inquiries.

## Committee structure for the 55th Parliament

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

### Statutory committees

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

### Joint standing committees

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

### Legislative Assembly standing committees

- Standing Orders and Procedure Committee
- Standing Committee on Parliamentary Privilege and Ethics.

### Specialist standing committees

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

### Portfolio standing committees

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

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

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

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

# INDIVIDUAL COMMITTEE OPERATIONS

The following report on the activities of individual committees covers the period from 1 July 2012 to 30 June 2013.

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

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

## Committee statistics – 55th Parliament (1 July 2012 – 30 June 2013)

Committee	MEETINGS	TOTAL HOURS OF MEETINGS	HEARINGS	TOTAL HOURS OF HEARINGS	WITNESSES	SUBMISSIONS	INQUIRIES UNDERTAKEN	REPORTS	RESPONSES TO GOVERNMENT COMMITTEE REPORTS
Children and Young People	5	2hrs 18mins	1	1hr 55mins	2	0	2	1	1
Community Services	8	14hrs 12mins	4	26hrs 19mins	57	0	1	0	0
Economic Development	5	1hr 50mins	0	0	0	0	2	1	0
Electoral Matters	11	3hrs 24mins	2	3hrs 43mins	11	79	3	3	2
Environment and Regulation	4	1hr 55mins	0	0	0	2	2	1	0
Health Care Complaints	6	1hr 57mins	2	8hrs 34mins	14	0	2	0	0
ICAC Committee	4	3hrs 6mins	1	2hrs 3mins	8	0	2	0	0
Law and Safety	7	2hrs 29mins	2	12hrs 27mins	22	40	3	1	1
Legal Affairs	6	8hrs 47mins	2	7hrs 30mins	18	2	1	1	0
Legislation Review	19	1hr 43mins	0	0	0	0	0	19	N/A
Ombudsman Police Integrity Commission and Crime Commission	17	9hrs 36mins	4	15hrs 1mins	40	21	2	6	1
Parliamentary Privilege and Ethics	3	40mins	0	0	0	0	1	1	N/A
Public Accounts	22	17hrs 50mins	3	17hrs 19mins	38	51	10	5	4
Social Policy	6	13hrs 48mins	2	11hrs 52mins	22	6	1	0	0
Standing Orders and Procedure	2	1hr 14mins	0	0	0	0	2	2	N/A
State and Regional Development	12	17hrs 59mins	2	7hrs 57mins	15	68	2	0	0
Staysafe (Road Safety)	7	2hrs 11mins	4	21hrs 43mins	49	75	2	1	0
Transport and Infrastructure	7	1hr 57mins	2	7hrs 57mins	15	16	2	1	1
Valuer-General	24	26hrs 43mins	6	25hrs 28mins	34	132	1	2	0

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

The due dates for responses to reports tabled after 30 January 2013 fall in the financial year 2013/14.

Not all Committee reports require a government response.

# INDIVIDUAL COMMITTEE ACTIVITIES - 55TH PARLIAMENT

## Committee on Children and Young People

### Members

Mr Andrew Cornwell MP (Chair)  
Ms Melanie Gibbons MP (Deputy Chair)  
Mr Andrew Gee MP  
Dr Andrew McDonald MP  
The Hon. Jan Barham MLC  
The Hon. Niall Blair MLC  
The Hon. Greg Donnelly MLC

### Highlights

The Committee on Children and Young People continued its general monitoring and review role by reviewing the 2009/10 and 2010/11 annual reports of the Commission for Children and Young People and the 2010 Child Death Review Team Reports. The Committee also commenced a review of the Commission's 2011/12 Annual Report.

## Committee on Community Services

### Members

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

### Highlights

The Committee continued its Inquiry into the outsourcing of community services. The Committee conducted four public hearings as part of this Inquiry, and also held two days of inspections to visit service providers – one day in Western Sydney, and one day in western New South Wales at Walgett and Narrabri.

## Committee on Economic Development

### Members

Mr David Elliott MP (Chair)  
Mr Stuart Ayres MP (Deputy Chair)  
Mr Christopher Gulaptis MP  
Ms Noreen Hay MP  
Mr Jamie Parker MP

### Reports and highlights

*Establishment of Special Economic Zones* (October 2012)

The Committee's Report on the Establishment of Special Economic Zones recommended that state tax rates be set equal to or more competitive with other states, the impact of the planning system on border economies be reviewed, and that the Cross Border Commissioner investigate a range of issues.

The Premier responded that a core principle of the *Fiscal Responsibility Act 2012* was stable and predictable taxation policies, and planning reforms would be sensitive to cross border impacts.

Regarding the Cross Border Commissioner, the Premier responded that the Commissioner would liaise with Ministers on cross border issues, but acknowledged whole of state impacts which, in some cases, are subject to a COAG reform process.

The Minister for Planning and Infrastructure responded that the strategic planning process set out in the Government's Green Paper had scope to address the impact of the planning system on border economies.

On 14 March 2013 the Committee resolved to inquire into skill shortages in New South Wales. This Inquiry was ongoing as at 30 June 2013.

## Joint Standing Committee on Electoral Matters

### Members

Mr Jai Rowell MP (Chair)  
The Hon. Robert Borsak MLC (Deputy Chair)  
Mr Andrew Fraser MP  
The Hon. Paul Lynch MP  
Mr Daryl Maguire MP  
Mr Gareth Ward MP  
The Hon. Amanda Fazio MLC  
The Hon. Trevor Khan MLC  
The Hon. Dr Peter Phelps MLC  
The Hon. Peter Primrose MLC

### Reports and highlights

*Inquiry into administrative funding for minor parties* (November 2012)

*Inquiry into the administration of the 2011 NSW election and related matters* (December 2012)

*Review of the Parliamentary Electorates and Elections Act 1912 and the Election Funding, Expenditure and Disclosures Act 1981* (May 2013)

The Committee conducted a public hearing as part of its Inquiry into administrative funding for minor parties, as well as two public hearings and a roundtable discussion as part of the Review of the *Parliamentary Electorates and Elections Act 1912* and the *Election Funding, Expenditure and Disclosures Act 1981*.

The Government accepted the Committee's recommendations (with minor amendments) in relation to the Inquiry into administrative funding for minor parties and has introduced legislation to give effect to those recommendations.

The Government also supported in full or in principle 13 of the Committee's 14 recommendations with respect to the Inquiry into the administration of the 2011 New South Wales election and related matters, and is giving consideration on how to implement the supported recommendations.

In November 2012, the Committee commenced an Inquiry into the conduct of the 2012 Local Government elections.

## Committee on Environment and Regulation

### Members

Mr Chris Patterson MP (Chair)  
Mrs Tanya Davies MP (Deputy Chair)  
The Hon. Thomas George MP  
Mr Jamie Parker MP  
The Hon. Carmel Tebbutt MP

### Reports and highlights

*Management of Domestic Wastewater* (November 2012)

The report recommended: that new testing methodologies be explored and liaison continue regarding the management of the oyster industry; councils distribute information on the risks of applying untreated effluent to food crops; the updating of on-site wastewater management guidelines; development of a uniform accreditation and reporting system for inspecting on-site systems; the improvement of the regulatory framework; and that best practice management examples be shared between councils.

The Government responded that improvements to food safety monitoring were supported, and that local government regulatory matters were subject to the outcomes of the Independent Local Government Review Panel and the Local Government Acts Taskforce. The Government did not support amendments to the *Protection of the Environment Operations Act 1997* regarding changes to pollution incident notification and rectification.

On 30 May 2013 the Committee resolved to inquire into the management and disposal of waste on private lands. This Inquiry was continuing as at 30 June 2013.

In June 2013 the Committee hosted a delegation from the Pacific, as part of a United Nations Development Program study tour on climate change.

## Committee on the Health Care Complaints Commission

### Members

Mrs Leslie Williams MP (Chair)  
Mrs Roza Sage MP (Deputy Chair)  
Dr Andrew McDonald (from 14 March 2013)  
Mr Ryan Park MP (until 14 March 2013)  
Mr Andrew Rohan MP  
The Hon. Catherine Cusack MLC  
The Hon. Paul Green MLC  
The Hon. Helen Westwood MLC

### Highlights

The Committee continued its Inquiry into Health Care Complaints and Complaints Handling in New South Wales. As part of this Inquiry, the Committee conducted a public hearing in November 2012, and also conducted two visits of inspection – to Lismore in July 2012, and to Moree in August 2012.

The Committee also commenced a Review of the 2011/12 Annual Report of the Health Care Complaints Commission and, as part of this Review, conducted a public hearing in April 2013.

## Committee on the Independent Commission Against Corruption

### Members

Mr Mark Speakman SC MP (Chair)  
Mr Andrew Gee MP (Deputy Chair)  
The Hon. Richard Amery MP  
Mr Mark Coure MP  
The Hon. Thomas George MP  
Ms Tania Mihailuk MP  
Mr Tim Owen MP  
The Hon. Nathan Rees MP  
The Hon. Niall Blair MLC  
Revd the Hon. Fred Nile MLC  
The Hon. Lynda Voltz MLC

### Highlights

The Committee commenced inquiries into the 2011/12 Annual Report of the Independent Commission Against Corruption and the 2011/12 Annual Report of the Inspector of the Independent Commission Against Corruption, and conducted public hearings as part of these inquiries on 21 June 2013.

## Committee on Law and Safety

### Members

Mr John Barilaro MP (Chair)  
Mr Jai Rowell MP (Deputy Chair)  
Mr Garry Edwards MP  
Mr Nick Lalich MP  
Mr Guy Zangari MP

### Reports and highlights

*Inclusion of donor details on the register of births* (October 2012)

The Committee's recommendations included that an addendum, indicating that further information is available, be issued when a donor conceived individual aged 18 or over applies for a birth certificate. While the Committee recognised the importance of donor conceived people being able to access their genetic information, they also noted the absence of evidence received by donors and recommended that a further inquiry be conducted to address this and the issue of retrospective access to donor conception information.

## Legal Affairs Committee

### Members

Mr Dominic Perrottet MP (Chair)  
Mr Bryan Doyle MP (Deputy Chair)  
Mr Clayton Barr MP  
Mr Stephen Bromhead MP  
Ms Sonia Hornery MP

### Reports and highlights

#### *Law reform issues regarding synthetic drugs (May 2013)*

In July 2012 the Committee travelled to the Hunter region as part of its inquiry into law reform issues regarding synthetic drugs. The purpose of the visit was to consult with stakeholders in the region and obtain further information on the use and availability of synthetic drugs in the region.

The recommendations of the Committee's report on Law reform issues regarding synthetic drugs included: the introduction of interim bans on synthetic drug products under the Australian Consumer Law; amendments to simplify the analogue provisions in the *Drug Misuse and Trafficking Act 1985*; adoption into New South Wales law of the Therapeutic Goods Administration's schedule of prohibited substances, to enable bans on wider classes of synthetic drugs and nationally consistent regulation; and the development of a public awareness campaign to educate the community about synthetic drugs.

## Legislation Review Committee

### Members

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

### Reports and highlights

The Committee tabled 19 reports, one for each sitting week of the Parliament, consisting of the *Legislation Review Digests 21/55 – 40/55*.

In the reporting year 2012-2013, the Committee considered and reported on 120 Bills (including cognate Bills) and six Regulations in its digests.

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

### Members

The Hon. Catherine Cusack MLC (Chair)  
Mr Lee Evans MP (Deputy Chair)  
Mr Kevin Anderson MP  
The Hon. Paul Lynch MP  
Mr Ryan Park MP  
The Hon. Sarah Mitchell MLC  
The Hon. Adam Searle MLC

### Reports and highlights

*Report on the use of anti-personnel spray and batons by Police Integrity Commission Officers* (December 2012)

*Report on the Twelfth General Meeting with the Inspector of the Police Integrity Commission* (December 2012)

*Report on the First Meeting with the Information and Privacy Commission* (December 2012)

*Report on the first General Meeting with the Convenor of the Child Death Review Team* (December 2012)

*Report on the 17th General Meeting with the NSW Ombudsman* (December 2012)

*Report on the 13th General Meeting with the Police Integrity Commission* (December 2012).

The inquiry into the use of anti-personnel spray and batons by Police Integrity Commission officers recommended that investigators be provided with access to anti-personnel spray, batons and magazines for semi-automatic pistol ammunition, and that this access be provided in a manner that does not involve licensing and permits.

The Government, in its response to the *Report on the use Anti-Personnel Spray and Batons by Police Integrity Commission Officers*, supported all of the Committee's recommendations.

The annual reports provided a comprehensive overview of the activities of each of the agencies oversighted by the Commission over the past year.

The Committee held a hearing in February 2013 for its general meeting with the Inspector of the Police Integrity Commission, the Information and Privacy Commissioners, the New South Wales Ombudsman and the Crime Commissioner.

The Committee also held two public hearings in April and May 2013 for the Inquiry into Performance Measures and Accountability.

The *Crime Commission Act 2012* was proclaimed in October 2012. The Act expanded the Committee's terms of reference, providing it with oversight functions in relation to the New South Wales Crime Commission. The *Inspector of Custodial Services Act 2012* also received assent, but had not yet been proclaimed at the end of the reporting period.

## Standing Committee on Parliamentary Privilege and Ethics

### Members

Mr John Sidoti MP (Chair)  
Mr Andrew Fraser MP (Deputy Chair)  
Mr Glenn Brookes MP  
Ms Clover Moore MP (until 20 September 2012)  
Mr Andrew Rohan MP  
Mr Rob Stokes MP (from 21 November 2012)  
Mr Guy Zangari MP

### Reports and highlights

*Report on Electioneering, Campaigning and Doorknocking, and the Role of Electorate Officers* (June 2013)

This inquiry arose from a direct recommendation of the ICAC in its report on Operation Corinth. The Committee's report recommended that: the Clerk of the Legislative Assembly prepare a paper defining activities which constitute electioneering and campaigning; consideration be given to introducing a pre-election period in which electorate officers are prohibited from undertaking these activities; and, the Clerk review the position descriptions for electorate officers to incorporate provisions consistent with the Committee's recommendations. The Clerk of the Legislative Assembly has incorporated the Committee's recommendations on definition of activities into training materials and the development of new descriptions.

## Public Accounts Committee

### Members

Mr Jonathan O'Dea MP (Chair)  
Dr Geoffrey Lee MP (Deputy Chair)  
Mr Bart Bassett MP  
Mr Michael Daley MP  
The Hon. Richard Torbay MP (until March 2013)  
Mr Greg Piper MP (from March 2013)  
Mr John Williams MP

### Reports and highlights

*Report on the Examination of the Auditor-General's Performance Audits September 2010 – February 2011* (September 2012)

*The Economics of Energy Generation* (November 2012)

*Procurement and Management of ICT Services in the NSW Public Sector* (May 2013)

*Report on the Australasian Council of Public Accounts Committees Conference* (May 2013)

*Examination of the Auditor-General's Performance Audits April 2011 – September 2011* (May 2013)

The Committee tabled five reports in 2012/13, making a total of 85 recommendations to the Government. Two of the Committee's reports were follow-ups of the Auditor-General's performance audit reports; two reports were final reports on the Committee's inquiries into the economics of energy generation and the procurement and management of ICT services in the NSW public sector; while the other report was a report to Parliament on the biennial conference of the Australasian Council of Public Accounts Committees, which the Committee hosted in 2013.

The Committee received Government responses to four of its reports in 2012/13. Responses were received to the following reports: *Report on the examination of the Auditor-General's Performance Audits October 2009 – June 2010*; *Report on the follow-up of the repeat recommendations from the Auditor-General's financial audits 2010*; *Report on the examination of the Auditor-General's Performance Audits September 2010 – February 2011*; and *The Economics of Energy Generation*.

In July 2012 the Public Accounts Committee travelled to Tamworth to meet with participants in a Citizens' Policy Jury, a deliberative democracy process conducted by the newDemocracy Foundation as part of the Committee's Inquiry into the Economics of Energy Generation. The Committee also visited Capital Wind Farm near Bungendore on 17 August 2012 for this inquiry.

In March 2013 the Committee hosted a visit from the Public Accounts Committee of the Parliament of Afghanistan, which visited Australia as part of a study tour on governance and financial accountability.

In April 2013, the Committee hosted the Australasian Council of Public Accounts Committees bi-annual conference. The conference attracted more than 100 delegates from a number of Australian and international jurisdictions.

### Inquiry into the Economics of Energy Generation

As part of the inquiry into the economics of energy generation, the Chair and members of the Public Accounts Committee met with Citizens' Policy Juries being conducted in Sydney and Tamworth by the newDemocracy Foundation in June and July 2012.

Through this consultation, the Committee sought to utilise innovative deliberative democracy processes in support of its inquiry work and to facilitate greater community engagement with parliamentary processes.

Participants in the two Citizens' Policy Jury events were randomly selected from a broad demographic and sites were chosen to ensure involvement by both metropolitan and regional participants. Each group met four times over a ten-week period and group deliberations were conducted by independent facilitators.

Participants were provided with copies of submissions made to the Committee's inquiry, experts were invited to appear and provide further information, and an online forum also was hosted by the newDemocracy Foundation.

The 54 participants involved in the Citizens' Policy Juries accessed a total of 2,089 documents via the online forum. Each group produced a unanimous report that provided clear recommendations to the Committee and these documents helped to inform the Committee's deliberations. They were included as appendices to the Committee's report and were referred to in the body of the report, where appropriate.

## Joint Standing Committee on Road Safety (Staysafe)

### Members

Mr Greg Aplin MP (Chair)  
The Hon. Richard Colless MLC (Deputy Chair)  
Mr Stuart Ayres MP  
Mr Robert Furolo MP (until 14 March 2013)  
Mr Ryan Park MP (from 14 March 2013)  
Mr Darren Webber MP  
Mr John Williams MP  
The Hon. Cate Faehrmann MLC (until 1 May 2013)  
Revd The. Hon Fred Nile MLC (from 1 May 2013)  
The Hon. Walter Secord MLC

### Reports and highlights

#### *Report on Driver and Road User Distraction* (March 2013)

In August 2012, the Committee conducted two public hearings as part of its Inquiry into Driver and Road User Distraction. The Committee's *Report on Driver and Road User Distraction*, tabled in March 2013, highlighted the need for improved public awareness of consequences of distraction; improved data collection; better driver testing; stricter enforcement of breaches for illegal use of devices; and limiting unregulated roadside advertising.

The Government responded to the Committee's previous Inquiry into School Zone Safety on 24 September 2012. Out of 19 recommendations, 14 were supported, three partially supported and two were not supported.

The Committee conducted two public hearings as part of its Inquiry into non-registered motor vehicles, which commenced in February 2013.

## Committee on Social Policy

### Members

Mr Bruce Notley-Smith MP (Chair)  
Mr John Sidoti MP (Deputy Chair)  
Mr Troy Grant MP  
Ms Sonia Hornery MP  
Ms Anna Watson MP

### Highlights

The Committee continued its Inquiry into the provision of alcohol to minors, which was referred on 30 May 2012. As part of this Inquiry, the Committee conducted two public hearings, in October and November 2012. The Committee also released a discussion paper for public comment in May 2013.

## Committee on State and Regional Development

### Members

Mr Andrew Gee MP (Chair)  
Mr Chris Spence MP (Deputy Chair)  
Mr Robert Furolo MP (from 14 March 2013)  
The Hon. Linda Burney MP (until 14 March 2013)  
Mr Daryl Maguire MP  
Mr Greg Piper MP (from 21 March 2013)  
The Hon. Richard Torbay MP (until 21 March 2013)

### Highlights

The Committee continued its Inquiry into inter-regional public transport, which commenced in March 2012. As part of this Inquiry, the Committee conducted two public hearings at Parliament House on 15 October 2012 and 26 October 2012. The Committee also made visits of inspection to the Snowy River region on 3 December 2012, Bathurst on 6 February 2013, and Tamworth on 7 February 2013.

On 2 April 2013, the Committee resolved to undertake an inquiry into downstream gas supply and availability in New South Wales. This Inquiry was ongoing as at 30 June 2013.

## Committee on Transport and Infrastructure

### Members

Mr Charles Casuscelli MP (Chair)  
Mr Tim Owen MP (Deputy Chair)  
Mr Alex Greenwich MP (from 20 June 2013)  
Ms Tania Mihailuk MP  
Mr Greg Piper MP (until 20 June 2013)  
Mr Paul Toole MP

### Reports and highlights

#### *Utilisation of rail corridors* (November 2012)

The recommendations from the Committee's report on the *Utilisation of rail corridors* included: reforms to the planning system to shorten approval timeframes and develop a standard, comprehensive state planning instrument; giving UrbanGrowth NSW the role of co-ordinating rail corridor developments by overseeing developments and working with relevant stakeholders; and the identification and prioritisation by Transport for NSW and the Department of Planning and Infrastructure, of sites along the rail corridor that are suitable for transit-oriented development.

The Committee commenced an Inquiry into Road Access Pricing, which was initially referred in November 2011.



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

### Members

Mr Matt Kean MP (Chair)

The Hon. Scot MacDonald MLC (Deputy Chair)

Mr Clayton Barr MP

Mrs Leslie Williams MP

The Hon. Eric Roozendaal MLC (until February 2013)

The Hon. Adam Searle MLC (from February 2013)

### Reports and highlights

*Interim Report on the Eighth General Meeting with the Valuer-General (October 2012)*

*Land valuation system – Report on the inquiry into the land valuation system and the eighth general meeting with the Valuer-General (May 2013)*

The Committee tabled an interim report on its eighth general meeting with the Valuer-General and later tabled a final report which addressed the terms of reference of the eighth general meeting as well as the Committee's Inquiry into the land valuation system.

As part of its Inquiry into the land valuation system, the Committee also conducted visits of inspection to Broken Hill, Hornsby and Mudgee. The report on the Land Valuation System made 29 recommendations.

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# ENSURING THAT MEMBERS OF PARLIAMENT CAN FULFIL THEIR PUBLIC DUTIES



## Members' support

During the year the Department of the Legislative Assembly continued to build on the progress made during the previous year in improving workflows between the various business units that support Members. The Assembly has continued with its major review of policies and guidelines in cooperation with the Legislative Council and the Department of Parliamentary Services to ensure that all policies and guidelines are updated and consistent across all three departments of the Parliament.

In 2012/13 the Department of Parliamentary Services appointed a Deputy Executive Manager and Director of the People and Engagement Branch. This position, in collaboration with the Director Legislative Assembly Corporate Services, reviewed work processes during the year to clarify service interdependencies and information flows in such areas as asset management and disposal, providing assistance to Members' in recruiting Electorate office staff, electorate officer training, and induction programs for new Members.

## By-elections 2012/13

There were three by-elections during the reporting period:

Heffron – The Hon. Kristina Keneally resigned from the seat of Heffron on 29 June 2012. Mr Ron Hoenig was elected at a by-election on 25 August 2012.

Sydney – Ms Clover Moore resigned from the seat of Sydney on 21 September 2012 following amendments to the *Local Government Act 1993* that prohibited a person from holding the dual roles of a member of the Parliament of New South Wales and a councillor or mayor of a council. Mr Alex Greenwich was elected at a by-election on 27 October 2012.

Northern Tablelands – The Hon. Richard Torbay resigned from the seat of Northern Tablelands on 20 March 2013. Mr Adam Marshall was elected at a by-election on 25 May 2013.

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

Office visits were conducted and stocktakes of all electorate office equipment and items purchased with outgoing Members' entitlements was conducted by Electorate Office Services over the by-election periods. All three incoming Members received structured induction training and were provided with close departmental support throughout their first few months.

# ELECTORATE OFFICES

## Electorate office staffing

A total of 232 people were employed in full or part time permanent positions in the 95 electorate offices in New South Wales. A further 438 people were engaged during the year to fill a casual or short term vacancy in an electorate office.

## Induction of Members' staff

During the financial year a total of 68 electorate office staff attended in-house training courses conducted by the Legislative Assembly. Twenty-three staff attended induction training, 19 staff attended the Vital Information course (Vital information sessions were also attended off-site), 13 staff attended the Thriving in Your Role course and 13 staff attended the Supporting Your Member course. Subjects covered at these courses included Parliamentary procedure, the role of committees, Members' entitlements, Code of Conduct, managing difficult behaviours, protected disclosures, workplace health and safety as well as sessions from a number of public sector agencies and non-government organisations.

## Electorate Officers' Reference Group

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

## Newsletter – EO Weekly

During the reporting period Electorate Office Services began publishing a weekly newsletter – *EO Weekly* – as a means of directly disseminating information of specific interest and relevance to electorate officers. By the end of the reporting period 37 editions of the newsletter had been distributed. Feedback from electorate officers has been overwhelmingly positive, with officers expressing appreciation for a dedicated newsletter providing information and advice on issues directly related to their duties and experiences as electorate officers.

## New policies and guidelines

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

New publications include:

- Guidelines for Electorate Office Relocations and Fit-Out Standards
- Dealing with Unreasonable Complainant Conduct in Electorate Offices – Advisory and training resource.

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

Castle Hill, Charlestown, Kiama, Marrickville, South Coast and Vaucluse electorate offices were relocated during 2012/13 and completely refitted. Refurbishments were completed at the Drummoyne, Keira, Maitland, Sydney and Wyong offices.

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

## Electorate Officer Employment Framework

Building on a proposal first tabled in the draft exposure *Parliamentary Members' Staff Bill 2010* by then Speaker Richard Torbay, a bill was introduced in May 2013 entitled the *Members of Parliament Staff Bill 2013* (see below). This Act will provide a much needed legislative framework for the employment of staff by Members of Parliament. The Act is expected to be proclaimed in early 2014 after drafting and consultation regarding the Presiding Officers' Determination of employment arrangements.

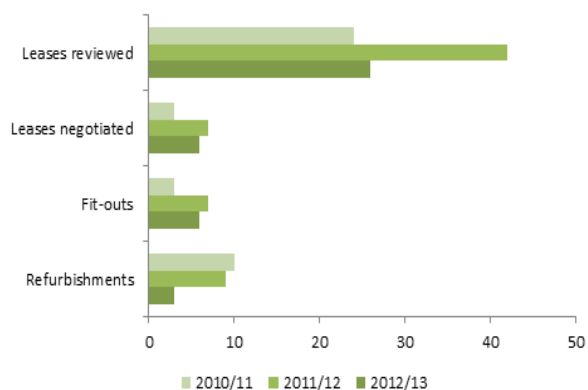
Work will continue in 2013/14 on supporting information and any consequential changes to position descriptions and other documentation.

## Electorate Officers and the Members of Parliament Staff Act 2013

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

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

## Leasing activity



## Electorate office contact visits

The Legislative Assembly aims to visit all 95 electorate offices at least once every year. These visits continued in 2012/13, providing the opportunity to review security and safety, accommodation standards, and stock and equipment levels. These visits also provide a valuable opportunity for the exchange of information face-to-face in locations remote from Parliament House.

## Equipment for Members

New printers were installed in all electorate offices. The old printers were out of warranty and could not be economically serviced and supported by the Parliament. The new printers are more efficient and economical in terms of printing and servicing.

Electorate offices were also included in the Parliament-wide upgrade to Microsoft Windows 7 and Office 2010.

Redundant furniture and equipment was collected from a number of electorate offices as part of an ongoing project to remove and recycle equipment from offices.

## Electorate office staff training survey

During the reporting period the Legislative Assembly surveyed Members and electorate officers asking for information on the training needs of electorate officers. There were two separate surveys, one for Members and one for electorate officers. The surveys were used to gather information on the training experiences and expectations of electorate officers.

The results of the training survey and other consultations helped the Assembly identify a strong demand for training courses such as "Thriving in Your Role" and induction training for new electorate officers. The survey also identified a need for training in the use of social media.

## Future Activities 2013/14

- In 2013/14 the Legislative Assembly plans to review:
  - Members' staff position descriptions
  - Employment entitlements
- Following on from work undertaken during the previous reporting period, the Assembly will continue to prepare evacuation plans and Security Management plans for all electorate offices.
- The priority list for relocation of electorate offices is to be reviewed as a consequence of the electoral redistribution due in late 2013, and depending on capital funding, will be implemented.
- Nine leases are planned for renewal in 2013/14.
- The review of existing policies and guidelines and the introduction of new and updated policies is expected to be finalised in the coming year. The new policies will be made available in one centralised location on the Parliament's intranet to provide Members and their staff with a dedicated and easily accessible information resource.
- In response to the training survey requests, the Legislative Assembly also plans to provide electorate officers with training in the use of social media.

- Preparation of consolidated guidelines for electorate offices on administrative requirements following mid-term resignation of Members.
- Preparation of the Determination for conditions of employment of staff by Members of Parliament.
- Review of position descriptions and guidelines as a consequence of the *Members of Parliament Staff Act 2013*.

### Electorate Officers' Reference Group

The Electorate Officers' Reference Group provides a valuable liaison and communication forum between the Department of the Legislative Assembly and electorate officers. It provides a means of allowing the Assembly to consult with staff on a range of issues such as the replacement and roll-out of new equipment and software, and draft proposals on a range of issues affecting electorate officers.

The group also provides an opportunity for electorate officers representing various regions across New South Wales to meet face-to-face to discuss and share work experiences and practices.

The group is comprised of senior electorate officers, who are self-nominated and bring a wealth of knowledge and experience to the group. To ensure a balanced representation, officers are drawn equally from the main political parties and from metropolitan and regional electorates.

The group holds three to four whole-day meetings a year at Parliament House, with secretariat support provided by the Assembly's Corporate Services. The meetings allow the officers to receive briefings from various business units across the Parliament on a range of issues including security, human services, IT and Members' entitlements. At the same time, officers have the opportunity to raise any issues of concern or provide feedback direct to the relevant parliamentary business unit.

# COMMUNITY ACCESS AND PARTICIPATION IN THE PARLIAMMENTARY PROCESS



## Security Committee

The Security Committee consists of the Serjeant-at-Arms, the Usher of the Black Rod, the General Manager Parliamentary Facilities and the Security Manager Parliamentary Facilities. The committee reviews security and emergency response policies and procedure; reviews security incidents within the precincts; and works towards enhancing the security of Parliament House, its occupants and its visitors. During the reporting period the committee met seven times.

## Visitor Experience Group

The location of Parliament House within the historic Macquarie Street precinct means it is visited by school groups, domestic and international tourists as well as delegations and a range of community and lobby groups.

In early 2012 a Visitor Experience Group, consisting of key staff across the three departments of the Parliament, was established under the auspices of the Presiding Officers in recognition of the Parliament's strategic objective to 'increase involvement and awareness of NSW citizens about the Parliament and the parliamentary process'.

In 2012/13 the Visitor Experience Group was streamlined into an executive group. Initiatives successfully completed include:

- Aboriginal Art Prize 2012
- Family fun day during the school holidays in October
- Sourcing and developing a series of parliamentary souvenirs for sale
- Twenty Five Exhibition held from January to March 2013 to celebrate the 225th anniversary of the settlement of New South Wales by displaying 25 artefacts and artworks from the Parliament's collection
- Plein Air Art Prize 2013, including a Sunday opening to view the exhibition of finalists.

Initiatives commenced for completion in 2013/14 include:

- The redesign and drafting of brochures on the Parliament (guide for visitors and on the role of parliament)
- A cultural heritage strategy to leverage off the success of the Twenty Five Exhibition to mount a series of small displays of items from the Parliament's collection
- Developing and producing education sessions to be delivered to rural and regional school groups using the video conference facilities.

## Public sector seminars

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

Feedback from the 50 delegates attending the first seminar was extremely positive, with the remaining two sessions for 2013 being fully booked. Further sessions are planned for 2013/14.

## Review of filming and photography

The Legislative Assembly has reviewed the approval processes for filming and photographing the House in session, obtaining footage of proceedings filming in the Legislative Assembly Chamber when the House is not sitting, and the conditions of use.

The aim of the new processes is to ensure approvals for filming and photography are given by the appropriate authority and impose conditions of the subsequent use of the film and photographic material. It preserves and complements the broadcast agreement with the four major free to air television networks.

In May 2013 Playground Productions used various locations in Parliament House to film scenes for a television drama series.

## Wentworth Room

Following the restoration of the historic Wentworth Room, adjacent to the Legislative Assembly Chamber, the Parliament has been liaising with the State Library with a view to the loan of artworks and reproductions of documents for display.

## Sydney Open

The Parliament participated in the biennial 'Sydney Open', conducted by the Historic Houses Trust, by being open on the evening of Friday 2 November 2012 and all day on Sunday 4 November 2012.

## Australia Day

Parliament House was also open to the public on Australia Day 2013 and welcomed approximately 2,900 visitors.

## Use of the building after hours

In line with the objective of opening up the Parliament to community access, parts of Parliament House were made available occasionally on a cost recovery basis to community users after hours and on weekends. Such occasions included the Reserve Forces Day parade and use of the Legislative Assembly Chamber for the final of a schools' public speaking competition.

## Interparliamentary relations

During 2012/13 the office of the Clerk co-ordinated programs for 18 groups of visiting officials as part of orientation for parliamentary delegates and NSW agency officers.

## Parliamentary interns

During 2012/13 the Department of the Legislative Assembly hosted two interns, and a number of work experience students.

## The year ahead

The Legislative Assembly is to examine the feasibility of setting a time for a daily free guided tour.



## Public sector seminars

Public sector officers interact with the Legislative Assembly in a number of ways. For example, they may be involved in the preparation of legislation or responses to written questions; or they may participate in an inquiry being conducted by one of its committees.

With these key stakeholders in mind, the Assembly has developed a seminar program designed to provide public sector officers with deeper understanding of the Assembly's role and functions. The sessions focus on the interaction between the Executive Government and the Legislative Assembly and the implications of that process for government departments and agencies.

The first seminar was held on 1 May 2013, with an introduction by the Speaker, followed by presentations by senior officers on the Assembly and its proceedings. Topics included:

- Legislative process
- Conduct of business
- Parliamentary Committees.

A panel of experts discussed the legislative process from a variety of perspectives and provided opportunities for participants to better understand their role in the process.

Guest speakers at the first seminar included:

Mr Daryl Maguire MP, Government Whip, the Hon. Richard Amery MP, Opposition Whip, Dr Peta Seaton, Director of Strategic initiatives, Office of the Premier, and Mr Jonathan O'Dea MP, Chair of the Public Accounts Committee.

The seminars also included a session on the procedural and practical relationships between the public sector, Ministers and the Parliament.

Holding the seminars on a sitting day enabled participants to gain a sense of the practical, as well as the theoretical, through live observation of the proceedings of the House.

Further seminars were scheduled for August and October 2013 and are planned for 2014. Further details are available on the Parliament's website:

[www.parliament.nsw.gov.au/prod/web/common.nsf/key/LAInformationSessions](http://www.parliament.nsw.gov.au/prod/web/common.nsf/key/LAInformationSessions).

## Group tours statistics for 2012/13

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

TOUR STATISTICS	2010/11		2011/12		2012/13	
	NO. OF VISITORS	NO. OF GROUPS	NO. OF VISITORS	NO. OF GROUPS	NO. OF VISITORS	NO. OF GROUPS
Guests of Members	330	11	316	51	1,733	55
Primary schools (Years K – 6)	11,206	220	9,364	198	9,589	195
Secondary schools (Years 7 – 12)	3,208	102	3,542	104	2,784	88
Special schools	35	2	48	2	12	1
Central schools	20	1	20	1	30	1
ESL/TAFE colleges	535	28	389	40	837	39
Universities	532	21	644	24	685	19
Business colleges	64	3	44	3	12	1
Probus clubs and seniors groups	531	24	701	26	709	27
Education and Community Relations Programs	2,801	51	2,107	25	2,030	27
Monthly lunchtime tours	685	20	330	11	310	9
Other	329	16	996	31	667	21
<b>Total</b>	<b>20,276</b>	<b>499</b>	<b>18,501</b>	<b>516</b>	<b>19,398</b>	<b>483</b>

## Twinning

### Commonwealth Parliamentary Association Twinning with Solomon Islands and Autonomous Region of Bougainville

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

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

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

### Australasian Council of Public Accounts Committees (ACPAC) Conference 10 – 13 April 2013

The New South Wales Parliament Public Accounts Committee hosted the bi-annual conference of the Australasian Council of Public Accounts Committees in April 2013.

Public Accounts Committees are one of the oldest accountability mechanisms developed by Parliaments of the Westminster tradition and in emerging democracies the public accounts committee is often alone in providing parliamentary scrutiny of government finances. The conference is conducted on a rotating basis every two years, with the last time one was held in New South Wales being in 1997.

The conference attracted 130 delegates from a range of different jurisdictions, including all of the States and Territories within Australia, as well as parliaments involved in the Pacific Parliamentary Partnerships program (AusAid funded). International delegates from Indonesia, South Africa, the United Kingdom and Uganda also attended.

Guest presenters included the Hon. Michael Egan, former New South Wales Treasurer, Mr Rob Oakeshott MP, Chair of the Joint Committee of Public Finance and Audit, and Mr Eric Sidoti, Director of the Whitlam Institute, as well as academics with expertise in governance and public finance from around Australia. This was the last ACPAC conference to be attended by the New South Wales Auditor General, Mr Peter Achterstraat, prior to the end of his term in office in September 2013.

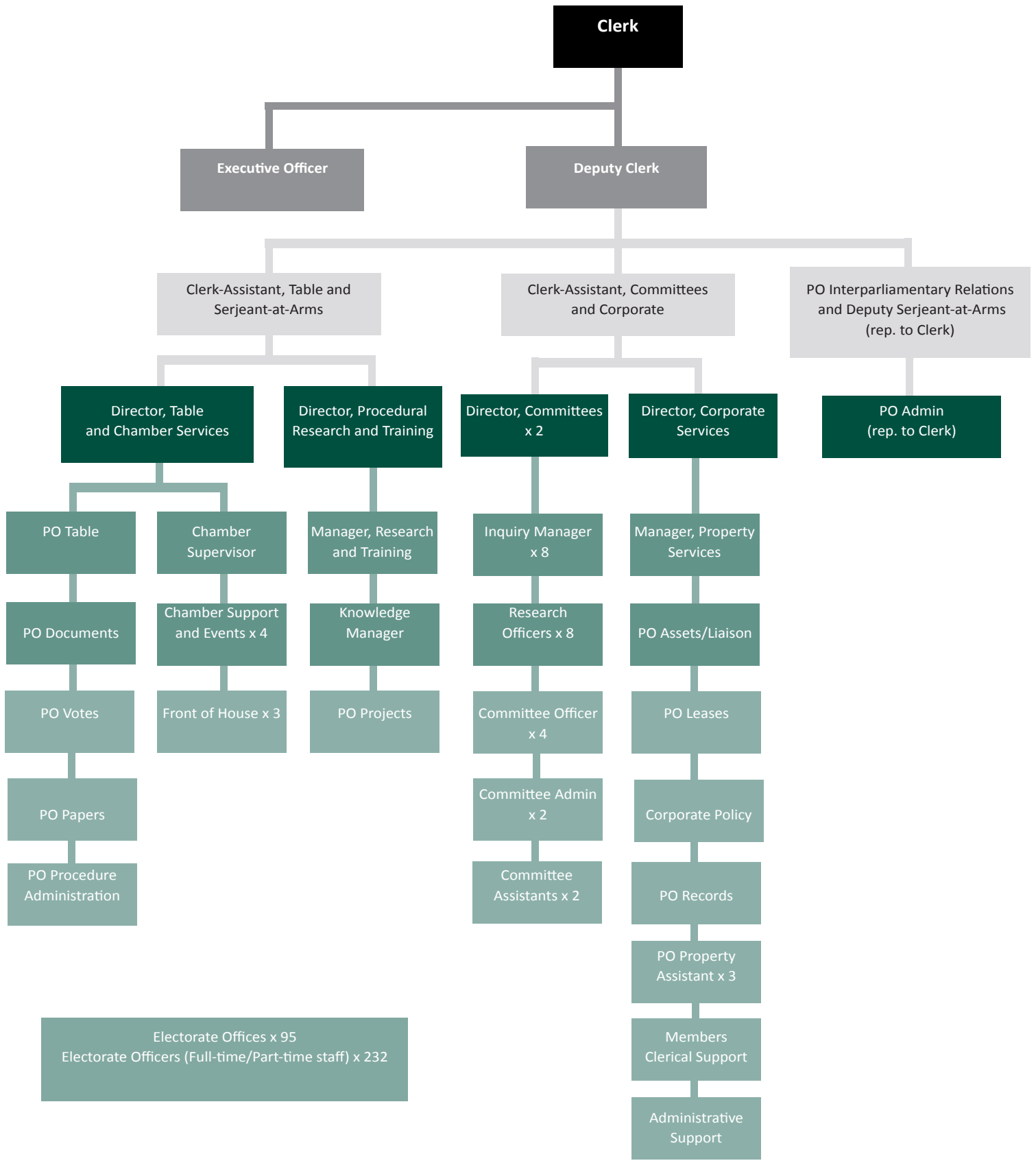
A bi-annual meeting of the Australasian Association of Auditors-General was held concurrently, and Auditors-General from around the Asia-Pacific region also attended the conference, reflecting the importance of the relationship between parliaments and Auditors-General.

# OUR ORGANISATION





# STRUCTURE



# GOVERNANCE FRAMEWORK

## Parliament's governance framework

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

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

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

## Cross-parliamentary collaboration

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

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

- Strategic planning
- Annual reporting
- Internet and intranet review, upgrades and redesign
- Visitor experience, including joint event planning and management
- Security, including both within the parliamentary precinct and electorate offices
- Papers and procedure, including coordinated IT policies and procedures
- Records and Archives Steering Committee on Records Management
- Assets management
- Information technology
- Policy review
- Strategic Plan
- Corporate Plan.

## Intra-departmental working groups

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

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

## Intranet review

Planning and development of the Parliament's new intranet continues. The project aims to provide a parliamentary intranet that is more up-to-date, user-friendly and brings people and information together across the organisation. The existing intranet was last reviewed in 2004.

Some improvements of the refreshed intranet will be:

- A simpler structure with less content duplicated between the website and intranet
- An updated policies and forms section, with a dedicated section for electorate offices
- Improved publication of news relevant to Members and staff
- A fresh new look and feel.

## Policy review

In 2012/13 the three parliamentary departments established the Policy Review Steering Committee. During the reporting period the Committee continued its work of reviewing the content of policies currently on the Parliament's intranet, coinciding with the review of the Parliament's intranet design.

The Committee has identified and removed policies, forms and guidelines that were duplicated or no longer relevant, updated some of the existing policies and developed new policies and guidelines.

Major policy reviews already completed include Performance Development Program, Equal Employment Opportunity, Harassment Free Workplace, Media Enquiries, Code of Conduct for Parliamentary Staff, and Grievance Policy.

## Training placements and mentoring

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

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

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

## Staff changes

On 28 September 2012 Mr Greg Kelly retired as Deputy Serjeant-at-Arms after more than 31 years' service with the Legislative Assembly and previously with the Legislative Council.

With the retirement of the Deputy Serjeant-at-Arms a project was undertaken to facilitate knowledge transfer. A review was undertaken to re-align some of the duties of the position and to broaden the scope of the position, which is now utilised as part of the flexible placement and development policy.

## Staff training

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

Work plans and training and development plans have been developed between staff and their directors. This has resulted in a large number of staff attending internal and external training courses specific to identified personal development needs. Conferences and seminars attended by staff in 2012/13 included the Australia and New Zealand Clerks-at-the Table Professional and Development Seminar and the Parliamentary Law, Practice and Procedure Program.

In the Table Office, the capacity of staff to rotate through and undertake staff development opportunities has been supported through the development and review of a number of operations manuals or practice notes on the key functions of the Table Office, as well as the more rare events that were supported through the year.

A total of 26 practice notes have been created or updated. During 2012/13 three new staff began work in the office and their training was assisted by the practice notes. They were also able to review and add to the practice notes based on their experiences as new Table Office staff. This has proved to be an important ongoing program to contribute to business continuity, staff development and support staff taking on new assignments.

## Records management

The Records and Archives Steering Committee developed several policies to guide the retention and disposal of administrative papers, and transfer of some Parliamentary Papers.

## Newsletter – LA Weekly

The Legislative Assembly continued to publish its weekly newsletter, *LA Weekly*. The newsletter remains an effective means of disseminating information of specific interest to Parliament House staff on a regular basis. Forty eight editions of the newsletter were published during 2012/13 and the publication has an email circulation list of over 320.

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

## Parliamentary Service Awards

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

### 25 Years

Jennifer Lamont, LA Table, Chamber and Procedure

### 20 Years

Elaine Schofield, LA Table, Chamber and Procedure

Janice Dufficy, Canterbury Electorate Office

### 15 Years

Peter Tuziak, LA Chamber Services

Stephanie Hesford, LA Table, Chamber and Procedure

Janet Newing, Ku-ring-gai Electorate Office

### 10 Years

Jacqui Isles, LA Committees

Roy Bishop, Sydney Electorate Office

Ian Delahunty, LA Chamber Services

## Audit and Risk Committee report

In compliance with Treasury Circular 09/08, The Legislature's Audit and Risk Committee (hereafter referred to as "the Committee") aims to oversee the internal audit function, risk management, corporate governance, and monitoring of The Legislature's governance, risk and control frameworks and its external accountability requirements.

### Committee membership

The Committee operated during 2012/13 with three members independent of The Legislature:

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

The Clerk of the Legislative Assembly, Clerk of the Legislative Council and the Executive Manager of Parliamentary Services also attended meetings of the Committee as invitees. Meetings were also regularly attended by the Chief Audit Executive and representatives of the NSW Audit Office.

### Committee meetings

The Committee met on four occasions during 2012/13. It:

- Reviewed internal audit and external audit reports completed during the period
- Gave assurance to the Clerks of both Houses and the Executive Manager of Parliamentary Services concerning end-of-year financial reporting for The Legislature
- Had oversight of the re-tendering of internal audit services.

In addition, the Committee held three extraordinary meetings:

- To review the mandatory early close process and financial statements prepared for The Legislature at the end of April 2013 prior to submission to the Audit Office
- To review the draft financial statements for The Legislature at the end of June 2013 prior to submission to the Audit Office of NSW
- Following completion of the audit of the financial statements of The Legislature, reviewed the Client Service Report, final proposed version of the financial statements and Management Representation Letter and recommended certification of the financial statements.

### Internal Audit

The Parliament's internal audit services are currently provided by Deloitte. The existing internal audit contract with Deloitte ceased in December 2012 and engagements are being made on a once-off basis under the Prequalified Scheme: Performance and Management Services whilst the tendering of internal audit services occurs.

During the reporting year the following reports were tabled before the Committee for review:

- Legislative compliance
- Fraud Control Risk Assessment for Members
- Members entitlements – themed audit (Sydney Allowance)
- Payroll Management
- Property Management
- Members Additional Entitlements Phase 2 2010/11.

The Committee also reviewed the Legislature's Gifts and Benefits Policy and the Parliamentary Precincts Emergency and Critical Management Plan, Policy and Procedures.

### External Audit

The NSW Audit Office is engaged by the Parliament to provide external audit services. These services include:

- Audit of the Parliament's financial statements to provide reasonable assurance that the financial statements are free from material misstatement
- A review of Members' use of additional entitlements in accordance with the conditions of the Determination of Additional Entitlements for Members of the Parliament of New South Wales by the Parliamentary Remuneration for the year ended 30 June 2012.

### Insurance

Insurance cover for the Parliament is provided through the NSW Government Self Insurance Scheme, NSW Treasury Managed Fund. Coverage is provided for:

- Workers Compensation
- Liability
- Motor vehicle
- Property
- Miscellaneous, including Members' personal accident and travel cover.



# FINANCIAL SUMMARY

## Department of the Legislative Assembly

The net cost of services of the Legislative Assembly, including Members' programs, was \$74.415 million reflecting an unfavourable variance against budget of \$139,000 or less than 1%.

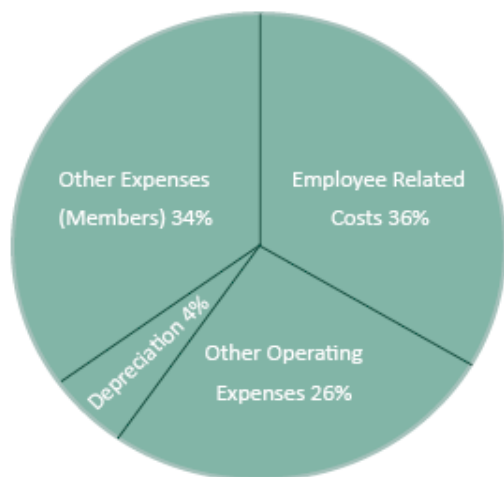
It was \$2.031 million lower than the previous year. The Department's net cost of services represents 61.12% of the Parliament's for the 2012-13 financial year.

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

- Parliamentary Representation \$67.318 million or 90.46%
- Operations \$6.885 million or 9.25%
- Special Projects \$0.212 million or 0.28%.

## Legislative Assembly expenses

Full financial amounts and financial commentary are available in the accompanying document 'Parliament of New South Wales Financial Performance 2012-2013'.



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# APPENDICES



# APPENDIX A – ELECTORATE OFFICE AND CONTACT DETAILS

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

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Albury	Greg Aplin	612 Dean Street	Albury	2640	6021 3042	6021 8884
Auburn	Barbara Perry	54-58 Amy Street	Regents Park	2143	9644 6972	9644 8290
Ballina	Donald Page	Shop 1, 7 Moon Street	Ballina	2478	6686 7522	6686 7470
Balmain	Jamie Parker	112A Glebe Point Road	Glebe	2037	9660 7586	9660 6112
Bankstown	Tania Mihailuk	Suite 1, Level 3, 402-410 Chapel Road	Bankstown	2200	9708 3838	9708 3960
Barwon	Kevin Humphries	11 Barton Street	Cobar	2835	6836 3722	6836 3811
Barwon	Kevin Humphries	Suites 2-6, 161 Balo Street	Moree	2400	6752 5002	6752 6102
Bathurst	Paul Toole	Suites 1 & 2, 229 Howick Street	Bathurst	2795	6332 1300	6332 1900
Baulkham Hills	David Elliot	Suite 1, 25-33 Old Northern Road	Baulkham Hills	2153	9686 3110	9686 3212
Bega	Andrew Constance	122 Carp Street	Bega	2550	6492 2056	6492 3578
Blacktown	John Robertson	Shop 3063, Westpoint Shopping Centre, Flushcombe Road	Blacktown	2148	9671 5222	9671 5266
Blue Mountains	Roza Sage	132 Macquarie Road	Springwood	2777	4751 3298	4751 1245
Burrinjuck	Katrina Hodgkinson	133 Comur Street	Yass	2582	6226 3311	6226 3345
Cabramatta	Nick Lalich	Suite 10, Level 1, 5 Arthur Street	Cabramatta	2166	9724 3381	9724 6056
Camden	Chris Patterson	66 John Street	Camden	2570	4655 3333	4655 3325
Campbelltown	Bryan Doyle	Suite 2A, 263 Queen Street	Campbelltown	2560	4625 3344	4626 3640
Canterbury	Linda Burney	Suites 201 & 202, Level 2, 308-312 Beamish Street	Campsie	2194	9718 1234	9787 1999
Castle Hill	Dominic Perrottet	287C Old Northern Road	Castle Hill	2154	9634 7474	9899 3340
Cessnock	Clayton Barr	118 Vincent Street	Cessnock	2325	4991 1466	4991 1103
Charlestown	Andrew Cornwell	3/313 Charlestown Road	Charlestown	2290	4942 1242	4942 1060
Clarence	Chris Gulaptis	11 Prince Street	Grafton	2460	6643 1244	6642 7574
Coffs Harbour	Andrew Fraser	1/9 Park Avenue	Coffs Harbour	2450	6652 6500	6652 7934
Coogee	Bruce Notley-Smith	80 Bronte Road	Bondi Junction	2022	9389 6669	9387 8845
Cronulla	Mark Speakman	Shops 3 & 3A, 347-357 Port Hacking Road South	Caringbah	2229	9526 8377	9526 8928
Davidson	Jonathon O'Dea	Suite 8A, 12 Tryon Road	Lindfield	2070	9880 7400	9880 7488
Drummoyne	John Sidoti	128 Great North Road	Five Dock	2046	9713 2999	9713 2911
Dubbo	Troy Grant	Shop 1, 18 Talbragar Street	Dubbo	2830	6882 3577	6882 3689
East Hills	Glenn Brookes	20 Revesby Place	Revesby	2212	9772 2774	9792 1718
Epping	Greg Smith	Suite 303, Level 3, 51 Rawson Street	Epping	2121	9877 0266	9877 0405
Fairfield	Guy Zangari	Suite 6, Neeta City Shopping Centre, Smart Street	Fairfield	2165	9726 9323	9726 9783
Gosford	Chris Holstein	20 Blackwall Road	Woy Woy	2256	4342 4122	4341 2368

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Goulburn	Pru Goward	288 Bong Bong Street	Bowral	2576	4861 3623	4861 3546
Granville	Tony Issa	160 Merrylands Road	Merrylands	2160	9637 1656	9897 1434
Hawkesbury	Ray Williams	Suite 202, Rouse Hill Town Centre, 10-14 Market Lane	Rouse Hill	2155	8882 9555	8882 9411
Heathcote	Lee Evans	Shops 1 & 2, 17-23 Station Street	Engadine	2233	9548 0144	9548 5639
Heffron	Ron Hoenig	Shop 117, 747 Botany Road	Rosebery	2018	9699 8166	9699 8222
Hornsby	Matt Kean	Suite 5, The Madison, 25-29 Hunter Street	Hornsby	2077	9476 3411	9476 2965
Keira	Ryan Park	Shops 2 & 3, 247 Princes Highway	Corrimal	2518	4285 1588	4285 1858
Kiama	Gareth Ward	102 Terralong Street	Kiama	2533	4232 1082	4232 3577
Kogarah	Cherie Burton	Suite 1, Ground Floor, 22-24 Regent Street	Kogarah	2217	9587 9684	9588 7138
Ku-ring-gai	Barry O'Farrell	27 Redleaf Avenue	Wahroonga	2076	9487 8588	9487 8550
Lake Macquarie	Greg Piper	92 Victory Parade	Toronto	2283	4959 3200	4950 4076
Lakemba	Robert Furolo	Shop F081, Roselands Shopping Centre, Roselands Drive	Roselands	2196	9759 5000	9759 1945
Lane Cove	Anthony Roberts	Level 3, Suite 302, 230 Victoria Road	Gladesville	2111	9817 4757	9817 5885
Lismore	Thomas George	55 Carrington Street	Lismore	2480	6621 3624	6622 1403
Liverpool	Paul Lynch	100 Moore Street	Liverpool	2170	9602 0040	9821 1807
Londonderry	Bart Bassett	Shop 12, 82 Victoria Street	Werrington	2747	9833 1122	9623 1185
Macquarie Fields	Andrew McDonald	Shop 18, Carnes Hill Marketplace, Corner Cowpasture & Kurrajong Roads	Horningsea Park	2171	9608 8991	9608 0606
Maitland	Robyn Parker	34 Church Street	Maitland	2320	4933 1617	4933 4782
Manly	Mike Baird	Shop 2, 2 Wentworth Street	Manly	2095	9976 2773	9976 2993
Maroubra	Michael Daley	Level 5, 806 Anzac Parade	Maroubra	2035	9349 6440	9349 4594
Marrickville	Carmel Tebbutt	299-301 Marrickville Road	Marrickville	2204	9572 5900	9572 6414
Menai	Melanie Gibbons	60 Walder Road	Hammondville	2170	9825 3653	9825 4861
Miranda	Barry Collier	577 Kingsway	Miranda	2228	9525 6378	9540 2517
Monaro	John Barilaro	110-112 Monaro Street	Queanbeyan	2620	6299 4899	6297 9998
Mount Druitt	Richard Amery	Suite 201, Westfield Shoppingtown, Carlisle Avenue	Mount Druitt	2770	9625 6770	9625 9965
Mulgoa	Tanya Davies	Shop 1, 159 Queen Street	St Marys	2760	9833 2913	9833 4063
Murray-Darling	John Williams	1/142 Argent Street	Broken Hill	2880	08 8087 3315	08 8087 1796
Murray-Darling	John Williams	228 Cressy Street	Deniliquin	2710	03 5881 7034	03 5881 7839

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Murrumbidgee	Adrian Piccoli	NSW Government Offices, 104-110 Banna Avenue	Griffith	2680	6962 6644	6962 7725
Myall Lakes	Stephen Bromhead	Room F6, Bridgepoint Building, Lot 1-5 Manning Street	Tuncurry	2428	6555 4099	6555 4780
Newcastle	Tim Owen	Ground Floor, 414 Hunter Street	Newcastle	2300	4926 1126	4926 2134
North Shore	Jillian Skinner	Suite 3, 40 Yeo Street	Neutral Bay	2089	9909 2594	9909 2654
Northern Tablelands	Adam Marshall	Suite 1, Ground Floor, 175 Rusden Street	Armidale	2350	6772 5552	6772 5026
Oatley	Mark Coure	8 Ormonde Parade	Hurstville	2220	9580 9349	9580 9103
Orange	Andrew Gee	123 Byng Street	Orange	2800	6362 5199	6361 3922
Oxley	Andrew Stoner	37 Elbow Street	West Kempsey	2440	6562 6190	6563 1355
Parramatta	Geoff Lee	90 George Street	Parramatta	2150	9891 4722	9891 5618
Penrith	Stuart Ayres	Shop 23, Ground Floor, Penrith Centre, 510-534 High Street	Penrith	2750	4722 8660	4731 4782
Pittwater	Rob Stokes	1725 Pittwater Road	Mona Vale	2103	9999 3599	9999 0922
Port Macquarie	Leslie Williams	Suite 6, 27 Grant Street	Port Macquarie	2444	6584 0977	6584 0978
Port Stephens	Craig Baumann	1/82 Port Stephens Street	Raymond Terrace	2324	4987 4455	4987 4466
Riverstone	Kevin Conolly	Shop 20, Stanhope Village, 2 Sentry Drive	Stanhope Gardens	2768	8883 3499	8883 3355
Rockdale	John Flowers	478 Princes Highway	Rockdale	2216	9597 1414	9567 0508
Ryde	Victor Dominello	Suite 202, Ground Floor, 5-9 Devlin Street	Ryde	2112	9808 3288	9877 6222
Shellharbour	Anna Watson	Shop 3, 10 College Avenue, Shellharbour City Centre	Shellharbour	2529	4297 3111	4297 3144
Smithfield	Andrew Rohan	2/679 The Horsley Drive	Smithfield	2164	9756 4766	9756 1544
South Coast	Shelley Hancock	1/57 Plunkett Street	Nowra	2541	4421 0222	4422 1180
Strathfield	Charles Casuscelli	Shop 1, 54 Burwood Road	Burwood	2134	9747 1711	9747 6054
Swansea	Garry Edwards	Shop 1, 204-206 Pacific Highway	Swansea	2281	4972 1133	4972 1494
Sydney	Alex Greenwich	58 Oxford Street	Paddington	2021	9360 3053	9331 6963
Tamworth	Kevin Anderson	Ground Floor, 13 Fitzroy Street	Tamworth	2340	6766 1422	6766 6765
Terrigal	Chris Hartcher	Shop 3, Fountain Plaza, 148-158 The Entrance Road	Erina	2250	4365 1906	4365 4768
The Entrance	Chris Spence	24 The Entrance Road	The Entrance	2261	4334 1012	4334 3840
Toongabbie	Nathan Rees	166 Best Road	Seven Hills	2147	9831 8022	9831 8044
Tweed	Geoff Provest	103 Minjungbal Drive	Tweed Heads South	2486	07 5523 4816	07 5523 4817
Upper Hunter	George Souris	20 Bridge Street	Muswellbrook	2333	6543 1065	6543 1416

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

Details above are current as at 1 November 2013

# APPENDIX B – LEGISLATIVE ASSEMBLY PUBLICATIONS

## Procedural publications

Decisions from the Chair (Consolidated Rulings)

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Decisions from the Chair (Considered Rulings)\*

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Decisions from the Chair (Key Rulings)

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

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Electoral Legislation Extracts

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Guide for Ministerial Staff on the Procedures of the Legislative Assembly\*

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Guide to Procedures\*

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Members' Guide to Committees of the Legislative Assembly

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Legislation Impinging on Parliament

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Occupants of the Chair Handbook

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Procedural Digest\*

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Procedural Statistics\*

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

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

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Sessional and Other Orders\*

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Standing Orders

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## Procedural Briefing Notes

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

## Fact Sheets

1. The Role of the Legislative Assembly of New South Wales
  2. History of the Parliament of New South Wales
  3. The Constitutional Base of Parliament
  4. Sources of Information
  5. Records of the House\*
  6. The Role of the Speaker and other Officers of the House
  7. The Parliamentary Calendar and Elections
  8. Passage of Legislation
  9. Consideration in Detail – Amending Bills\*
  10. Amendments to Motions in the House
  11. Parliamentary Committees
  12. Routine of Business\*
  13. Decorum in the House
-



14. Rules of Debate
15. Disorder
16. Petitions
17. Suspension of Standing Orders\*
18. Exercise of the Casting Vote of the Chair
19. Questions
20. Address in Reply Debate
21. Quorum, Bells and Divisions\*
22. Sub Judice Convention
23. Personal Explanations and Brief Explanations
24. Matters of Public Importance\*
25. Tabling of Reports and Other Papers
26. Statutory Rules and Instruments
27. Ministerial Statements
28. Private Members' Statements\*
29. Accountability Mechanisms for Members of Parliament
30. Parliamentary Privilege
31. Closure/Guillotine
32. Motions Accorded Priority
33. The Role of a Local Member\*
34. Citizens' Right of Reply
35. Election of Members of the Legislative Assembly – General Election
36. Parliamentary Secretaries
37. Private Members' Bills

## Information Pamphlets

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

18. The Code of Conduct for Members of Parliament and the Pecuniary Interest Register

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19. Community Recognition Statements\*

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## Other Pamphlets

1. Information for Witnesses before Parliamentary Committees

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2. Preparing Submissions to Parliamentary Committee Inquiries

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## Briefing papers

1. Accountability Legislation

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2. Administrative Control of Parliamentary Staffing

---

3. Defamation and the Right to Political Communication

---

4. Freedom of Speech in Parliament

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5. Law Relating to Parliamentary Committees

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6. Liability for Republication of Members' Speeches

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7. State Member Standing for a Federal Election

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8. Summonses and Subpoenae

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9. Qualification and Disqualification of Members of Parliament

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10. Parliamentary Privilege Attaching to Tabled Papers

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

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\*Indicates that the publication has been updated or reprinted in the 2012/13 reporting period

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

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

# APPENDIX C – TWINNING

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

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

The NSW Parliament has received funding to support the partnership arrangements from the Australian Agency for International Development (AusAID), under its Pacific Public Sector Linkages Program. The funding, for a three year period to June 2013 (extended from April 2013), allowed practical support for strengthening the parliaments of Bougainville and Solomon Islands. A new application to AusAID for funding to extend the Twinning project from July 2013 to August 2015 was successful. Activities conducted with our twinned parliaments have focussed on strengthening the parliamentary institutions in Bougainville and Solomon Islands through secondments of staff from the Pacific parliaments to the NSW Parliament, and attachments of staff from the NSW Parliament to the Pacific parliaments in areas of need – for example: strengthening procedural support for Members; building inquiry management skills within Committee secretariats; and conducting needs analyses of Hansard and library sections.

Priority areas to be addressed for our twinned parliaments in the year to come include:

- Strengthening of procedural and committee support for Members, with a greater focus on parliamentary support services including Information Technology, Hansard, library and research services.
- A particular focus will be improving the financial and administrative capacity of the parliaments, to better support their efforts to take more control over the finances and corporate functions of the parliament.

The NSW Parliament is actively examining ways of involving Members of Parliament from all three parliaments in twinning activities. While the focus of the AusAID funding has been on institutional strengthening through capacity-building of staff and systems improvements, there is a clear need for support for Members in the two Pacific parliaments as they address their representative, legislative and scrutiny roles. The approved AusAid budget for 2012/13 was \$201,061 which was fully expended. The contribution of the NSW Parliament includes salaries for officers undertaking attachments in Solomon Islands and Bougainville, and contributions to project coordination costs – \$25,780, including the salary costs for the Twinning project coordinator position from 15 April 2013 to 30 June 2013.

The Twinning arrangements between our three parliaments have been effective and successful for all three parliaments. There have been significant improvements to the way in which the Pacific parliaments conduct their parliamentary business. This is especially true in Bougainville, a young parliament that is exerting ownership over their standing orders and procedures to reflect the wishes of their Members. The Twinning relationship has also brought benefits for the NSW Parliament – providing our experienced staff with challenges and exposing them to different ideas that can be adapted to our situation.

## Activities in 2012/13

The Clerks of the twinned parliaments determine the specific activities to be undertaken in pursuit of the priorities established under the project. For the financial year of 2012/13 the following specific activities were identified and conducted:

### Bougainville

July 2012 – Twinning conference held in Honiara, following the annual Presiding Officers and Clerks Conference. A half day event involving Pacific and Australian parliaments in partnership arrangements under the auspices of the CPA.

July 2012 – Twinning workshop, held in the week following the Twinning Conference, for staff of the three parliaments. From Bougainville: Robert Tapi, Clerk; Edwin Kenehata, Education Officer and Assistant Clerk; Peter Topura, Procedure Officer; Joel Tukana, Senior Editor Hansard; Pais Otima, Secretary, Public Accounts Committee.

August 2012 – Following the annual Effective Parliamentary Committee Inquiry Course (Centre for Democratic Institutions funded and hosted by the NSW Parliament), two Committee staff, Ignatius Hamal and Donald Misang, were seconded to the NSW Legislative Assembly and NSW Legislative Council Committee offices for a week.

October 2012 – Three staff of the Public Accounts Committee seconded to the Papua New Guinea National Parliament's Public Accounts Committee to observe the inquiry process and develop links with the Office of the Auditor General. Staff: Pais Otima, Secretary; Douglas Pisi, Senior Research Officer; Ignatius Hamal, Senior Research Officer.

October 2012 – John Bosco, Parliamentary Librarian, attended a Library course in Port Moresby. The costs of this activity were jointly met by the Bougainville House of Representatives and the Twinning project.

November 2012 – Secondment of Peter Topura, Procedure Officer, to the National Parliament of Solomon Islands Procedure Office following the New Zealand Parliamentary Study Programme. Costs were jointly met by the New Zealand Parliament and the Twinning project.

November 2012 – Edwin Kenehata, Education Officer, attended the Australasian Parliamentary Educators Conference in Perth, Western Australia. Mr Kenehata met with counterparts from the NSW Parliament and the National Parliament of Solomon Islands to plan

the proposed Regional Youth Parliament, to be held in Honiara in September 2013.

January 2013 – Joel Tukana, Senior Editor Hansard, attended the Australasian Hansard conference in Perth, Western Australia. The conference venue allowed for meetings with representatives of the For The Record company, to investigate recording and reporting options for the House of Representatives.

April/May 2013 – Regional workshops for Members of the Bougainville House of Representatives. New South Wales MP Melanie Gibbons, CDI Associate Warren Cahill and NSW Parliament twinning project coordinator Simon Johnston participated in a series of three regional workshops in the North, South and Central regions of Bougainville. The activity was jointly funded by the CDI, the Twinning project and Bougainville House of Representatives.

May 2013 – Following the annual Effective Parliamentary Committee Inquiry Course, two Committee staff, Jane Kiroha and Julie Masike, were seconded to the NSW Legislative Council Committee offices.

## Solomon Islands

July 2012 – Twinning conference held in Honiara, following the annual Presiding Officers and Clerks Conference. A half day event involving Pacific and Australian parliaments in partnership arrangements under the auspices of the CPA.

July 2012 – Twinning workshop held in the week following the Twinning Conference, for staff of the three parliaments. All staff from the National Parliament were able to participate.

August 2012 – Following the annual Effective Parliamentary Committee Inquiry Course, four National Parliament staff were seconded to Committee offices and to Hansard – Rexford Kouto, Jefferson Hallu, Natalina Hong and Wilson Anii.

November 2012 – Patteson Lusi and Marisa Pepa, Civic Education officers, attended the Australasian Parliamentary Educators Conference in Perth, Western Australia. The United Nations Development Programme Parliamentary Strengthening Project primarily funded the trip, with the Twinning project providing accommodation assistance.

January 2013 – Clera Pita, Chief Hansard Editor and Liam Sau, Assistant Hansard Editor attended the Australasian Hansard conference in Perth, Western Australia. The trip was primarily funded by the United Nations Development Programme Parliamentary Strengthening Project, with the Twinning project providing living allowance assistance.

January 2013 – Following completion of an IT course, IT Officer Sunjay Dhari undertook a week long secondment with the NSW Parliament's IT section, jointly funded by the CPA Education Trust Fund and the Twinning project.

April 2013 – Susan Want, Director Procedure, Legislative Council, attached to the National Parliament for a three week period to assist with continued development of the Procedure Office and review of the Standing Orders. Funded by the UNDP Parliamentary Strengthening Project.

April 2013 – Warren Cahill, CDI Associate, and Simon Johnston, Twinning project coordinator, visited the National Parliament to undertake planning with the National Parliament of Solomon Islands, UNDP Parliamentary Strengthening Project, NSW Parliament and CDI for future activities.

May 2013 – Following the annual Effective Parliamentary Committee Inquiry Course, four staff were seconded to various sections within the NSW Parliament – Marisa Pepa (Education), Marson Lilipeza (Committees), Rexford Koutu (Hansard) and Stephen Hachi (Media/IT).

## Preparations for the Regional Youth Parliament (25-28 September 2013)

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

As part of the 2013-2015 Twinning project, the NSW Parliament has budgeted \$100,000 to allow for the participation of ten students from the Autonomous Region of Bougainville in a Regional Youth Parliament, to be hosted in Honiara from Wednesday 25 September to Saturday 28 September 2013.

Five students from New South Wales, selected by interview following the State Constitutional Committee, will also participate, funded through sponsorship from Virgin (five return flights to Honiara) and support from the NSW Parliament branch of the Commonwealth Parliamentary Association (medical and other expenses).

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

The Solomon Islands Government and the UNDP Parliamentary Strengthening Project will provide financial and administrative support for the Regional Youth Parliament in Honiara.

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# APPENDIX D – OFFICIAL VISITORS

1 July 2012 to 30 June 2013

Visitor	Place of Origin	Date of Visit
Her Excellency Madam Pany Yathortou (President of the National Assembly), together with a delegation of Members from the Parliament of Laos	Laos	15 August 2012
Mr Somchart Tammasiri (Director of Legal Affairs 3rd Division), together with a delegation from the Bureau of Legal Affairs, Secretariat of the House of Representatives	Thailand	21 August 2012
The Hon. Ms ND Ntwanambi (Chief Whip), together with a delegation of Parliamentary Whips of the National Council of Provinces	South Africa	21 August 2012
Mr Ngo Quang Huong (Chief Inspector), together with a delegation of officials from the Kien Giang Province	Vietnam	25 September 2012
Delegation of Members from the California State Senate	United States of America	10 to 15 November 2012
The Hon. A Mothupi (Chairperson of the Portfolio Committee on Local Government), together with a delegation of Members from the North West Provincial Legislature	South Africa	20 November 2012
Australian Political Exchange Council's 21st Parliamentary Delegation from China	People's Republic of China	29 November 2012
Delegation of new recruits of The Audit Office of New South Wales	New South Wales	11 February 2013
Mr Giles Chichester MEP together with a delegation of Members from the European Parliament	Europe	11 February 2013
Mr Rajiv Shukla MP (Minister of State for Parliamentary Affairs and Planning), together with a delegation of Members from the Parliament of India	India	12 February 2013
Delegation of Members from the Public Accounts Sub-Committee of the Parliament of Afghanistan	Afghanistan	18 February 2013
Mr Liu Chunliang (Senior Advisor), together with a delegation from the Henan Provincial People's Government	People's Republic of China	25 February 2013
Mr Qiu Longhua (Deputy Secretary-General), together with a delegation from the People's Political Consultative Conference of Guangxi Zhuang Autonomous Region	People's Republic of China	28 February 2013
Australian Political Exchange Council's 12th Parliamentary Delegation from Japan	Japan	30 April 2013
The Hon. Julie Soso-Akeke MP, Governor of the Eastern Highlands Province	Papua New Guinea	2 May 2013
His Excellency Ha Minh Son (Vice-Chairman of the Deputies Affairs Commission), together with a delegation from the Parliament of Vietnam	Vietnam	13 May 2013
United Nations Development Program delegation of Members conducting a Climate Change Study Exchange	Pacific nations	31 May 2013
Mr Andrew Young (Clerk-Assistant Committees, Legislative Council)	Victoria	3 June 2013

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

# APPENDIX E – PARLIAMENTARY SUPPORTED TRAVEL

## 1 July 2012 to 30 June 2013

July 2012 – The Hon. Shelley Hancock MP and Ms Ronda Miller to the Solomon Islands for the 43rd Presiding Officers and Clerks Conference  
**\$14,632.68**

July 2012 – Delegation of Committee on Health Care Complaints Commission (Ms Leslie Williams MP, Ms Roza Sage MP, Mr Ryan Park MP, Mr Andrew Rohan MP, the Hon. Catherine Cusack MLC, and Mr Jason Arditi) to Lismore as part of its Inquiry into health care complaints and complaints handling in New South Wales  
**\$2,390.41**

July 2012 – Delegation of Committee on Transport and Infrastructure (Mr Charles Casuscelli MP, Mr Tim Owen MP, and Ms Helen Minnican) to Melbourne as part of its Inquiry into the utilisation of rail access corridors  
**\$788.65**

July 2012 – Delegation of the Legal Affairs Committee (Mr Dominic Perrottet MP, Mr Bryan Doyle MP, Mr Stephen Bromhead MP, Mr Clayton Barr MP, Ms Sonia Hornery MP, and Ms Emma Wood) to the Hunter region as part of the Committee's Inquiry into law reform issues concerning synthetic drugs  
**\$1,222.26**

July 2012 – Delegation of the Public Accounts Committee (Mr Jonathan O'Dea MP, Mr Bart Bassett MP, Dr Geoff Lee MP, Mr Michael Daley MP, the Hon. Richard Torbay MP, and Dr Abigail Groves) to Tamworth to meet with Citizens Policy Jury as part of its Inquiry into the economics of energy generation  
**\$3,876.18**

July 2012 – Dr Abigail Groves, Ms Emma Matthews and Mr Jason Arditi, to Hobart to attend the Australian and New Zealand Association of Clerks-at-the-Table Parliamentary Law, Practice and Procedure Course  
**\$1,535.33**

July/August 2012 – Mr Leslie Gonye to Honiara, Solomon Islands, to help facilitate and participate in the Twinning Conference with staff of the National Parliament of the Solomon Islands and staff of the House of Representatives of the Autonomous Region of Bougainville  
**\$2,340.43**

August 2012 – Mr Nick Lalich MP to the United States of America and United Kingdom for a Commonwealth Parliamentary Association Study Tour  
**\$16,110**

August 2012 – Delegation of the Public Accounts Committee (Mr Jonathan O'Dea MP, Mr Bart Bassett MP, Mr Michael Daley MP and Mr John Miller) to Capital Wind Farm, Bungendore as part of its Inquiry into the economics of energy generation  
**\$169.10**

October 2012 – Mr Jonathan O'Dea MP to Singapore and Germany for a Commonwealth Parliamentary Association Study Tour  
**\$8,045**

October 2012 – Ms Ronda Miller and Ms Elaine Schofield to Darwin to attend the Annual Conference of the Australasian Study of Parliament Group  
**\$2,150.78**

November 2012 – Ms Ronda Miller to New Zealand to present at the New Zealand Parliamentary Study Program  
**\$842.24**

November 2012 – Delegation of the Committee on Community Services (Mr Kevin Anderson MP, Mr Kevin Conolly MP, Mr Tony Issa MP, the Hon. Barbara Perry MP, and Mr Bjarne Nordin and Mr Ben Foxe) to Summer Hill, Parklea and Surry Hills as part of its Inquiry into Outsourcing Community Service Delivery  
**\$722.73**

December 2012 – Citizen youth representatives, Ms Claire Coulton and Mr Andrew Clark, to the United Kingdom to represent New South Wales at the Commonwealth Parliamentary Association 5th Commonwealth Youth Parliament  
**\$2,105.74**

December 2012 – Delegation of the State and Regional Development Committee (Mr Andrew Gee MP, Mr Chris Spence MP, and Ms Rachel Simpson) to Jindabyne as part of its Inquiry into inter-regional public transport (meeting as a sub-committee)  
**\$1,219.66**

January 2013 – The Hon. Don Harwin MLC, Mr David Blunt and Ms Ronda Miller to Melbourne to attend a Special Meeting of the Australian Region Management Committee  
**\$2,574.25**

January 2013 – Ms Ronda Miller, Mr Leslie Gonye, Ms Helen Minnican, Ms Catherine Watson and Ms Elaine Schofield to Canberra to attend the Australia and New Zealand Association of Clerks-at-the-Table Professional Development Seminar  
**\$5,124.39**

February 2013 – Delegation of the State and Regional Development Committee (Mr Andrew Gee MP, Mr Daryl Maguire MP, and Ms Rachel Simpson) to Bathurst as part of its Inquiry into inter-regional public transport (meeting as a sub-committee)  
**\$2,281.19**

February 2013 – Delegation of the State and Regional Development Committee (Mr Andrew Gee MP, Mr Daryl Maguire MP, the Hon. Richard Torbay MP, and Ms Rachel Simpson) to Tamworth as part of its Inquiry into inter-regional public transport  
**\$1,346.54**

March 2013 – The Hon. Robyn Parker MP to Hobart to attend the Australian Region Commonwealth Women Parliamentarians Steering Committee annual planning meeting  
**\$1,223.26**

March 2013 – Delegation of the Committee on Community Services (Mr Kevin Anderson MP, Mr Kevin Conolly MP, the Hon. Barbara Perry MP, and Mr Bjarne Nordin) to Walgett and Narrabri as part of its Inquiry into outsourcing community service delivery  
**\$2,345.55**

March 2013 – Delegation of Joint Standing Committee on the Office of the Valuer-General (Mr Matt Kean MP, Mr Scot MacDonald MLC, Mr Clayton Barr MP, and Ms Rachel Simpson and Mr John Miller) to Broken Hill as part of its Inquiry into the land valuation system  
**\$6,927.91**

March 2013 – Delegation of the Joint Standing Committee on the Office of the Valuer-General (Mr Matt Kean MP, Mr Scot MacDonald MLC, Mr Clayton Barr MP, and Ms Rachel Simpson and Mr John Miller) to Mudgee as part of its Inquiry into the land valuation system  
**\$422.86**

April 2013 – Mr Bart Bassett MP to Cameroon to attend a Special Briefing for Parliamentarians on Electronic Commerce and Cyberlaws, followed by the 3rd Annual Commonwealth Cyber Security Forum  
**\$12,864.68**

April 2013 – Ms Sonia Hornery MP to Northern Ireland and Hong Kong for a Commonwealth Parliamentary Association Study Tour  
**\$16,210**

April 2013 – Mr Greg Aplin MP to the United Kingdom for a Commonwealth Parliamentary Association Study Tour  
**\$8,610**

April 2013 – Mr Daryl Maguire MP to the Solomon Islands for a Commonwealth Parliamentary Association Study Tour  
**\$3,500**

June/July 2013 – Ms Ronda Miller, Ms Helen Minnican, Mr Jason Arditi, Mr Ben Foxe and Mr John Miller to Hobart to participate in the Australia and New Zealand Association of Clerks-at-the-Table Parliamentary Law, Practice and Procedure Course  
**\$1,913.09**



# APPENDIX F – PARLIAMENTARY FRIENDSHIP GROUPS

The following Parliamentary Friendship Groups have been approved

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

# APPENDIX G – MEMBERS’ ENTITLEMENTS (EXPENDITURE)

The entitlements for Members of Parliament are determined by the Parliamentary Remuneration Tribunal (PRT) pursuant to the *Parliamentary Remuneration Act 1989*. The entitlements reported upon in this report are generally those made in the 2012 Determination of the Parliamentary Remuneration Tribunal on 4 May 2012 and effective from 1 July 2012.

The full determination is available at: [http://www.dpc.nsw.gov.au/\\_data/assets/pdf\\_file/0020/141851/Annual\\_Report\\_and\\_Determination\\_2012\\_-\\_Copy\\_for\\_Gazette.pdf](http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0020/141851/Annual_Report_and_Determination_2012_-_Copy_for_Gazette.pdf)

## Notes

1. The figures reported are as at the closing date for the 2012/13 financial accounts. The Parliament’s financial accounts are prepared on an accrual accounting basis. Under this method of accounting, the date the goods or services are supplied or provided determines the accounting period/year in which the transaction is recorded. Orders placed in 2012/2013 but not delivered until after 30 June 2013 will be debited against the 2013/2014 financial year entitlements. Entitlement claims submitted after 30 June 2012 for the 2012/13 period will be reported as adjustments, and Logistic Support Allocation (LSA) expenditure submitted after that date for the 2012/13 period will be carried over and reported in the next Annual Report.
2. The Charter Transport Allowance is provided to Members of the eight largest electorates and the Member for Port Macquarie for use within and for the service of their electorate only.
3. The Electorate to Sydney Travel Entitlement is provided to Members whose principal place of residence is either a minimum distance of 70kms by road from Parliament House or the Member resides in an electorate categorised as outer non-metropolitan. The entitlement is for up to 104 single trips between the Members’ electorate and Sydney. The entitlement can be used for the Members’ attendance on sitting days and for attendance at Committee meetings and hearings, or for undertaking other parliamentary duties. The expenditure reported is determined by the number of trips and the cost of each trip.
4. The Sydney Allowance is provided to Members who reside in non-metropolitan electorates to compensate for the additional costs associated with staying in Sydney to attend sittings of the House, meetings of Parliamentary Committees or other parliamentary business.
5. Where there is a negative amount shown for Electorate Communication Allowance (ECA) or Additional Temporary Staff (ATS), the Member will be invoiced for the additional expenditure.

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Albury	Greg Aplin	Allocation for 2012/13	66,191.00				43,971.00				20,212.00
		C/Forward from 2011/12					26,504.69				
		Total available 2012/13	66,191.00				70,475.69				20,212.00
		Expended claimed	64,236.19		22,572.74		33,429.46	5,010.64	1,954.05		17,893.58
			1,954.81				37,046.23				2,318.42
Auburn	Barbara Perry	Allocation for 2012/13	68,733.00				33,925.00				20,212.00
		C/Forward from 2011/12					7,997.29				
		Total available 2012/13	68,733.00				41,922.29				20,212.00
		Expended claimed	66,859.45				32,182.16	206.37		206.37	20,698.10
			1,873.55				9,740.13				-486.10
Ballina	Don Page	Allocation for 2012/13	64,179.00				43,971.00				20,212.00
		C/Forward from 2011/12					17,101.21				
		Total available 2012/13	64,179.00				61,072.21				20,212.00
		Expended claimed	40,620.99		12,658.93		21,504.38	591.85	1,495.33		5,150.26
			23,558.01				39,567.83				15,061.74
Balmain	Jamie Parker	Allocation for 2012/13	69,642.00				33,925.00				20,212.00
		C/Forward from 2011/12					4,918.98				
		Total available 2012/13	69,642.00				38,843.98				20,212.00
		Expended claimed	46,109.50				37,171.84	104.67			19,739.89
			23,532.50				1,672.14				472.11
Bankstown	Tania Mihailuk	Allocation for 2012/13	65,241.00				33,925.00				20,212.00
		C/Forward from 2011/12					6,712.89				
		Total available 2012/13	65,241.00				40,637.89				20,212.00
		Expended claimed	63,831.52				29,038.07			332.40	17,040.17
			1,409.48				11,599.82				3,171.83
Barwon	Kevin Humphries	Allocation for 2012/13	58,060.00			22,785.00	46,616.00				20,212.00
		C/Forward from 2011/12					13,077.83				
		Total available 2012/13	58,060.00			22,785.00	59,693.83				20,212.00
		Expended claimed	46,699.91		30,772.97	16,881.19	41,745.52	9,784.44	14,458.24	3,328.82	18,912.67
			11,360.09			5,903.81	17,948.31				1,299.33
Bathurst	Paul Toole	Allocation for 2012/13	66,717.00				43,971.00				20,212.00
		C/Forward from 2011/12					1,602.48				
		Total available 2012/13	66,717.00				45,573.48				20,212.00
		Expended claimed	56,149.89		14,452.21		45,235.11	5,486.22	643.60	5,534.18	17,937.14
			10,567.11				338.37				2,274.86
Baulkham Hills	David Elliott	Allocation for 2012/13	67,906.00				37,291.00				20,212.00
		C/Forward from 2011/12					15,454.11				
		Total available 2012/13	67,906.00				52,745.11				20,212.00
		Expended claimed	67,565.00				26,077.93	1,119.09			10,133.35
			341.00				26,667.18				10,078.65
Bega	Andrew Constance	Allocation for 2012/13	66,579.00				43,971.00				20,212.00
		C/Forward from 2011/12					28,794.75				
		Total available 2012/13	66,579.00				72,765.75				20,212.00
		Expended claimed	54,357.81		9,542.63		27,605.05			2,510.91	18,992.19
			12,221.19				45,160.70				1,219.81

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Blacktown	John Robertson	Allocation for 2012/13	65,889.00				60,169.00				20,212.00
		C/Forward from 2011/12					55,209.04				
		Total available 2012/13	65,889.00				115,378.04				20,212.00
		Expended claimed	5,591.39				21,630.53				13,199.06
			60,297.61				93,747.51				7,012.94
Blue Mountains	Roza Sage	Allocation for 2012/13	65,963.00				37,960.00				20,212.00
		C/Forward from 2011/12					16,452.36				
		Total available 2012/13	65,963.00				54,412.36				20,212.00
		Expended claimed	65,963.00				19,190.25				21,189.74
							35,222.11				-977.74
Burrinjuck	Katrina Hodgkinson	Allocation for 2012/13	65,265.00			7,545.00	43,971.00				20,212.00
		C/Forward from 2011/12					24,631.46				
		Total available 2012/13	65,265.00			7,545.00	68,602.46				20,212.00
		Expended claimed	65,260.00		918.11		35,779.88	2,261.51	1,387.43		18,494.42
			5.00			7,545.00	32,822.58				1,717.58
Cabramatta	Nick Lulich	Allocation for 2012/13	66,960.00				33,925.00				20,212.00
		C/Forward from 2011/12					26,456.50				
		Total available 2012/13	66,960.00				60,381.50				20,212.00
		Expended claimed	20,097.27				14,940.48				18,553.61
			46,862.73				45,441.02				1,658.39
Camden	Chris Patterson	Allocation for 2012/13	68,111.00				37,291.00				20,212.00
		C/Forward from 2011/12					18,984.31				
		Total available 2012/13	68,111.00				56,275.31				20,212.00
		Expended claimed	61,942.52				29,643.24	137.91			13,423.13
			6,168.48				26,632.07				6,788.87
Campbelltown	Bryan Doyle	Allocation for 2012/13	66,486.00				33,925.00				20,212.00
		C/Forward from 2011/12					26,210.61				
		Total available 2012/13	66,486.00				60,135.61				20,212.00
		Expended claimed	51,466.11				20,124.89				15,758.43
			15,019.89				40,010.72				4,453.57
Canterbury	Linda Burney	Allocation for 2012/13	68,376.00				37,820.50				20,212.00
		C/Forward from 2011/12					4,614.55				
		Total available 2012/13	68,376.00				42,435.05				20,212.00
		Expended claimed	57,438.13				37,057.74	2,072.87			18,925.69
			10,937.87				5,377.31				1,286.31
Castle Hill	Dominic Perrottet	Allocation for 2012/13	69,372.00				37,291.00				20,212.00
		C/Forward from 2011/12					10,137.16				
		Total available 2012/13	69,372.00				47,428.16				20,212.00
		Expended claimed	57,030.00				33,394.70	3,320.93	711.92		19,643.63
			12,342.00				14,033.46				568.37
Cessnock	Clayton Barr	Allocation for 2012/13	68,813.00				40,605.00				20,212.00
		C/Forward from 2011/12					16,491.50				
		Total available 2012/13	68,813.00				57,096.50				20,212.00
		Expended claimed	44,430.23		9,223.36		27,554.26	1,569.27		321.66	20,139.87
			24,382.77				29,542.24				72.13
Charlestown	Andrew Cornwell	Allocation for 2012/13	63,445.00				41,326.00				20,212.00
		C/Forward from 2011/12					11,236.87				
		Total available 2012/13	63,445.00				52,562.87				20,212.00
		Expended claimed	57,595.73		5,904.00		29,834.77	465.00	330.00	485.44	20,197.28
			5,849.27				22,728.10				14.72

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Clarence	Chris Gulaptis	Allocation for 2012/13	69,676.00			7,545.00	40,605.00				20,212.00
		C/Forward from 2011/12					1,224.54				
		Total available 2012/13	69,676.00			7,545.00	41,829.54				20,212.00
		Expended claimed	63,331.84		20,359.10		23,685.53	3,567.75	1,661.30		19,137.21
			6,344.16			7,545.00	18,144.01				1,074.79
Coffs Harbour	Andrew Fraser	Allocation for 2012/13	67,303.00				43,971.00				20,212.00
		C/Forward from 2011/12					21,208.63				
		Total available 2012/13	67,303.00				65,179.63				20,212.00
		Expended claimed	55,746.00		17,909.78		34,073.68	8,651.90	6,988.69	1,541.33	14,327.46
			11,557.00				31,105.95				5,884.54
Coogee	Bruce Notley-Smith	Allocation for 2012/13	65,900.00				37,291.00				20,212.00
		C/Forward from 2011/12					18,023.79				
		Total available 2012/13	65,900.00				55,314.79				20,212.00
		Expended claimed	49,675.22				29,573.44	32.75		28.82	15,432.00
			16,224.78				25,741.35				4,780.00
Cronulla	Mark Speakman	Allocation for 2012/13	66,759.00				37,291.00				20,212.00
		C/Forward from 2011/12					17,741.30				
		Total available 2012/13	66,759.00				55,032.30				20,212.00
		Expended claimed	58,009.36				20,220.74				18,473.15
			8,749.64				34,811.56				1,738.85
Davidson	Jonathan O'Dea	Allocation for 2012/13	64,804.00				37,291.00				20,212.00
		C/Forward from 2011/12					7,791.06				
		Total available 2012/13	64,804.00				45,082.06				20,212.00
		Expended claimed	64,804.00				31,564.79	2,492.86		469.57	20,204.90
			0.00				13,517.27				7.10
Drummoyne	John Sidoti	Allocation for 2012/13	71,752.00				37,291.00				20,212.00
		C/Forward from 2011/12					21,697.41				
		Total available 2012/13	71,752.00				58,988.41				20,212.00
		Expended claimed	71,061.94				48,462.02				19,868.90
			690.06				10,526.39				343.10
Dubbo	Troy Grant	Allocation for 2012/13	65,389.00				43,971.00				20,212.00
		C/Forward from 2011/12					1,635.15				
		Total available 2012/13	65,389.00				45,606.15				20,212.00
		Expended claimed	58,723.64		19,028.05		38,058.02	9,699.49	3,447.00	2,800.42	20,492.47
			6,665.36				7,548.13				-280.47
East Hills	Glenn Brookes	Allocation for 2012/13	63,489.00				33,925.00				20,212.00
		C/Forward from 2011/12					19,628.31				
		Total available 2012/13	63,489.00				53,553.31				20,212.00
		Expended claimed	61,387.16				22,846.41				20,204.76
			2,101.84				30,706.90				7.24
Epping	Greg Smith	Allocation for 2012/13	65,596.00				37,291.00				20,212.00
		C/Forward from 2011/12					11,541.53				
		Total available 2012/13	65,596.00				48,832.53				20,212.00
		Expended claimed	51,780.63				26,608.63	563.18			19,430.95
			13,815.37				22,223.90				781.05
Fairfield	Guy Zangari	Allocation for 2012/13	68,371.00				33,925.00				20,212.00
		C/Forward from 2011/12					9,100.39				
		Total available 2012/13	68,371.00				43,025.39				20,212.00
		Expended claimed	52,852.40				31,098.90				19,627.89
			15,518.60				11,926.49				584.11

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Gosford	Chris Holstein	Allocation for 2012/13	66,827.00				37,960.00				20,212.00
		C/Forward from 2011/12					11,855.29				
		Total available 2012/13	66,827.00				49,815.29				20,212.00
		Expended claimed	67,328.15		2,766.12		34,291.87			2,370.96	20,302.52
			-501.15				15,523.42				
Goulburn	Pru Goward	Allocation for 2012/13	67,351.00				43,971.00				20,212.00
		C/Forward from 2011/12					19,912.95				
		Total available 2012/13	67,351.00				63,883.95				20,212.00
		Expended claimed	62,447.86		159.19		19,857.83	1,047.84			12,548.38
			4,903.14				44,026.12				
Granville	Tony Issa	Allocation for 2012/13	68,761.00				33,925.00				20,212.00
		C/Forward from 2011/12					22,051.38				
		Total available 2012/13	68,761.00				55,976.38				20,212.00
		Expended claimed	48,439.00				20,005.97				14,619.35
			20,322.00				35,970.41				
Hawkesbury	Ray Williams	Allocation for 2012/13	69,336.00				41,326.00				20,212.00
		C/Forward from 2011/12					12,476.77				
		Total available 2012/13	69,336.00				53,802.77				20,212.00
		Expended claimed	69,312.42				33,266.01				20,205.54
			23.58				20,536.76				
Heathcote	Lee Evans	Allocation for 2012/13	64,320.00				37,960.00				20,212.00
		C/Forward from 2011/12					24,535.17				
		Total available 2012/13	64,320.00				62,495.17				20,212.00
		Expended claimed	56,653.12				20,936.61				13,834.16
			7,666.88				41,558.56				
Heffron	Ron Hoenig	Allocation for 2012/13	61,048.76				24,315.89				17,166.36
		C/Forward from 2011/12					4,497.12				
		Total available 2012/13	61,048.76				28,813.01				17,166.36
		Expended claimed	57,101.76				24,582.73	526.14			15,939.27
			3,947.00				4,230.28				
Hornsby	Matt Kean	Allocation for 2012/13	67,977.00				37,291.00				20,212.00
		C/Forward from 2011/12					4,311.59				
		Total available 2012/13	67,977.00				41,602.59				20,212.00
		Expended claimed	37,285.00				28,629.26	1,114.22			17,771.94
			30,692.00				12,973.33				
Keira	Ryan Park	Allocation for 2012/13	64,437.00				37,960.00				20,212.00
		C/Forward from 2011/12					2,408.17				
		Total available 2012/13	64,437.00				40,368.17				20,212.00
		Expended claimed	57,086.62		6,026.58		38,364.34	2,066.23	120.00	327.50	19,054.25
			7,350.38				2,003.83				
Kiama	Gareth Ward	Allocation for 2012/13	67,772.00				40,605.00				20,212.00
		C/Forward from 2011/12					21.90				
		Total available 2012/13	67,772.00				40,626.90				20,212.00
		Expended claimed	58,756.86		5,235.00		39,688.06	1,838.29			20,452.17
			9,015.14				938.84				
Kogarah	Cherie Burton	Allocation for 2012/13	66,595.00				33,925.00				20,212.00
		C/Forward from 2011/12					6,555.66				
		Total available 2012/13	66,595.00				40,480.66				20,212.00
		Expended claimed	54,396.38				34,264.68	1,530.38			19,883.93
			12,198.62				6,215.98				

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Ku-ring-gai	Barry O'Farrell	Allocation for 2012/13	66,704.00				38,085.25				20,212.00
		C/Forward from 2011/12					18,609.59				
		Total available 2012/13	66,704.00				56,694.84				20,212.00
		Expended claimed	24,561.21				30,586.50				12,840.62
			42,142.79				26,108.34				7,371.38
Lake Macquarie	Greg Piper	Allocation for 2012/13	66,630.00				39,643.00				
		C/Forward from 2011/12					15,341.54				
		Total available 2012/13	66,630.00				54,984.54				
		Expended claimed	56,194.65	1,201.30	3,145.00		21,420.17			264.64	
			10,435.35				33,564.37				
Lakemba	Robert Furolo	Allocation for 2012/13	68,529.00				33,925.00				20,212.00
		C/Forward from 2011/12					19,861.14				
		Total available 2012/13	68,529.00				53,786.14				20,212.00
		Expended claimed	47,194.53				24,745.15				20,143.48
			21,334.47				29,040.99				68.52
Lane Cove	Anthony Roberts	Allocation for 2012/13	63,862.00				37,291.00				20,212.00
		C/Forward from 2011/12					13,398.34				
		Total available 2012/13	63,862.00				50,689.34				20,212.00
		Expended claimed	50,350.70				24,816.04				20,255.17
			13,511.30				25,873.30				-43.17
Lismore	Thomas George	Allocation for 2012/13	66,787.00				43,971.00				20,212.00
		C/Forward from 2011/12					4,281.67				
		Total available 2012/13	66,787.00				48,252.67				20,212.00
		Expended claimed	21,944.65		23,575.68		40,578.86	9,450.25	5,678.55	1,506.43	11,607.07
			44,842.35				7,673.81				8,604.93
Liverpool	Paul Lynch	Allocation for 2012/13	66,920.00				33,925.00				20,212.00
		C/Forward from 2011/12					5,469.67				
		Total available 2012/13	66,920.00				39,394.67				20,212.00
		Expended claimed	45,221.31				35,470.43				12,293.54
			21,698.69				3,924.24				7,918.46
Londonderry	Bart Bassett	Allocation for 2012/13	63,844.00				33,925.00				20,212.00
		C/Forward from 2011/12					6,795.39				
		Total available 2012/13	63,844.00				40,720.39				20,212.00
		Expended claimed	63,634.95	4,296.96			32,868.92	96.43			20,044.43
			209.05				7,851.47				167.57
Macquarie Fields	Andrew McDonald	Allocation for 2012/13	70,130.00				33,925.00				20,212.00
		C/Forward from 2011/12					27,107.74				
		Total available 2012/13	70,130.00				61,032.74				20,212.00
		Expended claimed	21,696.34				12,830.71	749.09		24.00	19,103.13
			48,433.66				48,202.03				1,108.87
Maitland	Robyn Parker	Allocation for 2012/13	70,672.00				43,971.00				20,212.00
		C/Forward from 2011/12					15,238.65				
		Total available 2012/13	70,672.00				59,209.65				20,212.00
		Expended claimed	43,400.77		639.67		23,539.24	1,028.01			9,191.25
			27,271.23				35,670.41				11,020.75
Manly	Mike Baird	Allocation for 2012/13	65,478.00				37,291.00				20,212.00
		C/Forward from 2011/12					30,909.84				
		Total available 2012/13	65,478.00				68,200.84				20,212.00
		Expended claimed	47,106.89				29,029.05			19.18	18,491.79
			18,371.11				39,171.79				1,720.21

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
Maroubra	Michael Daley	Allocation for 2012/13	67,340.00				28,630.00				20,212.00
		C/Forward from 2011/12					5,295.00				
		Total available 2012/13	67,340.00				33,925.00				20,212.00
		Expended claimed	65,873.35	4,296.96			22,094.63	1,671.12			19,725.63
			1,466.65				11,830.37				486.37
Marrickville	Carmel Tebbutt	Allocation for 2012/13	70,106.00				33,925.00				20,212.00
		C/Forward from 2011/12					12,974.26				
		Total available 2012/13	70,106.00				46,899.26				20,212.00
		Expended claimed	67,846.31				30,056.20	420.34			19,789.40
			2,259.69				16,843.06				422.60
Menai	Melanie Gibbons	Allocation for 2012/13	65,972.00				33,925.00				20,212.00
		C/Forward from 2011/12					13,222.16				
		Total available 2012/13	65,972.00				47,147.16				20,212.00
		Expended claimed	40,615.18				23,540.02	250.57			19,882.65
			25,356.82				23,607.14				329.35
Miranda	Graham Annesley	Allocation for 2012/13	63,268.00				37,291.00				20,212.00
		C/Forward from 2011/12					25,076.07				
		Total available 2012/13	63,268.00				62,367.07				20,212.00
		Expended claimed	55,065.95				25,266.07				13,700.24
			8,202.05				37,101.00				6,511.76
Monaro	John Barilaro	Allocation for 2012/13	66,861.00			7,545.00	43,971.00				20,212.00
		C/Forward from 2011/12					13,086.16				
		Total available 2012/13	66,861.00			7,545.00	57,057.16				20,212.00
		Expended claimed	66,860.99		18,280.84		55,731.22	5,202.73	1,253.09	1,540.32	20,935.10
			0.01			7,545.00	1,325.94				-723.10
Mount Druitt	Richard Amery	Allocation for 2012/13	64,340.00				37,291.00				20,212.00
		C/Forward from 2011/12					13,590.29				
		Total available 2012/13	64,340.00				50,881.29				20,212.00
		Expended claimed	7,052.31				25,648.40			289.65	13,976.03
			57,287.69				25,232.89				6,235.97
Mulgoa	Tanya Davies	Allocation for 2012/13	66,327.00				33,925.00				20,212.00
		C/Forward from 2011/12					5,621.66				
		Total available 2012/13	66,327.00				39,546.66				20,212.00
		Expended claimed	66,207.85				27,685.51				19,050.02
			119.15				11,861.15				1,161.98
Murray-Darling	John Williams	Allocation for 2012/13	60,579.00			22,785.00	46,616.00				20,212.00
		C/Forward from 2011/12					9,288.47				
		Total available 2012/13	60,579.00			22,785.00	55,904.47				20,212.00
		Expended claimed	57,113.88		24,170.91	16,708.42	28,866.46	8,453.19	1,018.80		15,164.18
			3,465.12			6,076.58	27,038.01				5,047.82
Murrumbidgee	Adrian Piccoli	Allocation for 2012/13	63,395.00			12,325.00	47,940.00				20,212.00
		C/Forward from 2011/12					21,644.75				
		Total available 2012/13	63,395.00			12,325.00	69,584.75				20,212.00
		Expended claimed	30,852.48		33,309.46	611.59	25,655.87	455.63	900.93		2,782.34
			32,542.52			11,713.41	43,928.88				17,429.66
Myall Lakes	Stephen Bromhead	Allocation for 2012/13	67,623.00				43,971.00				20,212.00
		C/Forward from 2011/12					20,653.36				
		Total available 2012/13	67,623.00				64,624.36				20,212.00
		Expended claimed	63,636.39		19,265.08		54,530.54	10,602.53	6,030.21	635.72	20,080.66
			3,986.61				10,093.82				131.34



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Newcastle	Tim Owen	Allocation for 2012/13	65,767.00				37,960.00				20,212.00
		C/Forward from 2011/12					11,452.10				
		Total available 2012/13	65,767.00				49,412.10				20,212.00
		Expended claimed	61,620.78		11,603.20		24,756.18			400.00	17,657.22
			4,146.22				24,655.92				2,554.78
North Shore	Jillian Skinner	Allocation for 2012/13	68,966.00				37,291.00				20,212.00
		C/Forward from 2011/12					25,969.70				
		Total available 2012/13	68,966.00				63,260.70				20,212.00
		Expended claimed	46,156.30				14,168.80				
			22,809.70				49,091.90				20,212.00
Northern Tablelands	Richard Torbay	Allocation for 2012/13	67,131.00			12,325.00	44,933.00				
		C/Forward from 2011/12					16,533.86				
		Total available 2012/13	67,131.00			12,325.00	61,466.86				
		Expended claimed	22,573.59	3,095.66	10,262.84	8,107.49	28,864.31	7,650.28	2,464.38		
			44,557.41			4,217.51	32,602.55				
Northern Tablelands	Adam Marshall	Allocation for 2012/13	6,805.06			1,249.38	4,384.25				2,048.89
		C/Forward from 2011/12									
		Total available 2012/13	6,805.06			1,249.38	4,384.25				2,048.89
		Expended claimed			1,344.00	454.90	2,017.21	342.98			2,009.32
			6,805.06			1,704.28	2,367.04				39.57
Oatley	Mark Couré	Allocation for 2012/13	65,404.00				33,925.00				20,212.00
		C/Forward from 2011/12					123.22				
		Total available 2012/13	65,404.00				34,048.22				20,212.00
		Expended claimed	65,809.28				28,235.66				20,212.00
			-405.28				5,812.56				
Orange	Andrew Gee	Allocation for 2012/13	66,359.00				43,971.00				20,212.00
		C/Forward from 2011/12					17,325.57				
		Total available 2012/13	66,359.00				61,296.57				20,212.00
		Expended claimed	62,908.00		8,841.73		31,177.36	1,961.90	1,214.02	579.42	17,489.44
			3,451.00				30,119.21				2,722.56
Oxley	Andrew Stoner	Allocation for 2012/13	65,239.00				45,560.25				20,212.00
		C/Forward from 2011/12					17,302.94				
		Total available 2012/13	65,239.00				62,863.19				20,212.00
		Expended claimed	61,222.78		33,913.04		21,474.78	1,593.77	6,193.64		20,212.00
			4,016.22				41,388.41				
Parramatta	Geoff Lee	Allocation for 2012/13	68,591.00				33,925.00				20,212.00
		C/Forward from 2011/12					20,753.77				
		Total available 2012/13	68,591.00				54,678.77				20,212.00
		Expended claimed	62,895.86	4,296.96			30,793.58				19,647.11
			5,695.14				23,885.19				564.89
Penrith	Stuart Ayres	Allocation for 2012/13	62,869.00				37,291.00				20,212.00
		C/Forward from 2011/12					8,798.21				
		Total available 2012/13	62,869.00				46,089.21				20,212.00
		Expended claimed	59,150.20				35,830.46				12,315.81
			3,718.80				10,258.75				7,896.19
Pittwater	Rob Stokes	Allocation for 2012/13	67,781.00				37,291.00				20,212.00
		C/Forward from 2011/12					19,583.95				
		Total available 2012/13	67,781.00				56,874.95				20,212.00
		Expended claimed	67,273.33				20,044.03	1,958.36			19,073.96
			507.67				36,830.92				1,138.04

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Port Macquarie	Leslie Williams	Allocation for 2012/13	66,400.00			7,545.00	43,971.00				20,212.00
		C/Forward from 2011/12					10,219.03				
		Total available 2012/13	66,400.00			7,545.00	54,190.03				20,212.00
		Expended claimed	58,674.06		19,315.13		37,334.86	6,257.67	1,787.08	4,254.07	19,933.16
			7,725.94			7,545.00	16,855.17				278.84
Port Stephens	Craig Baumann	Allocation for 2012/13	66,542.00				43,971.00				20,212.00
		C/Forward from 2011/12					34,670.12				
		Total available 2012/13	66,542.00				78,641.12				20,212.00
		Expended claimed	66,542.00		9,361.01		25,768.04	2,180.01	305.00		20,212.00
							52,873.08				
Riverstone	Kevin Conolly	Allocation for 2012/13	78,430.00				33,925.00				20,212.00
		C/Forward from 2011/12					9,082.02				
		Total available 2012/13	78,430.00				43,007.02				20,212.00
		Expended claimed	78,429.00				34,612.33				19,458.80
			1.00				8,394.69				753.20
Rockdale	John Flowers	Allocation for 2012/13	66,288.00				33,925.00				20,212.00
		C/Forward from 2011/12					17,151.73				
		Total available 2012/13	66,288.00				51,076.73				20,212.00
		Expended claimed	50,625.86				33,292.47				18,250.58
			15,662.14				17,784.26				1,961.42
Ryde	Victor Dominello	Allocation for 2012/13	64,339.00				37,291.00				20,212.00
		C/Forward from 2011/12					22,770.89				
		Total available 2012/13	64,339.00				60,061.89				20,212.00
		Expended claimed	51,580.05				39,039.08				14,618.23
			12,758.95				21,022.81				5,593.77
Shellharbour	Anna Watson	Allocation for 2012/13	65,895.00				37,960.00				20,212.00
		C/Forward from 2011/12					7,763.91				
		Total available 2012/13	65,895.00				45,723.91				20,212.00
		Expended claimed	59,931.69		6,529.95		40,161.28	435.01			20,207.35
			5,963.31				5,562.63				4.65
Smithfield	Andrew Rohan	Allocation for 2012/13	69,470.00				33,925.00				20,212.00
		C/Forward from 2011/12					18,321.97				
		Total available 2012/13	69,470.00				52,246.97				20,212.00
		Expended claimed	66,518.55				39,783.39	632.74		524.10	20,431.76
			2,951.45				12,463.58				-219.76
South Coast	Shelley Hancock	Allocation for 2012/13	68,152.00				55,721.25				20,212.00
		C/Forward from 2011/12					5,064.23				
		Total available 2012/13	68,152.00				60,785.48				20,212.00
		Expended claimed	67,460.85		1,147.50		52,234.26	255.00	510.00	1,184.00	14,112.49
			691.15				8,551.22				6,099.51
Strathfield	Charles Casuscelli	Allocation for 2012/13	65,447.00				37,291.00				20,212.00
		C/Forward from 2011/12					7,131.04				
		Total available 2012/13	65,447.00				44,422.04				20,212.00
		Expended claimed	55,997.23				34,419.71				12,695.07
			9,449.77				10,002.33				7,516.93
Swansea	Garry Edwards	Allocation for 2012/13	67,271.00				37,960.00				20,212.00
		C/Forward from 2011/12					2,429.70				
		Total available 2012/13	67,271.00				40,389.70				20,212.00
		Expended claimed	49,741.40		4,788.00		28,990.97	310.45		585.00	20,296.38
			17,529.60				11,398.73				-84.38

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Sydney	Clover Moore	Allocation for 2012/13	77,337.00				35,608.00					
		C/Forward from 2011/12					14,138.48					
		Total available 2012/13	77,337.00				49,746.48					
		Expended claimed	8,393.16				15,695.94			170.35		
			68,943.84				34,050.54					
Sydney	Alex Greenwich	Allocation for 2012/13	52,334.90				20,513.18					
		C/Forward from 2011/12					3,583.19					
		Total available 2012/13	52,334.90				24,096.37					
		Expended claimed	47,240.29				23,824.33	210.22		11.82		
			5,094.61				272.04				0.00	
Tamworth	Kevin Anderson	Allocation for 2012/13	66,054.00				43,971.00				20,212.00	
		C/Forward from 2011/12					16,007.22		4,393.98			
		Total available 2012/13	66,054.00				59,978.22					20,212.00
		Expended claimed	24,586.26		23,067.72		36,936.04	7,387.67		1,676.65		17,638.08
			41,467.74				23,042.18				2,573.92	
Terrigal	Chris Hartcher	Allocation for 2012/13	64,948.00				41,326.00				20,212.00	
		C/Forward from 2011/12					29,877.63					
		Total available 2012/13	64,948.00				71,203.63					20,212.00
		Expended claimed	63,211.62				34,545.56			163.64		20,202.39
			1,736.38				36,658.07				9.61	
The Entrance	Chris Spence	Allocation for 2012/13	66,699.00				37,960.00				20,212.00	
		C/Forward from 2011/12					7,024.13					
		Total available 2012/13	66,699.00				44,984.13					20,212.00
		Expended claimed	48,415.51		1,603.50		31,020.81			269.36		20,208.88
			18,283.49				13,963.32				3.12	
Toongabbie	Nathan Rees	Allocation for 2012/13	65,273.00				33,925.00				20,212.00	
		C/Forward from 2011/12					3,120.49					
		Total available 2012/13	65,273.00				37,045.49					20,212.00
		Expended claimed	8,374.37				35,697.25					19,419.11
			56,898.63				1,348.24				792.89	
Tweed	Geoff Provost	Allocation for 2012/13	65,140.00				43,971.00				20,212.00	
		C/Forward from 2011/12					13,589.53					
		Total available 2012/13	65,140.00				57,560.53					20,212.00
		Expended claimed	52,381.84		8,059.61		25,025.94	8,172.40	1,172.58	950.39		20,627.46
			12,758.16				32,534.59				-415.46	
Upper Hunter	George Souris	Allocation for 2012/13	65,844.00			12,325.00	46,616.00				20,212.00	
		C/Forward from 2011/12					19,460.36					
		Total available 2012/13	65,844.00			12,325.00	66,076.36					20,212.00
		Expended claimed	47,940.55		249.00	2,669.86	33,491.18	1,769.07	2,005.12			18,339.68
			17,903.45			9,655.14	32,585.18				1,872.32	
Vaucluse	Gabrielle Upton	Allocation for 2012/13	67,686.00				37,291.00				20,212.00	
		C/Forward from 2011/12					12,183.93					
		Total available 2012/13	67,686.00				49,474.93					20,212.00
		Expended claimed	57,698.28				38,380.07	1,191.54		917.19		18,777.45
			9,987.72				11,094.86				1,434.55	
Wagga Wagga	Daryl Maguire	Allocation for 2012/13	69,006.00				43,971.00				20,212.00	
		C/Forward from 2011/12					7,847.07					
		Total available 2012/13	69,006.00				51,818.07					20,212.00
		Expended claimed	60,298.61		26,860.56		37,605.01	6,577.29	1,064.00			17,450.75
			8,707.39				14,213.06				2,761.25	

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Wakehurst	Brad Hazzard	Allocation for 2012/13	67,874.00				37,291.00				20,212.00
		C/Forward from 2011/12					16,010.63				
		Total available 2012/13	67,874.00				53,301.63				20,212.00
		Expended claimed	54,091.84				24,194.27	1,852.81			19,431.83
			13,782.16				29,107.36				780.17
Wallsend	Sonia Hornery	Allocation for 2012/13	64,552.00				37,960.00				20,212.00
		C/Forward from 2011/12					7,161.44				
		Total available 2012/13	64,552.00				45,121.44				20,212.00
		Expended claimed			5,149.70		44,630.60	38.19			20,289.97
			64,552.00				490.84				-77.97
Willoughby	Gladys Berejiklian	Allocation for 2012/13	66,479.00				37,291.00				20,212.00
		C/Forward from 2011/12					22,463.12				
		Total available 2012/13	66,479.00				59,754.12				20,212.00
		Expended claimed	48,844.59				27,787.66				2,980.81
			17,634.41				31,966.46				17,231.19
Wollondilly	Jai Rowell	Allocation for 2012/13	68,043.00				41,326.00				20,212.00
		C/Forward from 2011/12					19,583.32				
		Total available 2012/13	68,043.00				60,909.32				20,212.00
		Expended claimed	59,753.65				31,858.62				19,760.32
			8,289.35				29,050.70				451.68
Wollongong	Noreen Hay	Allocation for 2012/13	67,462.00				37,960.00				20,212.00
		C/Forward from 2011/12					605.80				
		Total available 2012/13	67,462.00				38,565.80				20,212.00
		Expended claimed	66,924.83		1,809.30		33,526.88	814.70		2,215.56	16,961.67
			537.17				5,038.92				3,250.33
Wyong	Darren Webber	Allocation for 2012/13	68,211.00				37,960.00				20,212.00
		C/Forward from 2011/12					4,975.71				
		Total available 2012/13	68,211.00				42,935.71				20,212.00
		Expended claimed	66,828.81		2,565.00		32,384.11				18,491.57
			1,382.19				10,551.60				1,720.43

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

The Department of the Legislative Assembly is committed to ensuring the workplace health and safety of our employees as well as that of visitors.

A re-constituted Work Health and Safety committee is soon to commence operation and the Legislative Assembly will continue to be represented in that new forum.

As part of a strategic Work, Health and Safety (WHS) framework, Parliament maintains an organisation wide Work Health and Safety policy as well as a number of other related policies and guidelines. General, and electorate office specific, fact sheets have also been published.

The policies and guidelines support the Parliament's online Work Health and Safety Management System that has been established in accordance with AS/NZS4801.

## 2011/12 Incidents – Legislative Assembly

DEPARTMENT	NO. OF INCIDENTS	NEAR MISS/HAZARDS	STRAINS & OVERUSE	STF	OTHER	LOST TIME INJURIES	CLAIMS	CLAIM COST
LA	11	5	1	3	2	2	2	\$6,907.92
LC	5	0	4	1	0	1	2	\$3,939.57
DPS	29	3	9	6	11	2	6	\$15,780.95
<b>Total</b>	<b>45</b>	<b>8</b>	<b>14</b>	<b>10</b>	<b>13</b>	<b>5</b>	<b>10</b>	<b>\$26,628.44</b>

STF = Slips, Trip and Falls

Strains = includes manual handling incidents

Other = all other incidents not categorised.

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

# APPENDIX I – EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

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

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

## Legislative Assembly Parliament House staff by remuneration level

REMUNERATION LEVEL OF SUBSTANTIVE POSITION	2013								
	TOTAL STAFF	RESPONDENTS	MEN	WOMEN	ABORIGINAL PEOPLE & TORRES STRAIT ISLANDERS	PEOPLE FROM RACIAL, ETHNIC, ETHNO-RELIGIOUS MINORITY GROUPS	PEOPLE WHOSE LANGUAGE FIRST SPOKEN AS A CHILD WAS NOT ENGLISH	PEOPLE WITH A DISABILITY	PEOPLE WITH A DISABILITY REQUIRING WORK-RELATED ADJUSTMENT
\$0 – \$41,679	-	-	-	-	-	-	-	-	-
\$41,679 – \$54,742	-	-	-	-	-	-	-	-	-
\$54,742 – \$61,198	9	8	2	7	-	2	2	-	-
\$61,198 – \$77,441	17	10	12	5	-	-	2	-	-
\$77,441 – \$100,145	23	16	8	15	-	3	2	-	-
\$100,145 – \$125,181	8	4	4	4	-	1	2	-	-
>\$125,181 (Non SES)	7	4	2	5	-	1	1	-	-
>\$125,181 (SES)	2	2	1	1	-	-	-	-	-
<b>Total</b>	<b>66</b>	<b>44</b>	<b>29</b>	<b>37</b>	<b>-</b>	<b>7</b>	<b>9</b>	<b>-</b>	<b>-</b>

## Legislative Assembly Parliament House staff benchmark statistics

EEO GROUP	BENCHMARK/TARGET	PERCENTAGE OF TOTAL STAFF	
		2012	2013
Women	50%	52.5%	56.1%
Aboriginal people and Torres Strait Islanders	2.6%	0.0%	0.0%
People whose first language was not English	19%	20.6%	21.6%
People with a disability	N/A	0.0%	0.0%
People with a disability requiring work-related adjustment	1.5%	0.0%	0.0%

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

EEO GROUP	BENCHMARK/TARGET	2012	2013
		Women	103
Aboriginal people and Torres Strait Islanders	100	N/A	N/A
People whose first language was not English	100	N/A	N/A
People with a disability	100	N/A	N/A
People with a disability requiring work-related adjustment	100	N/A	N/A

## Legislative Assembly electorate office staff by remuneration level

REMUNERATION LEVEL OF SUBSTANTIVE POSITION	2013								
	TOTAL STAFF	RESPONDENTS	MEN	WOMEN	ABORIGINAL PEOPLE & TORRES STRAIT ISLANDERS	PEOPLE FROM RACIAL, ETHNIC, ETHNO-RELIGIOUS MINORITY GROUPS	PEOPLE WHOSE LANGUAGE FIRST SPOKEN AS A CHILD WAS NOT ENGLISH	PEOPLE WITH A DISABILITY	PEOPLE WITH A DISABILITY REQUIRING WORK-RELATED ADJUSTMENT
\$0 – \$41,679	3	–	2	1	–	–	–	–	–
\$41,679 – \$54,742	18	6	5	13	–	1	1	–	–
\$54,742 – \$61,198	54	24	24	30	1	–	3	–	–
\$61,198 – \$77,441	155	61	31	124	–	1	4	–	–
\$77,441 – \$100,145	2	1	–	2	–	–	–	–	–
\$100,145 – \$125,181	–	–	–	–	–	–	–	–	–
>\$125,181 (Non SES)	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>232</b>	<b>92</b>	<b>62</b>	<b>170</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>–</b>	<b>–</b>

## Legislative Assembly electorate office staff benchmark statistics

EEO GROUP	BENCHMARK/TARGET	PERCENTAGE OF TOTAL STAFF	
		2012	2013
Women	50%	70.6%	73.3%
Aboriginal people and Torres Strait Islanders	2.6%	2.8%	1.0%
People whose first language was not English	19%	9.8%	8.6%
People with a disability	N/A	1.0%	0.0%
People with a disability requiring work-related adjustment	1.5%	0.0%	0.0%

## Trends in the distribution of EEO groups – electorate office staff

EEO GROUP	BENCHMARK/TARGET	2012		2013	
		Index	Count	Index	Count
Women	100	109	109	109	109
Aboriginal people and Torres Strait Islanders	100	N/A	N/A	N/A	N/A
People whose first language was not English	100	88	88	92	92
People with a disability	100	N/A	N/A	N/A	N/A
People with a disability requiring work-related adjustment	100	N/A	N/A	N/A	N/A

Note 1. A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels.

Note 2. The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.

# APPENDIX J – ADDITIONAL ANNUAL REPORT INFORMATION

## Accessibility

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

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

## Annual Report production – external costs

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

## Asset acquisitions

	2012/13 Initial Budget \$000	2012/13 Contributions Received \$000	2012/13 Revised Budget \$000	2012/13 Actuals \$000	2013/14 Budget \$000
<b>LEGISLATIVE ASSEMBLY ACQUISITIONS</b>					
EO fitouts & refurbishments	\$800	\$172	\$972	\$943	\$800
LA Committees temporary fitout	\$55		\$55	\$60	
LA Members PH office MFDs	\$139		\$139	\$182	
Members' Self-Service via SAP (LA)	\$231			\$56	\$160
<b>TOTAL</b>	<b>\$1,225</b>	<b>\$172</b>	<b>\$1,166</b>	<b>\$1,241</b>	<b>\$960</b>

## Consultants

There are no consultancies to report.

## Ethical standards

The Parliament of New South Wales Parliamentary Staff Code of Conduct provides a framework for the department's ethical conduct. The Code is designed to help staff meet high standards of integrity and ethical behaviour, provide a basis for making day-to-day decisions and convey the behaviour expected of staff as employees of the Parliament.

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

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

## Legislation governing the Legislative Assembly

The principal act governing the Legislative Assembly is the *Constitution Act 1902*. Section 5 states that "The Legislature shall, subject to the provisions of the Commonwealth of Australia Constitution Act, have power to make laws for the peace, welfare, and good government of New South Wales in all cases whatsoever: Provided that all bills for appropriating any part of the public revenue, or for imposing any new rate, tax or impost, shall originate in the Legislative Assembly."

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

Section 14A provides for the Governor to make regulations in relation to the disclosure by Members of pecuniary interests or other matters. The section also provides that any "wilful contravention" of the regulation may lead to the House declaring the Member's seat vacant.

The regulation sets out the pecuniary interests that must be disclosed and the timeframes and process for lodgement of returns. The pecuniary interest forms are contained in Schedule 1 of the regulation.

### **Constitution Act 1902 s15 – Standing Rules and Orders to be laid before Governor**

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

### **Constitution Act 1902 s25 – Number of Members of the Legislative Assembly**

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



### **Constitution Act 1902 s31 – Speaker**

This section provides constitutional recognition of the Speaker as the independent and impartial representative of the Legislative Assembly. It also provides for the Speaker, when not presiding, to take part in debates or discussions and to vote on any question which arises in the House. Other sections of the Constitution Act cover sittings of the Legislative Assembly, quorums, the process for passing and assent of bills.

### **Defamation Act 2005**

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

### **Parliamentary Electorates and Elections Act 1912**

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

### **Parliamentary Evidence Act 1901**

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

### **Parliamentary Papers (Supplementary Provisions) Act 1975**

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

### **Parliamentary Precincts Act 1997**

The Act provides a statutory definition of the parliamentary precincts and vests control of the precincts in the Presiding Officers.

### **Parliamentary Remuneration Act 1989**

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

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

### **Parliamentary Budget Officer Amendment Act 2013**

The Act, assented to in May 2013, amends the *Parliamentary Budget Officer Act 2010*, to provide that a Parliamentary Budget Officer be appointed every four years from 1 September in the year prior to a State election until three months following the election.

The Act makes it mandatory for the Leader of the Government and Leader of the Opposition to submit all election policies that are likely to impact on the current and relevant forward budget estimates for costing by the Parliamentary Budget Office.

It also provides that the Parliamentary Budget Officer furnish a report on the activities of the Office after each

election and that the Public Accounts Committee also consider and review the report.

### **Members of Parliament Staff Act 2013**

The Act, assented to in June 2013, provides new arrangements for the employment of the staff of political office holders and the staff who assist members in their electorate and parliamentary duties.

### **Independent Commission Against Corruption Amendment (Register of Disclosures by Members) Act 2012**

The Act, assented to on 29 October 2012, provides for the removal of any doubt as to the ability of the Independent Commission Against Corruption to consider and, if appropriate, make findings in relation to the Registers of Disclosures of Members of Parliament. The bill provides that, if necessary, parliamentary privilege in respect of the registers is waived to the extent that it might otherwise prevent the Independent Commission Against Corruption from doing that. Any parliamentary privilege that applies to the registers will continue to apply for other purposes, such as court proceedings.

### **Parliamentary Electorates and Elections Amendment (Redistributions) Bill 2012**

The Act, assented to on 26 November 2012, primarily concerns the redistribution of election boundaries for Legislative Assembly seats. A redistribution is required before the 2015 elections as the current electoral boundaries have been used for two consecutive general elections. Section 17A of the *Parliamentary Electorates and Elections Act 1912* requires that the Electoral Districts Commissioners have regard to demographic trends and as far as practicable endeavour to ensure that, at the time of the next scheduled State election, the number of voters in each electorate will be equal, but with a margin of allowance not exceeding three per cent.

The *Parliamentary Electorates and Elections Amendment (Redistribution) Bill 2012* amends the *Parliamentary Electorates and Elections Act 1912* to increase the margin of allowance from three per cent to 10 per cent.

The above legislation and all other New South Wales acts, regulations, planning and statutory instruments are published online by the Parliamentary Counsel's Office at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

## **Wage and salary movements**

There are currently proceedings underway to vary the *Crown Employees (Public Sector – Salaries 2008) Award* by NSW Treasury. Any increase in this award flows onto the *Crown Employees (Electorate Officers) Award*, and the *Crown Employees (Parliament House Conditions of Employment) Award 2010*. These awards contain the salary rates that will increase an interim 2.27\*% for the 12 months commencing on the first pay period on or after 1 July 2013.

\*This amount is subject to the proceedings in the NSW Industrial Relations Commission. The Public Service Association of NSW has made a claim that salaries increase by 2.5% p.a. over the relevant period.

The Statutory and Other Officers Remuneration Tribunal Determination of 2013 increased the salaries of the Clerk of the Legislative Assembly and Deputy Clerk by 2.5% from 1 October 2012. A determination as to salaries beyond 30 September 2013 has not yet been made.

## Waste management

The Parliament supports the NSW Government's Waste Reduction and Purchasing Policy (WRAPP) and is committed to reducing waste in the areas of paper products, office equipment and components, vegetation material and construction and demolition material, and to increasing the recycled content of purchased materials. The Parliament reports biennially to the Office of Environment and Heritage (OEH) on progress made against strategies to reduce waste and purchase materials with recycled content.

In this financial year, the Department of Parliamentary Services (Facilities Branch) initiated a co-mingle recycling program, which should help to see a further improvement in our recycling habits with glass, plastic, aluminium and metal containers.

Also in the last financial year:

- 57% of A4 copy paper used in the Parliament contained recycled content
- 44.67 tonnes of cardboard was recycled
- The 25.6 kilowatt solar array on the roof of the Parliament continued to perform to expectations. Although data was not available at the time of publishing, it is expected that the figures will be similar to last year's output of 29,738 kilowatts of power.

Further information on the Parliament's initiatives and achievements in regard to WRAPP are available in the Department of Parliamentary Services Annual Report 2012-2013, available on the Parliament's website.

## Credit card certification

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

The Department of the Legislative Assembly has 13 credit cards issued with individual limits ranging from \$5,000 up to \$20,000 and a total combined limit of \$110,000. Any expenditure must be authorised by a supervisor. Any expenditure by the Clerk is authorised by the Executive Manager, Parliamentary Services or the Clerk of the Parliaments.

# SUPPLEMENTARY FINANCIAL INFORMATION

Refer to the accompanying document 'Parliament of New South Wales Financial Performance 2012-2013' for the Parliament's audited financial statements.

## Start of unaudited financial statements

### Legislative Assembly Consolidated 2012/13

	Actual 2013 \$'000	Budget 2013 \$'000	Actual 2012 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	26,877	26,103	29,205
Other operating expenses	20,000	18,337	19,264
Depreciation and amortisation	3,028	2,943	3,330
Other expenses - Members' remuneration	25,955	27,632	25,457
<b>Total Expenses excluding losses</b>	<b>75,860</b>	<b>75,015</b>	<b>77,256</b>
<b>Revenue</b>			
Sale of goods and services	568	568	500
Grants and contributions	616	101	167
Other revenue	264	70	143
<b>Total Revenue</b>	<b>1,448</b>	<b>739</b>	<b>810</b>
Loss on disposal	3	-	-
<b>Net Cost of Services</b>	<b>74,415</b>	<b>74,276</b>	<b>76,446</b>

### Legislative Assembly Operations 2012/13

	Actual 2013 \$'000	Budget 2013 \$'000	Actual 2012 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	6,107	6,428	6,328
Other operating expenses	853	869	963
Depreciation and amortisation	35	34	90
<b>Total Expenses excluding losses</b>	<b>6,995</b>	<b>7,331</b>	<b>7,381</b>
<b>Revenue</b>			
Sale of goods and services	-	-	5
Other revenue	110	-	56
<b>Total Revenue</b>	<b>110</b>	<b>-</b>	<b>61</b>
<b>Net Cost of Services</b>	<b>6,885</b>	<b>7,331</b>	<b>7,320</b>

### Legislative Assembly Parliamentary Representation 2012/13

	Actual 2013 \$'000	Budget 2013 \$'000	Actual 2012 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	20,710	19,597	22,754
Other operating expenses	18,894	17,141	17,997
Depreciation and amortisation	2,993	2,909	3,240
Other expenses - Members' remuneration	25,955	27,632	25,459
<b>Total Expenses excluding losses</b>	<b>68,552</b>	<b>67,279</b>	<b>69,450</b>
<b>Revenue</b>			
Sale of goods and services	568	568	495
Grants and contributions	515	-	-
Other revenue	154	70	87
<b>Total Revenue</b>	<b>1,237</b>	<b>638</b>	<b>582</b>
Loss on disposal	3	-	-
<b>Net Cost of Services</b>	<b>67,318</b>	<b>66,641</b>	<b>68,868</b>

### Legislative Assembly Special Projects 2012/13

	Actual 2013 \$'000	Budget 2013 \$'000	Actual 2012 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	60	78	123
Other operating expenses	253	327	301
<b>Total Expenses excluding losses</b>	<b>313</b>	<b>405</b>	<b>424</b>
<b>Revenue</b>			
Grants and contributions	101	101	167
<b>Total Revenue</b>	<b>101</b>	<b>101</b>	<b>167</b>
<b>Net Cost of Services</b>	<b>212</b>	<b>304</b>	<b>257</b>

End of unaudited financial statements

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## The Constitution

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

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

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

The next general election will take place on Saturday, 21 March, 2015.

## The Legislative Assembly

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

Members of the Legislative Assembly (or MPs) as at 30 June 2013 represent:

Liberal Party (51 Members)  
The Nationals (19 Members)  
Labor Party (20 Members)  
Independents (2 Members)  
The Greens (1 Member)

The Legislative Assembly has four main roles:

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



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LEGISLATIVE ASSEMBLY  
OFFICE OF THE CLERK

15 May 2014

Erratum to the Report of the Department of Legislative Assembly for the year ended 30 June 2013. Tabled in the Legislative Assembly Tuesday, 6 May 2014.

Yours sincerely

A handwritten signature in black ink that reads 'Ronda Miller'.

Ronda Miller  
Clerk of the Legislative Assembly

Electorate	Member	Description	Electorate Communication Allowance	Committee Allowance	Members' Electorate to Sydney Travel	Charter Transport Allowance	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse/ approved relative LSA travel	Members' Staff LSA travel	Additional Temporary Staff	Staff Sustenance
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**2011-2012 Sydney Allowance Data for the Members of the LA  
55th Parliament**

Electorate	Member	Description	Sydney Allowance 2010/2011 (may include actual expenses claimed)
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Electorate	Member	Description	Sydney Allowance 2011/2012 (may include actual expenses claimed)
------------	--------	-------------	--

Albury	Greg Aplin	Allocation for 2011/12	36,260.00
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	
			36,260.00
		Expended claimed	30,044.00
	Funds Remaining	6,216.00	

Auburn	Barbara Perry	Allocation for 2011/12	
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	

Ballina	Don Page	Allocation for 2011/12	46,620.00
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	
			46,620.00
		Expended claimed	44,440.00
	Funds Remaining	2,180.00	

Balmain	Jamie Parker	Allocation for 2011/12	
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	

Bankstown	Tania Mihailuk	Allocation for 2011/12	
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	
		Expended claimed	
		Funds Remaining	

Barwon	Kevin Humphries	Allocation for 2011/12	46,620.00
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	
			46,620.00
		Expended claimed	39,109.00
	Funds Remaining	7,511.00	

Bathurst	Paul Toole	Allocation for 2011/12	36,260.00
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	
			36,260.00
		Expended claimed	20,461.00
	Funds Remaining	15,799.00	

Baulkman Hills	David Elliott	Allocation for 2011/12	
		<i>Add:</i> Entitlement not previously allocated	
		<i>Less:</i> Late claims/Accounts Receivable	

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							Expended claimed					
							Funds Remaining					
					Bega	Andrew Constance	Allocation for 2011/12	46,620.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								46,620.00				
							Expended claimed	38,332.00				
							Funds Remaining	8,288.00				
					Blacktown	John Robertson	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Blue Mountains	Roza Sage	Allocation for 2011/12	27,195.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								27,195.00				
							Expended claimed	12,173.00				
							Funds Remaining	15,022.00				
					Burrinjuck	Katrina Hodgkinson	Allocation for 2011/12	46,620.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								46,620.00				
							Expended claimed	26,936.00				
							Funds Remaining	19,684.00				
					Cabramatta	Nick Lalich	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Camden	Chris Patterson	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Campbelltown	Bryan Doyle	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Canterbury	Linda Burney	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Castle Hill	Dominic Perrottet	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Cessnock	Clayton Barr	Allocation for 2011/12	34,965.00				

Electorate	Member	Description	Electorate Communication Allowance	Committee Allowance	Members' Electorate to Sydney Travel	Charter Transport Allowance	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse/ approved relative LSA travel	Members' Staff LSA travel	Additional Temporary Staff	Staff Sustainance
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							Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable 34,965.00 Expended claimed 21,238.00 Funds Remaining 13,727.00					
					Charlestown	Andrew Cornwell	Allocation for 2011/12 36,260.00 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable 36,260.00 Expended claimed 18,648.00 Funds Remaining 17,612.00					
					Clarence	Steve Cansdell	Allocation for 2011/12 36,260.00 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable 36,260.00 Expended claimed 6,734.00 Funds Remaining 29,526.00					
					Clarence	Chris Gulaptis	Allocation for 2011/12 21,497.00 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable 21,497.00 Expended claimed 16,058.00 Funds Remaining 5,439.00					
					Coffs Harbour	Andrew Fraser	Allocation for 2011/12 36,260.00 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable 36,260.00 Expended claimed 34,706.00 Funds Remaining 1,554.00					
					Coogee	Bruce Notley-Smith	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable Expended claimed Funds Remaining					
					Cronulla	Mark Speakman	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable Expended claimed Funds Remaining					
					Davidson	Jonathan O'Dea	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable Expended claimed Funds Remaining					
					Drummoyne	John Sidoti	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable Expended claimed Funds Remaining					
					Dubbo	Troy Grant	Allocation for 2011/12 36,260.00 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable 36,260.00 Expended claimed 24,864.00					

Electorate	Member	Description	Electorate Communication Allowance	Committee Allowance	Members' Electorate to Sydney Travel	Charter Transport Allowance	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse/ approved relative LSA travel	Members' Staff LSA travel	Additional Temporary Staff	Staff Sustainance
							Funds Remaining	11,396.00				
					East Hills	Glenn Brookes	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Epping	Greg Smith	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Fairfield	Guy Zangari	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Gosford	Chris Holstein	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable	27,195.00				
							Expended claimed	17,094.00				
							Funds Remaining	10,101.00				
					Goulburn	Pru Goward	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable	46,620.00				
							Expended claimed	46,166.81				
							Funds Remaining	-453.19				This is not an overspend - refer to comment in cell I800
					Granville	Tony Issa	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Hawkesbury	Ray Williams	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable	36,260.00				
							Expended claimed	36,260.00				
							Funds Remaining	36,260.00				
					Heathcote	Lee Evans	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable	27,195.00				
							Expended claimed	27,195.00				
							Funds Remaining	27,195.00				
					Heffron	Kristina Keneally	Allocation for 2011/12 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Hornsby	Matt Kean	Allocation for 2011/12 Add: Entitlement not previously allocated					

Electorate	Member	Description	Electorate Communication Allowance	Committee Allowance	Members' Electorate to Sydney Travel	Charter Transport Allowance	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse/ approved relative LSA travel	Members' Staff LSA travel	Additional Temporary Staff	Staff Sustenance
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							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Keira	Ryan Park	Allocation for 2011/12	27,195.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								27,195.00				
							Expended claimed	18,130.00				
							Funds Remaining	9,065.00				
					Kiama	Gareth Ward	Allocation for 2011/12	27,195.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								27,195.00				
							Expended claimed	24,864.00				
							Funds Remaining	2,331.00				
					Kogarah	Cherie Burton	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Ku-ring-gai	Barry O'Farrell	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Lake Macquarie	Greg Piper	Allocation for 2011/12	27,195.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								27,195.00				
							Expended claimed	11,396.00				
							Funds Remaining	15,799.00				
					Lakemba	Robert Furolo	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Lane Cove	Anthony Roberts	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Lismore	Thomas George	Allocation for 2011/12	36,260.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								36,260.00				
							Expended claimed	32,893.00				
							Funds Remaining	3,367.00				
					Liverpool	Paul Lynch	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					





Electorate	Member	Description	Electorate Communication Allowance	Committee Allowance	Members' Electorate to Sydney Travel	Charter Transport Allowance	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse/ approved relative LSA travel	Members' Staff LSA travel	Additional Temporary Staff	Staff Sustenance
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							Expended claimed					
							Funds Remaining					
					Mulgoa	Tanya Davies	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Murray-Darling	John Williams	Allocation for 2011/12	36,260.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								36,260.00				
							Expended claimed	25,641.00				
							Funds Remaining	10,619.00				
					Murrumbidgee	Adrian Piccoli	Allocation for 2011/12	46,620.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								46,620.00				
							Expended claimed	25,641.00				
							Funds Remaining	20,979.00				
					Myall Lakes	Stephen Bromhead	Allocation for 2011/12	36,260.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								36,260.00				
							Expended claimed	23,051.00				
							Funds Remaining	13,209.00				
					Newcastle	Tim Owen	Allocation for 2011/12	27,195.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								27,195.00				
							Expended claimed	19,943.00				
							Funds Remaining	7,252.00				
					North Shore	Jillian Skinner	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Northern Tablelands	Richard Torbay	Allocation for 2011/12	34,965.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								34,965.00				
							Expended claimed	34,965.00				
							Funds Remaining					
					Oatley	Mark Coure	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Orange	Andrew Gee	Allocation for 2011/12	34,965.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/A	72.03				
								34,892.97				
							Expended claimed	22,533.00				
							Funds Remaining	12,359.97				

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					Oxley	Andrew Stoner	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable	46,620.00 254.71				
							Expended claimed	46,365.29				
							Funds Remaining	42,476.00				
								3,889.29				
					Parramatta	Geoffrey Lee	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Penrith	Stuart Ayres	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Pittwater	Rob Stokes	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Port Macquarie	Leslie Williams	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable	36,260.00 36,260.00				
							Expended claimed	20,202.00				
							Funds Remaining	16,058.00				
					Port Stephens	Craig Baumann	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable	36,260.00 36,260.00				
							Expended claimed	24,346.00				
							Funds Remaining	11,914.00				
					Riverstone	Kevin Conolly	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Rockdale	John Flowers	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Ryde	Victor Dominello	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Shellharbour	Anna Watson	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable	27,195.00 27,195.00				

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							Expended claimed	9,065.00				
							Funds Remaining	18,130.00				
					Smithfield	Andrew Rohan	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Sount Coast	Shelley Hancock	Allocation for 2011/12	46,620.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								46,620.00				
							Expended claimed	31,080.00				
							Funds Remaining	15,540.00				
					Strathfield	Charles Casuscelli	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Swansea	Garry Edwards	Allocation for 2011/12	27,195.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								27,195.00				
							Expended claimed	12,173.00				
							Funds Remaining	15,022.00				
					Sydney	Clover Moore	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Tamworth	Kevin Anderson	Allocation for 2011/12	36,260.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								36,260.00				
							Expended claimed	17,612.00				
							Funds Remaining	18,648.00				
					Terrigal	Chris Hartcher	Allocation for 2011/12	46,620.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								46,620.00				
							Expended claimed	29,267.00				
							Funds Remaining	17,353.00				
					The Entrance	Chris Spence	Allocation for 2011/12	27,195.00				
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
								27,195.00				
							Expended claimed	18,907.00				
							Funds Remaining	8,288.00				
					Toongabbie	Nathan Rees	Allocation for 2011/12					
							Add: Entitlement not previously allocated					
							Less: Late claims/Accounts Receivable					
							Expended claimed					
							Funds Remaining					
					Tweed	Geoff Provost	Allocation for 2011/12	36,260.00				

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*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed  
 Funds Remaining

Upper Hunter George Souris Allocation for 2011/12 46,620.00  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/A 812.06  
 Expended claimed 45,807.94  
 Funds Remaining 46,620.00  
 Funds Remaining -812.06

This amount is not an overspend - please see comment in cell I1178

Vaucluse Gabrielle Upton Allocation for 2011/12  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed  
 Funds Remaining

Wagga Wagga Daryl Maguire Allocation for 2011/12 36,260.00  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed 36,260.00  
 Funds Remaining

Wakehurst Brad Hazzard Allocation for 2011/12  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed  
 Funds Remaining

Wallsend Sonia Hornery Allocation for 2011/12 27,195.00  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed 23,828.00  
 Funds Remaining 3,367.00

Willoughby Gladys Berejiklian Allocation for 2011/12  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed  
 Funds Remaining

Wollondilly Jai Rowell Allocation for 2011/12 27,195.00  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed 19,166.00  
 Funds Remaining 8,029.00

Wollongong Noreen Hay Allocation for 2011/12 27,195.00  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed 18,389.00  
 Funds Remaining 8,806.00

Wyong Darren Webber Allocation for 2011/12 27,195.00  
*Add:* Entitlement not previously allocated  
*Less:* Late claims/Accounts Receivable  
 Expended claimed 17,979.00

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Funds Remaining 9,216.00



Sydney	Alex Greenwich	Allocation for 2011/12 <i>Add:</i> Entitlement not previously allocated <i>Less:</i> Late claims/Accounts Receivable  Expended claimed Funds Remaining
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