

General Purpose Standing Committees

Budget Estimates Manual 2015-2016

Contact the Budget Estimates secretariat

Email budget.estimated@parliament.nsw.gov.au

Telephone

Madeleine Foley, Director: 9230 3586

Shu-Fang Wei, Council Officer: 9230 2412

Angeline Chung, Council Officer Assistant: 9230 3081

Location Room 812, Level 8, Parliament House

Written correspondence

Budget Estimates, Room 812
Legislative Council
Parliament House, Macquarie Street
Sydney NSW 2000

Internet www.parliament.nsw.gov.au/budgetestimates

Table of contents

	Clerk's preface	v
Chapter 1	Budget Estimates resolution	1
	Referral by the House	1
Chapter 2	Committee membership	3
	Substitute members	3
	Participating members	3
	Quorum	3
Chapter 3	Hearings	5
	Attendance of ministers and public servants	5
	Hearing procedures	5
	Role of the Chair	5
	Swearing in witnesses	6
	Chair's opening statement	6
	Minister's opening statement	6
	Tendered documents	6
	Time limits for witnesses to answer questions	7
	Documents in the possession of witnesses	7
	<i>In camera</i> evidence	7
	Broadcast of proceedings	7
	Dissent from a ruling of the Chair	8
	Questions on notice	9
	Supplementary hearings	9
	Transcripts of evidence	9
Chapter 4	Questions to witnesses	11
	Rules governing questions	11
	Questions must be relevant	11
	Questions relating to current committee inquiries	11
	Questions to public servants	11
	Objections to questioning	12

Chapter 5	Role of committee members	15
	Attendance at deliberative meetings	15
	Prior to the Budget Estimates inquiry	15
	Before the hearing	15
	After the hearing	15
	Supplementary questions	15
	Lodging supplementary questions	15
	Format for supplementary questions	16
Chapter 6	Role of ministerial contact officers	17
	Responsibilities before the hearing	17
	Responsibilities after the hearing	17
	Return of answers to questions on notice and supplementary questions	17
	Requests for answers to be kept confidential	18
	Transcripts of evidence	18
Appendix 1	Committee membership	19
Appendix 2	Initial hearings – by date	23
Appendix 3	Initial hearings – by committee	25

Clerk's preface

This Manual provides information on the practices and procedures relevant to the inquiry into the Budget Estimates 2015-2016.

The Manual should be read together with *New South Wales Legislative Council Practice* for a full understanding of the powers of Legislative Council committees. For a copy of *New South Wales Legislative Council Practice* click [here](#) or visit the NSW Parliament's website: <http://www.parliament.nsw.gov.au/prod/lc/lcprocedural.nsf/wppbook>.



David Blunt
Clerk of the Parliaments

Chapter 1 Budget Estimates resolution

In June 2015 the Legislative Council referred the Budget Estimates for the 2015-2016 financial year to the General Purpose Standing Committees (GPSCs) for inquiry and report.

Referral by the House

- 1.1 The resolution of the House establishing the inquiry is known as the Budget Estimates resolution. It sets out the key rules for how the Budget Estimates will be conducted.¹
- 1.2 This year's resolution is very similar to those of recent years. The key change from year to year tends to be the timing of the initial and supplementary hearings.

Budget Estimates resolution

- That upon tabling, the Budget Estimates and related papers for the financial year 2015 - 2016 presenting the amounts to be appropriated from the Consolidated Fund be referred to the General Purpose Standing Committees for inquiry and report.
- That the initial hearings be scheduled as follows:

Day One: Monday 31 August 2015

GPSC 2	Family and Community Services, Social Housing	9.00 am – 12.00 pm
GPSC 2	Roads, Maritime and Freight	2.00 pm – 6.00 pm
GPSC 3	Early Childhood Education, Aboriginal Affairs	9.00 am – 11.00 am
GPSC 3	Education	2.00 pm – 6.00 pm

Day Two: Tuesday 1 September 2015

GPSC 2	Ageing, Disability Services, Multiculturalism	9.00 am – 12.00 pm
GPSC 2	Transport and Infrastructure	2.00 pm – 6.00 pm
GPSC 3	Mental Health, Medical Research, Women, Prevention of Domestic Violence and Sexual Assault	9.00 am – 1.00 pm
GPSC 3	Health	2.00 pm – 6.00 pm

Day Three: Wednesday 2 September 2015

GPSC 4	Trade, Tourism and Major Events, Sport	9.00 am – 12.00 pm
GPSC 4	Planning	2.00 pm – 6.00 pm
GPSC 1	Finance, Services and Property	9.00 am – 12.00 pm
GPSC 1	The Legislature	12.15 pm – 1.00 pm
GPSC 5	Industry, Resources and Energy	2.00 pm – 5.00 pm

Day Four: Thursday 3 September 2015

GPSC 4	Justice and Police, Arts, Racing	9.00 am – 1.00 pm
GPSC 4	Attorney General	2.00 pm – 4.00 pm
GPSC 1	Treasury, Industrial Relations	9.00 am – 1.00 pm
GPSC 1	Premier, Western Sydney	2.00 pm – 6.00 pm
GPSC 6	Innovation and Better Regulation	4.15 pm – 6.00 pm

¹ Minutes, *NSW Legislative Council*, 24 June 2015, pp 230-231.

Day Five: Friday 4 September 2015

GPSC 5	Primary Industries, Lands and Water	9.00 am – 1.00 pm
GPSC 5	Environment, Heritage	2.00 pm – 5.00 pm
GPSC 6	Local Government	9.00 am – 11.00 am
GPSC 6	Regional Development, Skills, Small Business	11.15 am – 1.00 pm
GPSC 6	Corrections, Emergency Services, Veterans Affairs	2.00 pm – 5.00 pm

3. That supplementary hearings be scheduled during the week of 6 to 9 October 2015.
4. That each scheduled day for the initial round of hearings will begin at 9.00 a.m. and conclude by 6.00 p.m.
5. That the committees must hear evidence in public.
6. That the committees may ask for explanations from Ministers in the House, or officers of departments, statutory bodies or corporations, relating to the items of proposed expenditure.
7. That Ministers may not make an opening statement before the committee commences questions.
8. That the committees are to present a final report to the House by 18 December 2015.
9. That members may lodge supplementary questions with the committee clerk by 5.00 p.m., within two days, excluding Saturday and Sunday, following the hearing.
10. That answers to questions on notice and supplementary questions be published, except those answers for which confidentiality is requested, after these answers have been circulated to committee members.

Chapter 2 Committee membership

2.1 Each General Purpose Standing Committee (GPSC) has seven members, comprising:

- three government members
- two opposition members, and
- two cross bench members.²

2.2 The membership of each committee is listed at Appendix 1.

Substitute members

2.3 Under the resolutions appointing committees, members have the ability to substitute for other members, whether for a particular meeting or for a whole inquiry. A substitute member has the same rights as a substantive member and may question witnesses, vote and be counted for the purposes of a quorum or division.

2.4 Nominations for substitute government or opposition members may be made by the Leader of the Government or Leader of the Opposition, or government or opposition Whips or Deputy Whips, as applicable. Nominations for substitute cross bench members are to be made by the substantive member or another cross bench member.³

2.5 Nominations for substitute members should be submitted by email to the Budget Estimates secretariat prior to the commencement of the hearing or meeting.

Participating members

2.6 Unless a committee decides otherwise, a member of the House who is not a member of a committee may take part in the public or private proceedings of a committee and question witnesses, but cannot vote, move a motion or be counted for the purpose of a quorum or division.⁴

2.7 Members wishing to participate in a meeting should advise the committee by email to the Budget Estimates secretariat prior to the commencement of the meeting.

Quorum

2.8 The quorum of a GPSC is three members.⁵

² GPSC resolution, Item 3.

³ GPSC resolution, Item 4(2)-(3).

⁴ [SO 218\(1\)](#), sessional order no. 17, *Minutes*, NSW Legislative Council, 6 May 2015, Item 62(17), p 60.

⁵ [SO 214\(1\)](#).

Chapter 3 Hearings

The initial Budget Estimates hearings will be held 31 August to 4 September 2015. The week of 6 to 9 October has been set aside for supplementary hearings.

The schedule of initial hearings is shown by date in Appendix 2 and by committee in Appendix 3.

Attendance of ministers and public servants

- 3.1 The Budget Estimates resolution provides that committees may ask for explanations from ministers in the Legislative Council, as well as officers of departments, statutory bodies or corporations.⁶
- 3.2 It is standard practice for ministers of both Houses to appear during the initial round of hearings, although a Council committee cannot compel current ministers to appear before it.
- 3.3 Ministers who are members of the Legislative Assembly should follow the procedures established by the committee. If a minister does not wish to comply with these procedures, he or she may decide to leave the hearing at any time.⁷
- 3.4 Ministers are accompanied to the initial hearings by officers of their choice from departments, statutory bodies or corporations. The committee may also request the attendance of a particular officer to appear as a witness. The minister will be advised of any witness requests prior to the hearing.
- 3.5 Supplementary hearings are usually only attended by public servants. Ministers have on occasion chosen to attend.
- 3.6 Although public servants normally appear voluntarily, there is no restriction on committees summoning public servants as witnesses.

Hearing procedures

Role of the Chair

- 3.7 The role of the Committee Chair is analogous to that of the President in the House. The Chair is responsible for guiding the inquiry process and presiding over meetings, including conducting votes. During hearings, the Chair is responsible for maintaining order and ruling on the admissibility of questions and points of order. The Chair is also able to ask questions of witnesses in the same way as other committee members.
- 3.8 Where the resolution appointing a committee and the standing orders are silent on a matter, the procedures of the House should be used for guidance. For example, the rules of debate

⁶ Budget Estimates resolution, Item 6.

⁷ Legislative Council, Clerk's Advice, *Advice to General Purpose Standing Committees in relation to Budget Estimates hearings*, September 1999, reproduced in *Budget Estimates Guide 2001-2002*, Appendix D.

under standing order 91 in relation to offensive words, reflecting on a resolution of the House and making personal reflections on members or officers should be used to guide committee proceedings. Where remarks are considered to be offensive, the Chair may request that the offensive remark be withdrawn. However, only the House can take action in relation to disorderly conduct.

3.9 The Deputy Chair acts as Chair when the Chair is absent from a meeting. In the absence of both the Chair and Deputy Chair, a member of the committee is elected by the members present to act as Chair for that meeting.⁸

3.10 The Chair has a deliberative vote and, in the event of an equality of votes, a casting vote.⁹

Swearing in witnesses

3.11 All witnesses from departments, statutory bodies or corporations are sworn prior to giving evidence.

3.12 Ministers do not need to be sworn because members of Parliament have previously sworn an oath to that office.

3.13 If a witness makes more than one appearance before the same committee, the witness does not need to be sworn at each subsequent hearing. The witness need only be reminded that he or she is giving evidence on their former oath or affirmation.

Chair's opening statement

3.14 At the start of a hearing the Chair normally makes a short statement on various procedural matters. The Chair then declares the proposed expenditure open for examination.

Minister's opening statement

3.15 The Budget Estimates resolution stipulates that ministers may *not* make an opening statement before the committee commences questions.¹⁰ This differs from the standard practice in other inquiries where witnesses are usually invited to make an opening statement.

Tendered documents

3.16 Witnesses may request to tender documents during a hearing. The committee must then decide whether to accept and publish the documents.

3.17 A witness seeking to tender a document should identify the document and state clearly why the document is being provided. It is not desirable for documents that are publicly available to

⁸ [SO 211\(2\)](#) and (3).

⁹ [SO 211\(4\)](#).

¹⁰ Budget Estimates resolution, Item 7.

be tendered as part of a committee inquiry. However, a witness may request that such documents be circulated to members for their information.

- 3.18** Members are able to table documents during Budget Estimates hearings, for example if a member wants to question the witnesses on a matter referred to in a document. If the document identifies an individual, the committee should confirm that the member has the consent of that individual to table the document.

Time limits for witnesses to answer questions

- 3.19** A committee has the power to limit the time taken by a witness to answer a question. However, any time limits should be applied flexibly, and the committee should allow the witness to apply for an extension of time if required.¹¹

Documents in the possession of witnesses

- 3.20** In previous Budget Estimates inquiries the issue has arisen as to whether a committee can compel a witness to *immediately* provide material in their possession, such as briefing folders.
- 3.21** Witnesses appear voluntarily at Budget Estimates hearings, and therefore by convention, witnesses should only be requested to produce documents voluntarily during a hearing.
- 3.22** If a witness declines to produce a document during a hearing, the committee should ask the witness to state their reasons. Unless the committee determines immediately that the request should not be pressed, the committee should consider in private whether to order the production of the document under the committee's power to compel the production of State papers from the executive government.

***In camera* evidence**

- 3.23** The Budget Estimates resolution requires evidence on the Budget Estimates to be heard in public. This prevents the committees from hearing confidential evidence *in camera*.¹²

Broadcast of proceedings

- 3.24** The Budget Estimates hearings are open to the media. Each GPSC has previously resolved to authorise the broadcasting of its proceedings, in accordance with the Broadcasting resolution of the House.¹³
- 3.25** The Broadcasting resolution states that a committee may give instructions for the observance of the terms and conditions of the resolution. A committee may also order that part of its proceedings not be recorded or broadcast.

¹¹ Legislative Council, Clerk's Advice, *Advice to General Purpose Standing Committees in relation to Budget Estimates hearings*, September 1999, reproduced in *Budget Estimates Guide 2001-2002, Appendix E*.

¹² Budget Estimates resolution, Item 5.

¹³ *Minutes*, Legislative Council, 18 October 2007, pp 279-281.

- 3.26** Witnesses can object to the broadcasting of their appearance. A committee should consider a witness's objection with particular regard to the protection of the witness, the public's interest in the proceedings and the requirement for Budget Estimates hearings to be held in public. The witness should be advised of the committee's decision and the reasons for it.
- 3.27** A motion to discontinue broadcasting is outlined below.

MOTION FOR DISCONTINUANCE OF BROADCASTING

Member says—

Mr/Madam Chair—

I move: That the broadcasting of these proceedings be discontinued until

Dissent from a ruling of the Chair

- 3.28** A member may move dissent from a ruling of the Chair. In this case, the Chair requests that witnesses, members of the public and the media leave the room, and the committee considers the matter in private.
- 3.29** Once the room has been cleared, the dissenting member must state their objection in writing. The Chair will inform the committee of the member's grounds for dissent, and the committee will decide whether to uphold the dissent. Once the matter has been decided witnesses, members of the public and media will be readmitted. Where appropriate, the Chair may advise the audience of the outcome of the dissent motion.
- 3.30** The dissenting member should move a motion as outlined below.

MOTION FOR DISSENT FROM CHAIR'S RULING

Member says—

Mr/Madam Chair—

I move: That the committee dissent from the ruling of the Chair.

The chair requests everyone except committee members and staff to leave until the dissent motion has been dealt with.

The dissenting member must then put the objection in writing. A pro-forma available from the committee clerks.

The Chair then informs the committee of the member's objection. Debate may ensue.

Question is put. If resolved in the affirmative, the ruling of the Chair is overturned. If resolved in the negative, the ruling stands.

Questions on notice

- 3.31** There are two ways in which questions may be placed on notice.
- During a hearing: if a witness is unable to answer a question, the witness may undertake to provide the answer at a later time. It is important for the chair to confirm if a witness has agreed to take a question on notice.
 - After a hearing: members may lodge supplementary questions with the committee clerk by 5.00 pm, within two days, excluding Saturday and Sunday, following the hearing.¹⁴
- 3.32** On receipt of the proof transcript of evidence, the Budget Estimates secretariat will highlight the questions taken on notice during the hearing and email the transcript to the witnesses through the relevant minister's office, together with any supplementary questions received from committee members. It is the responsibility of the relevant minister to ensure that all answers to questions taken on notice and supplementary questions are provided by the due date.
- 3.33** All answers to questions on notice and supplementary questions must be provided within 21 calendar days of the date on which questions are forwarded to the witness, or as otherwise determined by the committee.¹⁵
- 3.34** All answers to questions on notice and supplementary questions are to be published, except those answers for which confidentiality is requested.¹⁶

Supplementary hearings

- 3.35** Under the Budget Estimates resolution, the week of 6 to 9 October 2015 has been set aside for supplementary hearings.¹⁷ Each committee is responsible for determining whether to hold supplementary hearings during this week. Committees may decide to hold further supplementary hearings after this time.
- 3.36** The procedures for supplementary hearings are the same as those for the initial hearings.

Transcripts of evidence

- 3.37** A proof transcript of evidence will be published on the committee's website shortly after each day's proceedings. Proof transcripts will be forwarded to the relevant minister's office. As noted above, the minister's office is responsible for distributing the transcripts to witnesses for correction.

¹⁴ Budget Estimates resolution, Item 9.

¹⁵ Resolution establishing the GPSCs, Item 6(e).

¹⁶ Budget Estimates resolution, Item 10.

¹⁷ Budget Estimates resolution, Item 3.

Chapter 4 Questions to witnesses

Rules governing questions

- 4.1 Budget Estimates is a broad-ranging inquiry and wide latitude is allowed in the asking of questions.

Questions must be relevant

- 4.2 Questions must be relevant to the matter that has been referred to a committee for inquiry and report.¹⁸ In the case of the Budget Estimates inquiry, this refers to the estimates of expenditure from the Consolidated Fund and other matters covered by the budget papers.
- 4.3 The budget papers and related documents not only contain information about the estimates of expenditure but also refer to the activities of government agencies and the implementation of policy. Information from a number of other sources can also relate to expenditure from the Consolidated Fund and therefore be relevant to the Budget Estimates inquiry, such as policy announcements by ministers or other government officials, and reports by the Audit Office.¹⁹

Questions relating to current committee inquiries

- 4.4 The Budget Estimates inquiry is usually one of several current committee inquiries. There may be a degree of overlap with other inquiries.
- 4.5 Questions asked during the Budget Estimates hearings should not attempt to debate the unreported proceedings of other current committee inquiries. However, this does not prevent members from asking questions that deal with the subject matter of other inquiries. There is a significant difference between debating the unreported proceedings of a committee and asking questions on the general subject of an inquiry before a committee.²⁰

Questions to public servants

- 4.6 Public servants should not be asked to express an opinion on the merits of a government policy. By convention, committees should direct such questions to the responsible minister. This is because public servants should not be held accountable for the actions or policy decisions of ministers.

¹⁸ For further discussion see Evans H and Laing R (ed), *Odgers' Australian Senate Practice*, 13th ed, Canberra, Department of the Senate, 2012, p 472.

¹⁹ Legislative Council, Clerk's Advice, *Advice regarding questioning in Budget Estimates with respect to Committee's other terms of reference and the content of questions*, June 2001, reproduced in *Budget Estimates Guide 2002-2003*, Appendix E.

²⁰ Legislative Council, Clerk's Advice, *Advice regarding questioning in Budget Estimates with respect to Committee's other terms of reference and the content of questions*, June 2001, reproduced in *Budget Estimates Guide 2002-2003*, Appendix E.

- 4.7 The Premier's guidelines for public servants appearing before parliamentary committees state that, 'Officers should only give evidence of a factual nature and should refer questions seeking opinions or judgments of a political nature to the Minister (when in attendance) or take them on notice for a written response from the Minister'.²¹
- 4.8 Public servants may, however, be asked to explain government policy, to describe how it has been formulated and how it differs from past policies.

Objections to questioning

- 4.9 Under the *Parliamentary Evidence Act 1901*, the Council and its committees have extensive powers to compel a witness to answer a 'lawful question'. Generally speaking, a question of fact, as opposed to an opinion, relevant to the committee's terms of reference, would be a lawful question.
- 4.10 Where a witness objects to answering a question, he or she should be invited to state the ground on which the objection is taken. Unless the committee determines immediately that the question should not be pressed, the Chair should request that witnesses, members of the public and the media leave the room, to allow the committee to consider, in private, whether to insist on an answer, having regard to:
- the basis for the objection
 - the significance of the information to the committee's inquiry
 - the possible repercussions
 - alternative means for obtaining the information.
- 4.11 In the past, witnesses have raised objections to answering questions or providing documents on a number of grounds:
- the question asks for an opinion from a departmental officer on a matter of government policy
 - the question or request for papers raises issues of commercial-in-confidence
 - the question breaches the *sub judice* convention
 - the question seeks adverse reflection on another person
 - the question is not relevant to the inquiry terms of reference
 - the disclosure of information required by the question would be prejudicial to the privacy or rights of others
 - the question or request for papers raises issues relating to public interest immunity (previously known as Crown privilege)
 - the question or request for papers raises issues relating to legal professional privilege

²¹ Department of Premier and Cabinet circular C2011-27, '*Guidelines for appearing before parliamentary committees*', 20 October 2011; Department of Premier and Cabinet circular C2003-47, '*Guidelines for appearing before parliamentary committees*', 17 November 2003.

- the witness claims privilege against self-incrimination.

4.12 On the face of it, such claims of privilege and immunity have no application to parliamentary inquiries. However, they should not be ignored. Any claim or right normally afforded in our legal system should be given serious consideration by committees and the witness should be informed of the committee's decision and the reasons for it.

Chapter 5 Role of committee members

Attendance at deliberative meetings

Prior to the Budget Estimates inquiry

- 5.1 Each committee should meet in the lead-up to the Budget Estimates inquiry to consider:
- the list of witnesses provided by the minister and any requests for specific witnesses
 - if a committee is to consider more than one portfolio during a particular hearing – time limits for the examination of each portfolio and the order in which portfolios will be examined.

Before the hearing

- 5.2 A short deliberative meeting will be held at the start of each day to deal with procedural matters, including any advice of substitute and participating members. Meetings will be scheduled 15 minutes prior to the advertised commencement time for the hearing.

After the hearing

- 5.3 After the hearing has concluded a committee may hold a short deliberative meeting to consider:
- publication of any tendered documents
 - whether to hold supplementary hearings for the relevant portfolios.

Supplementary questions

Lodging supplementary questions

- 5.4 The Budget Estimates resolution provides for supplementary questions to be lodged by members of the Legislative Council with the clerk to the committee by 5.00 pm, within two working days, excluding Saturday and Sunday, following the hearing.²² Members will be reminded by email of the deadline for lodging supplementary questions for each hearing.
- 5.5 Supplementary questions will not be accepted after the deadline. Late questions may be lodged on the Questions and Answers paper in the House.
- 5.6 Supplementary questions must be emailed to budget.estimateds@parliament.nsw.gov.au. The subject line should specify the committee number, the hearing date, and the portfolio, eg: 'GPSC 4 – 14 August – Justice'.

²² Budget Estimates resolution, Item 9.

- 5.7** Members should proofread questions prior to lodgement. Unlike questions lodged through the House, questions will not be checked for typographical or grammatical errors before they are forwarded to the relevant minister.

Format for supplementary questions

- 5.8** Supplementary answers should follow the format of questions lodged on the Questions and Answers paper, as shown in the example below.

Money contributed by parents to public schools

1. (a) Does the Department of Education and Training keep any records of the unit of money that parents contribute to public schools, such as:
 - (i) Nominal school fees?
 - (ii) Additional school fees for special purposes, for example specialist teachers for music, sport, languages?
 - (iii) Library fund contributions?
 - (iv) Fundraising monies for school asset acquisition?
- (b) If so, can details of those figures be provided?
- (c) If not, is any such information provided to the department by individual public schools that could be collected?
- (d) Has this ever been considered in the past?
- (e) If so, when and by whom?

Chapter 6 Role of ministerial contact officers

Responsibilities before the hearing

- 6.1 Each ministerial office nominates a contact officer to co-ordinate matters between the minister, the agency or agencies under his or her direction and the Budget Estimates secretariat.
- 6.2 Ministerial contact officers liaise with, and ensure the attendance of, witnesses from departments, statutory bodies or corporations.
- 6.3 Before each hearing, the ministerial contact officer is responsible for:
- providing a list of witnesses identified by job title and agency
 - advising of any requests by witnesses in relation to the time of their appearance (for example, a witness request to leave the hearing early to attend another engagement)
 - advising of any witness who requires a holy book other than the Bible for taking the oath.
- 6.4 The list of witnesses should be emailed to budget.estimateds@parliament.nsw.gov.au by **12.00 pm on Friday 31 July 2015**.
- 6.5 If a witness proposes to tender any documents during the hearing, the ministerial contact officer should ensure that there are 10 copies of each document.

Responsibilities after the hearing

Return of answers to questions on notice and supplementary questions

- 6.6 On the third business day after a hearing, the ministerial contact will be emailed a proof copy of the transcript. The questions taken on notice will be highlighted in the transcript. Also attached will be a list of supplementary questions submitted by members.
- 6.7 Answers to questions on notice and supplementary questions are due 21 days from the date when the questions are sent to the ministerial contact officer, unless the committee decides on another timeframe.²³
- 6.8 Answers should be provided in two separate pdf documents (one for answers to questions on notice and another for answers to supplementary questions). Both documents should be sent by email and in hard copy, to:
- Email – budget.estimateds@parliament.nsw.gov.au
 - Hard copy – delivered to the Budget Estimates secretariat in Room 812, Level 8, Parliament House.

²³ GPSC resolution, Item 6(e).

- 6.9** Answers must be accompanied by a cover letter signed by the relevant minister. There is no need for the minister to sign every page of the answers. It is acceptable for the minister to provide an electronic signature.

Requests for answers to be kept confidential

- 6.10** Answers will be automatically published on the committee's website, unless there is a clear request that a particular answer be kept confidential. If there is a request for confidentiality, it is the decision of the committee whether to agree to the request.
- 6.11** Any request for confidentiality should be noted on the cover letter enclosing the answers. Confidential material should be clearly identified, and separated from material that can be made public.

Transcripts of evidence

- 6.12** Ministerial contact officers should distribute proof transcripts to the minister and other witnesses who appeared at the hearings so they can make any necessary corrections. The usual rules regarding corrections to Hansard transcripts apply. Alterations should only be made if they are necessary to correct a transcription error, not to improve style or sentence construction. A separate letter should be sent if a witness wishes to correct an error in his or her evidence.
- 6.13** Transcript corrections are due at the same time as the answers to questions on notice and supplementary questions.
- 6.14** Proof transcripts will be published on the committee's website shortly after the hearing is held.

Appendix 1 Committee membership

General Purpose Standing Committee No. 1

Revd the Hon Fred Nile MLC	Christian Democratic Party	<i>Chair</i>
The Hon Ben Franklin MLC	The Nationals	<i>Deputy Chair</i>
The Hon Scott Farlow MLC	Liberal Party	
Dr John Kaye MLC	The Greens	
The Hon Trevor Khan MLC	The Nationals	
The Hon Peter Primrose MLC	Australian Labor Party	
The Hon Adam Searle MLC	Australian Labor Party	

General Purpose Standing Committee No. 2

The Hon Greg Donnelly MLC	Australian Labor Party	<i>Chair</i>
The Hon Paul Green MLC	Christian Democratic Party	<i>Deputy Chair</i>
The Hon Sophie Cotsis MLC	Australian Labor Party	
Dr Mehreen Faruqi MLC	The Greens	
The Hon Matthew Mason-Cox MLC	Liberal Party	
The Hon Dr Peter Phelps MLC	Liberal Party	
The Hon Bronnie Taylor MLC	The Nationals	

General Purpose Standing Committee No. 3

Ms Jan Barham MLC	The Greens	<i>Chair</i>
The Hon Natasha Maclaren-Jones MLC	Liberal Party	<i>Deputy Chair</i>
The Hon Ben Franklin MLC	The Nationals	
The Hon Courtney Houssos MLC	Australian Labor Party	
The Hon Sarah Mitchell MLC	The Nationals	
Revd the Hon Fred Nile MLC	Christian Democratic Party	
The Hon Walt Secord MLC	Australian Labor Party	

General Purpose Standing Committee No. 4

The Hon Robert Borsak MLC	Shooters and Fishers Party	<i>Chair</i>
Mr David Shoebridge MLC	The Greens	<i>Deputy Chair</i>
The Hon David Clarke MLC	Liberal Party	
The Hon Shayne Mallard MLC	Liberal Party	
The Hon Shaoquett Moselmane MLC	Australian Labor Party	
The Hon Bronnie Taylor MLC	The Nationals	
The Hon Lynda Voltz MLC	Australian Labor Party	

General Purpose Standing Committee No. 5

The Hon Robert Brown MLC	Shooters and Fishers Party	<i>Chair</i>
The Hon Mick Veitch MLC	Australian Labor Party	<i>Deputy Chair</i>
Mr Jeremy Buckingham MLC	The Greens	
The Hon Rick Colless MLC	The Nationals	
Mr Scot MacDonald MLC	Liberal Party	
The Hon Greg Pearce MLC	Liberal Party	
The Hon Penny Sharpe MLC	Australian Labor Party	

General Purpose Standing Committee No. 6

The Hon Paul Green MLC	Christian Democratic Party	<i>Chair</i>
The Hon Lou Amato MLC	Liberal Party	<i>Deputy Chair</i>
The Hon Catherine Cusack MLC	Liberal Party	
The Hon Scott Farlow MLC	Liberal Party	
The Hon Daniel Mookhey MLC	Australian Labor Party	
Mr David Shoebridge MLC	The Greens	
The Hon Ernest Wong MLC	Australian Labor Party	

Appendix 2 Initial hearings – by date

Monday 31 August 2015 – GPSC 2 & 3

Time	Portfolio	GPSC	Room
9.00 am – 12.00 pm	Family and Community Services, Social Housing (Hazzard)	2	Macquarie
9.00 am – 11.00 am	Early Childhood Education, Aboriginal Affairs (Williams)	3	Jubilee
2.00 pm – 6.00 pm	Roads, Maritime and Freight (Gay)	2	Macquarie
2.00 pm – 6.00 pm	Education (Piccoli)	3	Jubilee

Tuesday 1 September 2015 – GPSC 2 & 3

Time	Portfolio	GPSC	Room
9.00 am – 12.00 pm	Ageing, Disability Services, Multiculturalism (Ajaka)	2	Jubilee
9.00 am – 1.00 pm	Mental Health, Medical Research, Women, Prevention of Domestic Violence and Sexual Assault (Goward)	3	Macquarie
2.00 pm – 6.00 pm	Transport and Infrastructure (Constance)	2	Jubilee
2.00 pm – 6.00 pm	Health (Skinner)	3	Macquarie

Wednesday 2 September 2015 – GPSC 1, 4 & 5

Time	Portfolio	GPSC	Room
9.00 am – 12.00 pm	Trade, Tourism and Major Events, Sport (Ayres)	4	Jubilee
9.00 am – 12.00 pm	Finance, Services and Property (Perrottet)	1	Macquarie
12.15 pm – 1.00 pm	The Legislature (Harwin)	1	Macquarie
2.00 pm – 6.00 pm	Planning (Stokes)	4	Jubilee
2.00 pm – 5.00 pm	Industry, Resources and Energy (Roberts)	5	Macquarie

Thursday 3 September 2015 – GPSC 1, 4 & 6

Time	Portfolio	GPSC	Room
9.00 am – 1.00 pm	Justice and Police, Arts, Racing (Grant)	4	Macquarie
9.00 am – 1.00 pm	Treasury, Industrial Relations (Berejiklian)	1	Jubilee
2.00 pm – 4.00 pm	Attorney General (Upton)	4	Macquarie
2.00 pm – 6.00 pm	Premier, Western Sydney (Baird)	1	Jubilee
4.15 pm – 6.00 pm	Innovation and Better Regulation (Dominello)	6	Macquarie

Friday 4 September 2015 – GPSC 5 & 6

Time	Portfolio	GPSC	Room
9.00 am – 1.00 pm	Primary Industries, Lands and Water (Blair)	5	Jubilee
9.00 am – 11.00 am	Local Government (Toole)	6	Macquarie
11.15 am. – 1.00 pm	Regional Development, Skills, Small Business (Barilaro)	6	Macquarie
2.00 pm – 5.00 pm	Environment, Heritage (Speakman)	5	Jubilee
2.00 pm – 5.00 pm	Corrections, Emergency Services, Veterans Affairs (Elliot)	6	Macquarie

Appendix 3 Initial hearings – by committee

General Purpose Standing Committee No. 1

Date	Time	Portfolio	Room
Wednesday 2 September 2015	9.00 am – 12.00 pm	Finance, Services and Property (Perrottet)	Macquarie
	12.15 pm – 1.00 pm	The Legislature (Harwin)	Macquarie
Thursday 3 September 2015	9.00 am – 1.00 pm	Treasury, Industrial Relations (Berejiklian)	Jubilee
	2.00 pm – 6.00 pm	Premier, Western Sydney (Baird)	Jubilee

General Purpose Standing Committee No. 2

Date	Time	Portfolio	Room
Monday 31 August 2015	9.00 am – 12.00 pm	Family and Community Services, Social Housing (Hazzard)	Macquarie
	2.00 pm – 6.00 pm	Roads, Maritime and Freight (Gay)	Macquarie
Tuesday 1 September 2015	9.00 am – 12.00 pm	Ageing, Disability Services, Multiculturalism (Ajaka)	Jubilee
	2.00 pm – 6.00 pm	Transport and Infrastructure (Constance)	Jubilee

General Purpose Standing Committee No. 3

Date	Time	Portfolio	Room
Monday 31 August 2015	9.00 am – 11.00 am	Early Childhood Education, Aboriginal Affairs (Williams)	Jubilee
	2.00 pm – 6.00 pm	Education (Piccoli)	Jubilee
Tuesday 1 September 2015	9.00 am – 1.00 pm	Mental Health, Medical Research, Women, Prevention of Domestic Violence and Sexual Assault (Goward)	Macquarie
	2.00 pm – 6.00 pm	Health (Skinner)	Macquarie

General Purpose Standing Committee No. 4

Date	Time	Portfolio	Room
Wednesday 2 September 2015	9.00 am – 12.00 pm	Trade, Tourism and Major Events, Sport (Ayes)	Jubilee
	2.00 pm – 6.00 pm	Planning (Stokes)	Jubilee
Thursday 3 September 2015	9.00 am – 1.00 pm	Justice and Police, Arts, Racing (Grant)	Macquarie
	2.00 pm – 4.00 pm	Attorney General (Upton)	Macquarie

General Purpose Standing Committee No. 5

Date	Time	Portfolio	Room
Wednesday 2 September 2015	2.00 pm – 5.00 pm	Industry, Resources and Energy (Roberts)	Macquarie
Friday 4 September 2015	9.00 am – 1.00 pm	Primary Industries, Lands and Water (Blair)	Jubilee
	2.00 pm – 5.00 pm	Environment, Heritage (Speakman)	Jubilee

General Purpose Standing Committee No. 6

Date	Time	Portfolio	Room
Thursday 3 September 2015	4.15 pm – 6.00 pm	Innovation and Better Regulation (Dominello)	Macquarie
Friday 4 September 2015	9.00 am – 11.00 am	Local Government (Toole)	Macquarie
	11.15 am. – 1.00 pm	Regional Development, Skills, Small Business (Barilaro)	Macquarie
	2.00 pm – 5.00 pm	Corrections, Emergency Services, Veterans Affairs (Elliot)	Macquarie