



# ANNUAL REPORT 2019/20



*Department of the Legislative Assembly*

# About this Report

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This annual report reviews our performance over the 2019/20 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) and financial statements are appended in a separate document at the same location.

The images used in this report were captured throughout the 2019/20 financial year. As physical distancing measures were introduced in the latter half of the financial year, a mix of distanced and non-distanced images are incorporated.

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## Letter of Transmittal

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The Hon. Jonathan O'Dea MP  
Speaker of the Legislative Assembly  
Parliament House  
Macquarie Street  
Sydney NSW 2000

Dear Mr Speaker

I am pleased to submit to you for tabling the annual report for the Department of the Legislative Assembly for the reporting year ended 30 June 2020.

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.

The content of the report incorporates the requirements of the Annual Reports (Departments) Act 1985 and the Public Finance and Audit Act 1983, especially 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 the Parliament's website at: [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au).

I commend this report to you and thank you on behalf of your staff for your ongoing support.

Yours sincerely  
Helen Minnican

Clerk of the Legislative Assembly

# Speaker's Foreword

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I am pleased to accept the annual report for the Department of the Legislative Assembly for the year ending 30 June 2020 - a year that initially saw devastating bushfires, and then was dominated by the impact of the global COVID-19 pandemic.

As the challenges of 2020 presented, the Legislative Assembly was adaptive and agile, and successfully ensured democracy could continue in the face of such enormous disruption.

In fact, the Legislative Assembly did far more than simply manage during the pandemic. Rather, the staff and Members of the Assembly used the opportunities of 2020 to innovate, by rolling out new and modern procedures and practices relating to the operation of the Chamber.

As part of amended and limited sitting arrangements, various new Sessional Orders were introduced to facilitate adapted processes.

With significant pairing arrangements in place, and physical distancing restrictions applied to the Chamber, the new e-Divisions app, introduced on February 25, assisted with a smooth transition to "walk-through" divisions and reliable digital record-keeping, including a new Running Record.

When the public galleries were closed on March 20, the Assembly livestreamed the historic and unique proceedings on social media.

The cancellation of public tours prompted the development of video tours of the Chamber that were shared on digital platforms.

Committees of the Legislative Assembly were also significantly impacted, and quickly transitioned hearings and meetings to virtual platforms.

The development of a new ePetitions platform was completed, and presents a COVID-safe opportunity for citizens to collect signatures digitally instead of in-person and on paper. The introduction of ePetitions also presents significant benefits for people in remote and regional areas, who may be united on a particular public policy issue, but may be separated by vast distances.

Most importantly, the safety and health of all staff and Members was paramount, and I thank everyone for adhering to new restrictions and protocols that ensured a safe working environment.

I commend the staff of the Legislative Assembly for their hard work, dedication and swift responses to a challenging but rewarding year. I likewise acknowledge the Speaker's Panel, Members and other parliamentary staff for their commitment to our democracy despite trying circumstances.

We will all continue to deliver on the strategic priorities of the Legislative Assembly and the Parliament as a whole over the course of this Parliamentary term. There are many exciting projects already underway, and I look forward to seeing them delivered in the public interest.





## Clerk's Overview

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The 2019/20 reporting period has been a time of challenge, change, adaptation and achievement for the Department and its staff. What commenced as a busy second half to the first year of the parliamentary term, turned into a period of uncertainty. The New Year brought the 'Black Summer' bushfires, quickly followed by floods and the Covid-19 pandemic. The trauma of these events was reflected in the subsequent moving tributes and recognition paid by the Members of the Assembly to their communities and emergency service personnel, firefighters and volunteers.

## Responding to the Pandemic

The Covid-19 pandemic impacted the NSW Parliament, resulting in significant disruption to the sittings of the House and the conduct of its business. Perhaps less disruption was felt by the Committees administered by the Assembly, which continued to conduct proceedings and deliver on their inquiry programs, with the exception of regional hearings and site visits. While virtual proceedings were not used in the House, new technologies were rapidly deployed for Committee inquiries and activities, utilising existing procedures and rules that accommodated electronic proceedings where all participating could be heard contemporaneously. Significantly, the Public Accounts Committee and Legislation Review Committee reviewed the major financial and legislative Covid-related measures taken by Government in response to the pandemic.

After the initial lockdown period and suspension of sittings, the House resumed a regular schedule for the remainder of the reporting period. Question Time continued, without 'Dorothy Dixers'. Several factors enabled the Department to support the operations of the Assembly during this period: staff rotations previously undertaken in the Table Office for staff development and business continuity; collaboration with staff of the Department of Parliamentary Services and the Legislative Council on the adoption of new technologies; and a consistent leadership approach across the three parliamentary departments to the management of the Parliament's staff and resources in a time of crisis and unprecedented change.

## Corporate Plan and strategic objectives

The commencement of a new Parliament is a time for evaluating performance and reviewing the Department's strategic objectives and corporate plan, consistent with a new strategic outlook for the 57th Parliament. The five objectives of the corporate plan for this parliamentary term include: modernising our processes, strengthening engagement, managing our finances and measuring performance, supporting our Members and supporting our people. Workshops facilitated by senior management on the values of the Department, demonstrated the preparedness of staff to review and refine the organisation's values and behaviours.

The Speaker's modernisation agenda, a revised corporate plan and strategic objectives, and technological advances have resulted in significant changes to the Assembly's procedures and operations. The extent of the changes have impacted every aspect of the Assembly's operations and the parliamentary working environment.

## Organisational review and corporate changes

The reporting year also covered a period of significant review and development for the Department. Foreshadowed at the end of the previous Parliament, the functional realignment of the Department's resources commenced with a review of senior management and the three operational streams of work. This was the first review of the Department's organisational structure since 2010. The commencement of the review, which was managed by an external consultant, was preceded in August 2019 by the transfer of responsibility for Electorate Office Services to the Department of Parliamentary Services: a move aimed at providing greater coordination and integration of service delivery across relevant areas of the Parliament's administration.

Consequently, the timing of the review gave the opportunity to evaluate an optimum organisational structure adequate to sustain the Department into the future. As noted in the report, the work of the Department now centres on three main functional streams and our resources are aligned accordingly. For instance, the merging of the Table Office and Procedural Research units has increased our capacity to support the Chamber and members with procedural advice, as well as giving greater opportunity for staff progression and collaboration. The emphasis on scrutiny and engagement in the work of Committees was recognised in the change in focus of responsibilities for the re-title position of Clerk-Assistant (Committees). The next phase of the organisational review will continue to strengthen the Department and give opportunity for productivity gains as business systems are upgraded.

## Workforce planning and succession

The staff of the Department have worked extremely hard under pressure over the last twelve months to ensure the efficient operations of the Assembly and the capacity of its Members to perform their parliamentary duties. The House relies upon a small group of professionals, dedicated and committed to the Assembly as an institution. Table and Chamber staff support long sittings and complex proceedings, providing authoritative, sensitive advice to strict deadlines and the constraints of the parliamentary timetable. Similarly, experienced Committee officers moved quickly to develop new procedures and adopt electronic proceedings, as Committees held virtual hearings and meetings via videoconferencing and teleconferencing.

Investing in the staff of the Department remains a high priority. As noted last year, succession planning is at the forefront of our workforce planning given the generational change to occur across all grades over the next 5-10 years, particularly at the senior management level. Long-term planning to ensure the necessary expertise and depth of skills at the middle management level will need to address the impact of efficiency dividends over time and secure the depth of procedural expertise and knowledge to sustain the House in future Parliaments. In the year ahead we will focus on capacity building, clarity of roles, and training and development for staff.

## Innovation and transformation

The Department has continued its work on the digital transformation of the Legislative Assembly. The events of the annual reporting period illustrate the complexity of the unique environment in which the Department operates. Fortunately, work undertaken to modernise some processes proved fortuitous during the pandemic, such as, e-divisions and the work towards e-petitions.

Customised delivery of information on parliamentary business is progressing with the building of dedicated portals for individual Members and particular user groups, such as Ministers and their staff. The portals when completed will support end-to-end digital transactions with the Executive on processes requiring responses from Ministers to specific items of business. It is anticipated that these matters should realise efficiencies for the Department.

## Conclusion

I wish to acknowledge the efforts of every single member of the Department who have all shown commitment in responding to the pandemic, adjusting to new ways of working together, collaborating with colleagues across the Parliament, and finding the resilience to meet the demands placed upon them with good grace and professionalism.

I am indebted to the team in the Clerk's office for their unwavering support and to the Department's senior management team, ably led by the Clerk-Assistants, who have supported the staff through an unprecedented period of change and reform. My thanks too, to the Speaker and his office, the Assembly's officeholders and the Members and their staff, for their cooperation and for their support of the Department. Finally, I would like to thank my clerkly colleagues in other jurisdictions, whose timely updates and collegiality were greatly appreciated throughout the year.

The year ahead will be no less challenging given external factors such as Covid and internally with the extensive capital works programs attached to the digital transformation, and the audio-visual and business system upgrades for the NSW Parliament. The performance of senior officers involved in overseeing each work program, and the House staff directly involved in managing and contributing to each project, will be critical to our success. The Department's record of achievement this year leaves me in no doubt that the staff will rise to the challenges ahead.

# Our Vision

*To be leaders in the delivery of Parliamentary democracy and community engagement.*

# Our Purpose

*Working for the people of New South Wales by providing:*

*Impartial advice, support and information to the House and its Committees, and to Members so they can perform their representative and Parliamentary duties*

*Community access to the Legislative Assembly and its proceedings so the people of NSW can fully participate in Parliament.*

# Our Values

## Integrity

*We are honest and ethical.  
We are impartial and apolitical.*

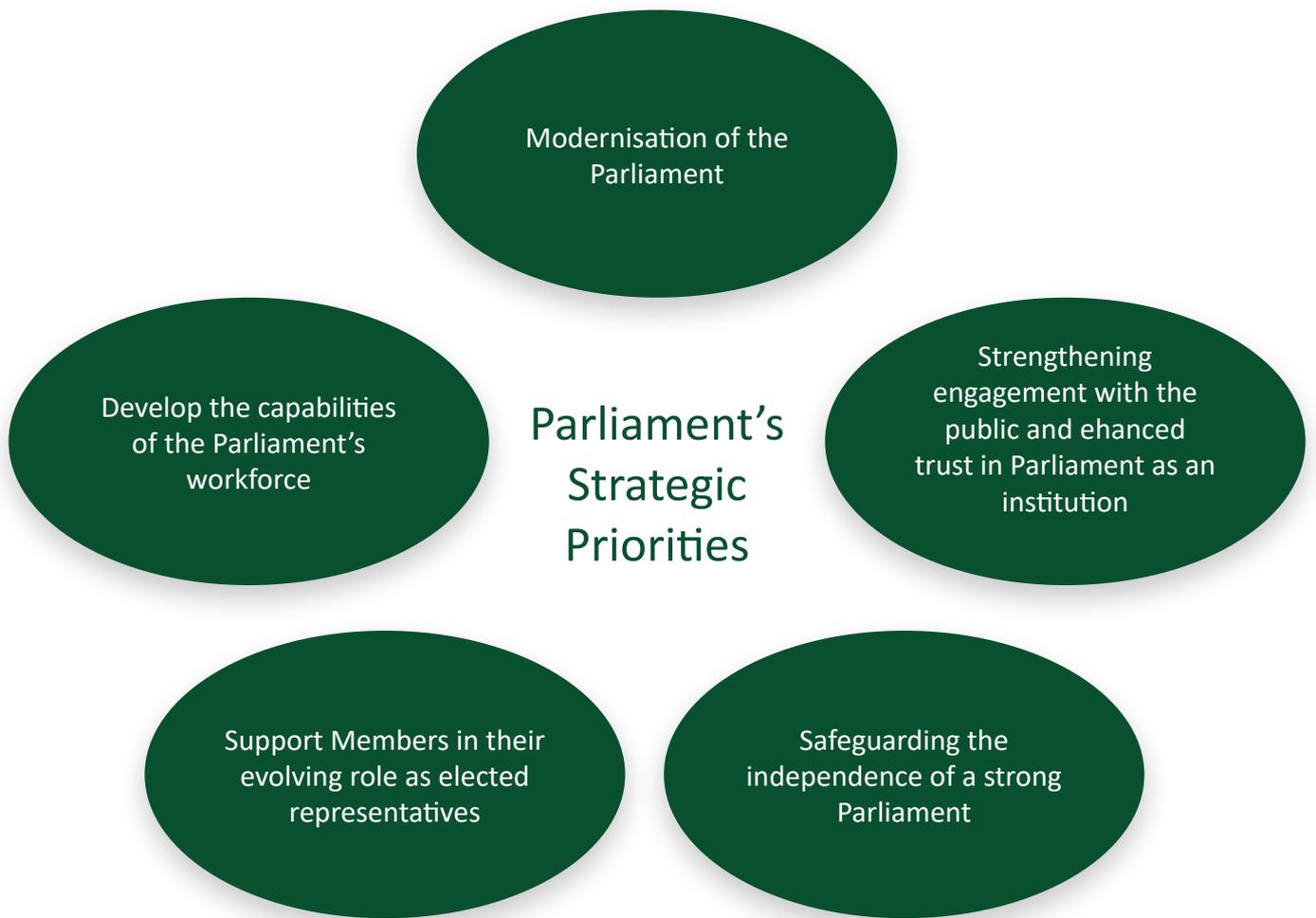
## Excellence

*We are professional and work efficiently and effectively to deliver results.  
We are always looking to add value, improve and innovate.*

## Respect

*We are respectful to one another, to Members, and to our stakeholders. We respect the institution of Parliament, which we act to preserve and progress for the lasting benefit of the people of NSW.*





## LA Corporate Objectives

### *Modernising our processes*

We are leaders in integrated, cost effective and efficient Parliamentary systems. We deliver high-quality and customised services.

### *Strengthening engagement*

The community is better informed and involved, and can easily recognise the role we play.

### *Managing our finances and measuring performance*

We are fiscally responsible and sustainable. We are accountable, and measure our performance to ensure we are efficient and effective.

### *Supporting our Members*

Our services are valued and respected by Members.

### *Supporting our people*

Our people are seen by the community, Members and their staff as helpful experts in their field. They are motivated and inspired to achieve their best.



## Responding to the COVID-19 Health Pandemic

A new and serious respiratory virus was identified in the city of Wuhan in the People's Republic of China in December 2019. Within a month of the discovery of this new virus, the first cases were detected in NSW. By March 2020 the spread of COVID-19 (Coronavirus) had been declared by the World Health Organisation to be a worldwide pandemic.

The NSW Government, along with all other State and Territory Governments in Australia, introduced strict shutdown and social distancing measures to prevent the spread of COVID-19. These extraordinary measures affected every person and every institution, including the NSW Parliament.

The Legislative Assembly responded to the need for continuity of democratic processes and Government stability in a number of ways. Special arrangements, were put in place for the operation of the Chamber, to amend the usual routine of business and to provide for continuity of important functions while sittings were suspended. These arrangements were facilitated by the adoption of new Sessional Orders, the suspension of Standing and Sessional Orders, and by agreements made between the Government, the Opposition and the Cross bench.

# Disruption to the sitting calendar

The Legislative Assembly was originally scheduled to sit from Tuesday 24 March 2020 for a two week period. The Assembly met for just one day, on 24 March 2020, to urgently consider two bills relating to the Government’s response to the impact of the COVID-19 virus and to conclude consideration of a bill to provide relief to people affected by the 2019/20 bushfires. The Assembly amended its sitting calendar due to the pandemic and was not scheduled to sit again until 15 September.

However, at the request of the Government and having consulted with the leaders of all other parties, the Houses were recalled to sit on Tuesday 12 May in order to consider three emergency measure bills concerning COVID-19. The Legislative Assembly sitting day extended to 13 May so it could conclude consideration of the bills after they were returned following their consideration in the Legislative Council.

During the 12 May 2020 sitting day, the House resolved to amend its earlier resolution of 24 March which set the return of the House to September 2020. The amendments provided for the House to sit for two weeks in June, one week in July and one week in August. The resolution effectively reinstated the original 2020 parliamentary sitting calendar for the Legislative Assembly.

By June 2020 it was clear that shutdown measures had greatly limited the potential impact of COVID-19 in NSW and, following advice from public health officials, the NSW Parliament sat for the two June sitting weeks that had originally been scheduled, while continuing to maintain social distancing measures and with some amendments to the conduct of business in the Chamber.

In all, the number of scheduled sitting days for 2019/20 decreased from 54 to 44. This means that 10 sitting days (or 18 percent) were not able to proceed as planned.

## March

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	●	●	27	28	29
30	●					

## April

		●	●	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May

				1	2	3
4	●	●	●	8	9	10
11	12	●	●	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Legislative Assembly sitting days
- Sitting days that did not proceed

# Changes to the conduct of business

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Standing and Sessional Orders were suspended to facilitate the safe conduct of business in the context of the COVID-19 pandemic.

Key changes to the conduct of business are set out below:

## Emergency Legislation

On 24 March and 12 May 2020, Standing and Sessional Orders were suspended to permit the introduction and passage through all stages of bills relating to the Government's response to the impact of COVID-19. Regular business that would ordinarily be considered during the day's Routine of Business was removed and time limits applied to speaking times for the second reading debate and consideration in detail stages of the bills.

Question Time was not held when the Assembly met on 24 March. For the sittings held in May and June, Question Time comprised five questions (rather than the usual ten). Four questions were asked by the Opposition and one by the Cross bench. In order to maintain social-distancing arrangements in the Chamber, not all Ministers were present in the Chamber for each Question Time. The Opposition and Cross bench were informed by midday each sitting day which of the twelve Ministers would be present for Question Time. Ministers did not answer questions on behalf of other Ministers.

## Question Time

## Written Questions

Each sitting week Members are allowed to lodge written questions to Ministers, and Ministers have 35 days in which to provide answers to each written question. On 12 May the House resolved to suspend Standing and Sessional Orders to allow written questions to be lodged during two non-sitting weeks. The suspension provided an avenue for Members to continue to scrutinise the actions of Executive Government even when the House was unable to sit.

# Delay to State Budget 2020-21

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In May, the COVID-19 Legislation Amendment (Emergency Measures – Treasurer) Bill 2020 was passed by both Houses.

This Act allowed for:

1. The deferral of the 2020-21 Budget from June until later in 2020
2. An extended time for the Treasurer to authorise payments from the Consolidated Fund on the lapse of appropriations made by the 2019/20 Budget
3. With the Governor's approval, authorisation of payments out of the Consolidated Fund for emergencies resulting from the COVID-19 Pandemic until the 2020-21 Budget is enacted.

On 16 June 2020, the date originally scheduled for the delivery of the budget, the Treasurer made a Ministerial Statement in relation to the economic situation for New South Wales and the Government's economic response to the pandemic. The Leader of the Opposition addressed the House in reply to the Treasurer's statement.

# Summary of pandemic-related Sessional Orders

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On 24 March 2020 the House adopted six new sessional orders to allow for the safe conduct of proceedings during the COVID-19 pandemic:

Postponing meeting times

**New Sessional Order 47A** provides that the Government can, in the public interest, request that the Speaker provide for an alternative day and time of sitting. If satisfied, the Speaker must communicate the meeting time electronically to all Members.

A new procedure for divisions

**Sessional Order 180** allows Members to vote in a division while maintaining appropriate social distancing by entering and leaving by separate entrances (for Ayes and Noes) to minimise opportunities for contact.

Electronic transactions

**Sessional Order Order 369** allows all matters that are required to be authorised or transacted in writing to be transacted electronically with the documents bearing clearly displayed signatures.

Tabling and printing of papers

**Sessional Order Order 266** provides for papers to be received and tabled electronically.

Tabling of papers when the House is not sitting

**New Sessional Order 266A** provides that any report or document required to be tabled in the House by a Minister may be lodged with the Clerk.

Printing and publication of papers and documents

**Sessional Order Order 266B** makes any reference to “printing” in the Standing Orders to be taken to mean “publication”, including by electronic means.

A new procedure for divisions



# Summary of pandemic-related Sessional Orders

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On 2 June 2020 the House adopted six further sessional orders:

## Community Recognition Statements

**Sessional Order 108A** permits Members to submit two written Community Recognition Statements each sitting day (rather than one) until 31 December 2020.

## Notices of Motion

**Sessional Order 133** puts a 30 second limit on the giving of a General Business Notice of Motion (General Notice).

## Copies of Notices of Motion

**Sessional Order 134** provides for the electronic receipt of Notices of Motions (rather than paper copies being handed to the Clerks-at-the-Table).

## Removal of Members

New **Sessional Order 249B** permits the Speaker to direct a Member to leave the Chamber if they exhibit symptoms of COVID-19 or cannot demonstrate they have cleared temperature and symptom screening that day.

## Written Questions

**Sessional Order 132** provides that written questions be lodged only in the Table Office (previously Members also had the option of handing paper copies of questions to the Clerks-at-the-Table).

## Tabling of papers

**Sessional Order 266** permits Ministers to table papers electronically or in hard copy in the House.



## Impact on the operation of the Chamber

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On 24 March 2020, during the height of the pandemic, more than 50 Members were absent and only a handful of Members took their seats in the Chamber. The Members' absence was planned by the major parties and the Cross bench (via pre-arranged pairing arrangements) so that the operation of the Legislative Assembly complied with social distancing guidelines.

Those Members who were in the Chamber sat in an altered seating plan of at least 1.5 metres between persons and at least four square metres per person.

The Clerks-at-the-Table also sat in an altered seating arrangement, with two Clerks seated at either side of the Table, and the Chamber attendants did not take their usual places in the Chamber.

The House implemented the new division process which enabled voting in a division while maintaining appropriate social distancing. The amended procedure allowed for Members to enter and leave the Chamber by separate entrances (for Ayes and Noes) with tellers positioned near both of the entrances to record the votes. Members did not take their seats in the Chamber during divisions but left the Chamber immediately after recording their votes with the tellers.

The Presiding Officers took the decision to close the respective public galleries of the two Houses to visitors on 20 March 2020, and cancelled school group visits and public tours. The proceedings of the Assembly continued to be broadcast live through the Parliament's webcast. The Assembly's 'running record' of events and comprehensive Votes and Proceedings document also provided an opportunity for the community to remain connected with the activities of the House. The Parliament building was subsequently closed to all visitors from 30 March 2020.

## Virtual Tour

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From 23 March 2020 all public tours were suspended indefinitely as part of the Parliament's response to the COVID-19 pandemic. To replicate the experience of visiting the Parliament, staff from across all three Parliamentary departments created a series of short videos containing snippets of content usually provided on the public tour. The Virtual Tour provides an opportunity to safely continue sharing the stories and history of the Parliament with the public while the physical building is closed. The videos were uploaded to the Parliament's webpage and a sample shared on social media.



# Summary of COVID-safe Chamber measures

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A 'Response to COVID-19 for proceedings in the Legislative Assembly' was drafted prior to the June 2020 sittings. The Assembly worked with officials from NSW Health, expert hygienist consultants and the Department of Parliamentary Services to ensure the safe on-going operation of the Chamber during the pandemic, including:

- Members, parliamentary officers and Members' staff were not permitted to enter the Chamber and Speaker's Square unless they had undertaken temperature and symptom screening
- Physical distancing was strictly adhered to, including 1.5m between each person and 4 square metres of floor space around each person
- No more than 23 Members, excluding the Speaker, were able to be present in the Chamber at any time
- Places to sit were clearly marked on the Chamber floor and benches
- The Speaker was able to leave the Chair and suspend the sitting if physical distancing was not being observed
- Only the minimum number of staff required to be physically present in support of Assembly operations and proceedings were allowed to be within the Parliament building. This included staff of each of the three Parliamentary departments, Ministerial and Members' staff
- Doors to the Chamber were open at all times to ensure maximum airflow within the Chamber
- Hand sanitiser was located around the Chamber
- Water bottles were used in place of jugs and glasses
- All surfaces were thoroughly cleaned before sittings commenced and during breaks
- As far as practicable, documents, paper and other information required in the House was provided electronically, and the use of paper in the Chamber was kept to a minimum.



# Impact on the operation of Committees

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COVID-19 also fundamentally disrupted the operations of Committees in the Legislative Assembly. The first disruption to Committee business was felt in early March 2020 with the cancellation, by the venue manager, of a regional hearing in Armidale scheduled for 16 and 17 March 2020 for the Investment Industry and Regional Development Committee. When the NSW Parliament was closed to the public from 30 March 2020 the work of Committees continued with the adoption of new technology.

## Use of technology to support meetings and public hearings

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Committees used the Parliament's newly available videoconferencing platform to hold public hearings and meetings. This was a significant change to existing practice, as most Committee meetings and hearings were previously held in-person.

Committee staff, liaising with and supported by the Information and Communication Technology Services team and Hansard, tested the software and equipment prior to rollout, then drafted instructions, revised guidelines specific to Committees use, and provided training in the new videoconferencing platform.

Under Standing Order 295 (2) a Committee is authorised to conduct proceedings by electronic communication, which meant that the Standing Orders did not require changing to support the transition to videoconferencing.

The Legislation Review Committee was the first Committee to hold a meeting via videoconference on 22 April 2020. All eight Members of the Committee and most staff joined the meeting virtually. A small number of staff members attended Parliament House in order to host the virtual meeting.

The Investment, Industry and Regional Development Committee held the first virtual public hearing on 5 May 2020 with two panels of witnesses appearing by videoconference. All Members joined the hearing via videoconference. The virtual hearing, the first of its kind for NSW Parliament, was live-streamed on the public webpage and evidence recorded by Hansard.

While most Committees met virtually, particularly in April and May, it was appropriate for other Committees to meet in-person. For instance, the Committee on the Independent Commission Against Corruption held an in-person public hearing at Parliament House on 15 May 2020. To ensure appropriate physical distancing, Members and staff were seated 1.5 metres apart and the witnesses gave evidence in 'shifts'. While the NSW Parliament remained closed to the public and it wasn't possible to facilitate a public gallery, the public hearing was broadcast live on the Parliament webpage.

While restrictions may ease further in coming months, the introduction of videoconferencing to Committees has proven significant and potentially long-lasting. In particular, Committee inquiries focused on regional areas may benefit from this new technology. In addition to holding site visits and regional public hearings, Committees can now liaise with and gather evidence more often from a greater range of witnesses and stakeholders.

Virtual Hearing for  
Committee on Investment,  
Industry and Regional  
Development - 12 June 2020



## Facts and figures

28

proceedings held via video  
conferencing  
including:

- 20 deliberative meetings
- three public hearings
- four Committee briefings
- one Committee roundtable

4

deliberative meetings held  
via teleconferencing

2

physically distanced public  
hearings held in person

# Committee work related to the COVID-19 Health Pandemic

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## Public Accounts Committee

On 8 April 2020, under Section 57 of the Public Finance and Audit Act 1983, the Public Accounts Committee wrote to the Treasurer to request a briefing on the impacts that COVID-19 has had on the budget, including expenditure measures and lost revenue streams.

The Secretary and Deputy Secretary of the Treasury provided a briefing to the Committee on 30 April 2020. The Treasury briefing is the first in a series requested by the Committee.

## Committee on Environment and Planning

On 30 April 2020, the Environment and Planning Committee changed the terms of reference for its inquiry into the sustainability of NSW's energy supply and resources. The Committee noted the need to look at opportunities for economic expansion in NSW as part of the response to COVID-19. The inquiry will consider opportunities for renewable energy to support impacted workforces, industries and the wider economy.

## Legislation Review Committee review of COVID-19 bills and regulations

The Legislation Review Committee (LRC) is responsible for reviewing each bill introduced into Parliament and each regulation subject to disallowance as set out in the Legislation Review Act 1987.

Since the advent of COVID-19 in NSW, a number of Bills have now been passed and regulations made in NSW to respond to its health and economic impacts. Given the emergency nature of this legislation, it contained a significant number of extraordinary provisions, for example: Henry VIII clauses which delegated legislative power to the Executive; provisions for the increased use of pre-recorded evidence in criminal trials; provisions limiting the ability of residential and commercial landlords to enforce certain rights under tenancy agreements; and provisions to allow the postponement of local government elections.

In accordance with its functions under sections 8A and 9 of the Legislation Review Act 1987 (the Act), the Legislation Review Committee reviewed each of these bills and regulations against the criteria set down in the Act and, in particular, for their impact on personal rights and liberties. In most cases, the Committee found the extraordinary provisions were reasonable to respond to the emergency created by COVID-19, particularly given that they were not permanent provisions but time limited.

The Committee's reports on COVID-19 bills and regulations are spread across a number of its Legislation Review Digests. To make access easier, the Committee extracted each of its reports on these bills and regulations and republished them on its webpage in the one document *Compilation of Reports Related to COVID-19*, across two volumes. These volumes are continually updated as more COVID-19 legislation is reported on by the Committee.

# Supporting staff in response to COVID-19 restrictions

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## Flexible working arrangements during the COVID-19 Health Pandemic

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The Department of the Legislative Assembly operated as close to normal as possible at each stage of the pandemic, while keeping our staff safe by putting in place protective measures recommended by NSW Health. Our staff continued to support the House and its Committees in the full range of their Parliamentary roles and responsibilities of scrutiny, accountability and engagement.

From mid-March, our staff started to transition to working-from-home where required due to personal circumstances or high risk factors.

On 31 March 2020, the Government passed a Public Health Order requiring staff to work-from-home where possible. The order included a requirement that people not leave their place of residence without a reasonable excuse. The definition of 'reasonable excuse' included travelling to work where the work was not able to be completed from home.

During this time, our staff worked from home, except for essential staff required to support the sittings of the House on sitting days.

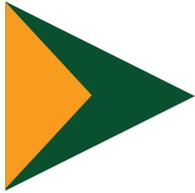
On 14 May 2020, the Public Health Order was updated to provide that the employer must allow an employee to work from home where it is reasonably practicable to do so. This allowed a more flexible approach to working-from-home and for some staff to transition back to the office.



# Supporting our staff during the COVID-19 Health Pandemic

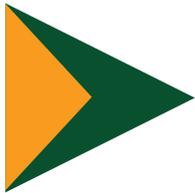
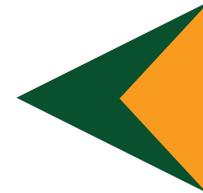
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There were a number of ways we supported our staff to provide a safe and supportive working environment:



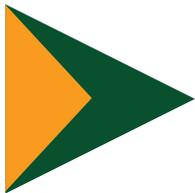
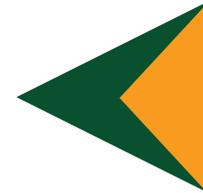
We co-ordinated with the Information and Communication Services team to ensure that all staff had access to key systems and technology to enable them to work from home.

We followed the Parliament's working-from-home guidelines and ensured that all staff had completed a working-from-home ergonomic assessment.



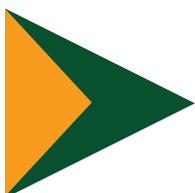
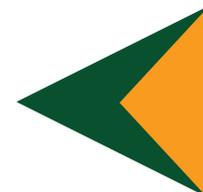
We provided alternative suitable duties where regular duties were not able to be performed due to the public health orders and the closure of Parliament House to the public.

We changed the format of our staff newsletters from fortnightly to weekly and included information on working-from-home and wellbeing strategies, as well as increased social content to help staff stay connected.



We held department-wide and team staff meetings via videoconferencing to keep up regular communication and provide information about the impact of the pandemic and the transition to working from home.

We established a Whatsapp group for staff to stay connected by sharing links, photos and comments. Around 70% of our staff participated in the group and there was a high level of engagement and contributions.



We provided information about our Employee Assistance Program to remind staff about the Parliament's confidential counselling service.

# Special Feature

## *The Spanish Flu and its impact on the Chamber*

The COVID-19 pandemic is not the first pandemic to have affected the operations of the Legislative Assembly. The Pneumonic Influenza (Spanish Flu) Outbreak of 1918-1919 led to the NSW Parliament suspending sittings for nearly eight months. In fact, the four years of hostilities and huge social upheavals of World War One from 1914-1918, did not impact on the legislative program and meetings of NSW Parliament to the same extent as the Spanish Flu.

The NSW Parliament was prorogued in December 1918 and due to meet again in February 1919. However, in the intervening period, the Spanish Flu arrived on Australia's shores, brought back with soldiers returning from service overseas. The NSW Government introduced strict measures, including the wearing of masks in public, prohibiting congregating in public spaces and border restrictions, to reduce the spread of the Spanish Flu. The Parliament did not sit again until August 1919.

At the re-opening of Parliament in 1919, Governor Sir Walter Davidson remarked on the impact of the Spanish Flu on the people of NSW. Governor

Davison's comments, made more than a century ago, could well apply to the response of the citizens of NSW to COVID-19 today:

*“The recent epidemic of influenza was the cause of profound distress throughout the State, and of deep anxiety to my advisers. Acting under the highest professional advice the Government of the State took all necessary steps for combating the plague. The citizens were organised to meet exceptional demands for hospital treatment, medical skill, nursing, and relief of consequential poverty and suffering. My advisers acknowledge gratefully the services of the medical profession and the hospital staffs, as well as the admirable work done by the administrative Committees and voluntary workers throughout the State during this trying time.”*

© State of New South Wales through the State Archives and Records Authority of NSW 2016.



# LOOKING AHEAD



We will continue to support the Legislative Assembly to ensure that Members can serve the interests of their constituents and representative democracy, while complying with health and safety restrictions.

## COVID-safe Chamber

In accordance with changes to Public Health Orders and expert advice, we will monitor and modify the changes made to the practices and procedures of the House to ensure a safe working environment.

## Business continuity planning and risk management

We will ensure that the Legislative Assembly's Business Continuity Plan recognises the risks associated with the health pandemic and incorporates strategies to minimise these risks.

We will ensure our risk register is updated regularly to reflect the changing situation with the pandemic.

## Flexible working

We will continue to allow for flexible working practices in line with public health advice.

We will participate in the internal audit of the working-from-home arrangements, and implement any recommendations made as a result of the audit.

## Virtual Chamber proceedings

We will continue to keep a watching brief over virtual Chamber developments in other jurisdictions and are prepared to implement new practices and procedures to accommodate a virtual Chamber, should it be required.

## Innovation

We will continue to adapt and innovate to meet our strategic objectives in the face of the challenges brought about by the COVID-19 health pandemic. We will explore options for virtual school tours and educational and training events.

We will continue to prioritise paperless process as part of the Parliament-wide digital transformation project. Committees will continue to explore technological options to allow participation in proceedings.



## Supporting the House

We directly support the sittings of the House by preparing the information needed by Members and officeholders to participate in proceedings and manage the business of the House. We provide advice to Members of all parties in accordance with Parliamentary procedure, custom and practice.

Our House and Procedure team produce the official records of the House including the Votes and Proceedings and the Questions and Answers Paper and record and maintain custody of all documents tabled in the House. During sittings Clerks-at-the-Table are on hand to ensure the orderly conduct of business and to advise and assist the Speaker and other Members on matters of procedure and practice. Our Chamber Support Services staff attend to sittings in the House and provide front of House services for the Legislative Assembly.

# Our performance

During 2019/20 there were two factors that had a significant impact on the sittings of the House; the adoption of new Sessional Orders and the COVID-19 pandemic (see – previous section ‘Responding to the COVID 19 health pandemic’).

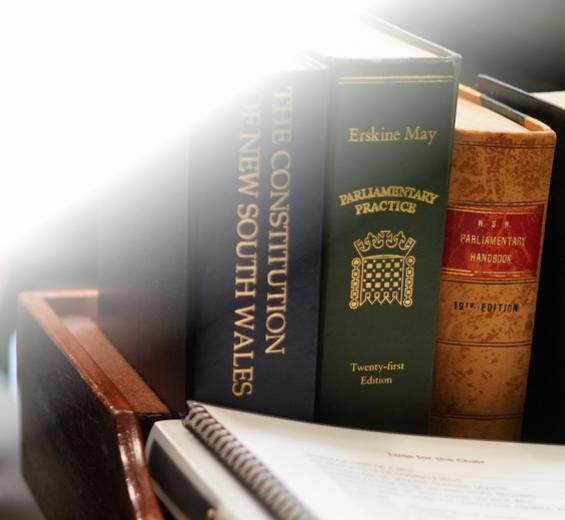
## Impact of new Sessional Orders

On 1 August 2019 the House adopted new sessional orders that made significant changes to the sittings of the House. The changes aimed to preserve the scrutiny, representative and legislative functions of the Assembly, while streamlining them and bringing them in line with community expectations.

An earlier start time for sitting days was introduced to permit more time for considering Government Business and to bring about a more predictable day. An additional 30 minutes was also added to General Business: Orders of the Day for Bills giving Private Members more opportunity to bring on a vote on their non-government bill before it lapses.

A single Public Interest Debate was introduced to replace the motion accorded priority, the matter of public importance, and the re-ordering of general business debates. The discussion on petitions with 10,000 signatures also became a debate allowing Members to vote to take note of the petition.

These changes are discussed in more detail further in the report.



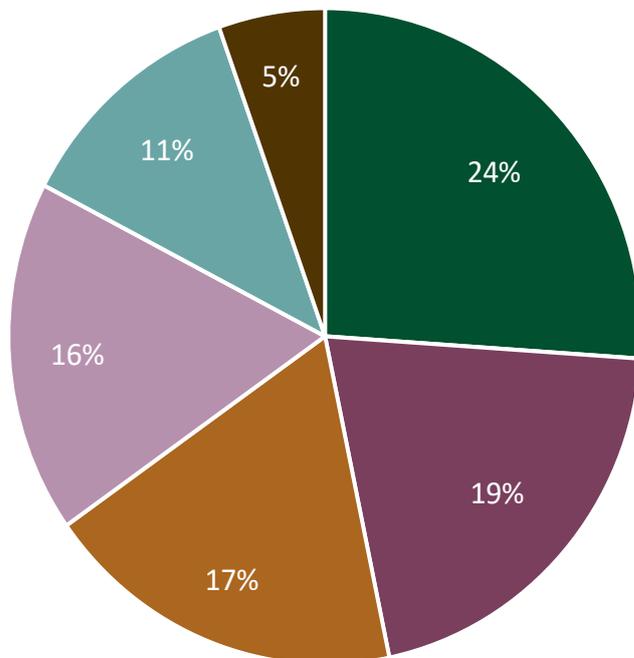
# Impact of the COVID-19 Health Pandemic

In response to the COVID-19 pandemic the House moved to reduce the number of sitting days. As a result, the number of sitting days for the 2019/20 financial year decreased from 54 to 44. This is reflected in lower than usual numbers for bills introduced, bills passed, entries in Votes and Proceedings and papers tabled.

To ensure it could continue its important role of scrutinising the Executive during the lockdown, the House suspended Standing and Sessional Orders to permit the lodging of written questions during the non-sitting weeks of 18 to 22 May and 25 to 29 May 2020. During the reporting period a total of 2,845 written questions were submitted, a number in line with previous non-election years.

When the House returned from lockdown, questions during Question Time were temporarily limited to five and only to be asked by the Opposition and Crossbench Members. This resulted in a total of 392 oral questions being asked, significantly lower than a typical non-election year. The number of paper petitions received was also lower than previous years. It is likely that the physical distancing and hygiene requirements, as well as the restrictions on movement necessitated by COVID 19, contributed to this reduction.

## Sittings of the House



- Government Business
- Business of the House\*
- Private Members' Statements
- General Business
- Oral Questions
- Community Recognition Statements

\*Business of the house includes types of business not otherwise referenced, including tabling of papers, personal explanations, condolence motions and Joint Sittings.

## Number of Sitting Days - by month

July 2019	2
August 2019	7
September 2019	6
October 2019	6
November 2019	6
December 2019	0
January 2020	0
February 2020	6
March 2020	4
April 2020	0
May 2020	1
June 2020	6
<b>TOTAL</b>	<b>44</b>

## Sitting Day Activities - Five Year Comparison

Activity	2015/16	2016/17	2017/18	2018/19*	2019/20
Siting Days	57	57	54	36	44
Hours of Sitting	476.58	480.9	486.23	343.20	441.25
Average hours per sitting	8.36	8.4	9.0	9.5	10.0
Bills introduced	104	77	96	68	59
Bills passed	88	64	79	57	37
Bills lapsed/disposed of	9	16	16	7	9
Entries in Votes and Proceedings	1,421	1,399	1,401	1,038	981
Written Questions on Notice (QON)	2,791	2,568	2,695	1,973	2845
Answers to QON	2,918	2,466	2,726	1,415	2690
Oral Questions	574	571	540	350	392
Petitions	336	407	208	259	100
Petitions (500+)	64	32	54	59	18
Petitions (10,000+)	15	17	13	18	13
Tabled papers registered and archived	1533**	1449**	1298**	1355**	1020
General Notices of Motions (General Notices)	948	1,051	1,031	663	1,027
General Notices of Motions for Bills	21**	14	19**	19	18

\*Election year

\*\* As a result of a review of the records database this figure varies slightly to that given in previous annual reports.

## Procedural training sessions - Five year comparison

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Activity	2015/16	2016/17	2017/18	2018/19*	2019/20
Procedural training sessions	15	14	29	4	15

*\*Election year*

Fifteen procedural training sessions were conducted during the reporting period in addition to the Public Sector Seminar series and the series of lunchtime procedure drop-in sessions.

Three of the training sessions were lunchtime briefings for Members and staff given by NSW agency heads, the Auditor-General, the Chair of the NSW Electoral Commission and the Ombudsman, which were jointly co-ordinated by the Legislative Assembly and the Legislative Council.

A further six of the training sessions were briefings for Members and staff about the new Sessional Orders adopted by the Legislative Assembly on 1 August 2019 for the purpose of modernising the Assembly's procedures.

Procedural training sessions of this kind were not conducted in the first half of 2020 due to the impacts of the COVID-19 pandemic. A lunchtime briefing for Members and staff by the Chief Commissioner of the Independent Commission Against Corruption was scheduled for May 2020, but this was postponed until the next reporting period.

## Procedural Digests - Five year comparison

Activity	2015/16	2016/17	2017/18	2018/19*	2019/20
Procedural Digests published	9	11	11	6	10

Ten Procedural Digests were published during the reporting period.

Procedural Digests are produced at the end of each sitting period and published on the Parliament's website as well as sent directly to a mailing list that includes Members, Members' staff, the Clerks-at-the-Table and other Chamber staff. The Digests provide a summary of significant procedural events that have taken place in the Legislative Assembly during the period covered.

The Procedural Digests aim to inform readers about what is going on in the House and give them a better understanding of House practice and procedures.



# Highlights

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## Adopting new Sessional Orders

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The Speaker of the Legislative Assembly, the Hon. Jonathan O’Dea MP, on accepting the role of Speaker following his election on the first sitting day of the 57th Parliament, clearly signalled his intention to modernise the Legislative Assembly.

This intention was supported by the Premier, the Hon. Gladys Berejiklian MP, who requested that the Assembly’s Standing Orders and Procedure Committee undertake an inquiry into the modernisation and reform of practices and procedures.

At the time of reporting, the Committee had completed three interim reports recommending a range of sessional order changes that vary the Assembly’s Standing Orders in pursuit of the modernisation and reform of practices and procedures.

Key changes include the replacement of two debates – the matter of public importance and the motion accorded priority – with one public interest debate, the theme of which is determined by the Government, Opposition and Crossbench in rotation.

### Changes to the routine of business

## Summary of Changes to Sessional Orders - August 2019

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- Earlier start times on Wednesdays and Thursdays – from 10am to 9.30am. Tuesday start time remains 12 noon.
- More time for Members to give notices of motions for general business (‘general notices’) – from 10 minutes each day to 15 minutes each day. General notices lapse after three months instead of six months.
- More time for debate on Private Members’ Bills – from 60 minutes each Thursday to 90 minutes each Thursday.
- Government business moved to be at the start of the sitting day (after the giving of general notices), with Private Members Statements and Community Recognition Statements at the end of the day.
- ‘Take note’ debates on Committee reports moved from Thursday afternoon to Wednesday before the lunch break starts at 1.15pm.

## Community Recognition Statements

- Members able to lodge one written statement each sitting day in addition to Community Recognition Statements given in the House at the end of each sitting day for 30 minutes (one minute limit per spoken statement; 200 word limit per written statement).

## Public interest debate

- The Motion Accorded Priority (MAP), the Matter of Public Importance (MPI) and the Re-ordering of General Business motions replaced with a Public Interest Debate (PID), held at 5pm on Tuesdays and Wednesdays.
- The PID provides an opportunity for the House to debate a topical issue, with the Government nominating debate topics on sitting Tuesdays; and the Opposition and Cross bench nominating topics on sitting Wednesdays.
- The Public Interest Debate is a forty minute debate – mover of the motion having seven minutes; six other Members five minutes each; and the mover in reply three minutes.
- At least one Member speaking in the debate must be from the Cross bench.

## Petitions with more than 10,000 signatures

- A 'take note' debate on petitions with more than 10,000 signatures now held at 4pm on Thursdays (from 4.30pm) with increased time for debate and a response by a Minister.
- The Member who presented the petition leads the debate and gives a reply; the debate includes a response by a Minister

## Maintaining Order - stopping the clock

- The Speaker now has the discretion to stop the clock to maintain order in the House at all times.

# Significant milestones in modernising the House

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The Legislative Assembly has recently achieved some significant milestones towards digital transformation. The new initiatives implemented in 2019/20 have transported the Chamber further into the digital age, reshaping and improving the work environment for Members and staff. Digital transformation also provides the community with a direct link to the Assembly by providing the opportunity to create and 'sign' electronic petitions - ePetitions.

## e.Divisions app

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An eDivision app, one of the first of its kind in Australia, was developed by the Assembly working with the Parliament's Information and Communication Technology Services team and a third party technology company. The app improves the accuracy of voting and streamlines the distribution of results by recording votes digitally on a tablet. The Clerks-at-the-Table and others can view the tally of a division in real time through a Parliamentary Portal. The results can be imported directly into Hansard and the Votes and Proceedings once the division has been reviewed and approved in the Portal.

The app was first used on 25 February 2020 to record votes digitally in the Legislative Assembly.



## Running Record

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The Assembly launched the Running Record on 5 February 2020 to answer the call from stakeholders for a quick and easy way to find out what business the House is conducting during a sitting day. It provides a snapshot of the proceedings of the House as they happen. Easily accessible on the Parliament's webpage, it lists in plain English what has been debated, the results of divisions, and what the House is currently considering.

## Votes and Proceedings production system

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The Legislative Assembly rolled out its new Votes and Proceedings system after 18 months of development and testing. This new system integrates with the Assembly's other procedural databases, improves productivity and allows the sharing of information with the Legislative Council and Hansard.

There are plans to continue developing and updating the system's new capabilities, including improved searching, HTML publishing, and automatic indexing are already in development.

## Parliamentary Information System (PIMS)

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The work of migrating the Assembly's systems and processes onto PIMS continued at pace. In addition to creating the Votes and Proceedings on PIMS, the existing Votes documents were migrated to allow for easier searching and continued accessibility.

The House Papers systems, including the publication module, the Questions and Answers database and the Notices database were developed and tested in PIMS, while the migration of existing data in these systems was also undertaken.

## ePetitions

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A huge step forward in the digital transformation of the Legislative Assembly is the implementation of ePetitions, which provides NSW residents with a direct link to the Assembly.

ePetitions will be able to be created and signed from August 2020, following the Assembly's adoption of required changes to the sessional orders.

The Assembly's Standing Orders and Procedure Committee reviewed existing models of electronic petitions around the world before recommending a process with these features:

- Easy to use – the petition can be created online in approximately 10-15 minutes.
- Easy to sign – the petition can be signed in less than a minute.
- Efficient to administer – as much of the process as possible is automated.

The process for creating an ePetition is simple and incorporates a balance between accessibility and security. ePetitions are created on the NSW Parliament's website by a petitioner who is a resident of New South Wales. The petition creator identifies five to ten people who will support their petition, and nominates a Member to present the ePetition to the Assembly once it has closed for signatures. After the text of the petition has been reviewed against the Assembly's requirements, the rest of the process is automated.

The Parliament's website displays a list of all ePetitions open for signature and provides petitioners with the opportunity to be kept informed about the progress of their petition. As for paper petitions, more than 500 signatures leads to a response from the Government; and more than 20,000 signatures leads to a debate in the House, held on sitting Thursdays at 4pm.

ePetitions meets the expectations of the community, making it easier to raise concerns directly with the Parliament using digital connectivity.

# Multiply your voice

with ePetitions



Find out more  
[www.parliament.nsw.gov.au/epetitions](http://www.parliament.nsw.gov.au/epetitions)

Promotional Material  
used for ePetitions on  
Social Media

# Case study

## The Reproductive Health Care Reform Bill and the role of parliamentary officers in legislative scrutiny

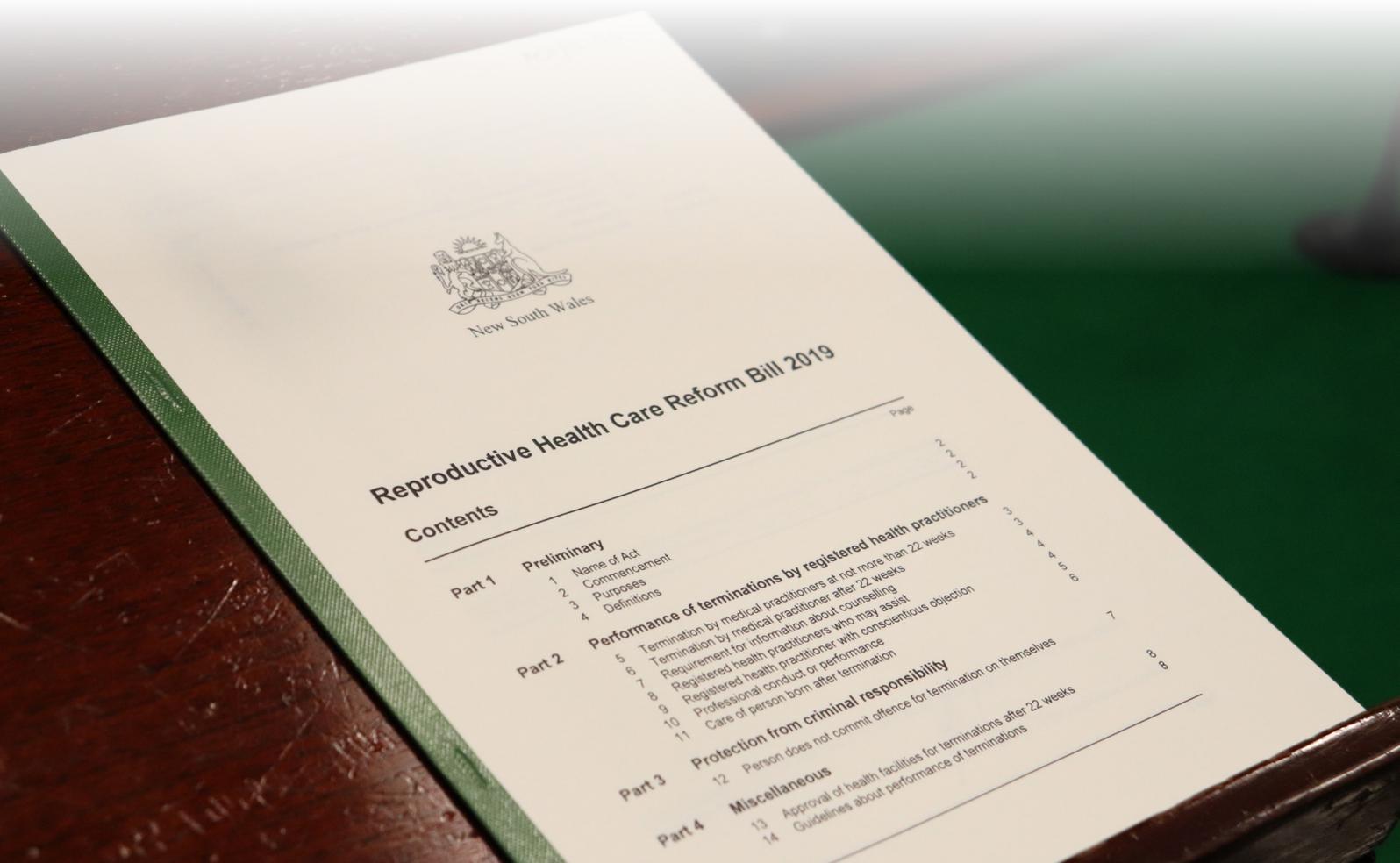
Bills are proposals to make new laws, or to significantly change existing laws. They may pass in their original form, in an amended form; or a bill might be defeated.

While a bill is being considered, our staff play an important role in providing Members of Parliament with information and advice; as well as ensuring that the process is accessible to members of the community who wish to observe proceedings in person or via the Parliament's website.

This short case study looks at the passage of the role of our staff in the Legislative Assembly during the passage of the Reproductive Health Care Reform Bill 2019 (Abortion Law Reform Act 2019).

On 1 August 2019, the Reproductive Health Care Reform Bill (the Bill) was introduced into the Legislative Assembly as a private Member's bill by Alex Greenwich MP, Member for Sydney. The Bill sought to amend various health care

and criminal laws relating to terminations of pregnancies and regulating the conduct of health practitioners in this area. The bill was co-sponsored by fifteen other Members from across both Houses and from across the major parties and the Cross bench. Both the Government and the Opposition gave their Members the right to exercise a conscience vote on the bill.



A week after it was introduced, debate began on the Bill in the Legislative Assembly. Over a three day period 65 Members made speeches and 42 amendments were proposed for consideration, 21 of which were agreed to. On 8 August 2019, after a sitting lasting 11 hours and 15 minutes the Bill passed the Legislative Assembly and was transmitted to the Legislative Council for its consideration.

The role of our staff in the Legislative Assembly during the passage of the Bill was varied. For example, staff in the Table Office prepared documents which showed what decisions had been made after each day of debate and what the next day's business would be. Without this information being available at the end of each sitting day; it would have been very difficult to know where the Assembly was up to in its consideration of the Bill.

Another critical role was performed by the Clerks who sit at the table in the Assembly Chamber. They provided Members with advice on the rules for debating and amending the Bill; as well as operating the timing and broadcast titling systems and keeping notes of who had spoken and what had been decided. Members participating in the debate and the Member chairing the proceeding had immediate access to this expertise which helped to maintain an orderly approach to complex proceedings.

Here are two Members' perspectives on the role of the Clerks during the debate:

*Throughout the debate on the Reproductive Health Care Reform Bill a great deal of procedural advice was required from the Clerks and was always provided in timely and thorough way.*

*Due to the large number of amendments and changing nature of a number of amendments staff had a great deal of work to process and provide copies during the debate. This was done as fast as humanly possible and I never needed to ask twice.*

~ Mr Alex Greenwich, Member for Sydney

*The debate on the Reproductive Health Care Reform Bill (now the Abortion Law Reform Act 2019) was not only a lengthy and complex debate but it was also a difficult and highly emotive debate to listen to and participate in. Throughout this tough debate I found the Clerks of the NSW Parliament to not only be compassionate and caring but also knowledgeable and professional, providing clear and correct advice during complex proceedings. In particular, during the debating of amendments to an amendment to the Bill, the Clerks provided advice and procedural direction which was completely accurate. I am grateful for the professionalism, expertise and skill of the NSW Parliament Clerks.*

~ Mrs Tanya Davies, Member for Mulgoa

In addition to those working on the procedural aspects of the Bill the staff working at the Assembly's front desk and in the Chamber, assisted members of the public with enquiries about the debate on the bill and facilitated public access to the galleries for those who wanted to view the proceedings. Given the considerable public interest in the issue and the often strongly held views this was a role requiring organisation skills and tact in equal measure.

*A great deal of strain was placed on Chamber staff during the debate, due to the contentious nature of debate on the Bill.*

*Staff managed this and any conflicts that arose with the utmost professionalism.*

~ Mr Alex Greenwich, Member for Sydney

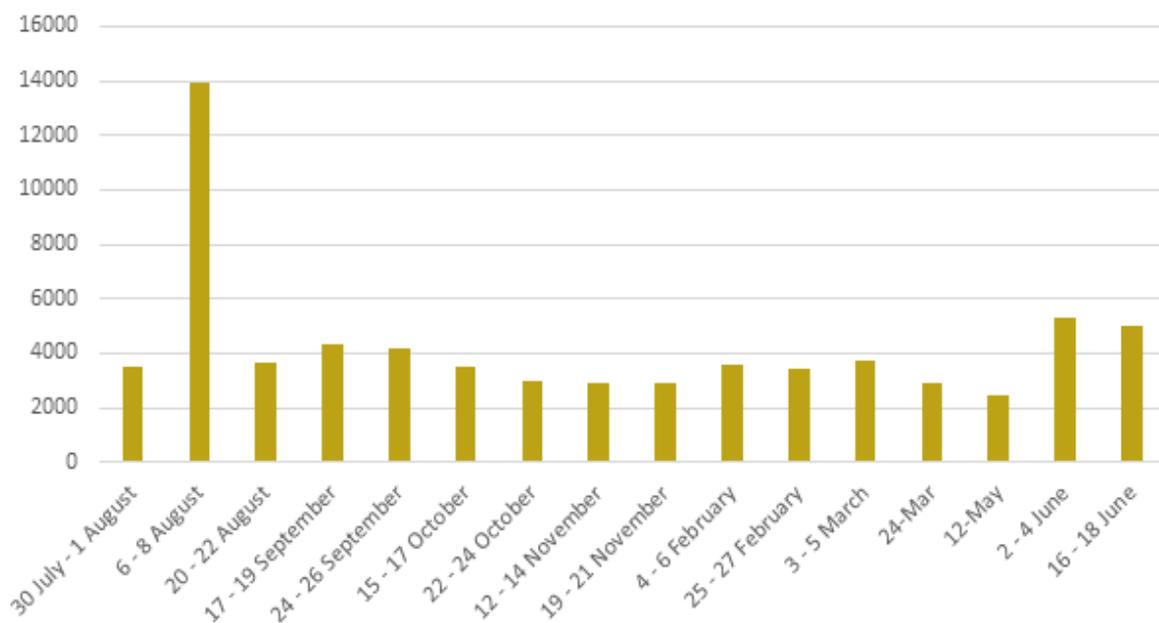
After passing the Assembly the Bill went to the Council. After over 30 hours of debate and the consideration of 122 amendments in the Legislative Council it was returned to the Legislative Assembly with 25 amendments including one to

rename the title of the Act to the Abortion Law Reform Act 2019. All of the Council amendments were agreed to by the Assembly and the Bill was passed on 26 September 2019, commencing on 2 October 2019.



The Reproductive Healthcare Reform Bill resulted in a substantial increase in visitors to the Legislative Assembly’s webcast demonstrating significant interest in Parliamentary business and procedure from concerned members of the public.

The Sitting Week starting Tuesday 6 August saw approximately triple the average visitors to the webcast as demonstrated by the below:



Visitors to the webcast arrived from a varied number of sources.

- Google was the strongest source, drawing approximately 60 per cent of the webcasts visitors.
- 16 per cent of visitors arrived at our webcast via a direct link. A direct link is sourced by inputting the exact URL or entering via hyperlink. For new visitors, this suggests a visitor may have clicked a hyperlink shared to them.
- 7 per cent of visitors arrived via social media.



## Bushfire Condolence motion

After a devastating summer, the House dedicated the first sitting week of 2020 to a condolence motion for the victims of the 2019/2020 Bushfire Season. The condolence motion debate emphasises the importance of the Legislative Assembly's role as a place of community representation. It provides a public forum where Members can express their condolences and share the experiences of their Electorates as well as their own personal stories

The Premier moved the condolence motion on Tuesday 4 February and Standing and Sessional Orders were suspended so that much of the sitting

week could be devoted to allowing Members to speak to the motion, in recognition of the scale of the 2019/2020 bushfires.

In all, over eighty Members spoke to the motion and at the conclusion of the debate Members and officers of the House rose and stood for a minutes silence as a mark of respect.

Members spoke in the debate about the devastation caused by the unprecedented bushfire season, offered sympathy to those affected by the fires, and honoured the sacrifice of Rural Fire Service volunteers who tragically lost their lives while protecting others.

*It is probably a reflection of the emotion in this Chamber that boxes of tissues are provided on both sides of the table. I have never seen that in the near 10 years I have been a Member of this place.*

~ The Hon. Stuart Ayres, Minister for Jobs, Investment, Tourism and Western Sydney, and Member for Penrith

# LOOKING AHEAD

## ePetitions implementation and review

The Legislative Assembly will be able to receive ePetitions from August 2020, subject to the House adopting the sessional orders which were recommended by the Standing Orders and Procedure Committee in its report of 18 June 2020. Resources to assist Members in promoting ePetitions to their constituents will be prepared and information sessions on the operation of the new sessional orders will be delivered.

In other jurisdictions that have adopted electronic petitions, the volume of petitions has been significant. The Department will review the resource implications of administering the ePetitions process, as well as reviewing the technical and procedural aspects of the process.

## Questions and Answers portal

The current process for Members to lodge written questions and for Ministers to provide answers is inefficient. It is a hybrid of paper and technology-based processes, with information being entered multiple times and in varying formats.

We will automate our processes as much as possible to improve productivity and ensure accuracy. A key part of this project is a new portal interface for Members and Ministers to lodge questions and answers, and receive alerts when relevant information is required or added.

We will work with our colleagues in the Legislative Council and the Department of Parliamentary Services. As this project is a high priority for us due to the high volume of questions received in the Assembly, we will be the lead House in the development of this project.

## Orders for papers – electronic returns

Both Houses have the power to order the Executive Government to produce papers (documents) that are in its custody or control. When the Government responds to such orders, the documents, which can sometimes number in the hundreds, are provided only in hard copy.

A major project of the digital transformation of the Parliament, due to commence in the next financial year, is the development of an electronic system for secure lodgement, management and viewing of documents returned in response to orders for paper.

The Legislative Council, which has a strong recent history in ordering the production of papers, is the lead House in the development of this product. The Assembly will be represented on the product development team to assist and to ensure the product accommodates future Assembly needs and processes.

## House papers

We will continue to collaborate and provide the necessary analysis and testing support to the migration of the Assembly's House Paper systems onto the Parliamentary Information System.

## Digitisation of historic records

The Assembly will be a key stakeholder in the new Digitisation project, which is part of the Digital Transformation program. The main focus of the project will be the digitisation of historic parliamentary records such as Bills and Tabled Papers. The Assembly will collaborate closely with this project to ensure that more of the Assembly's records become accessible via the Parliament's website, in line with our strategic priorities.

## Standing Orders Committee

The Assembly authorises the broadcast and rebroadcast of its Chamber and Committee proceedings. Currently, authorisation is given via a number of separate policies and agreements depending on the circumstances. Unlike many other Parliaments, the Assembly has not made an overarching resolution regarding the broadcast of proceedings. Recently, the use of social media platforms to broadcast Parliamentary proceedings has raised issues that require consideration.

In July 2020, the Standing Orders and Procedure Committee resolved to conduct an inquiry into a broadcasting resolution for the Legislative Assembly.



## Supporting Committees

We directly support the operations of the Legislative Assembly administered Committees. We provide support to enable the Committees to meet their accountabilities of fiscal, legislative and policy scrutiny; and to provide oversight of statutory agencies.

We provide authoritative procedural and operational advice, liaising with Chairs and Members, witnesses, and the media, to ensure that Committees operate according to standing orders, relevant statutes, and terms of reference.

We ensure the production and maintenance of Committee records and information, including Committee submissions, high quality reports, transcripts of evidence, correspondence and related documents. An important aspect of our role is identifying and facilitating opportunities for public participation in the inquiry process.

# Our performance

Committee activity for 2019/20 was largely consistent with other non-election years. While the Covid-19 health pandemic had a significant impact on the means by which our Committees operated, it did not have a substantial impact on our activity indicators. This was in part due to the rapid adoption of new technology to enable proceedings to be conducted via video-conferencing, which was outlined in more detail earlier in this report.

## Number of Committees - Five Year Comparison

2015/16	2016/17	2017/18	2018/19*	2019/20
18	16	16	16/17	18

## Committee Activity - Five Year Comparison

Activity	2015/16	2016/17	2017/18	2018/19*	2019/20
Reports	32	30	34	24	27
Meetings	132	108	104	49	118
Hearings	30	20	26	5	21
Submissions	1,017	247	457	490	967
Witnesses	328	205	301	61	250
Hearings (duration in hours)	113:10	75:53	116:08	19:58	67:09

*\*Election year*

# Highlights

## Induction for Committee Members

The Legislative Assembly established 17 Committees after the resumption of the 57th Parliament in May 2019. They included portfolio, statutory, and joint Committees, as well as one joint select Committee on Sydney's night time economy. A new joint select Committee on the Anti-Discrimination Amendment (Religious Freedoms and Equality) Bill 2020 was also established in June 2020. The Chairs of eight of the Committees were new to Parliament, as were a number of the Committee Members.

Committee staff developed a series of resources to offer to new Members and delivered an induction program for advice

and information on a broad range of issues relevant to Committees. The *Members' Guide to Committees* was updated and published on the intranet. It outlines Committee powers, roles and functions, practice and procedures, and Standing Orders. This Guide was distributed to all Chairs and Committee Members.

A Committee of Chairs was established as part of the induction of new Members and Chairs. It provided an opportunity for Committee Chairs to discuss relevant issues and learn from their collective experience. Our

staff presented on the importance of Committees and the many different aspects of their work, including the stages of an inquiry and the value of public engagement. These sessions also delivered information about the LA Committees business unit and the ways in which it can support Committees.

An easily accessible folder of information and advice sheets were provided to each Chair as part of an individual briefing before they chaired their first public hearing. There was also a group session for all Committee Chairs about the procedural aspects of chairing a hearing.



Committee of Chairs  
meeting  
22 September 2019

# Joint Select Committee on Sydney's night time economy - recommendations accepted and implemented

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On 30 September 2019 the Joint Select Committee tabled its report into Sydney's night time economy. The report was the culmination of four months' work assessing over 790 submissions, attending three site visits and obtaining evidence from over 70 witnesses at three public hearings. As evidenced by the large number of submissions received and numerous witnesses appearing, the level of public engagement and interest in this inquiry was considerable.

In its report the Joint Select Committee made 40 recommendations and 10 findings. The recommendations covered a range of issues including improving safety on the streets at night, revitalising and encouraging diversity in the night time economy and improving transport options at night. Notably, the Committee recommended relaxing the restrictions placed on licensed premises, commonly known as 'the lockout laws', in the Sydney CBD and Oxford Street.

On 28 November 2019, only two months after the Committee reported, the Government responded to the report with 39 of the 40 recommendations being either supported, supported in principle or completed. One recommendation was partially supported. Significantly, the recommendation lifting the 'lockout laws' in the Sydney CBD and Oxford Street was accepted and implemented by regulation on 6 December 2019.

JSC on Sydney's Night  
Time Economy Public  
Hearing  
9 August 2019



# Regional Visits

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## Investment, Industry & Regional Development Committee inquiry into support for drought affected communities

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On 2 and 3 December 2019, the Committee visited Orange as part of its inquiry into support for drought affected communities in New South Wales.

The aim of the visit was to speak first-hand with stakeholders in the region experiencing the impacts of drought.

During the visit the Committee met with the Mayor and Deputy Mayor of Orange City Council to discuss the role local council's play in supporting drought affected communities.

The Committee also met with the Orange Business Chamber and a number of Member businesses to gain insight on the challenges facing small businesses in regional towns.

The Committee also undertook a tour of MSM Milling, a large manufacturing plant in Manildra and employer of people in the region.

The visit was an important initial step in the inquiry providing a number of insights and suggestions for the Committee to explore further.

Environment &  
Planning Site Visit  
25 November 2019



## Environment & Planning Committee inquiry into the sustainability of energy supply and resources in NSW

The Committee's visit in November 2019 provided a unique insight into energy consumption and sustainability, engaging with industry leaders and experts on the issues impacting the inquiry.

### University of Wollongong

The Committee visited the Sustainable Buildings Research Centre, a building that has net zero emissions and net zero water usage, to discuss the innovative research being undertaken to reduce demand of energy consumption. The visit included a tour of laboratories that are investigating the use of different types of energy in innovative ways. During the visit the Committee Members had the opportunity to hear about different aspects and perspectives on the issue of energy consumption and sustainability, and the research into making appliances more efficient, including the use of solar panels.

### Tallawarra Power Station

The Committee gained first-hand understanding of the operation of a gas power station. There was discussion about how the closure of a coal fired power station will impact future planning. The visit provided a better understanding about energy production, including how gas or coal based production will interact with new, renewable energy sources, how energy is shared to the grid, and what kind of support is needed for any transition to renewable energy.

# LOOKING AHEAD

## Strengthening engagement

In the year ahead, Legislative Assembly Committees will play a key role in delivering upon our Departmental and Parliament-wide strategic objectives for strengthening engagement.

We have both a duty and a desire to engage with the public we represent and to ensure that they are aware of and understand the Assembly's role and work; and just as importantly that they are encouraged to get involved and participate in that work if they wish. It is only through promoting the work of the Assembly, building awareness of the benefits of a successful democracy, and providing real opportunities for engagement that trust and confidence in processes and the Parliament of NSW is maintained.

Specific initiatives for 2020/21 reporting year will include developing a range of outreach activities in metropolitan and regional areas that connect people of all backgrounds with the Assembly, its Committees and our elected representatives.

An engagement evaluation and reporting framework will be developed to ensure appropriate measurement of outcomes occurs at a business unit and engagement program level. The application of this framework facilitates a rigorous, systemic process to assess and improve our engagement efforts and to inform resourcing decisions.

## Modernising our processes

Our focus in the coming year will be: to build on our success with virtual public hearings; to develop the digital distribution channels; to engage with targeted groups and the public; and to ensure we can evaluate our effectiveness.

A critical success factor will be the Parliament-wide investment in developing digital end-to-end information systems, and migrating all business systems from legacy software – a prime example being the replacement of the current Committee inquiry management software with a system that provides us with far greater project management and reporting capabilities.

# Committees A-Z

## Joint Select Committee on the Anti-Discrimination Amendment (Religious Freedoms and Equality) Bill 2020

Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
0	0	0	0	1	0	0

### Membership

The Hon. Gabrielle Upton MP (Chair)  
Mr Paul Lynch MP (Deputy Chair)  
The Hon. Catherine Cusack MLC  
The Hon. Greg Donnelly MLC  
The Hon. Scott Farlow MLC  
The Hon. Sam Farrow MLC  
Mr Alex Greenwich MP  
The Hon. Mark Latham MLC  
Ms Jenny Leong MP  
Dr Joe McGirr MP  
Ms Tania Mihailuk MP  
The Hon. Shaoquett Moselmane MLC  
Ms Robyn Preston MP  
Mr Gurmeh Singh MP

### Highlights

On 18 June 2020, the Legislative Assembly and the Legislative Council resolved to appoint a Joint Select Committee to inquire and report into the Anti-Discrimination Amendment (Religious Freedoms and Equality) Bill 2020. The Committee consists of 14 Members and is required to report to the Parliament by 31 March 2021.

Due to the lateness of the referral in the annual reporting period, the Committee had yet to commence the formal phase of the inquiry process at the time of reporting.

# Committee on Children and Young People

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
4	1	6	27	2	1	0

## Membership

The Hon. Matthew Mason-Cox (Chair)  
Mr Peter Sidgreaves MP (Deputy Chair, from 18 June 2020 appointed to the Committee, 16 June 2020)  
Ms Felicity Wilson MP (Deputy Chair, until 16 June 2020)  
Ms Abigail Boyd MLC  
The Hon. Greg Donnelly MLC  
Ms Jodie Harrison MP  
Ms Robyn Preston MP  
Mr Dugald Saunders MP

## Highlights

As part of its oversight role, the Committee reviews the annual and other reports of the Office of the Advocate for Children and Young People and the Office of the Children’s Guardian. The recent review examined the 2017-18 and 2018-19 Annual Reports of these agencies together as they were not able to be examined before the expiration of the 56th Parliament prior to the 2019 election. The Committee tabled an interim report on the review of the Office of the Advocate for Children and Young People in June 2020. The Committee is still considering evidence relating to its review of the Office of the Children’s Guardian.

On 21 November 2019, the Children’s Guardian Bill 2019 passed Parliament, and the Children’s Guardian Act 2019 commenced on 1 March 2020. The Children’s Guardian Act 2019 amended section 37 of the Advocate for Children and Young People Act 2014, expanding the role of the Committee in monitoring and reviewing the Children’s Guardian. The Committee now also has the role of monitoring and reviewing the exercise by the Children’s Guardian of its functions in relation to the reportable conduct scheme and working with relevant entities to prevent, identify and respond to reportable conduct and promote compliance with the scheme.

The Committee also resolved to conduct an inquiry into the support for children of imprisoned parents in New South Wales. As part of this inquiry, the Committee received 27 submissions. The inquiry was still ongoing at the end of the reporting period.

## Electoral Matters

Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
5	3	42	28	1	0	1

### Membership

Mr Lee Evans MP (Chair)  
Ms Felicity Wilson MP (Deputy Chair)  
The Hon. Robert Borsak MLC  
The Hon. Catherine Cusack MLC  
The Hon. Ben Franklin MLC  
Mr Christopher Gulaptis MP  
The Hon. Courtney Houssos MLC  
The Hon. Peter Primrose MLC  
Mr Paul Scully MP  
Mr Nathaniel Smith MP

### Highlights

The Committee's establishing resolution, which was passed in the Legislative Assembly on 18 June 2019, and in the Legislative Council on 19 June 2019, referred to it an Inquiry into the Administration of the 2019 NSW State Election.

As part of the inquiry, the Committee has received 28 written submissions and heard from 42 witnesses over three days of public hearings. These witnesses include the NSW Electoral Commissioner; political party representatives; third party campaigners; disability and accessibility advocates; academics with expertise in the area of electronic voting; and electoral analyst Mr Antony Green. The Committee's inquiry was ongoing at the end of the reporting period.

On 26 May 2020, Members of the Committee also met with their Victorian counterparts via webex videoconferencing. The Victorian Electoral Matters Committee was conducting an inquiry into the conduct of the 2018 Victorian State Election, and the meeting was an opportunity for Members to share information on themes and issues arising in the respective inquiries.

# Environment and Planning

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
10	2	23	330	2	0	0

## Membership

Mr Alex Greenwich MP (Chair)  
Ms Felicity Wilson MP (Deputy Chair)  
Mr Anoulack Chanthivong MP  
Mr James Griffin MP  
Mr Nathaniel Smith MP  
Ms Yasmin Catley MP (substitute for Mr Chanthivong on 20 February and 21 February 2020)

## Highlights

In July 2019 the Committee resolved to conduct an inquiry into the sustainability of energy supply and resources in NSW. The inquiry is looking at the capacity and economic opportunities of renewable energy, including for workforces, industries and the wider economy impacted by COVID-19. It is also covering trends in energy supply and exports, including investment and other financial arrangements, and effects on regional communities, water security, the environment and public health. The Committee will consider options to support sustainable economic development in communities affected by changing energy and resource markets, including the role of Government policies.

The Committee has received 268 submissions and supplementary submissions from energy and renewables companies, environmental groups, unions, academics and research groups, business groups and individuals.

As part of the inquiry the Committee visited the Tallawarra power station and the University of Wollongong's Sustainable Buildings Research Centre in November 2019.

In November 2019 the Committee received a referral to conduct an inquiry into the Professional Engineers Registration Bill. The Bill sets out a proposed scheme to register and regulate professional engineers. The inquiry has looked at how professional engineers and other building industry professions are regulated and monitored, and has considered proposed reforms under the Bill as well as other proposals.

Sixty-two submissions and supplementary submissions were received from engineering and building industry stakeholders, academics, unions and individual engineers. The Committee held two hearings as part of the inquiry in February 2020, hearing from 23 witnesses.

# Health Care Complaints Commission

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
4	0	0	0	1	0	0

## Membership

Mr Gurmeh Singh MP (Chair)  
Dr Joe McGirr MP (Deputy Chair)  
Mrs Leslie Williams MP  
Ms Kate Washington MP  
The Hon Lou Amato MLC  
The Hon Mark Pearson MLC  
The Hon Walt Secord MLC

## Highlights

The Committee began its review of the Health Care Complaints Commission's (HCCC) 2017-18 and 2018-19 annual reports in November 2019. The hearing with the HCCC to be held as part of the review has been rescheduled to the next financial year, due to the COVID-19 pandemic. The Committee agreed to send written questions to the HCCC on matters arising from the annual reports. During the year, the Committee held informal briefings with the HCCC to discuss the Commission's work.



# Independent Commission Against Corruption

Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
6	3	16	0	3	1	2

## Membership

Mrs Tanya Davies MP (Chair)  
The Hon. Taylor Martin MLC (Deputy Chair)  
Mr Justin Clancy MP  
Mr Mark Coure MP  
Mr Ron Hoenig MP  
Ms Tania Mihailuk MP  
Mr Jamie Parker MP  
The Hon. Rod Roberts MLC  
Mr Dugald Saunders MP  
The Hon. Adam Searle MLC  
Mrs Wendy Tuckerman MP

## Highlights

On 22 August 2019, the Committee commenced its Review of the 2017-2018 Annual Reports of the Independent Commission Against Corruption (ICAC) and the Inspector of the ICAC. In October 2019, the Committee held hearings with six witnesses from the ICAC and the Inspector. The Committee tabled its report on 20 November 2019, which made three recommendations.

In particular, the Committee recommended that the NSW Government examines a new independent funding model for the ICAC in the current budget cycle. The Committee also recommended that the Inspector publishes procedures and guidelines on how the Inspector assesses and manages complaints. In addition, the Committee recommended that the Committee reviews the Independent Commission Against Corruption Act 1988 in 2021 to determine whether it continues to be effective and appropriate.

In May 2020, the Government responded to the Committee's report and advised that it has asked the Auditor-General to undertake an audit of the effectiveness of the financial arrangements and management practices of the ICAC and other integrity agencies. The Inspector has also published a Complaints handling policy and procedure as recommended by the Committee.

On 19 November 2019, the Committee commenced its Review of the 2018-2019 Annual Reports of the ICAC and the Inspector of the ICAC. On 15 May 2020, the Committee held a hearing with eight witnesses from the ICAC and the Inspector.

On 8 May 2020, the Committee adopted a new inquiry into the Reputational impact on an individual being adversely named in the ICAC's investigations. The Committee published a discussion paper to assist stakeholders with making submissions, which close on 31 July 2020.

During the reporting period, the Committee also received the Government Response to the Committee's Review of the 2016-2017 Annual Reports of the ICAC and the Inspector of the ICAC, which was carried out in the previous Parliament. The Response gave an update on the NSW Government's actions towards seeking an amendment to Commonwealth legislation to enable Inspectors of law enforcement and integrity agencies to access telecommunications material for audit purposes.

# Investment, Industry and Regional Development

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
10	2	7	75	1	1	0

## Membership

Mr Justin Clancy MP (Chair)  
Mr Peter Sidgreaves (Deputy Chair)  
Mr Clayton Barr MP  
Ms Steph Cooke MP  
Mr Phil Donato MP  
Mr David Harris MP  
Mr Geoffrey Provest MP

## Highlights

In September 2019 the Committee on Investment, Industry and Regional Development commenced an inquiry into support for drought affected communities in New South Wales. The inquiry is ongoing at the time of reporting.

As part of the inquiry the Committee visited Orange in December 2019. The aim of the visit was to speak first-hand with stakeholders in the region experiencing the impacts of drought. The Committee met with the Mayor and Deputy Mayor of Orange City Council, members of the Orange Business Chamber and also undertook a tour of MSM Milling, a large manufacturing plant in Manildra.

In April 2020 the Committee conducted a roundtable via videoconference with community members from Guyra. The Committee discussed issues relevant to the inquiry with community representatives, charity organisations, business owners and land owners.

In May the Committee also conducted two public hearings both via videoconference. The Committee's hearing on 5 May was the first virtual public hearing conducted by the NSW Parliament.

In June the Committee tabled an interim report which made 10 recommendations and 10 findings based on the submissions, consultations and hearings to date.

# Law and Safety

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
10	2	7	75	1	1	0

## Membership

Mrs Wendy Tuckerman MP (Chair)  
Mr Mark Taylor MP (Deputy Chair)  
Mr Edmond Atalla MP  
Ms Steph Cooke MP  
Ms Tamara Smith MP

## Highlights

On 4 March 2020, the Committee resolved to conduct an inquiry into the physical health of police and emergency services workers in New South Wales. Originally, the Committee opened the inquiry for submissions from the public until 30 April 2020. As the impact of the COVID-19 pandemic became more pronounced in March and April 2020, the Committee extended the submission period until 28 August 2020.

# Committee on the Ombudsman, Law Enforcement Conduct Commission and the Crime Commission

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
10	2	7	75	1	1	0

## Membership

Mr Dugald Saunders MP (Chair)  
The Hon. Niall Blair MLC (Deputy Chair and Member until 16 October 2019)  
The Hon. Trevor Khan MLC (Deputy Chair from 5 November 2019)  
The Hon. Lou Amato MLC  
Mr Mark Coure MP  
The Hon. Trevor Khan MLC (Member from 23 October 2019)  
Mr Paul Lynch MP  
Dr Hugh McDermott MP  
The Hon. Adam Searle MLC

## Highlights

In November 2019 the Committee commenced its 2020 review into the annual and other reports of oversights agencies. The annual report view provides an opportunity to review the exercise by oversights agencies of their legislative functions.

As part of its review the Committee held two public hearings in February where it examined each of the agencies it oversights.

During the reporting period some Members and staff of the Committee attended the 7th Australian Public Sector Anti-Corruption Conference. The Conference provided an opportunity to attend a number of sessions on the work of oversight and integrity bodies across Australia, and emerging trends related to corruption vulnerability and corruption prevention.

# Legislation Review

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Digests	Report	Government Responses
15	0	0	0	0	16	0	0

## Membership

Ms Felicity Wilson MP (Chair)  
The Hon. Trevor Khan MP (Deputy Chair)  
Mr Lee Evans MP  
Ms Wendy Lindsay MP  
Mr David Mehan MP  
The Hon. Shaoquett Moselmane MLC  
Mr David Shoebridge MLC  
The Hon. Leslie Williams MP

## Highlights

The Committee reviews each bill introduced into Parliament and each regulation subject to disallowance and reports on any impact they may have on personal rights and liberties and the other criteria set down in sections 8A and 9 of the Legislation Review Act 1987. During the reporting period, the Committee reviewed 84 Bills and 468 regulations, publishing its comments in its Legislation Review Digests.

The Committee tabled 16 Legislation Review Digests during the reporting period, one for each sitting week and two during the April/May period when sittings had been suspended in response to the COVID-19 pandemic.

A number of bills and regulations that the Committee reviewed in the later part of the reporting period related to the emergency response to COVID-19. 5 bills and 17 regulations fell into this category. Any reports on these bills and regulations were spread across a number of Legislation Review Digests.

The Committee, therefore, resolved to extract each of its reports on these Bills and regulations that raised issues, and consolidated them in a Compilation of Reports Related to COVID-19. The Compilation was published on its webpage and is continually updated as more COVID-19 legislation is made and commented on by the Committee.

# Office of the Valuer General

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
3	1	5	2	1	0	1

## Membership

Mr Nathaniel Smith MP (Chair)  
The Hon. Scott Farlow MLC  
(Deputy Chair)  
Mr Stephen Kamper MP  
The Hon Shaoquett Moselmane  
MLC (from 21 November 2019)  
Mr Geoff Provest MP  
The Hon. Mick Veitch MLC (until  
21 November 2019)

## Highlights

The reporting period coincided with significant changes in the operation of the valuation system and staffing adjustments in the Office of the Valuer General, including the appointment of a new Valuer General on 18 October 2019. A series of legislative and regulatory changes resulted in the Office of the Valuer General and Valuation Services being transferred to the Department of Planning, Industry and Environment and the formation of a new operating group, Valuer General NSW (VGNSW), on 20 January 2020.

Due to the significant administrative and structural readjustments to the Office of the Valuer General, the Committee was unable to conduct its usual annual review in 2019, which was further complicated by delays occasioned by COVID-19. However, the Committee received a comprehensive briefing by the Valuer General and his staff on 15 May 2020, which detailed the changes that had occurred and enabled the Committee to prepare for the resumption of formal hearings.

The 13th General Meeting with the Valuer General was conducted on 15 June 2020, where the Committee examined the annual reports of 2017/18 and 2018/19. The General Meeting also provided the opportunity to explore additional developments subsequent to the latest annual report.

# Public Accounts Committee

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
11	2	24	35	3	4	3

## Membership

Mr Greg Piper MP (Chair)  
Mrs Tanya Davies MP (Deputy Chair)  
Mr Justin Clancy MP (from 6 February 2020)  
Mr Adam Crouch MP (until 6 February 2020)  
Mr Lee Evans MP  
Mr Ryan Park MP  
Ms Felicity Wilson MP

## Highlights

During the reporting period, the Committee continued its detailed scrutiny of performance audits conducted by the Audit Office by reporting on a series of 21 such audits covering a diverse group of Government agencies. The Committee made 13 recommendations across a range of portfolio program areas to: streamline the collection of health data; improve roads maintenance contracts; assist planning by the Office of Strategic Lands; enhance the sharing of school and community facilities; improve deficiencies in cyber security; and refine regional assistance programs delivering road infrastructure in regional and rural areas. Work has also commenced on a further 10 performance audits, which will be reported on in the next financial year.

The Committee also participated in the biennial conference of the Australasian Council of Public Accounts Committees (ACPAC), of which it is a member. The conference provided an invaluable opportunity to benefit from sharing information and ideas with other jurisdictions and their Auditors-General. The Committee Chair presented a report on the activities of the Committee in the 57th Parliament, highlighting the publication of the Committee's report on its history and achievements since 1902.

Due to the unusual circumstances surrounding the advent of COVID-19 and the need for Parliamentary oversight in the absence of regularly scheduled Parliamentary sittings, the Committee received a confidential briefing by NSW Treasury on the Government's fiscal response to the crisis. Similar briefings will be conducted on a periodic basis.

# Staysafe (Joint Standing Committee on Road Safety)

Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
7	0	0	35	1	0	0

## Membership

The Hon. Lou Amato MLC (Chair)  
Ms Robyn Preston MP (Deputy Chair)  
Mr Stephen Bromhead MP  
Mr Roy Butler MP  
Mr Christopher Gulaptis MP  
Mr Nick Lalich MP  
Ms Wendy Lindsay MP (from 7 August 2019)  
The Hon. Daniel Mookhey MLC  
Reverend the Hon. Fred Nile MLC  
The Hon. Gabrielle Upton MP (to 7 August 2019)

## Highlights

On 13 November 2019, the Committee resolved to conduct an inquiry into reducing trauma on local roads in New South Wales.

As part of the inquiry into reducing trauma on local roads the Committee received 35 submissions from a variety of stakeholders, including from fifteen councils from across the state. The Committee plans to hold public hearings for the inquiry in August 2020.

# Transport and Infrastructure

Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
5	2	31	37	1	0	0

## Membership

Ms Robyn Preston MP (Chair)  
Mr Gurmeh Singh MP (Deputy Chair)  
Mr Chris Minns MP  
Ms Eleni Petinos MP  
Mr Greg Warren MP  
Dr Marjorie O'Neill MP (substitute for Mr Warren on 18 March and 20 March 2020)

## Highlights

In October 2019 the Committee resolved to conduct an inquiry into electric buses in regional and metropolitan public transport networks in NSW. The inquiry is looking at the benefits of electric buses, and barriers to their wider use on city and country public transport fleets. It is also covering the opportunities and challenges of transitioning the bus fleet to electric, what energy and infrastructure is needed to power electric bus fleets, and emissions neutral energy sources. The Committee is also considering how to support the manufacture and assembly of electric buses in NSW.

The Committee received 37 submissions and supplementary submissions from stakeholders including bus manufacturers and operators, energy companies, a trade union and academics. Two hearings were held as part of the inquiry in March 2020, with 31 witnesses appearing in person and via telephone.

# Standing Committee on Parliamentary Privilege and Ethics

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Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
5	0	0	0	0	0	0

## Membership

Mr Peter Sidgreaves MP (Chair)  
Mr Adam Crouch MP (Deputy Chair)  
Mr Kevin Conolly MP  
Mr Ron Hoenig MP  
Mr Michael Johnsen MP  
Ms Wendy Tuckerman MP

## Highlights

The Committee worked with the Legislative Council Privileges Committee to follow up on previous inquiries of both Committees in reviewing the Code of Conduct for Members. The revised Code of Conduct for Members was adopted by the Legislative Assembly on 5 March 2020.

The Committee also met with the Parliamentary Ethics Adviser, Mr John Evans PSM, to review his annual report for the year ended 30 June 2019, which was tabled in the Legislative Assembly on 15 October 2019.





## Standing Orders and Procedures Committee

Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
9	0	0	0	1	3	0

### Membership

The Hon. Jonathan O’Dea MP  
(Chair)  
 The Hon. Andrew Constance MP  
(9 May 2019 – 4 June 2020)  
 Ms Steph Cooke MP  
 Mr Mark Coure MP  
 Mr Adam Crouch MP  
 Mr Michael Daley MP  
 Mr Lee Evans MP  
 Mr Nick Lalich MP (9 May 2019 –  
 30 July 2019)  
 Mr Paul Lynch MP (9 May 2019 –  
 30 July 2019)  
 Mr Ryan Park MP (from 30 July  
 2019)  
 Mr Greg Piper MP  
 The Hon. Mark Speakman MP  
(from 4 June 2020)  
 Ms Anna Watson MP (from 30  
 July 2019)  
 The Hon. Leslie Williams MP

### Highlights

The Committee continued its work on the inquiry into the modernisation and reform of Legislative Assembly practices and procedures, at the request of the Premier of New South Wales, the Hon. Gladys Berejiklian MP.

The Committee tabled three interim reports in relation to its inquiry: ‘Modernisation and Reform of Practices and Procedures’ on 1 August 2019; ‘Modernisation and Reform of Practices and Procedures: ePetitions’ on 22 October 2019; and ‘Modernisation and Reform of Practices and Procedures: ePetitions Sessional Orders’ on 18 June 2020’.

The inquiry is ongoing.

# Joint Select Committee on Sydney's Night Time Economy

Meetings	Hearings	Witnesses	Submissions	Inquiries	Reports	Government Responses
6	3	79	364	0	1	1

## Membership

The Hon Natalie Ward MLC  
(Chair)  
Mr Alex Greenwich MP (Deputy  
Chair)  
Mr Kevin Conolly MP  
Ms Cate Faehrmann MLC  
The Hon Ben Franklin MLC  
The Hon John Graham MLC  
The Hon Mark Latham MLC  
Mr Geoffrey Provest MP  
Ms Felicity Wilson MP  
Mr Guy Zangari MP

## Highlights

The Joint Select Committee on Sydney's Night Time Economy tabled its report on 30 September 2019. The Committee made 40 recommendations and 10 findings. On 28 November 2019, two months after the Committee reported, the Government responded to the report with 39 of the 40 recommendations being either supported, supported in principle or completed.

During this financial year the Committee received 364 submissions bringing the total number of submissions received over the course of the inquiry to 793.

The Committee also conducted three public hearings with 79 witnesses providing evidence to the Committee. Witnesses included representatives from local government, industry groups, venue operators, health professionals, musicians, tourism operators and government agencies.

During the reporting period the Committee also undertook a site visit to Newcastle to meet with relevant stakeholders to discuss their liquor licensing arrangements. The Committee met with representatives from the Local Council, the Hunter and Central Coast Development Corporation and local police to discuss the impact of their laws, and how they operated.



## Engaging with the community and other jurisdictions

The work of the Assembly and the Parliament of NSW affects the lives of every person in the state on a daily basis. We have a duty and need to engage with the public to ensure that they are aware of and understand the Assembly's role and work and, just as importantly, are encouraged to get involved and participate in that work if they wish.

It is only through promoting the work of the Assembly, building awareness of the benefits of a successful democracy, and providing real opportunities for engagement that trust and confidence in democratic processes and the Parliament of NSW is maintained.

We undertake a variety of engagement activities, including delivering public sector seminars and procedural training, conducting tours for the public, Members' guests and primary, secondary and tertiary student groups, and hosting delegations. Committees enable community engagement with, and direct participation in, inquiries involving and impacting broad and specific community groups.

# Our performance

## Visitors and tours

In 2019/20 we welcomed 432 different groups totalling 12,924 visitors. This represented a reduction of 52.5% visitors compared with the previous financial year and was the result of the closure of Parliament to the general public due to the COVID-19 pandemic.

We organised and delivered tours for educational institutions, monthly lunchtime tour groups, and local and international tertiary students about the history and the role of Parliament.

The New South Wales Parliament education program features interactive tours for primary and secondary students. Students take on the roles of Members of Parliament to debate and then vote on a bill. Our staff are responsible for booking these visits and delivering the Legislative Assembly component of the tours.

Group Type	No. of Tour Groups	No. of visitors
Primary Schools	86	3,853
Secondary Schools	50	1,571
Central Schools	1	17
Schools for a Specific Purpose	0	0
TAFE Colleges	5	119
ESL Colleges	2	53
Universities	6	97
International Students	29	660
Business Colleges	3	69
Probus Clubs/Seniors	27	651
Education	25	1,350
Public	91	1,089
Delegations	6	64
Members' Guests	63	2,171
Other Groups	34	1,042
Unbooked Groups	4	118

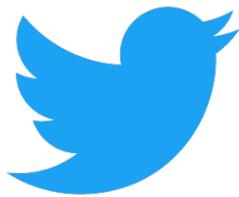
In all, 3,284 students, who were booked in for tours during terms one and two of 2020, did not undertake those tours. Nineteen other groups, comprising 498 people in total, also did not undertake pre-booked tours.

Many of the schools that were forced to cancel tours in terms one and two have rescheduled for early in the next reporting period.



## Social media

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### Twitter Performance

The Department has 2,184 followers, an increase of over 417 followers, or 24%, since June 2019. There were a total of 488 tweets published during the financial year.



### Facebook Performance

Since June 2018, our Facebook audience has grown to 13,542, an increase of over 1,000 followers, 8% since last year. Posts maintained an average reach of 825 followers, 6% growth since the previous financial year. Each post on Facebook had an engagement rate of approximately 6%. There were a total of 122 posts published during the financial year.

## Responding to public enquiries

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From the traditional phone call to a direct message on social media, there are a number of ways in which the Legislative Assembly receives enquires from the public.

The Parliament's website feedback system received 848 enquiries during the 2019/20 financial year. Frequent queries included matters regarding Parliament and the business of the House, information on bills, requests to know who a constituent's local Member is, and information on the tours program. A number of queries concerned matters that were the responsibility of the Government, rather than the Parliament itself, particularly in relation to COVID-19 and available support.

An increasing number of queries from the public were also received through our social media channels. Direct messages to Facebook included questions regarding business of the House as well as confirmations of attendance to specific Parliamentary events advertised on our social media channels.

## Public Sector Seminars - Five year comparison

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2015/16	2016/17	2017/18	2018/19	2019/20
4	4	4	3	3

Three Public Sector Seminars were conducted, on 7 August 2019, 23 October 2019 and 4 March 2020.

The one-day seminars introduce public sector officers to the work of the Legislative Assembly. They focus on the interaction between the Executive Government and the Legislative Assembly and the implications for government departments and agencies. Seminars are conducted on sitting days so participants can hear directly from Members of Parliament and senior officers, and get a first-hand experience of the Assembly at work by viewing Parliamentary proceedings, from the public gallery, including Question Time.

The seminars continue to be popular and well attended, with consistently good feedback from participants. Only three out of the scheduled five seminars were held in the reporting period due to the COVID-19 pandemic.

The process for taking seminar registrations and fees were streamlined by moving from a time and labour intensive paper-based process to an online ticketing system. The seminar fee remains competitive with other professional development opportunities available to the public sector.

## Responses to enquiries from other Parliaments - Five year comparison

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2015/16	2016/17	2017/18	2018/19	2019/20
25	24	29	26	15

We strengthen ties with other jurisdictions through the sharing of knowledge and experience and respond to requests for procedural and administrative information from other Parliaments. The majority of these requests come via the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) List Server, which is an online facility that enables Australian and New Zealand Parliaments to ask questions and share information with each other.

Fifteen responses were coordinated to requests for information on topics such as breaches of the Members' Code of Conduct, the Chair's use of technology in the Chamber, and the unauthorised disclosure of Committee evidence and deliberations.

# Highlights

## Engaging with the community using digital channels

A Communications team, comprising of staff from all three Parliamentary departments, organised and delivered content in line with each department's communication strategies for the Parliamentary digital channels, including the website, Facebook, Twitter, YouTube and Instagram.

The Department of the Legislative Assembly's digital communication strategy includes:

- Support for Members in their representative role, providing shareable, timely and accurate content on both our social media channels and the Parliament's website;
- An increased awareness of the Legislative Assembly's role, by providing both live digital updates and educational information relating to the work of the Assembly.

Content output increased during this reporting period, with social media coverage extending to the Parliament's response to the COVID-19 pandemic and related measures, tabling of the Joint Select Committee report on Sydney's Night Time Economy, visits from international delegations and leaders and educational content about Parliamentary practice and procedure.

Some of the initiatives using the different digital channels were:

### Trivia Tuesday

A campaign of an interactive and informative series of Facebook posts for non-sitting weeks was launched in July 2019 and continued through to November 2019.

Called Trivia Tuesday, these posts used Facebook's Poll feature to engage the community using quizzes about NSW Parliament features and its history. Each Trivia Tuesday featured two separate posts, the Poll would first appear on Tuesday with the answer appearing as an image two days later. The campaign proved successful, maintaining high levels of reach and engagement levels outside sitting weeks.

The average reach for these posts performed well with each post reaching approximately 1,430 people, an improvement of 73% to the overall average.

These types of strategies remain positive vehicles for achieving community retention.

## Twitter

We regularly share updates with the community on special events as well as what is happening in Committees and the House, concentrating on:

- Up-to-date accounts of what's happening in the House on sitting days
- Information regarding current events and exhibitions at Parliament
- A call-to-action for the community to participate in Committee inquiries through submissions
- Live Committee hearings updates
- Links to recently tabled reports, papers and bills.



Selection of graphics used for Twitter

Each graphic is tweeted live to match proceedings in the Chamber



# Engaging with the community through petitions

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Lodging petitions provides the community with the opportunity to raise awareness of issues and request action through their elected Members directly with the Legislative Assembly. Petitions with 10,000 or more signatures are tabled and discussed in the NSW Legislative Assembly's Chamber.

This means that the New South Wales community can directly influence what is discussed in the Chamber. The direct nature of petition debates form a robust engagement platform for the Assembly to connect with community groups and invite them to participate in the democratic process.

The high interest from the community regarding petitions brought about a new Sessional Order which was adopted in August 2019. This new Sessional Order allotted more time to petition debate; required the Minister to respond to the petition in the Chamber; and the Chamber to vote on whether the Assembly will 'Take Note' of the petition.

## Providing the opportunity for interested community groups to watch the debate

The Department engaged with community groups by allocating bookings in the public gallery during the petition debates from where they can watch the proceedings.

In 2019/20, the Legislative Assembly held 14 petition debates, two of which were physically closed to the public due to COVID-19 restrictions. One-third of the petitions open to the public had over 100 people booked in from the community to observe from the public gallery.

## Keeping the community informed about upcoming petitions

The Department used the Parliament's Facebook page and the Legislative Assembly's Twitter page to connect with the community, to promote upcoming petitions and encourage people to watch-at-home via the Parliament's webcast.

There were 14 petition-based Facebook posts made in 2019/20. There were 5 posts with above-average reach (>1500), all of which were shared by community groups and Members.

There is significant room for growth in promoting petitions debates on the Department's social media channels. The petition-based Facebook posts developed in 2019/20 provide an insight on the best way forward to encourage the community to take the next step and engage with the Parliament as a whole.

# Enhancing the visitor experience

## Trial of a *Meet & Greet* service

In February 2020 the Assembly trialled a 'Meet and Greet' service for visitors to the New South Wales Parliament. Staff of the Table and Chamber Services team are typically the first face visitors to the Parliament see, once they have passed through the security screening. The Parliament is one of the oldest buildings in Australia, and the physical construction acts to funnel visitors into the Legislative Assembly foyer. The Assembly front desk is, therefore a focal point. Chamber Services staff provide guidance and information to visitors of all kinds from tourists to community representatives attending meetings with Ministers on sitting days. During busy periods, especially on sitting days, the foyer and front desk can become crowded. While some visitors must attend the front desk to get security passes or to call their contact, most visitors can be simply directed to their destination if the destination is within a publicly accessible area, or if they are visiting Members of the Legislative Council.

The 'Meet and Greet' service trial involved staff proactively engaging with visitors as they entered

the foyer. Visitors who could be directed to their destination were diverted from the front desk, leading to shorter waiting periods for visitors even at busy periods. The trial was held over two sitting weeks.

Most people entering Parliament on a sitting day are Members and their staff, Ministerial and department staff, or staff of one of the three departments of the Parliament – people who are familiar with the building and the access requirements. These people either do not need to engage with the front desk or do not require assistance. During the first sitting week of the trial a total of 2,311 non-pass holders visited the Parliament, of which 537 (23%) were seen by the Meet and Greet service – and 78% of those people were diverted away from the front desk. The second sitting week of the trial saw the same percentage of diversions from the front desk – 78% - although due to variations in the hours the trial operated, the total number of non-pass holder visitors seen was 517 (17% of the 3276 total).

The trial demonstrated that there was value in operating a Meet and Greet service. The information gathered during the trial will inform future initiatives to improve access to the NSW Parliament.



# Engaging with students about the Legislative Assembly

Assisting in the development of the new Parliamentary Education website

During the period in which the Parliament was closed to the public the Chamber and Support Services team assisted the Department of Parliamentary Services Parliamentary Education and Engagement team by providing content for the creation of a website designed specifically for New South Wales teachers and students to learn more about their Parliament. Set to launch publically in late 2020, the online space is designed to address relevant areas of the syllabus and will include a glossary, self-directed interactive experiences for students and classroom activities for teachers.

Delivering the Parliament and Democracy course to Sydney University students

Between August and November 2019 the Procedural Research and Protocol Unit collaborated with the University of Sydney and colleagues from the Legislative Council to deliver four sessions at Parliament House as part of the University's Parliament and Democracy course for second and third year undergraduate students.

The course is designed to place Parliaments within democratic theories, but also to expose students to the realities of parliamentary practice.

The four sessions at Parliament House were led by parliamentary staff, and current and former Members.

Presenting to University of Wollongong students on campaigns and advocacy using Parliamentary processes

On 2 September 2019, we presented to students of the University of Wollongong's Faculty of Social Sciences on the topic of 'Using parliamentary processes for campaigns and advocacy'. The session was delivered in person at one campus and broadcast live to students at another campus, as well as recorded for students unable to attend either campus. The interactive session was well-received by participating students.

Supporting the Parliamentary Education student programs

We facilitated group workshops as part of the Parliamentary Education team's student program. Staff participated in the 'Make a Difference Day' event on 29 July 2019 and the New South Wales Schools State Constitutional Convention on 11 November 2019.

# Parliamentary Relations

## Commonwealth Parliamentary Association (CPA) NSW

The Commonwealth Parliamentary Association (NSW Branch) supports initiatives including the Commonwealth Women Parliamentarians and twinning relationships with Pacific Parliaments as well as conducting conferences, seminars, symposia, workshops, study tours and inter-parliamentary visits.

The administration of the NSW Branch is managed by the Honorary Secretary/Treasurer, in collaboration with the Honorary Assistant Secretary/Treasurer. In accordance with the rules of the NSW Branch, the positions of Honorary Secretary/Treasurer and Honorary Assistant Secretary/Treasurer rotate between the Clerk of the Parliaments and Clerk of the Legislative Assembly with changeover taking place every four years following the commencement of a new Parliament. Following the NSW Branch Annual General Meeting held in October 2019, the Clerk of the Legislative Assembly commenced her rotation as Honorary Secretary/Treasurer.

## Commonwealth Women Parliamentarians NSW

### Delegation from Mozambique

Two women Members from the Assembleia Da República, Mozambique visited the NSW Parliament on 20 August 2019. The delegation represented their CPA Branch and their program included meeting with the Presiding Officers to discuss CPA matters and later in the day met with Ms Sonia Hornery MP on CWP issues.

Notable topics of (translated) conversation included recent law changes in Mozambique criminalising child marriage and the protection of inheritance rights for widows.



## CWP Conference

The newly elected Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Shandana Gulzar Khan, MNA of the National Assembly of Pakistan has pledged to renew the effort to increase women's representation and political participation in Parliaments across the Commonwealth. The new Chairperson of the Commonwealth Women Parliamentarians was elected for a three-year term at the CWP Business Meeting held at the sixth triennial conference of the Commonwealth Women Parliamentarians (CWP), that took place in Kampala, Uganda as part of the wider 64th Commonwealth Parliamentary Conference. Ms Julia Finn MP attended as the NSW delegate.

## Pacific Women in Power Forum

From 7 to 8 November 2019 Ms Lynda Voltz MP, Member for Auburn attended the UNDP 2nd Pacific Women in Power Forum held in Brisbane.

## CWP Australia Region Steering Committee

Teleconference meetings of the CWP Australia Region Steering Committee were held on 2 December 2019; 2 March 2020; and 9 June 2020.

## CWP Conference - Australian Region

The Annual Planning Meeting of the CWP Australia Region Steering Committee was held on 7 October 2019 in Adelaide. This was followed by the third Regional CWP Australia Region Conference, entitled '125 Years Towards Getting Even', on 8 to 9 October 2019.

Some of the notable sessions were: Amanda Vanstone's opening address; Angela Pippas' report on the Rise of Women in Sport, referred to as game changing; and Ginger Gorman speaking on her book, titled 'Meet the Trolls'.

## Author discussion with Jess Hill

On 20 November 2019 Ms Sonia Horner MP, NSW CWP Representative, hosted investigative journalist and author Jess Hill to discuss her new book See What You Made Me Do: Power, Control and Domestic Abuse.

Jess's presentation was a powerful and confronting examination of the prevalence of domestic abuse in Australia today. She also discussed strategies and policies that can be put in place to reduce this all too common form of violence.

The talk was well attended by Members, men and women, of all parties and both Houses and a number of interested Parliamentary research staff.



# Twinning Program

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The New South Wales Parliament has a partnership arrangement with the Parliaments of the Autonomous Region of Bougainville (the Bougainville House of Representatives) and the Solomon Islands (the National Parliament of Solomon Islands) under the auspices of the Commonwealth Parliamentary Association's Twinning Program.

The CPA Twinning Program links Australian state and territory Parliaments with one or more Parliaments in the Pacific. Within the NSW Parliament, a Twinning Steering Committee comprising staff from all three Parliamentary Departments provides strategic direction and oversight of the Twinning partnership arrangements.

In 2019/20, Twinning activities included:

- Information exchanges between the three twinned legislatures
- In November 2019 two Legislative Council Members, the Hon Greg Donnelly and the Hon Shayne Mallard, joined an Australian Observer team to observe the conduct of the Bougainville referendum.
- In February 2020 the steering Committee commissioned the design of two large panels that will be prominently displayed in the Fountain Court. The panels explain the twinning partnership and highlight key activities undertaken by Members and staff in 2019.
- In June 2020 the Clerk of the Parliaments presented at a webinar for Pacific Parliaments organised by the UNDP Pacific Office entitled: Parliamentary Response to the Pandemic – An Overview of Good Practices in the Pacific.

A number of other planned activities were unable to be undertaken as a consequence of the COVID-19 pandemic. The 'Twinning blong yumi' Scholarship - established in 2018 to provide staff of either twinned legislature with development opportunities in writing, research and public speaking – was not awarded in the 2019/2020 period

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

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The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) is the professional organisation for parliamentary officers of the national Parliaments of Australia and New Zealand as well as the state and territory Parliaments of Australia. Membership is open to those officers who serve as clerks in the Houses of those legislatures.

The association was formed in 2001 with the objective of advancing the professional development of its members and enable Parliamentary officers to expand their knowledge of the foundations and principles of parliamentary systems and parliamentary practice and procedure in Australia and New Zealand.

The members of the association generously share their knowledge and experience through the ANZACATT information sharing server, the publication of half yearly bulletin and its professional development seminar held each year in January.

Unfortunately, due to the threatening bushfires and hazardous smoke in the Australian Capital Territory during January 2020 the seminar was cancelled by the host jurisdiction.

Nonetheless, the annual general meeting was able to be held with a physical quorum in Sydney and other participants by teleconference to ensure the transfer of Association's administration to the new executive (pictured below). Leslie Gonye, the Deputy Clerk of the Legislative Assembly, was elected as the incoming President. Elaine Schofield, Committee Director of the Legislative Assembly, continued as Public Officer and Returning Officer.

One of the first challenges for the new executive was presented by the COVID-19 pandemic placing at risk the annual Parliamentary Law, Practice and Procedure Course which is hosted, on behalf of ANZACATT, by the University of Tasmania in Hobart every June. Options considered by the executive, in consultation with the Clerks of the various jurisdictions and the university, included cancellation, postponement and conducting the course online. After establishing that there was sufficient interest from parliamentary staff for a fully enrolled course to proceed in 2020 the university made arrangements, along with all its regular courses, to conduct the course remotely using Blackboard Collaborate to provide a virtual classroom for online teaching.

Caroline Hopley and Hayley Jarrett were the Department's students for the 2020 course.



# Connecting with other Parliaments

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## Botswanan Parliamentary Counsel

In August the Legislative Assembly hosted a visiting legislative drafter, Tshepo Mokgothu (pictured left with our Clerk, Helen Minnican), from the Botswanan Parliamentary Counsel's Office as part of her internship in Australia. Tshepo was completing a Masters of Parliamentary Procedure and Legislative Drafting. Tshepo joined the Assembly as part of her nine week internship with different Parliamentary Counsel's Offices in Australia.



During her time with the NSW Parliament, Tshepo met with the Table Office teams in the Legislative Assembly and Legislative Council to discuss the passage of legislation in NSW, Committee work and budget estimates. Tshepo also met with Hansard, the LA Procedural Research Team and the Clerk of the Legislative Assembly. The internship was a valuable opportunity to learn about the Botswanan Parliament and Tshepo's thesis topic on the impact of international law on Parliamentary law and procedure.



## Delegation from Myanmar

On Tuesday 15 October, the Parliament was visited by a delegation from the Government of Myanmar as part of a study program coordinated by the United Nations Development Program (UNDP). The delegation was hosted by Ms Janelle Saffin MP, Member for Lismore, and welcomed to the Parliament by the Speaker, the Clerk of the Legislative Assembly, and the Legislative Council Clerk Assistant – Committees.

The delegation were taken on a tour of Parliament House and briefed on the procedures of the Parliament by officers of both Houses. The delegation then met with Mr Greg Piper MP, Member for Lake Macquarie and Chair of the Public Accounts Committee (PAC), for a discussion about the Committee system in NSW and the operations of the PAC, and observed the Assembly's opening proceedings from the Speaker's Gallery.

## Delegation from Vietnam

Sponsored by the Australian Political Exchange Council, a delegation of young political leaders from the Socialist Republic of Vietnam visited the Parliament on Thursday 17 October. The Australian Political Exchange Council arrange exchange visits of young political leaders between Australia and other countries to learn about the levels of government and political systems.

The delegation's program to the Parliament included: viewing of Question Time proceedings; a tour of the historic Parliament House; and a briefing on the practices and procedures of both Houses of the New South Wales Parliament. The delegation also met with current Members who were previous Australian Political Exchange Council delegates throughout the day.



## Official Visitor Delegations

Sixteen official visitor delegations were hosted by the Legislative Assembly from around the world, including delegations from Indonesia, Mozambique, Germany, Vietnam, Cook Islands and Cyprus (see appendix x). Notably the number of delegations received by the Parliament are down from last year due to the global COVID-19 pandemic.

## Parliamentary friendship groups

Parliamentary Friendship Groups are groups of Members who meet to raise awareness of and promote particular issues or stakeholder groups. Parliamentary Friendship Groups are formally recognised by the Presiding Officers and renewed each Parliament.

As at 30 June there were 53 approved Friendship Groups (see Appendix C). Of these Friendship Groups 16 were newly established in the 2019/20 reporting period.

# LOOKING AHEAD



## Our strategic vision for engagement

In the year ahead we will focus on engagement at both a departmental and a broader Parliamentary level. This will happen through the finalisation and the implementation of two closely aligned engagement strategies.

Firstly, the Assembly's public engagement strategy will focus on increasing public awareness of, and participation in, the work of the Legislative Assembly and its Committees. There will be a greater emphasis on developing Assembly content and processes which build stronger connections with the people of NSW and improve levels of democratic participation and confidence in the institution.

Secondly, a Parliament-wide engagement strategy will focus on shared areas of departmental responsibility, setting out to boost visitation to Parliament House, deliver specific outreach programs for rural and regional communities and increase participation in Parliamentary activities.

This inter-departmental collaboration around the implementation and operation of these strategies, will put engagement at the forefront of Assembly and Parliamentary activities, for years to come.

## Improving access with a Disability Inclusion Action Plan

In May 2020, a team was formed representing the three departments with the undertaking to produce a Disability Inclusion Action Plan. To aid in the development and implementation of the plan, the team will gather information from the departments and disability advocacy groups to identify access issues to the NSW Parliament, considering everything from the physical building, the website and employment opportunities.



## Enabling our People

We have a duty to foster departmental values and an organisational culture of continuous learning and improvement. We aim to create an environment where staff are engaged, have respect for the institution of Parliament, and feel that their contributions are valued. We are committed to designing and implementing a staffing structure and role descriptions that provide clarity and career and development opportunities for our staff.

Working in both House and Committee roles requires an expert and specialist knowledge of Parliamentary law, practice and procedure. Many of our staff development courses and activities are aimed at enabling staff to develop this knowledge. We have extensive networks with staff from other Parliaments, and leverage these networks to learn about developments in other jurisdictions and to keep informed about best practice and new initiatives.

As well as this specialist skills and knowledge required to support our staff to achieve in their roles, we are committed to providing our staff with opportunities to develop their leadership and management capabilities, as well as generalist skills such as writing and communication.

# Highlights

## Senior Management Review

In October 2019 we commenced a review of our senior management structure. The review was conducted by an external consultant, and there were four main drivers for the review:

1. The transfer of Electorate Office Services to the Department of Parliamentary Services, which involved re-evaluating corporate and Committee responsibilities.
2. The need to detach the role of Serjeant-at-Arms from the Deputy Clerk position, to allow the transition of that role to a more appropriate level.
3. The need for increased reporting, and obligations under the Department's Governance Framework.
4. Succession and workforce planning to meet the changes that will occur within the department over the next 5-10 years, particularly at the leadership level.

This work involved developing a new senior management structure and designing and documenting roles to incorporate new and emerging work.

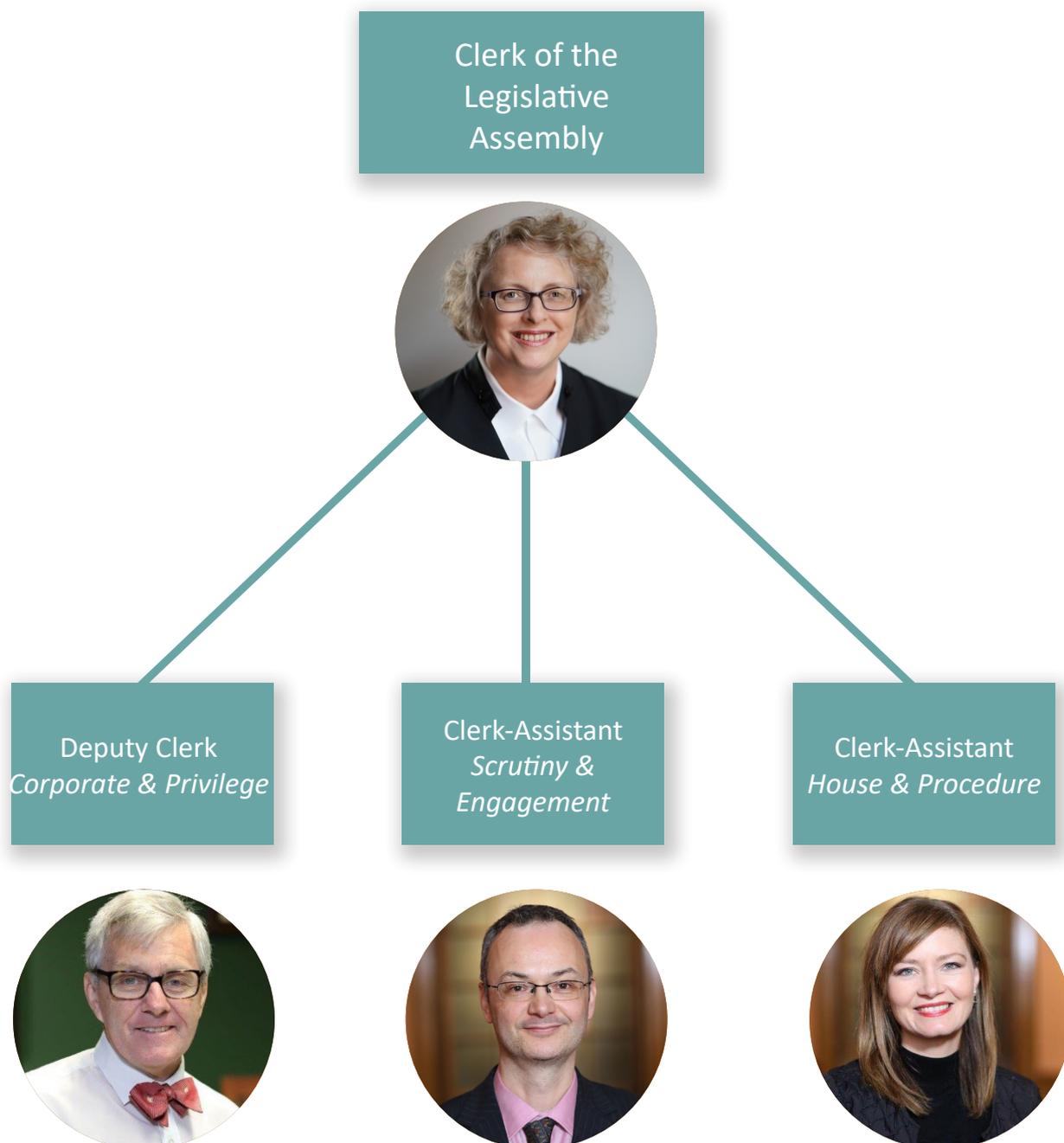
The review resulted in the following changes in February 2020:

- Clear lines of responsibility were assigned across the three functional streams of work undertaken by the Department: Corporate and Privilege; House and Procedure; and Scrutiny and Engagement.
- The corporate function was transferred to the Deputy Clerk, through the Office of the Clerk.
- The Clerk-Assistant for Scrutiny and Engagement was given a broad remit beyond Committees, reflecting the emphasis placed on community outreach and engagement under the Department's strategic priorities.
- The role of Serjeant-at-Arms was detached from the Deputy Clerk position and reassigned to a Director, House and Procedure

Simon Johnston  
sworn in as 17th  
Serjeant-at-Arms  
22 May 2020



# New Senior Management Structure



The new structure is designed to support the Department's corporate governance framework and increase the capacity of senior officers to meet the managerial, corporate and strategic planning activities to be undertaken. It also is aimed at ensuring the Department's succession planning strategy supports the development of the profession specific skills and capabilities needed by senior officers.

The next step will be to review and re-align the Department's broader structure and staffing, so that resources are deployed effectively against the department's core functions and strategic objectives. This was due to commence in April 2020, but was postponed due to the impact of the COVID-19 health pandemic.



## Response to the 2019 People Matter survey results

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The NSW People Matter Employee Survey is open to all NSW public sector employees for four weeks each year. The survey asks employees about their experiences with their work, workgroup, managers, and organisation and is coordinated by the Public Service Commission.

The Department of the Legislative Assembly reviews each year's results, compares them with previous years and takes action to address any areas of concern.

The 2019 People Matter Survey showed continued high levels of engagement from staff in their work and with the organisation. However, other areas were lower than the previous year, especially those areas relating to communication from senior management, managing change, and recruitment and performance management issues. The 2019 survey also had a low response rate compared to previous years (35% down from 71% in 2018).

The Legislative Assembly Executive group acknowledged these concerns and implemented changes to address them, including:

- Monthly all-staff meetings.
- Regular internal communication with staff through 'LA News', a fortnightly staff newsletter.
- Consistent completion of Performance Development Program action plans for all employees, with managers meeting regularly with employees to review progress against agreed professional development objectives.
- A workshop to review the Department's Values, which resulted in the development of three Values – Integrity, Respect and Excellence – which capture the attitude Assembly staff have to their work and the institution.
- Promotion of the People Matter survey as an important tool for employees and senior management, to improve the survey response rate.

## Table Office staff rotation

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In October and November 2019, a temporary vacancy allowed staff to be rotated through three Table Office positions, building greater shared knowledge within the team.

Two Table Office staff members and one Chamber Services staff member participated in the rotation. They each took on two new roles within two months, including three sitting weeks per role. A detailed handover started off each period, while checklists, practice notes and peer support kept the rotation on track. The level of teamwork was exceptional.

The rotation was a success. There was no drop in service levels, and the House Papers were produced on time and with minimal errors. We now have the capacity to cover absences on sitting days with minimal notice, and the rotation has laid the foundation for a fatigue management roster during sitting weeks.

Moreover, the capacity resulting from staff rotation assumed important during COVID-19 when the flexible deployment of resources proved critical to meeting business demand.

## Developing our people through professional associations

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### Presiding Officers and Clerks' Conference, Brisbane

The Speaker of the Queensland Parliament, the Hon. Curtis Pitt MP, hosted the 50th Annual Presiding Officers and Clerks' Conference in Brisbane, Queensland in July 2019.

Also known as POCC, the conference is an annual event for Parliamentary officials, Clerks and Presiding Officers from Australia, New Zealand and the Pacific, with over 80 participants.

The keynote address was given by The Right Hon. Sir Lindsay Harvey Hoyle MP, Deputy Speaker of the House of Commons, UK.

During the conference, the Hon. Leslie Williams MP, Deputy Speaker of the NSW Legislative Assembly delivered a presentation entitled 'Chairing the Bear Pit – Impressions of a newly elected Speaker'.

In celebrating the POCC's 50 years, a paper entitled 'Codes of Conduct for MPs: a step to enhancing trust' was presented, and a panel discussion held with former Presiding Officers and Clerks.

## Parliamentary Law, Practice & Procedure Course

Three of our people, Madeleine Dowd (Committees), Tom Isaksen (House & Procedure) and Ian Dewar (Office of the Clerk) attended the Parliamentary Law, Practice and Procedure (PLPP) course at the University

of Tasmania Law School, under the auspices of ANZACATT, in the winter of 2019. This annual training program is a formal university unit of training especially designed for Australian Clerks at the Table and senior Committee officers.

This year there were five mini modules to complete online before the residential component of the course. As part of these mini modules there were weekly tutorial group discussions with Clerks and Directors about the readings and a weekly online quiz.

The themes were: Westminster Parliamentary history; Law and structure of Parliament; Parliamentary practice and procedure; Parliamentary privilege; and Parliamentary Committees. The conversation continued post residential with a series of discussion boards, a literature review and a final research paper.



Ian wrote about free votes in the Legislative Assembly and other Commonwealth Parliaments, reviewing recent examples and investigating the procedures which facilitate free votes such as divisions, the routine of business and speaking time limits.

*“PLPP was an amazing opportunity to learn more about Parliamentary history and procedure, and the magic of Parliamentary Privilege behind how Parliaments operate. I particularly enjoyed the legal topics around privilege, Common law and Constitutional law.”*

– Ian Dewar

Madeleine wrote about how Committees collect evidence from children and young people. This included an examination of what procedures govern evidence collection of this kind, and how Committees generally deal with vulnerable witnesses. Additionally, this project examined how evidence is taken from children in other contexts, and what core principles would be useful in a Committee context.

*“The course really gave us the time to think about the core principles underpinning our work, and better understand those foundational elements of parliamentary procedure. Having the opportunity to discuss relevant topics with parliamentary staff from around Australia and New Zealand allowed for useful comparisons of practices, which was especially valuable in the context of how Committees operate in different jurisdictions.”* – Madeleine Dowd

Tom wrote about a proposed Indigenous voice to the Commonwealth Parliament. His paper explored the pros and cons of establishing a body, and how it would work procedurally and practically with reference to the experience of the Norwegian Indigenous Parliament.

*“PLPP was a fantastic time to meet colleagues from other jurisdictions and learn about their approaches to procedural issues. I particularly enjoyed the Clerk’s Panel and their stories of career development.”* – Tom Isaksen

## Australian Public Sector Anti-Corruption Conference

In October 2019, the Victorian Independent Broad Based Commission Against Corruption (IBAC) hosted the 7th Australian Public Sector Anti-Corruption Conference. This was attended by the Chair of the Committee on the Independent Commission Against Corruption, Mrs Tanya Davies MP, and a Member of the Committee on the Ombudsman, the Law Enforcement Conduct Commission and the Crime Commission, Dr Hugh McDermott MP. The conference was also attended by Madeleine Dowd, who works within the Committee secretariat.

Attending this conference provided an opportunity for Madeleine to attend a range of sessions regarding the work of oversight and integrity bodies across Australia, and emerging trends related to corruption vulnerability and corruption prevention. Sessions were also conducted that looked at case studies from a range of jurisdictions.

Highlights included keynote speeches from The Honourable Jennifer Coate AO, a Royal Commissioner for the Royal Commission into Institutional Responses to Child Sexual Abuse, and Dr Laode M Syarif, Commissioner of the Indonesian Corruption Eradication Commission. Each of these speeches highlighted the diverse work done by various oversight and anti-corruption bodies, and the significant responsibility of these agencies in promoting integrity and trust.

*“The conference allowed me to meet many people from across the world who work in the anti-corruption field. This was an excellent way of learning more about how other jurisdictions operate. Hearing from different commissioners, academics and others in the field allowed me to consider the significance of the work done by oversight Committees, and the broader context this work occurs within.”* – Madeleine Dowd

# Collaborating and contributing across jurisdictions

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## Staff Exchange with the Parliament of Victoria

In November 2019, Dora Oravec and Kieran Lewis from Committees took part in the staff exchange program with the Parliament of Victoria. They were keen to learn about the Parliament's community outreach activities. Of special interest was learning how the Parliament engages with culturally and linguistically diverse communities and uses social media to promote inquiries and Committee activity.

Over three days, they spent time with Committee staff and met staff from across the Parliament. The chance to discuss ideas and share experiences was a useful learning opportunity.

Prior to their visit, Dora and Kieran were part of the NSW Parliamentary team that hosted four staff from the Victorian Parliament's Committee office as part of the program.

*“While there are differences in the way each Parliament runs its Committees, there are also common themes and issues we all encounter in our work. Hearing the Victorian Parliament's perspective on these was insightful. Talking with them allowed us to learn from their experiences and apply them directly to our own work.”*

– Dora Oravec and Kieran Lewis



## Electoral Regulation Research Network Workshop

On 1 October 2019 an Electoral Regulation Research Network (ERRN) Workshop was held at Melbourne Law School called 'Developing a legislative framework for a complex and dynamic electoral environment'. The ERRN is jointly funded by the NSW Electoral Commission, the Victorian Electoral Commission and Melbourne Law School to foster exchange amongst academics, electoral commissions and other interested groups on research relating to electoral regulation.

The workshop centred on a discussion paper by Michael Maley and Professor Graeme Orr, and also included a range of speakers including Electoral Commissioners, a former Parliamentary Counsel, and Commonwealth Members of Parliament.

*"As a new Manager of the NSW Parliament's Electoral Matters Committee, the workshop provided a valuable opportunity for me to gain knowledge about a new legislative environment in the presence of experts in the field. I also had the opportunity to meet with staff of the Victorian Parliament's Electoral Matters Committee which, like the NSW Committee, was conducting an inquiry into the conduct of its most recent State election. This facilitated inter-jurisdictional information sharing about the conduct of the inquiries, common themes arising and related matters."* - Elspeth Dyer

## Australia and New Zealand Parliament IT (ANZPIT) Conference

From Monday 30 September to Wednesday 2 October, the Parliament of Victoria hosted the ANZPIT Forum. Tanja Zech attended for the Assembly:

*"The conference was a great opportunity to find out what's happening in the Parliamentary IT space around Australia and beyond. It's important for us as a House department to keep abreast of developments and take a leading role rather than just being consumers."*

– Tanja Zech

The program was varied, mixing information from the various jurisdictions with outside perspectives. Each jurisdiction gave an update of what they had achieved and were planning for the near future. Stand-out items included a new combined Chamber timing, video titling and metadata system in South Australia and a digital end-to-end system for questions on notice in Western Australia.

PIMS is an emerging theme for an increasing number of jurisdictions, so a session on the topic brought together current users from NSW, Victoria and the Federal Parliament with prospective users from the ACT and Queensland. The parties decided to establish a PIMS user group to work more collaboratively.

## Australasian Study of Parliament Group

'Parliaments Navigating Disruption' was the theme of ASPG's annual conference, held from 2-4 October 2019 in Canberra. The ASPG membership includes academics, current and former Members, Parliamentary staff and interested citizens, so discussion was wide-ranging.

The Assembly was well represented, with staff from all business units participating, including Mr Speaker, who gave a presentation entitled 'Using technology to engage citizens'.

*"Attending the annual ASPG conference allows me to take a step back and examine what I do as a Parliamentary Officer through a different lens. It puts my work into perspective. I also value the connections I make with colleagues from other Parliaments and academics."* – Tanja Zech



# Leadership and Management Training

## Great Managers Academy Course

Three of our people participated in the nine-month leadership program designed for Parliamentary staff: Manuela Sudic (Office of the Clerk), Emma Wood and Jessica Falvey (Committees).

The program, which has been running since 2017, is designed to ensure Parliamentary staff from the three departments have the necessary leadership and management skills to allow them to provide high quality services to Members, Members' staff and the NSW community. People management skills are central to the delivery of effective and efficient Parliamentary services.

Participants undertook monthly face-to-face leadership forums and weekly e-Learning modules across three key areas of the program - personal leadership, team leadership and business leadership. They were also part of a formal mentoring program and a workplace project.

All three participants from the Department that attended the program spoke about how valuable it was in their personal development:

*"I was fortunate to be a member of the 2019 cohort for the Great Managers course. The course has been a valuable resource for me to build confidence with management skills and improved communication strategies. It also provided a unique opportunity to develop a network with colleagues in the Legislative Council and Department of Parliamentary Services.*

*A key component of the course was the completion of a cross-departmental workplace project. My project group was tasked with reviewing the Parliament's Professional Development Program, undertaking a review of the current process, a jurisdictional analysis and research into best practice in this area. Our group was proud to deliver a draft model of a revised program which could be adapted to suit the individual needs of the Departments. The draft has been positively received by the Senior Management Group and referred to Human Services for review."* - Manuela Sudic



*“I was part of the cohort who completed the Great Managers program in 2019. The course covered topics extremely relevant for both my professional and personal development. Topics covered included knowing your management style, having difficult conversations, setting clear expectations and providing effective feedback. It provided a welcomed toolkit of strategies for me to draw upon in my role. It was particularly rewarding to complete the course alongside colleagues from the Department of Legislative Council and Department of Parliamentary Services.*

*As part of the course I also contributed to a project on wellness programs at Parliament. With colleagues from the Department of Legislative Council and Department of Parliamentary Services we surveyed what wellness means to the staff at Parliament and what types of programs or activities they would be interested in. We made a number of recommendations to senior management, namely, the creation of a wellness portal to assist staff who wish to organise a wellness activity or group themselves.” - Emma Wood*



*“I completed the Great Managers course in 2019. It has really helped to increase my confidence as a manager. I acquired new skills to engage with, develop and motivate staff. I also learnt how to better deal with critical conversations and perform well in difficult situations. I often reflect on, and use, the skills I learnt in the course.*

*As part of the course, I contributed to a project with colleagues from the Department of the Legislative Council and the Department of Parliamentary Services about recognition of achievement in the workplace. It was great to apply what I was studying in the course to this project. It was also rewarding to look at how the NSW Parliament is recognising staff in the workplace and to develop recommendations to further enhance policies and practices in this area.” - Jessica Falvey*



# Parliamentary Management Program

In 2019 Jonathan Elliott participated in the Parliamentary Management Program, a joint partnership between the Commonwealth Parliamentary Association and McGill University in Canada which runs the course. Carly Maxwell is participating in the 2020 cohort for the Program.

The Program is designed to assist parliamentary officers in fulfilling their constitutional and statutory obligations. The curriculum is focused on international best practices within different political systems and cultures, and is designed to develop the professional skills and abilities of parliamentary staff through a practical teaching approach.

Jonathan received a best paper award for in the Committees component of the course.

*“The course gave me the opportunity to switch emphasis from the day to day and think beyond that - as to why we do what we do and how we might do it better. I was also able to make a lot of valuable contacts with colleagues in other Parliaments across the Westminster system and that has proved to be extremely useful; particularly this year, when we really were “all in it together.”*

- Jonathan Elliott

Carly has been recognised for her outstanding achievement in receiving three best paper awards for the following subjects: Current trends in Parliamentary Administration; Public Financial Management; and Research & IT.

*“The course so far has been a wonderful opportunity to ‘think big’ about the role and purpose of the Parliament in our democracy. It has been great to be able to step out of the everyday busyness of work and consider best practice and new possibilities. I am incredibly grateful to be able to participate.”*

- Carly Maxwell

# Parliamentary Service Awards

On 14 November 2019 the Parliament presented its annual Parliamentary Service Awards to acknowledge and celebrate contributions made by long-serving staff. The awards were presented by the Speaker, Members and the Clerk.



The Legislative Assembly is proud to congratulate:

Rohan Tyler – 15 years

Millie Yeoh – 15 Years

Jennifer Gallagher – 15 Years

April Lowndes – 15 years

Emma Wood – 10 years

# Staff Spotlight

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## Secondment - Ben Foxe

Ben Foxe, Committee Manager, returned to the Department of the Legislative Assembly in April 2020 after consecutive secondments first to the Department of the Legislative Council and then to Roads and Maritime Services/Transport for NSW.



### What was the greatest benefit?

A benefit of my secondment to the Legislative Council was being able to develop my experience and knowledge of Parliamentary procedure. While with the Legislative Council I worked in both the Procedure and Committee Offices, and contributed to the operations of the Council Chamber as well as of Council Committees. It was really valuable to work with our Legislative Council colleagues and learn more about how their Standing and Sessional Orders and practices and procedures work, and to be able to bring that insight back to the Legislative Assembly.

During my attachment to Roads and Maritime Services and Transport for NSW, I worked with the Office of the Chief Executive and the Office of the Secretary. A great benefit of this attachment was developing a better understanding of how larger public sector organisations work to deliver services to the state.

### What did you enjoy most about your experience?

I really appreciated the opportunity to broaden my skills and experience through participating in secondments. While working with:

- The Council, I particularly enjoyed supporting the operations of the Chamber and also assisting with the trial of the Selection of Bills Committee, a Committee that met each sitting week to consider all bills introduced into both Houses for possible inquiry by a standing Committee.
- Roads and Maritime Services and Transport for NSW, I enjoyed learning more about how those organisations provided services and how their internal structures worked to support the variety of work they conduct.

### How did the experience help your development as a parliamentary officer?

These secondments have provided a deeper level of experience in dealing with Parliamentary procedure and a greater understanding of how larger departments work. I was able to hone my writing and research skills during both secondments, as well as improve my ability to get up to speed with new detailed processes and procedures quickly. My experience supporting Legislative Council Committee inquiries, especially in assisting inquiries conducted within short timeframes, will particularly improve the assistance I can provide Assembly Committees in my work as a Committee Manager.

## Script writing course

Jacqueline Linnane from our Committees business unit attended the Australian Film, Television and Radio School's (AFTRS) course on writing video scripts and briefs. The day-long course took place on the AFTRS campus and focused largely on government communications through video campaigns. Topics covered included: communicating a video brief, distilling information into a main driving message, creating a viewer-journey through a compelling story, and the key elements of an effective video.



*“As a member of the Communications Team, this course has contributed to my professional development within the team. It focused on video brief writing skills, which distils the key information for a video, and how to write a script that is both on-message and engaging. It included a hands-on component that required creating a video script relevant to my work for Legislative Assembly Committees. The course was practical and directly assisted with the work I do for Committees.*

*I used the skills I learned from this course to assist me in communicating video script ideas with Committee managers. The purpose of the videos we create and publish to social media channels is to educate the public about the work of the Members, and the Committee, and the inquiry. It also serves as a public call-to-action to participate in this democratic process. This course assisted me with creating more compelling and interesting content that can reach targeted audiences.”* - Jacqueline Linnane

# LOOKING AHEAD



## Department-wide structure and capabilities review

Following the review of our senior management structure, we will conduct the second phase of our work on our structural re-alignment and role descriptions, encompassing the whole Department. This will include:

- Re-designing the structure and roles to reflect their multi-faceted nature, operational complexity, evolving technological requirements, and their increased need for communication and community engagement.
- Identifying requisite competencies, focusing on those specific to the wider profession of an 'Assembly parliamentary officer'.
- Identifying and developing learning approaches to build requisite competencies and career progression pathways, particularly a career as a Clerk-at-the-Table.
- Improving workforce and succession planning processes to ensure enough depth of talent and options for progression to senior management.

## Response to the 2020 People Matter Survey results

The 2020 People Matter survey was delayed due to the impacts of the COVID-19 health pandemic. However, the results will be published in December 2020, and we will respond to the feedback from our staff in early 2021.

Legislative Assembly  
Executive



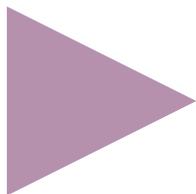
Embedding Good Governance

# Governance and leadership framework

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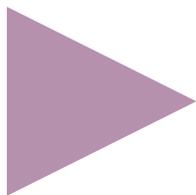
As the Assembly's Chief Executive Officer, the Clerk has overall responsibility to the Speaker for procedural advice, Assembly operations, administration of the House and management of the Department of the Legislative Assembly.

The Parliament's governance framework comprises two cross-parliamentary groups that draw representatives from each Parliamentary department who meet regularly to discuss issues of governance and ensure that Parliament is meeting its strategic objective:



## Parliamentary Executive Group (PEG)

Comprising the Presiding Officers, the Clerk of the Legislative Assembly, the Clerk of the Legislative Council and the Chief Executive of the Department of Parliamentary Services (DPS).



## Senior Management Group (SMG)

Comprising the Clerks and the Chief Executive of DPS.

## Legislative Assembly Executive (LA Ex)

Comprising the Clerk, Deputy Clerk, Clerks-Assistants and Directors provide leadership for the Department. The LA Ex meets weekly and to share information, raise matters for discussion and make decisions.

# Governance Compliance Systems

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The Department of the Legislative Assembly, as part of the broader New South Wales public sector, is obligated to meet the increasing requirements of statutory provision regarding corporate governance, audit and risk, fraud, corruption and business continuity.

The Department is supported in meeting its statutory corporate governance obligations through cross-departmental steering Committees and working groups established for areas requiring interdepartmental collaboration.

## Governance

- Parliamentary Executive Group
- Senior Management Group
- ICT Steering Committee
- Joint Consultative Committee
- Masterplan Co-ordination Group
- Workplace Health and Safety Committee

## Risk Management

- Audit and Risk Committee
- Business Continuity Governance Group
- Emergency Planning Committee
- Fraud and Corruption Control Committee
- Security Committee

## Operational

- Community Access & Engagement Projects
- PIMS Project Board
- Policy Review Steering Committee
- Records, Archiving and Digitisation Committee
- Training Steering Committee
- Twinning Steering Committee



Underpinning the Department's governance framework is:

#### Legislation

Constitution Act 1902 is the principal act that governs the operations of the LA; Defamation Act 2005; Parliamentary Electorates and Elections Act 1912; Parliamentary Evidence Act 1901; Parliamentary Papers (Supplementary Provisions Act 1989; Members of Parliament Staff Act; Independent Commission Against Corruption Act 1988; Public Interest Disclosures Act 1994, and the Work Health and Safety Act 2011.

#### Ethics and Integrity

An environment that encourages ethical behaviour, integrity, accountability and personal development is fostered in the management of the Legislative Assembly. This is reflected in the separate codes of practice for Members' staff and departmental staff. The provisions of the Public Interest Disclosures Act 1994 apply to the Department with no public interest disclosures received during the reporting period.

#### The LA Hub

The Department's document management system contains the Department's documents which are relevant, current, properly maintained and reviewed. It provides a consistent approach to work activities to ensure that governance and regulatory requirements are met.

#### LA Risk Register

Combines risks shared with other Parliamentary departments already contained in the Parliament's corporate risk register and those risks that are relevant only to the LA. Risks are assigned at senior level and are reviewed, monitored and evaluated on an ongoing basis.

# Highlights

## Development of our Corporate Plan 2019-23

After the March 2019 election the department heads, along with the Presiding Officers, met to develop collaboratively the Parliament's strategic priorities for 2019-23. The priorities agreed to in 2019/20 reporting year are:

### Priority 1

Modernisation of the Parliament

### Priority 2

Strengthening engagement with the public and enhanced trust in Parliament as an institution

### Priority 3

Safeguarding the independence of a strong Parliament

### Priority 4

Support Members in their evolving role as elected representatives

### Priority 5

Develop the capabilities of the Parliament's workforce

The Department's corporate plan for 2019-23 was revised in 2019/20 as a consequence of the transfer of Electorate Office Services to the Department of Parliamentary Services and the necessary structural and staffing re-alignment as a result of the organisational transformation review commenced in late 2019.

During the year a number of consultative workshops were held with the staff of the Department and by the Legislative Assembly Executive to review the Department's vision, purpose, values, what we do, our operating environment, our operating principles and corporate objectives. By 30 June the plan was well advanced to the point of being ready to finalise the Corporate plan in July 2020.

The plan incorporates the initiatives proposed to enhance the Department's business as usual processes and supporting the Parliament-wide projects and priorities. In addition to specific projects, each business unit will develop operational plans incorporating targets and performance measures to be used to evaluate performance.

## Governance groups and steering Committees

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Committee	Purpose	No. of Meetings
Business Continuity Governance Group	Oversees the implementation and maintenance of the Business Continuity Plan to ensure it remains current so that the Parliament is ready to deal with major disruption.	4
Community Access and Engagement Projects	Provides overall strategic direction, coordination and support for community access and engagement projects across Parliament.	12
ICT Steering Committee	It also proactively identifies projects for consideration by the Senior Management Group, and has oversight over the use of social media campaigns.	7
PIMS Project Board	Provides governance for all aspects of information and communications technology across the Parliament. It coordinates and monitors the ICT program of works implementations to ensure they meet agreed timeframes and budget requirements.	11
Policy Review Steering Committee	Develops, reviews and updates parliamentary policies and guidelines to ensure policies reflect current standards and meet workforce and management expectations. It covers workforce management and human resources, workplace health and safety, IT access, Precinct management and security, and public engagement.	7
Records, Archives and Digitisation Steering Committee	Considers the management of records and archives across the Parliament and identifies improvements in recordkeeping practices and future digitisation projects. It reviews new and existing risks in the digitisation and preservation of archival records.	5
Training Steering Committee	Identify training needs across the departments of the Parliament. Share professional development resources. Develop new resources to meet specific needs.	1

Committee	Purpose	No. of Meetings
Twinning Steering Committee	Coordinates activities to strengthen the capacity of the twinned Parliaments, a partnership arrangement with the National Parliament of the Solomon Island and the Autonomous Region of Bougainville, to fulfil their legislative, representative and oversight functions. It also assists in securing funding to support the twinned Parliaments in their specific projects.	3
Joint Consultative Committee	Consultative meeting between the heads of the three Parliamentary departments and representatives of the Public Service Association (PSA) on matters raised by the PSA.	4
Workplace Health and Safety Committee	Assists in the development and monitoring of safe work practices, reviews procedures in place to assist the Parliament in meeting its statutory obligations, and reports on the effectiveness of internal controls to mitigate WHS risks.	4
Audit and Risk Committee	Reviews the compliance, efficiency and effectiveness of Parliamentary functions. The Committee Members are independent of the Parliamentary departments.	5
Emergency Planning Committee	Develops, implements and maintains the emergency plan, emergency response procedures and related training. It reviews the emergency and critical incident procedures of the Parliament and is responsible for annual emergency evacuation exercises.	1
Fraud and Corruption Control Committee	The purpose of the Committee is to oversight the Parliament's Fraud and Corruption Control Framework, including an annual plan of initiatives to raise awareness among employees of fraud risks, and policies and procedures for mitigating those risks.	2
Security Committee	Reviews security and emergency response policies and procedures and security incidents within the precincts. It develops policies and works towards enhancing the security of Parliament House, its occupants and visitors.	5

# Changes to the Risk Register

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Electorate Office Services (EOS) formed part of the Department of the Legislative Assembly until August 2019 when it was transferred to the Department of Parliamentary Services. The transfer was made in order to consolidate and simplify operational and training support for Members and staff as part of a broader reform program. As a result of the program, we are reviewing and updating the Risk Register.

The other significant update related to the COVID-19 health pandemic. This included the revision of the Department's Business Resumption Plan, adopting the measures outlined in the Response to COVID-19 for proceedings in the Legislative Assembly. Additionally, some Clerks-at-the-Table and Table Office staff worked remotely on sitting days so that we could continue to support the sittings of the House in the event of a COVID-19 incident at Parliament House.

# Work Health and Safety for staff and visitors

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We are committed to ensuring a safe work environment for staff and visitors by:

- Contributing to the development and review of Parliament's WHS policies;
- Ensuring staff are provided with training that includes the responsibilities for workplace health and safety;
- Participating in Parliament's Work Health & Safety Committee;
- Ensuring staff attend WHS induction courses for new staff which is facilitated by the Department of Parliamentary Services;
- Assisting in WHS inspections of Parliament, which is facilitated by the Department of Parliamentary Services;
- Continuing to work with the Department of Parliamentary Services to offer a number of measures, including ergonomic assessments to minimise the risk of injury.

Additional WHS measures were taken by the Department due to the pandemic to maintain a safe working environment for staff by providing input and adopting the Parliament of NSW Pandemic Plan (the Plan) and the operational guidelines supporting the plan entitled Safe Working in the Parliamentary Precinct and Safe Working from Home. Through these initiatives, Parliament was accredited as a COVID-Safe workplace.

The plan details Parliament's response to the COVID-19 pandemic, classified as a critical incident, it forms part of the Parliament-wide Business Continuity Program that prepares the Parliament for such an event. It was invoked on 13 March 2020 and revised on 1 June 2020. The plan and guidelines include a combination of existing and additional measures provided by the Department of Parliament Services:

- Employee leave;
- Social distancing and travel guidance;
- Assessing staff requirements for working from home;
- Flexible working arrangements and rotational rosters;
- Access to annual influenza vaccinations as per government health recommendations;
- Health check stations when Parliament is sitting;
- Providing personal protective equipment such as hand wash and sanitiser and visible signage in all public areas on safe COVID-19 practise – that is observing symptom, good hygiene, physical distancing and testing;
- Webinars and in-house support;
- Access to the Employee Assistance Program as well as NSW Health and health providers on the prevention of transmission.

## WHS incidents

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For the reporting period there was one minor work related incident and three near miss/hazards, a total of four incidents in this reporting period compared to a total of 12 incidents in the previous reporting period. The transfer of Electorate Office Services to the Department of Parliamentary Services contributed to some extent to the lower number of incidents. All staff are encouraged to report incidents, hazards and near misses as a way to proactively manage risks and enhance work health and safety outcomes.

Type of incident	No. of incidents
Near miss/hazards	3
Strains and overuse	0
Slips, trips and falls	0
Psychological	0
Injury Incidents	1
Claims (LTI)	0
Non-work related injury	0



## LOOKING AHEAD

### Corporate reporting framework

In 2020-21 we will develop and implement a departmental monthly, quarterly and annual reporting framework against our corporate objectives and key performance indicators. We will look to incorporate outcome-based performance evaluation.

### Member survey

In 2020-21 we will work with external consultants to develop and implement a Member satisfaction and feedback survey. The results of this survey will be used to inform our Member support and training initiatives and our strategic projects.



## Managing our Finances

# Our Performance

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## Financial Overview

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The net cost of services of the Legislative Assembly, including Members' programs, was \$100.573 million reflecting an unfavourable variance against budget of \$840,000 or 0.8%.

The main components of this variation include:

- Employee related costs being higher than budget by \$1.231 million due to: Members' staff separations of \$408,000; a higher annual leave provision of \$682,000; a \$120,000 redundancy payment partially offset by \$67,000 in position vacancies
- Operating expenses being lower than budget by \$1.627 million due to: lower Communication Allowance of \$648,000; lower Electorate to Sydney Allowance of \$110,000; lower Skills Development Allowance of \$144,000, lower General Travel Allowance of \$139,000 and lower operating expenses other than Members' entitlements of \$322,000 and lower operating administration costs of \$70,000
- Grants and subsidies being higher than budget by \$134,000 due to an unbudgeted annual grant to the Commonwealth Parliamentary Association
- Members remuneration being higher than budget by \$433,000 mainly due to higher spending in Sydney allowances during the year and
- Finance costs being lower than budget by \$151,000 and other loss being higher than budget by \$789,000, due to changes to leases for Electorate Offices during the year.

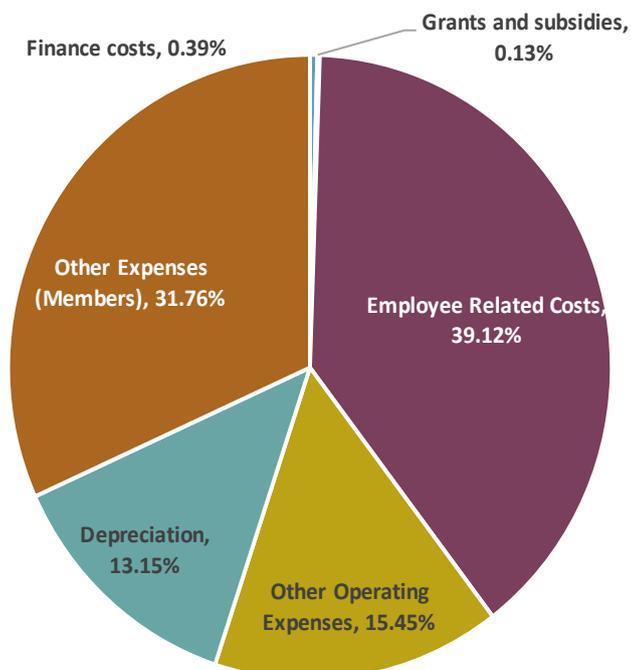
The Department's net cost of services of \$100.573 million represents 60.7% of the Parliament's total for the 2019/20 financial year. Members related costs for the Legislative Assembly represented 55.3% of the Parliament's total.

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

- Parliamentary Representation \$91.692 million or 91.2%; and
- Operations \$8.881 million or 8.8%.

The costs represented in this financial report are unaudited and represent the best known cost distribution for both cash and non-cash items attributable to the Legislative Assembly.

# Legislative Assembly Expenses



Start of unaudited financial statements

LEGISLATIVE ASSEMBLY CONSOLIDATED			
Statement of comprehensive income for the year ended 30 June 2020			
	Actual	Budget	Actual
	2020	2020	2019
	\$'000	\$'000	\$'000
<b>Expenses excluding losses</b>			
Employee related expenses	39,342	38,111	41,201
Operating expenses	15,535	17,162	21,349
Depreciation and amortisation	13,220	13,198	7,068
Grants and subsidies	134	-	132
Finance costs	392	543	-
Other expenses - Members' remuneration	31,946	31,513	30,967
<b>Total Expenses excluding losses</b>	<b>100,569</b>	<b>100,527</b>	<b>100,717</b>
<b>Revenue</b>			
Sale of goods and services	699	700	668
Grants and other contributions	-	-	-
Other income	86	94	154
<b>Total Revenue</b>	<b>785</b>	<b>794</b>	<b>822</b>
<b>Gain / (loss) on disposal</b>	-	-	1
<b>Other Gain / (loss)</b>	(789)	-	-
<b>Net Cost of Services</b>	<b>100,573</b>	<b>99,733</b>	<b>99,894</b>

LEGISLATIVE ASSEMBLY - PARLIAMENTARY REPRESENTATION

Statement of comprehensive income for the year ended 30 June 2020

	Actual	Budget	Actual
	2020	2020	2019
	\$'000	\$'000	\$'000
<b>Expenses excluding losses</b>			
Employee related expenses	32,772	31,576	33,832
Operating expenses	14,989	16,467	20,724
Depreciation and amortisation	11,426	11,407	5,364
Grants and subsidies	134	-	132
Finance costs	392	543	-
Other expenses - Members' remuneration	31,946	31,513	30,967
<b>Total Expenses excluding losses</b>	<b>91,659</b>	<b>91,506</b>	<b>91,019</b>
<b>Revenue</b>			
Sale of goods and services	696	697	668
Grants and other contributions	-	-	-
Other income	60	66	102
<b>Total Revenue</b>	<b>756</b>	<b>763</b>	<b>770</b>
<b>Gain / (loss) on disposal</b>	-	-	1
<b>Other Gain / (loss)</b>	(789)	-	-
<b>Net Cost of Services</b>	<b>91,692</b>	<b>90,743</b>	<b>90,248</b>

LEGISLATIVE ASSEMBLY - OPERATIONS

Statement of comprehensive income for the year ended 30 June 2020

	Actual	Budget	Actual
	2020	2020	2019
	\$'000	\$'000	\$'000
<b>Expenses excluding losses</b>			
Employee related expenses	6,570	6,535	7,369
Operating expenses	546	695	625
Depreciation and amortisation	1,794	1,791	1,704
Grants and subsidies	-	-	-
Finance costs	-	-	-
Other expenses - Members' remuneration	-	-	-
<b>Total Expenses excluding losses</b>	<b>8,910</b>	<b>9,021</b>	<b>9,698</b>
<b>Revenue</b>			
Sale of goods and services	3	3	-
Grants and other contributions	-	-	-
Other income	26	28	52
<b>Total Revenue</b>	<b>29</b>	<b>31</b>	<b>52</b>
<b>Gain / (loss) on disposal</b>	-	-	-
<b>Other Gain / (loss)</b>	-	-	-
<b>Net Cost of Services</b>	<b>8,881</b>	<b>8,990</b>	<b>9,646</b>

End of unaudited financial statements.

## Supplementary Financial Information

For the Parliamentary audited financial statements refer to Parliament of New South Wales Finance Performance 2019/2020



# Appendices

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# Appendix A

## Parliamentary Supported Travel 2019/20

July 2019	Ms Helen Minnican to Canberra to attend the Opening of the Commonwealth Parliament.	\$259.52
July 2019	Mrs Leslie Williams MP (Deputy Speaker), Ms Helen Minnican and Mr Paul Blanch to Brisbane to attend the 50th Presiding Officers and Clerks Conference.	\$5,177.71
July 2019	Ms Sonia Horner MP and Mr Ron Hoenig MP as part of a delegation led by the President of the Legislative Council to Guangdong Province, China.	\$13,869.14
September 2019	Mr Ray Williams MP to New Zealand for a Commonwealth Parliamentary Association Study Tour.	\$3,447.00
September 2019	The Hon Jonathan O'Dea MP (Speaker), Mr Adam Crouch MP, Mr Michael Daley MP, Ms Tamara Smith MP, Ms Helen Minnican and Ms Ellie Laing to the United Kingdom and Belgium on a study tour to investigate initiatives for modernisation of parliamentary practice and procedure and to attend the G1000 Foundation for Future Generations Summer School on Deliberative Democracy for Policy Makers.	\$91,866.78
September 2019	Ms Julie Finn MP to Kampala, Uganda to attend the 64th Commonwealth Parliamentary Conference.	\$8,964.34
September 2019	Ms Elspeth Dyer to Melbourne for an Electoral Regulation Research Network Workshop (Melbourne Law School) and a meeting with the Victorian Electoral Matters Committee Manager.	\$524.00
October 2019	Ms Sonia Horner MP to Adelaide to attend the 3rd Commonwealth Women Parliamentarians (CWP) Australian Region Conference.	\$2,242.61
October 2019	OmbOLECC Committee Member (Mr Hugh McDermott MP), ICAC Committee Member (Mrs Tanya Davies MP) and Ms Madeleine Dowd to Melbourne to attend the 2019 APSACC Conference	\$8,487.23
November 2019	Mrs Tanya Davies MP, Mr Greg Piper MP, Mr Bjarne Nordin & Mr Barry Underwood to Canberra to attend the 15th Biennial Australasian Council of Public Accounts Committees (ACPAC) Conference.	\$4,085.89
November 2019	Ms Lynda Voltz MP to Brisbane to attend the UNDP 2nd Pacific Women in Power Forum.	\$1,280.69
November 2019	Ms Helen Minnican and Ms Manuela Sudic to Brisbane to observe the Queensland Parliament's business mapping project.	\$1,313.52
November 2019	Ms Kaelee Aboud and Ms Stephanie Horton, representing the CPA NSW Branch, as young delegates to the 10th Commonwealth Youth Parliament in Delhi, India.	\$5,346.24
January 2020	Mr James Griffin MP to USA, Germany, UK, UAE and Singapore for a Commonwealth Parliamentary Association Study Tour.	\$17,245.00
February 2020	Mr Guy Zangari MP to London, United Kingdom to attend the Commonwealth Parliamentary Association UK Cybersecurity Workshop.	\$8,899.86

# Appendix B

## Official Visitors and Delegations 2019/20

Delegates	From
Delegation from Commission VI, Aceh Province Parliament, Indonesia	Indonesia
Delegation from Malaysia	Malaysia
Delegation from the Regional Parliament of West Nusa Tenggara Province, Indonesia	Indonesia
Delegation from the Jeju Special Self-Governing Province, South Korea	South Korea
Delegation from the Assembleia Da República, led by the Hon. Gania Aly Abdula Mussagy MP, Chairperson of the Mozambique CPA Branch	Mozambique
Ms Tshepo Mokgothu from the Botswanan Parliamentary Counsel's Office	Botswana
Staff from the Voting Services unit of the NSW Electoral Commission	New South Wales, Australia
Delegation from the German Bundestag	Germany
Delegation of Officials from the Myanmar Government	Myanmar
23rd Australian Political Exchange Council (AUSPOL) delegation from the Socialist Republic of Vietnam	Vietnam
Mr Patrick Wilson & Ms Theresa Nori, Officers from The National Parliament of the Solomon Islands	Solomon Islands
The Hon. Shaun Leane MLC, President and Mr Andrew Young, Clerk of the Parliaments, Legislative Council, Parliament of Victoria	Victoria, Australia
Delegation from the Cook Islands, led by the Hon Henry Puna, Prime Minister	Cook Islands
Delegation from the Chinese People's Political Consultative Conference (CPPCC) and Shenzhen Municipal Committee, Shenzhen	China
Mr Obie Rutledge, Deputy Chief Clerk, House of Representatives, Oregon State Legislature	United States of America
Delegation from the House of Representatives of Cyprus, led by Mr Demetris Syllouris, President	Cyprus

# Appendix C

## Parliamentary Friendship Groups 2019/20

No.	Name of Group
1.	Parliamentary Friends of AFL*
2.	Parliamentary Friends of Aquatic Recreation*
3.	Parliamentary Friends of Animals*
4.	NSW Parliamentary Friends of Argentina
5.	Armenia-Australia Parliamentary Friendship Group
6.	Asia Pacific Friendship Group
7.	Australasian Study of Parliament Group (NSW Chapter)
8.	Parliamentary Friends of an Australian Head of State
9.	Parliamentary Friends of Basketball
10.	Parliamentary Friends of Brazil
11.	Parliamentary Friends of Catholic Schools
12.	Parliamentary Friends of Cricket
13.	Parliamentary Friends of Defence and Veterans
14.	Parliamentary Friends of Dementia
15.	NSW Parliamentary Friends of Duke of Edinburgh's Award
16.	Parliamentary Friends of Egypt
17.	Parliamentary Friends of the European Union
18.	Parliamentary Friends of Forestry*
19.	Friends of Hearing Health and Deafness
20.	NSW Parliamentary Friends of Ireland
21.	Parliamentary Friends of Israel
22.	Parliamentary Friends of Italy
23.	Parliamentary Friends of Landcare
24.	NSW Parliamentary Friends of Lebanon

No.	Name of Group
25.	Parliamentary Friends of Local Government
26.	Parliamentary Friends of Macarthur Football Club*
27.	NSW Parliamentary Friends of Mental Health
28.	Parliamentary Friends of Mining*
29.	Parliamentary Friends of Music
30.	Parliamentary Friends of Nuclear*
31.	Parliamentary Friends of Older People*
32.	Parliamentary Friends of Palestine
33.	Parliamentary Auxiliary of St. John*
34.	Parliamentary Friends of Police and Emergency Services*
35.	Parliamentary Friends for the Prevention of Domestic Violence and Sexual Assault
36.	Parliamentary Friends of Public Schools*
37.	Parliamentary Friends of Racing and Breeding*
38.	Parliamentary Friends of Reconciliation
39.	NSW Parliamentary Friends of Religious Freedom*
40.	Parliamentary Friends of Rotary International*
41.	Parliamentary Friends of Rugby League
42.	Parliamentary Friends of Rugby Union Group
43.	Parliamentary Friends of Scotland Group
44.	NSW Parliamentary Friends of Scouting*
45.	Parliamentary Friends of Seafood*
46.	Parliamentary Friends of Small Business
47.	Parliamentary Friends of Surf Lifesaving
48.	Parliamentary Friends of the Sydney Swans
49.	NSW Parliamentary Taiwan Friendship Group
50.	Parliamentary Friends of Turkey
51.	Parliamentary Friends of the United Kingdom
52.	Parliamentary Friends of the United States of America
53.	Parliamentary Friends of Western Sydney Wanderers

\* Newly established in the 2019/20 reporting period

# Appendix D

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## Members Entitlements

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The entitlements for Members of Parliament are determined by the Parliamentary Remuneration Tribunal pursuant to the Parliamentary Remuneration Act 1989. The entitlements reported upon in this report are generally those made in the Determination of the Parliamentary Remuneration Tribunal.

The relevant determination is available at

<http://www.remtribunals.nsw.gov.au/parliamentary/all-prt-determinations>

1. The figures reported are as at the closing date for the 2019/20 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 2019/20 but not delivered until after 30 June 2020 will be debited against the 2020/2021 financial year entitlements. Entitlement claims submitted after 30 June 2020 for the 2019/20 period are accrued and included in these figures subject to Parliament having received prior notification of the expenditure.
2. 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. Sydney Allowance data is reported for the previous year (i.e. 1 July 2018 to 30 June 2019) to allow for the reconciliation processes around annual claims.
3. The Electorate to Sydney Travel Entitlement is provided to Members whose principal place of residence is a minimum distance of 70kms by road from Parliament House. The base entitlement is for up to 104 single trips between the Members' electorate and Sydney. The entitlement can be used for the Members' attendance on sitting days and for attendance at Committee meetings and hearings, or for undertaking other Parliamentary duties. The expenditure reported is determined by the number of trips and the cost of each trip.
4. Where there is a negative amount shown for the Communications Allowance or General Travel Allowance, the Member has been invoiced and has repaid the additional expenditure.
5. The General Travel Allowance total column in the spreadsheet is a total of the General Travel allowances for Members, Spouses and Staff travel.
6. The Skills Development Allowance is provided to Members and Members' staff to meet current training needs that are directly related to the role of Members and Members' staff. It may be used to meet the cost of undertaking skills-based training, including but not limited to: media skills training, public speaking, community engagement, use of graphic design software, website and social media maintenance, writing skills for reports and media releases.
7. The annual report covers only entitlements or allowances paid to Members - not salary payments (as per schedule 1 of the Parliamentary Remuneration Act). Members of the Public Accounts Committee are eligible for the annual Committee Allowance (\$4,985), however Members holding two or more recognised officeholder positions concurrently are only entitled to payment of one additional officeholder salary, calculated at the highest rate applicable for the positions held.

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Albury	Justin Clancy	Allocation for 2019/20	104,684.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					0.00	n/a
		Total available 2019/20	109,612.77					12,585.00	3,000.00
		Expended claimed	88,353.47	9,809.02	6,309.96		115.55	6,425.51	0.00
			21,259.30					6,159.49	3,000.00
Auburn	Lynda Voltz	Allocation for 2019/20	101,396.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	106,324.77					7,938.97	3,000.00
		Expended claimed	98,346.43		3,029.13			3,029.13	0.00
			7,978.34					4,909.84	3,000.00
Ballina	Tamara Smith	Allocation for 2019/20	106,877.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					21.41	n/a
		Total available 2019/20	111,805.77					12,606.41	3,000.00
		Expended claimed	93,799.00	5,959.34	4,009.35		6,066.23	10,075.58	0.00
			18,006.77					2,530.83	3,000.00
Balmain	Jamie Parker	Allocation for 2019/20	104,818.00					6,265.00	3,000.00
		C/Forward from 2018/19	2,428.37					830.27	n/a
		Total available 2019/20	107,246.37					7,095.27	3,000.00
		Expended claimed	104,072.58		61.88		152.86	214.74	840.00
			3,173.79					6,880.53	2,160.00
Bankstown	Tania Mihailuk	Allocation for 2019/20	99,560.00					6,265.00	3,000.00
		C/Forward from 2018/19	3,960.67					837.94	n/a
		Total available 2019/20	103,520.67					7,102.94	3,000.00
		Expended claimed	91,250.69		2,648.51		95.72	2,744.23	0.00
			12,269.98					4,358.71	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Barwon	Roy Butler	Allocation for 2019/20	101,051.00					99,720.00	6,000.00
		C/Forward from 2018/19	4,928.77					5,832.22	n/a
		Total available 2019/20	105,979.77					105,552.22	6,000.00
		Expended claimed	105,860.71	6,602.11	34,215.96	3,104.36	59,887.24	97,207.56	4,470.00
			119.06					8,344.66	1,530.00
Bathurst	Paul Toole	Allocation for 2019/20	103,427.00					13,843.50	3,000.00
		C/Forward from 2018/19	4,928.77					2,150.10	n/a
		Total available 2019/20	108,355.77					15,993.60	3,000.00
		Expended claimed	80,191.04				135.18	135.18	0.00
			28,164.73					15,858.42	3,000.00
Baulkham Hills	David Elliott	Allocation for 2019/20	101,585.00					6,265.00	3,000.00
		C/Forward from 2018/19	2,686.03					1,673.97	n/a
		Total available 2019/20	104,271.03					7,938.97	3,000.00
		Expended claimed	67,866.63					0.00	0.00
			36,404.40					7,938.97	3,000.00
Bega	Andrew Constance	Allocation for 2019/20	105,146.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					169.12	n/a
		Total available 2019/20	110,074.77					12,754.12	3,000.00
		Expended claimed	23,858.80	10,764.89	820.91	20.00	8,077.91	8,918.82	0.00
			86,215.97					3,835.30	3,000.00
Blacktown	Stephen Bali	Allocation for 2019/20	101,020.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	105,948.77					7,938.97	3,000.00
		Expended claimed	86,952.10					0.00	0.00
			18,996.67					7,938.97	3,000.00
Blue Mountains	Trish Doyle	Allocation for 2019/20	100,613.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					2,516.44	n/a
		Total available 2019/20	105,541.77					11,931.44	3,000.00
		Expended claimed	76,900.89		1,104.08		2,960.77	4,064.85	0.00
			28,640.88					7,866.59	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Cabramatta	Nick Lalich	Allocation for 2019/20	100,856.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	105,784.77					7,938.97	3,000.00
		Expended claimed	50,192.59					0.00	0.00
			55,592.18					7,938.97	3,000.00
Camden	Peter Sidgreaves	Allocation for 2019/20	122,360.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					936.85	n/a
		Total available 2019/20	127,288.77					7,201.85	3,000.00
		Expended claimed	85,831.16		1,306.28			1,306.28	1,000.00
			41,457.61					5,895.57	2,000.00
Campbelltown	Greg Warren	Allocation for 2019/20	100,192.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,205.83					0.01	n/a
		Total available 2019/20	104,397.83					6,265.01	3,000.00
		Expended claimed	88,016.79		6,170.75			6,170.75	571.00
			16,381.04					94.26	2,429.00
Canterbury	Sophie Cotsis	Allocation for 2019/20	103,996.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,190.13	n/a
		Total available 2019/20	108,924.77					7,455.13	3,000.00
		Expended claimed	108,440.80		2,907.23			2,907.23	2,727.28
			483.97					4,547.90	272.72
Castle Hill	Ray Williams	Allocation for 2019/20	104,953.00					6,265.00	3,000.00
		C/Forward from 2018/19	1,695.85					1,673.97	n/a
		Total available 2019/20	106,648.85					7,938.97	3,000.00
		Expended claimed	88,004.96					0.00	0.00
			18,643.89					7,938.97	3,000.00
Cessnock	Clayton Barr	Allocation for 2019/20	105,367.00					12,585.00	3,000.00
		C/Forward from 2018/19	1,496.84					1,736.59	n/a
		Total available 2019/20	106,863.84					14,321.59	3,000.00
		Expended claimed	102,120.89	6,133.60	10,245.42		3,396.75	13,642.17	440.00
			4,742.95					679.42	2,560.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Charlestown	Jodie Harrison	Allocation for 2019/20	101,851.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					0.00	n/a
		Total available 2019/20	106,779.77					9,415.00	3,000.00
		Expended claimed	76,540.79	2,873.00	821.08		7,469.26	8,290.34	0.00
			30,238.98					1,124.66	3,000.00
Clarence	Chris Gulaptis	Allocation for 2019/20	103,331.00					12,585.00	3,000.00
		C/Forward from 2018/19	269.69					816.61	n/a
		Total available 2019/20	103,600.69					13,401.61	3,000.00
		Expended claimed	90,893.14	7,417.50	1,227.49	787.00	1,835.36	3,849.85	0.00
			12,707.55					9,551.76	3,000.00
Coffs Harbour	Gurmesh Singh	Allocation for 2019/20	101,011.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					157.89	n/a
		Total available 2019/20	105,939.77					12,742.89	3,000.00
		Expended claimed	87,960.66	16,412.63	5,588.88	1,514.08	1,624.63	8,727.59	0.00
			17,979.11					4,015.30	3,000.00
Coogee	Marjorie O'Neill	Allocation for 2019/20	101,203.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,652.77	n/a
		Total available 2019/20	106,131.77					7,917.77	3,000.00
		Expended claimed	106,131.77		0.00		74.18	74.18	0.00
			0.00					7,843.59	3,000.00
Cootamundra	Steph Cooke	Allocation for 2019/20	98,543.00					23,200.00	5,000.00
		C/Forward from 2018/19	4,928.77					127.51	n/a
		Total available 2019/20	103,471.77					23,327.51	5,000.00
		Expended claimed	81,683.22	3,711.40	4,295.11		9,343.05	13,638.16	1,500.00
			21,788.55					9,689.35	3,500.00
Cronulla	Mark Speakman	Allocation for 2019/20	104,014.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	108,942.77					7,938.97	3,000.00
		Expended claimed	82,552.44		395.08			395.08	0.00
			26,390.33					7,543.89	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Davidson	Jonathan O'Dea	Allocation for 2019/20	110,974.00					8,144.50	3,000.00
		C/Forward from 2018/19	4,928.77					1,564.85	n/a
		Total available 2019/20	115,902.77					9,709.35	3,000.00
		Expended claimed	107,051.50		68.79		84.15	152.94	2,147.73
			8,851.27					9,556.41	852.27
Drummoyne	John Sidoti	Allocation for 2019/20	99,277.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,783.70					1,673.97	n/a
		Total available 2019/20	104,060.70					7,938.97	3,000.00
		Expended claimed	85,736.07					0.00	0.00
			18,324.63					7,938.97	3,000.00
Dubbo	Dugald Saunders	Allocation for 2019/20	102,074.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					0.00	n/a
		Total available 2019/20	107,002.77					12,585.00	3,000.00
		Expended claimed	103,429.93	8,605.16	2,381.68	788.34	5,463.84	8,633.86	0.00
			3,572.84					3,951.14	3,000.00
East Hills	Wendy Lindsay	Allocation for 2019/20	100,970.00					6,265.00	3,000.00
		C/Forward from 2018/19	1,512.91					1,204.77	n/a
		Total available 2019/20	102,482.91					7,469.77	3,000.00
		Expended claimed	82,290.93		2,757.62			2,757.62	0.00
			20,191.98					4,712.15	3,000.00
Epping	Dominic Perrottet	Allocation for 2019/20	99,776.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	104,704.77					7,938.97	3,000.00
		Expended claimed	50,645.66		751.00	744.04		1,495.04	0.00
			54,059.11					6,443.93	3,000.00
Fairfield	Guy Zangari	Allocation for 2019/20	98,923.00					6,265.00	3,000.00
		C/Forward from 2018/19	2,036.68					1,206.53	n/a
		Total available 2019/20	100,959.68					7,471.53	3,000.00
		Expended claimed	77,924.91		3,874.04			3,874.04	0.00
			23,034.77					3,597.49	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Gosford	Liesl Tesch	Allocation for 2019/20	102,749.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					2,516.44	n/a
		Total available 2019/20	107,677.77					11,931.44	3,000.00
		Expended claimed	34,345.58					0.00	0.00
			73,332.19					11,931.44	3,000.00
Goulburn	Wendy Tuckerman	Allocation for 2019/20	104,456.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,722.88					3.89	n/a
		Total available 2019/20	109,178.88					12,588.89	3,000.00
		Expended claimed	96,241.15	6,445.72	12,317.49		270.80	12,588.29	0.00
			12,937.73					0.60	3,000.00
Granville	Julia Finn	Allocation for 2019/20	98,600.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,467.88	n/a
		Total available 2019/20	103,528.77					7,732.88	3,000.00
		Expended claimed	102,771.69		1,530.73			1,530.73	681.82
			757.08					6,202.15	2,318.18
Hawkesbury	Robyn Preston	Allocation for 2019/20	101,783.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					2,516.44	n/a
		Total available 2019/20	106,711.77					11,931.44	3,000.00
		Expended claimed	65,487.41				44.06	44.06	0.00
			41,224.36					11,887.38	3,000.00
Heathcote	Lee Evans	Allocation for 2019/20	102,580.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					2,516.44	n/a
		Total available 2019/20	107,508.77					11,931.44	3,000.00
		Expended claimed	56,682.83					0.00	0.00
			50,825.94					11,931.44	3,000.00
Heffron	Ron Hoenig	Allocation for 2019/20	108,865.00					6,265.00	3,000.00
		C/Forward from 2018/19	3,220.00					867.20	n/a
		Total available 2019/20	112,085.00					7,132.20	3,000.00
		Expended claimed	100,315.26		2,637.92		34.99	2,672.91	0.00
			11,769.74					4,459.29	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Holsworthy	Melanie Gibbons	Allocation for 2019/20	102,946.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,794.46					1,673.97	n/a
		Total available 2019/20	107,740.46					7,938.97	3,000.00
		Expended claimed	86,358.89					0.00	0.00
			21,381.57					7,938.97	3,000.00
Hornsby	Matt Kean	Allocation for 2019/20	101,038.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	105,966.77					7,938.97	3,000.00
		Expended claimed	77,646.25					0.00	0.00
			28,320.52					7,938.97	3,000.00
Keira	Ryan Park	Allocation for 2019/20	106,463.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,712.18	n/a
		Total available 2019/20	111,391.77					11,127.18	3,000.00
		Expended claimed	104,514.59	5,395.80	7,328.27		960.73	8,289.00	1,320.00
			6,877.18					2,838.18	1,680.00
Kiama	Gareth Ward	Allocation for 2019/20	101,392.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					2,340.05	n/a
		Total available 2019/20	106,320.77					14,925.05	3,000.00
		Expended claimed	102,754.73	4,745.72	474.52		3,573.82	4,048.34	0.00
			3,566.04					10,876.71	3,000.00
Kogarah	Chris Minns	Allocation for 2019/20	98,470.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	103,398.77					7,938.97	3,000.00
		Expended claimed	85,752.12					0.00	0.00
			17,646.65					7,938.97	3,000.00
Ku-ring-gai	Alister Henskens	Allocation for 2019/20	99,962.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,874.04					81.09	n/a
		Total available 2019/20	104,836.04					6,346.09	3,000.00
		Expended claimed	93,658.14		4,692.32			4,692.32	1,680.00
			11,177.90					1,653.77	1,320.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Lake Macquarie	Greg Piper	Allocation for 2019/20	104,419.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					643.03	n/a
		Total available 2019/20	109,347.77					10,058.03	3,000.00
		Expended claimed	70,738.31	4,420.00	55.18		7,072.61	7,127.79	0.00
			38,609.46					2,930.24	3,000.00
Lakemba	Jihad Dib	Allocation for 2019/20	101,279.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,024.06	n/a
		Total available 2019/20	106,207.77					7,289.06	3,000.00
		Expended claimed	90,928.82		1,187.28			1,187.28	3,000.00
			15,278.95					6,101.78	0.00
Lane Cove	Anthony Roberts	Allocation for 2019/20	103,801.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	108,729.77					7,938.97	3,000.00
		Expended claimed	66,737.20					0.00	3,000.00
			41,992.57					7,938.97	0.00
Lismore	Janelle Saffin	Allocation for 2019/20	102,269.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					0.00	n/a
		Total available 2019/20	107,197.77					12,585.00	3,000.00
		Expended claimed	69,781.06	6,308.44	1,101.99		10,514.51	11,616.50	2,816.37
			37,416.71					968.50	183.63
Liverpool	Paul Lynch	Allocation for 2019/20	104,569.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	109,497.77					7,938.97	3,000.00
		Expended claimed	74,526.17					0.00	0.00
			34,971.60					7,938.97	3,000.00
Londonderry	Prue Car	Allocation for 2019/20	113,692.00					6,265.00	3,000.00
		C/Forward from 2018/19	2,928.71					1,673.97	n/a
		Total available 2019/20	116,620.71					7,938.97	3,000.00
		Expended claimed	104,856.88		813.96			813.96	0.00
			11,763.83					7,125.01	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Macquarie Fields	Anoulack Chanthivong	Allocation for 2019/20	110,345.00					6,265.00	3,000.00
		C/Forward from 2018/19	3,730.91					1,673.97	n/a
		Total available 2019/20	114,075.91					7,938.97	3,000.00
		Expended claimed	72,711.42		143.19			143.19	1,090.91
			41,364.49					7,795.78	1,909.09
Maitland	Jenny Aitchison	Allocation for 2019/20	108,178.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					9.66	n/a
		Total available 2019/20	113,106.77					12,594.66	3,000.00
		Expended claimed	96,895.71	5,638.56	6,000.11		6,369.87	12,369.98	1,690.00
			16,211.06					224.68	1,310.00
Manly	James Griffin	Allocation for 2019/20	101,701.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	106,629.77					7,938.97	3,000.00
		Expended claimed	73,462.38		51.08			51.08	891.90
			33,167.39					7,887.89	2,108.10
Maroubra	Michael Daley	Allocation for 2019/20	102,356.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					714.21	n/a
		Total available 2019/20	107,284.77					6,979.21	3,000.00
		Expended claimed	92,726.96		4,616.75			4,616.75	0.00
			14,557.81					2,362.46	3,000.00
Miranda	Eleni Petinos	Allocation for 2019/20	100,727.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					723.51	n/a
		Total available 2019/20	105,655.77					6,988.51	3,000.00
		Expended claimed	85,782.71		2,886.42			2,886.42	992.00
			19,873.06					4,102.09	2,008.00
Monaro	John Barilaro	Allocation for 2019/20	103,316.00					25,087.75	3,000.00
		C/Forward from 2018/19	4,928.77					2,262.96	n/a
		Total available 2019/20	108,244.77					27,350.71	3,000.00
		Expended claimed	106,035.40	10,838.72	6,801.42	3,819.79	3,206.51	13,827.72	0.00
			2,209.37					13,522.99	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Mount Druitt	Edmond Atalla	Allocation for 2019/20	102,715.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					984.37	n/a
		Total available 2019/20	107,643.77					7,249.37	3,000.00
		Expended claimed	65,388.43		3,886.27	654.91		4,541.18	0.00
			42,255.34					2,708.19	3,000.00
Mulgoa	Tanya Davies	Allocation for 2019/20	105,626.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,745.39					1,633.97	n/a
		Total available 2019/20	110,371.39					7,898.97	3,000.00
		Expended claimed	90,870.24		340.00		200.18	540.18	0.00
			19,501.15					7,358.79	3,000.00
Murray	Helen Dalton	Allocation for 2019/20	102,014.00					47,765.00	4,500.00
		C/Forward from 2018/19	4,928.77					1,912.21	n/a
		Total available 2019/20	106,942.77					49,677.21	4,500.00
		Expended claimed	106,344.95	9,970.00	6,104.23		21,928.81	28,033.04	1,000.00
			597.82					21,644.17	3,500.00
Myall Lakes	Stephen Bromhead	Allocation for 2019/20	104,572.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					2,168.86	n/a
		Total available 2019/20	109,500.77					14,753.86	3,000.00
		Expended claimed	86,429.81	10,968.64	2,656.69	204.68	356.20	3,217.57	0.00
			23,070.96					11,536.29	3,000.00
Newcastle	Tim Crakanthorp	Allocation for 2019/20	106,699.00					9,415.00	3,000.00
		C/Forward from 2018/19	645.21					1,136.13	n/a
		Total available 2019/20	107,344.21					10,551.13	3,000.00
		Expended claimed	85,070.99	4,760.00	914.33		6,691.64	7,605.97	2,146.00
			22,273.22					2,945.16	854.00
Newtown	Jenny Leong	Allocation for 2019/20	102,910.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,493.75	n/a
		Total available 2019/20	107,838.77					7,758.75	3,000.00
		Expended claimed	95,705.81		2,675.64	373.58	1,875.08	4,924.30	2,167.22
			12,132.96					2,834.45	832.78

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
North Shore	Felicity Wilson	Allocation for 2019/20	101,153.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					489.57	n/a
		Total available 2019/20	106,081.77					6,754.57	3,000.00
		Expended claimed	91,252.22		4,425.81	920.22	192.75	5,538.78	2,252.50
			14,829.55					1,215.79	747.50
Northern Tablelands	Adam Marshall	Allocation for 2019/20	101,356.00					33,050.00	4,500.00
		C/Forward from 2018/19	4,928.77					94.76	n/a
		Total available 2019/20	106,284.77					33,144.76	4,500.00
		Expended claimed	30,985.53	24,626.85	10,895.40	3,340.22	1,673.76	15,909.38	3,181.82
			75,299.24					17,235.38	1,318.18
Oatley	Mark Courie	Allocation for 2019/20	99,011.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,385.30	n/a
		Total available 2019/20	103,939.77					7,650.30	3,000.00
		Expended claimed	88,235.69					0.00	0.00
			15,704.08					7,650.30	3,000.00
Orange	Phil Donato	Allocation for 2019/20	103,561.00					12,585.00	3,000.00
		C/Forward from 2018/19	3,907.47					1,550.33	n/a
		Total available 2019/20	107,468.47					14,135.33	3,000.00
		Expended claimed	96,852.46	680.00	380.92		11,661.26	12,042.18	0.00
			10,616.01					2,093.15	3,000.00
Oxley	Melinda Pavey	Allocation for 2019/20	103,546.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,680.16	n/a
		Total available 2019/20	108,474.77					14,265.16	3,000.00
		Expended claimed	78,356.80	10,649.87	1,885.05	653.48	3,995.58	6,534.11	0.00
			30,117.97					7,731.05	3,000.00
Parramatta	Geoff Lee	Allocation for 2019/20	103,685.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	108,613.77					7,938.97	3,000.00
		Expended claimed	89,324.06					0.00	0.00
			19,289.71					7,938.97	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Penrith	Stuart Ayres	Allocation for 2019/20	102,893.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	107,821.77					7,938.97	3,000.00
		Expended claimed	89,706.74					0.00	0.00
			18,115.03					7,938.97	3,000.00
Pittwater	Rob Stokes	Allocation for 2019/20	102,563.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	107,491.77					7,938.97	3,000.00
		Expended claimed	95,339.81					0.00	0.00
			12,151.96					7,938.97	3,000.00
Port Macquarie	Leslie Williams	Allocation for 2019/20	107,915.00					23,200.00	3,000.00
		C/Forward from 2018/19	4,928.77					796.78	n/a
		Total available 2019/20	112,843.77					23,996.78	3,000.00
		Expended claimed	88,572.54	9,979.54	4,028.52	110.00	2,941.54	7,080.06	1,000.00
			24,271.23					16,916.72	2,000.00
Port Stephens	Kate Washington	Allocation for 2019/20	102,632.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					71.61	n/a
		Total available 2019/20	107,560.77					12,656.61	3,000.00
		Expended claimed	67,638.58	4,104.48	1,716.80		10,174.54	11,891.34	0.00
			39,922.19					765.27	3,000.00
Prospect	Hugh McDermott	Allocation for 2019/20	100,151.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,537.75	n/a
		Total available 2019/20	105,079.77					7,802.75	3,000.00
		Expended claimed	105,079.77		2,045.75			2,045.75	1,381.82
			0.00					5,757.00	1,618.18
Riverstone	Kevin Conolly	Allocation for 2019/20	107,428.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	112,356.77					7,938.97	3,000.00
		Expended claimed	90,936.67		2,781.47	116.54		2,898.01	0.00
			21,420.10					5,040.96	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Rockdale	Steve Kamper	Allocation for 2019/20	102,991.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,208.20	n/a
		Total available 2019/20	107,919.77					7,473.20	3,000.00
		Expended claimed	85,646.55					0.00	0.00
			22,273.22					7,473.20	3,000.00
Ryde	Victor Dominello	Allocation for 2019/20	100,648.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	105,576.77					7,938.97	3,000.00
		Expended claimed	96,788.51					0.00	0.00
			8,788.26					7,938.97	3,000.00
Seven Hills	Mark Taylor	Allocation for 2019/20	98,899.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,001.58	n/a
		Total available 2019/20	103,827.77					7,266.58	3,000.00
		Expended claimed	100,530.53		511.52			511.52	0.00
			3,297.24					6,755.06	3,000.00
Shellharbour	Anna Watson	Allocation for 2019/20	112,429.00					9,415.00	3,500.00
		C/Forward from 2018/19	4,928.77					1,712.00	n/a
		Total available 2019/20	117,357.77					11,127.00	3,500.00
		Expended claimed	73,726.44	4,160.24	4,103.05	966.59	694.59	5,764.23	1,000.00
			43,631.33					5,362.77	2,500.00
South Coast	Shelley Hancock	Allocation for 2019/20	103,528.00					12,585.00	3,000.00
		C/Forward from 2018/19	1,986.53					3,364.38	n/a
		Total available 2019/20	105,514.53					15,949.38	3,000.00
		Expended claimed	96,707.83					0.00	0.00
			8,806.70					15,949.38	3,000.00
Strathfield	Jodi McKay	Allocation for 2019/20	124,239.00					7,518.00	3,000.00
		C/Forward from 2018/19	3,880.65					1,534.65	n/a
		Total available 2019/20	128,119.65					9,052.65	3,000.00
		Expended claimed	114,178.19		56.33		364.58	420.91	1,299.00
			13,941.46					8,631.74	1,701.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Summer Hill	Jo Haylen	Allocation for 2019/20	102,935.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	107,863.77					7,938.97	3,000.00
		Expended claimed	100,567.60		3,322.30		831.40	4,153.70	2,750.00
			7,296.17					3,785.27	250.00
Swansea	Yasmin Catley	Allocation for 2019/20	103,327.00					10,353.93	3,000.00
		C/Forward from 2018/19	1,447.93					2,295.35	n/a
		Total available 2019/20	104,774.93					12,649.28	3,000.00
		Expended claimed	94,077.99	7,344.00	4,378.39	117.73	2,054.76	6,550.88	2,820.00
			10,696.94					6,098.40	180.00
Sydney	Alex Greenwich	Allocation for 2019/20	100,997.00					6,265.00	3,000.00
		C/Forward from 2018/19	4,928.77					694.48	n/a
		Total available 2019/20	105,925.77					6,959.48	3,000.00
		Expended claimed	100,264.64		1,131.60		440.94	1,572.54	0.00
			5,661.13					5,386.94	3,000.00
Tamworth	Kevin Anderson	Allocation for 2019/20	103,225.00					12,585.00	3,000.00
		C/Forward from 2018/19	3,697.42					277.95	n/a
		Total available 2019/20	106,922.42					12,862.95	3,000.00
		Expended claimed	102,913.57	27,720.70	1,016.65	3,173.30	1,607.07	5,797.02	0.00
			4,008.85					7,065.93	3,000.00
Terrigal	Adam Crouch	Allocation for 2019/20	104,467.00					9,415.00	3,500.00
		C/Forward from 2018/19	4,928.77					1,453.25	n/a
		Total available 2019/20	109,395.77					10,868.25	3,500.00
		Expended claimed	91,901.26	217.60	786.38		954.27	1,740.65	0.00
			17,494.51					9,127.60	3,500.00
The Entrance	David Mehan	Allocation for 2019/20	102,836.00					9,415.00	3,000.00
		C/Forward from 2018/19	610.93					2,516.44	n/a
		Total available 2019/20	103,446.93					11,931.44	3,000.00
		Expended claimed	102,340.99				2,564.20	2,564.20	0.00
			1,105.94					9,367.24	3,000.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Tweed	Geoff Provest	Allocation for 2019/20	103,568.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					436.27	n/a
		Total available 2019/20	108,496.77					13,021.27	3,000.00
		Expended claimed	44,424.53	6,028.07	2,793.70	2,955.47	1,268.04	7,017.21	0.00
			64,072.24					6,004.06	3,000.00
Upper Hunter	Michael Johnsen	Allocation for 2019/20	101,362.00					23,200.00	3,000.00
		C/Forward from 2018/19	4,928.77					3,364.38	n/a
		Total available 2019/20	106,290.77					26,564.38	3,000.00
		Expended claimed	81,747.83	11,043.20	3,336.17		0.00	3,336.17	0.00
			24,542.94					23,228.21	3,000.00
Vaucluse	Gabrielle Upton	Allocation for 2019/20	103,025.00					6,265.00	3,000.00
		C/Forward from 2018/19	3,165.23					1,009.74	n/a
		Total available 2019/20	106,190.23					7,274.74	3,000.00
		Expended claimed	105,798.14		4,152.88		1,059.34	5,212.22	1,000.00
			392.09					2,062.52	2,000.00
Wagga Wagga	Joseph McGirr	Allocation for 2019/20	101,620.00					12,585.00	3,000.00
		C/Forward from 2018/19	4,928.77					0.00	n/a
		Total available 2019/20	106,548.77					12,585.00	3,000.00
		Expended claimed	37,103.81	9,258.51	1,687.89		5,381.12	7,069.01	0.00
			69,444.96					5,515.99	3,000.00
Wakehurst	Brad Hazzard	Allocation for 2019/20	101,969.00					6,265.00	3,000.00
		C/Forward from 2018/19	2,510.38					1,673.97	n/a
		Total available 2019/20	104,479.38					7,938.97	3,000.00
		Expended claimed	58,075.00					0.00	0.00
			46,404.38					7,938.97	3,000.00
Wallsend	Sonia Hornery	Allocation for 2019/20	106,595.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					348.69	n/a
		Total available 2019/20	111,523.77					9,763.69	3,000.00
		Expended claimed	78,195.17	4,406.40			5,842.90	5,842.90	299.00
			33,328.60					3,920.79	2,701.00

Electorate	Member	Description	Communications Allowance	Members' Electorate to Sydney Travel	Members' GTA Travel	Spouse/ Approved GTA Travel	Members' Staff GTA Travel	General Travel Allowance (GTA) Total	Skills Development Allowance (SDA)
Willoughby	Gladys Berejiklian	Allocation for 2019/20	100,106.00					7,204.75	3,000.00
		C/Forward from 2018/19	4,928.77					1,673.97	n/a
		Total available 2019/20	105,034.77					8,878.72	3,000.00
		Expended claimed	55,647.66					0.00	0.00
			49,387.11					8,878.72	3,000.00
Wollondilly	Nathaniel Smith	Allocation for 2019/20	104,144.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,697.44	n/a
		Total available 2019/20	109,072.77					11,112.44	3,000.00
		Expended claimed	93,104.83	4,264.28	6,319.76		977.30	7,297.06	3,000.00
			15,967.94					3,815.38	0.00
Wollongong	Paul Scully	Allocation for 2019/20	109,654.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					1,561.88	n/a
		Total available 2019/20	114,582.77					10,976.88	3,000.00
		Expended claimed	96,041.17	2,937.60	645.32		5,886.45	6,531.77	1,142.00
			18,541.60					4,445.11	1,858.00
Wyong	David Harris	Allocation for 2019/20	104,375.00					9,415.00	3,000.00
		C/Forward from 2018/19	4,928.77					2,381.76	n/a
		Total available 2019/20	109,303.77					11,796.76	3,000.00
		Expended claimed	44,365.25	424.32	2,476.48	175.25	7,722.81	10,374.54	0.00
			64,938.52					1,422.22	3,000.00

# Sydney Allowance

56th Parliament - 1 July 2018 to 22 March 2019		
Electorate	Member	Allowance
Albury	Greg Aplin	31,007.00
		19,034.00
		11,973.00
Ballina	Tamara Smith	See 57th Parliament column
Barwon	Kevin Humphries	30,086.00
		13,508.00
		16,578.00
Bathurst	Paul Toole	See 57th Parliament column
Bega	Andrew Constance	See 57th Parliament column
Blue Mountains	Trish Doyle	See 57th Parliament column
Cessnock	Clayton Barr	See 57th Parliament column
Charlestown	Jodie Harrison	See 57th Parliament column
Clarence	Chris Gulaptis	See 57th Parliament column

57th Parliament - 23 March - 30 June 2019			
Electorate	Member	Description	Allowance
Albury	Justin Clancy	Allocation for 2018/19	11,359.00
		Expended claimed	4,912.00
		Funds Remaining	6,447.00
Ballina	Tamara Smith	Allocation for 2018/19	41,445.00
		Expended claimed	17,806.00
		Funds Remaining	23,639.00
Barwon	Roy Butler	Allocation for 2018/19	11,052.00
		Expended claimed	8,289.00
		Funds Remaining	2,763.00
Bathurst	Paul Toole	Allocation for 2018/19	55,260.00
		Expended claimed	24,867.00
		Funds Remaining	30,393.00
Bega	Andrew Constance	Allocation for 2018/19	55,260.00
		Expended claimed	50,041.00
		Funds Remaining	5,219.00
Blue Mountains	Trish Doyle	Allocation for 2018/19	32,235.00
		Expended claimed	9,210.00
		Funds Remaining	23,025.00
Cessnock	Clayton Barr	Allocation for 2018/19	41,445.00
		Expended claimed	21,183.00
		Funds Remaining	20,262.00
Charlestown	Jodie Harrison	Allocation for 2018/19	41,445.00
		Expended claimed	13,201.00
		Funds Remaining	28,244.00
Clarence	Chris Gulaptis	Allocation for 2018/19	42,673.00
		Expended claimed	18,113.00
		Funds Remaining	24,560.00

56th Parliament - 1 July 2018 to 22 March 2019		
Electorate	Member	Allowance
Coffs Harbour	Andrew Fraser	31,007.00
		18,113.00
		12,894.00
Cootamundra	Steph Cooke	See 57th Parliament column
Dubbo	Troy Grant	39,910.00
		39,910.00
		0.00
Gosford	Liesl Tesch	See 57th Parliament column
Goulburn	Pru Goward	39,910.00
		39,830.00
		80.00
Keira	Ryan Park	See 57th Parliament column
Kiama	Gareth Ward	See 57th Parliament column
Lake Macquarie	Greg Piper	See 57th Parliament column
Lismore	Thomas George	31,007.00
		16,578.00
		14,429.00
Maitland	Jenny Aitchison	See 57th Parliament column

57th Parliament - 23 March - 30 June 2019			
Electorate	Member	Description	Allowance
Coffs Harbour	Gurmesh Singh	Allocation for 2018/19	11,359.00
		Expended claimed	6,140.00
		Funds Remaining	5,219.00
Cootamundra	Steph Cooke	Allocation for 2018/19	42,059.00
		Expended claimed	15,350.00
		Funds Remaining	26,709.00
Dubbo	Dugald Saunders	Allocation for 2018/19	11,359.00
		Expended claimed	4,912.00
		Funds Remaining	6,447.00
Gosford	Liesl Tesch	Allocation for 2018/19	32,235.00
		Expended claimed	10,438.00
		Funds Remaining	21,797.00
Goulburn	Wendy Tuckerman	Allocation for 2018/19	11,359.00
		Expended claimed	4,912.00
		Funds Remaining	6,447.00
Keira	Ryan Park	Allocation for 2018/19	32,235.00
		Expended claimed	10,745.50
		Funds Remaining	21,489.50
Kiama	Gareth Ward	Allocation for 2018/19	46,050.00
		Expended claimed	36,226.00
		Funds Remaining	9,824.00
Lake Macquarie	Greg Piper	Allocation for 2018/19	32,542.00
		Expended claimed	16,885.00
		Funds Remaining	15,657.00
Lismore	Janelle Saffin	Allocation for 2018/19	11,052.00
		Expended claimed	4,605.00
		Funds Remaining	6,447.00
Maitland	Jenny Aitchison	Allocation for 2018/19	41,445.00
		Expended claimed	27,323.00
		Funds Remaining	14,122.00

56th Parliament - 1 July 2018 to 22 March 2019		
Electorate	Member	Allowance
Monaro	John Barilaro	See 57th Parliament column
Mulgoa	Tanya Davies	See 57th Parliament column
Murray	Austin Evans	30,086.00
		12,894.00
		17,192.00
Myall Lakes	Stephen Bromhead	See 57th Parliament column
Newcastle	Tim Crakanthorp	See 57th Parliament column
Northern Tablelands	Adam Marshall	See 57th Parliament column
Orange	Phil Donato	See 57th Parliament column
Oxley	Melinda Pavey	See 57th Parliament column
Port Macquarie	Leslie Williams	See 57th Parliament column
Port Stephens	Kate Washington	See 57th Parliament column

57th Parliament - 23 March - 30 June 2019			
Electorate	Member	Description	Allowance
Monaro	John Barilaro	Allocation for 2018/19	55,260.00
		Expended claimed	35,612.00
		Funds Remaining	19,648.00
Mulgoa	Tanya Davies	Allocation for 2018/19	49,734.00
		Expended claimed	3,684.00
		Funds Remaining	46,050.00
Murray	Helen Dalton	Allocation for 2018/19	11,052.00
		Expended claimed	5,526.00
		Funds Remaining	5,526.00
Myall Lakes	Stephen Bromhead	Allocation for 2018/19	42,673.00
		Expended claimed	21,797.00
		Funds Remaining	20,876.00
Newcastle	Tim Crakanthorp	Allocation for 2018/19	41,445.00
		Expended claimed	12,272.00
		Funds Remaining	29,173.00
Northern Tablelands	Adam Marshall	Allocation for 2018/19	55,260.00
		Expended claimed	30,393.00
		Funds Remaining	24,867.00
Orange	Phil Donato	Allocation for 2018/19	41,445.00
		Expended claimed	12,280.00
		Funds Remaining	29,165.00
Oxley	Melinda Pavey	Allocation for 2018/19	55,260.00
		Expended claimed	34,077.00
		Funds Remaining	21,183.00
Port Macquarie	Leslie Williams	Allocation for 2018/19	42,673.00
		Expended claimed	17,806.00
		Funds Remaining	24,867.00
Port Stephens	Kate Washington	Allocation for 2018/19	41,445.00
		Expended claimed	15,350.00
		Funds Remaining	26,095.00

56th Parliament - 1 July 2018 to 22 March 2019		
Electorate	Member	Allowance
Shellharbour	Anna Watson	See 57th Parliament column
South Coast	Shelley Hancock	See 57th Parliament column
Swansea	Yasmin Catley	See 57th Parliament column
Tamworth	Kevin Anderson	See 57th Parliament column
Terrigal	Adam Crouch	See 57th Parliament column
The Entrance	David Mehan	See 57th Parliament column
Tweed	Geoff Provest	See 57th Parliament column
Upper Hunter	Michael Johnsen	See 57th Parliament column
Wagga Wagga	Daryl Maguire	30,086.00
		0.00
		30,086.00

57th Parliament - 23 March - 30 June 2019			
Electorate	Member	Description	Allowance
Shellharbour	Anna Watson	Allocation for 2018/19	35,305.00
		Expended claimed	4,605.00
		Funds Remaining	30,700.00
South Coast	Shelley Hancock	Allocation for 2018/19	55,260.00
		Expended claimed	13,815.00
		Funds Remaining	41,445.00
Swansea	Yasmin Catley	Allocation for 2018/19	32,235.00
		Expended claimed	31,928.00
		Funds Remaining	307.00
Tamworth	Kevin Anderson	Allocation for 2018/19	46,050.00
		Expended claimed	17,499.00
		Funds Remaining	28,551.00
Terrigal	Adam Crouch	Allocation for 2018/19	42,673.00
		Expended claimed	12,587.00
		Funds Remaining	30,086.00
The Entrance	David Mehan	Allocation for 2018/19	32,235.00
		Expended claimed	11,052.00
		Funds Remaining	21,183.00
Tweed	Geoff Provest	Allocation for 2018/19	42,673.00
		Expended claimed	17,192.00
		Funds Remaining	25,481.00
Upper Hunter	Michael Johnsen	Allocation for 2018/19	42,673.00
		Expended claimed	22,411.00
		Funds Remaining	20,262.00

56th Parliament - 1 July 2018 to 22 March 2019		
Electorate	Member	Allowance
Wagga Wagga	Joe McGirr	See 57th Parliament column
Wallsend	Sonia Hornery	See 57th Parliament column
Wollondilly	Jai Rowell	31,007.00
		5,833.00
		25,174.00
Wollongong	Paul Scully	See 57th Parliament column
Wyong	David Harris	See 57th Parliament column

57th Parliament - 23 March - 30 June 2019			
Electorate	Member	Description	Allowance
Wagga Wagga	Joseph McGirr	Allocation for 2018/19	33,463.00
		Expended claimed	7,368.00
		Funds Remaining	26,095.00
Wallsend	Sonia Hornery	Allocation for 2018/19	41,445.00
		Expended claimed	14,728.00
		Funds Remaining	26,717.00
Wollondilly	Nathaniel Smith	Allocation for 2018/19	8,903.00
		Expended claimed	4,298.00
		Funds Remaining	4,605.00
Wollongong	Paul Scully	Allocation for 2018/19	32,235.00
		Expended claimed	11,359.00
		Funds Remaining	20,876.00
Wyong	David Harris	Allocation for 2018/19	32,235.00
		Expended claimed	19,341.00
		Funds Remaining	12,894.00

# Appendix E

## Governance and Risk

### Audit and Risk Committee

The Parliament’s Audit and Risk Committee operates in accordance with Treasury Policy Paper (TPP15-03) “Internal Audit and Risk Management Policy for the NSW Public Sector.” The Committee’s Charter states that the objective of the Committee is “to provide independent assistance to the Clerks and the Executive Manager by monitoring, reviewing and providing advice about the Legislature’s governance processes, risk management and control frameworks, and its external accountability obligations.”

The current Members of the Audit and Risk Committee are Ms. Carol Holley, Mr Alex Smith and Mr David Antaw. Ms. Carol Holley was Chair from 1 July to 31 May 2020 when her maximum five year term expired. On 1st June 2020 she was succeeded as Chair by Mr Alex Smith but remained as a Member. All Members are independent and were re-appointed with effect from 1 June 2019.

The Committee met five times during 2019/20 and Committee Member attendance is shown in the table below.

Audit and Risk Committee Members	Number eligible to attend	Number attended
Ms Carol Holley (Chair)	5	5
Mr Alex Smith	5	5
Mr David Antaw	5	5

The Committee oversaw and monitored the following activities in 2019/20:

- Risk assessments including updates to the Parliament’s Corporate Risk Register (CRR);
- Endorsement of the Parliament’s Internal Audit Universe, Strategic (three year) and Annual Internal Audit Plan (deferred until July 2020);
- Progress against the Internal Audit Plan;
- Final internal audit reports;
- Status reports on the implementation of internal audit and external audit recommendations;
- Internal Audit Internal Quality Assessment;
- Draft and Final Legislature Annual Financial Statements
- Internal financial performance reports;
- The Parliament’s early close procedures;
- The Audit Office of NSW’s Client Services Report and Management Letter;
- Management’s representation letter to the Audit Office of NSW;
- Annual attestation against the Parliament’s Legislative Compliance Register;
- Updates from Department Heads on Key Issues
- Reports on Work Health and Safety;
- Business Continuity Management implementation; and
- Reports on Fraud and Corruption Control.

## Internal Audit

The Parliament's Internal Audit function is an independent review activity headed by the Chief Audit Executive. The Internal Audit Function, through the Chief Audit Executive, reports functionally to the Audit and Risk Committee on the results of completed audits, and for strategic direction and accountability purposes; and reports administratively to the Clerks and Chief Executive DPS, to facilitate day to day operations.

The Chief Audit Executive manages, through an outsourced audit service provider, an annual plan of risk-based audits. The annual audit plan for 2019/20 was endorsed by the Audit and Risk Committee in June 2019.

During 2019/20, the following final audit reports were presented to the Audit and Risk Committee:

- Accounts Payable;
- Members Entitlements FY 2017-18;
- Work Health and Safety in Electorate Offices;
- Catering; and
- Members Entitlements FY 2018-19

In addition to the above, fieldwork had been completed by 30 June 2020 on the following two internal audit reviews from the 2019/20 audit plan, with draft reports to be issued in July 2020:

- IT Security; and
- Recruitment

An updated Audit Universe, Strategic (three year), and annual audit plan for 2020-21 has been prepared in consultation with senior management for presentation to the Audit and Risk Committee in July 2020.

## Enterprise Risk Management

The Parliament's Enterprise Risk Management (ERM) Framework incorporates all the Parliament's policies, processes, and methodologies for identifying and managing risk, and sets out how risk management is embedded in key business processes. The ERM Framework was reviewed and updated in 2019/20.

The Parliament maintains a Corporate Risk Register (CRR) which is subject to quarterly review by the Parliament's Senior Management Group (SMG) and the Audit and Risk Committee.

In addition, Departments/Branches maintain operational risk registers which are also reviewed on a quarterly basis. A network of "Risk Champions" was established in 2019/20 to promote better practice in risk management across the Parliament, promote the embedding of risk management in business processes, and coordinate on cross departmental risks. There were three formal meetings of this network in 2019/20.

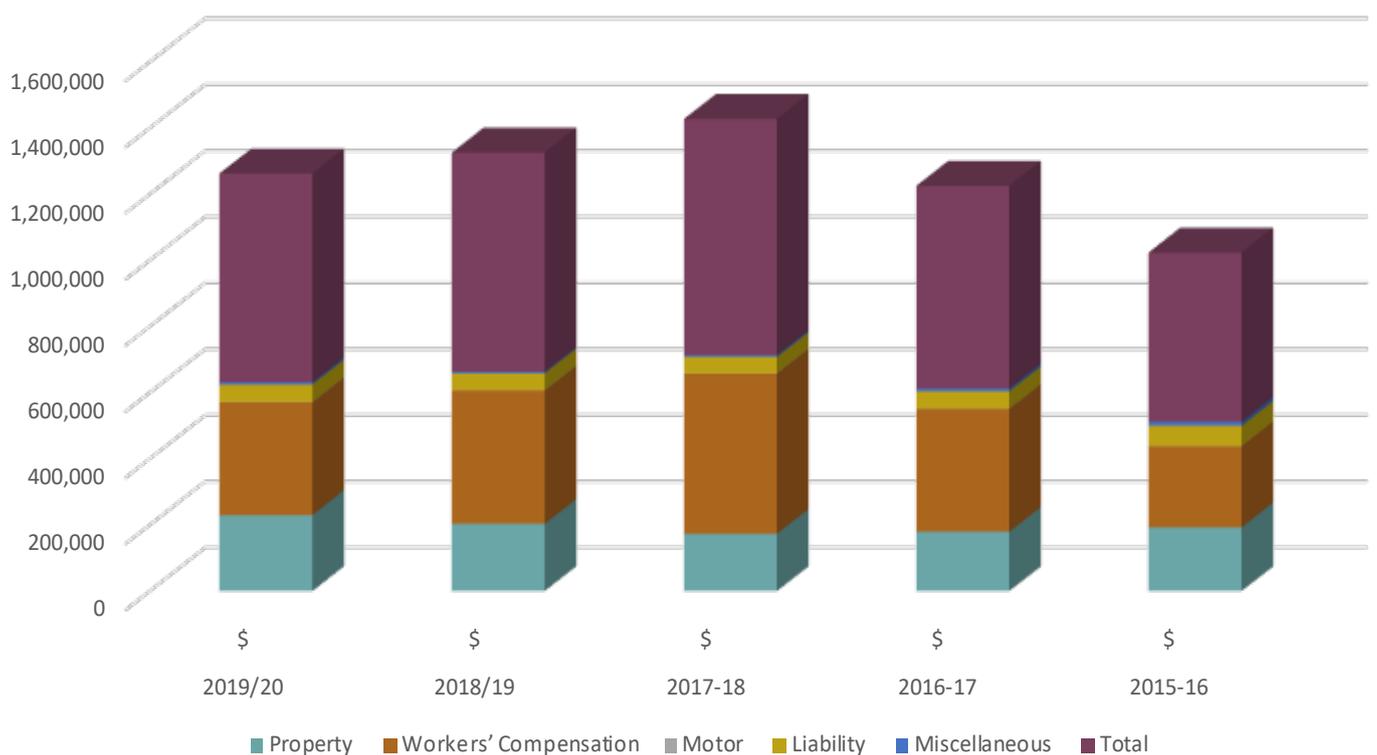
# Insurance

The Parliament’s insurance requirements are managed as part of the Treasury Managed Fund (TMF) portfolio. Under the TMF management arrangements, the Parliament’s business insurer is Gallagher Bassett for all insurance lines except for workers’ compensation insurance which is provided by Employers Mutual.

Deposit premiums paid to the Treasury Managed Fund for all lines of insurance over the past five years are shown in the table below.

	2019/20	2018/19	2017-18	2016-17	2015-16
	\$	\$	\$	\$	\$
Property	229,780	203,150	173,230	179,100	192,430
Workers’ Compensation	340,804	402,790	483,882	371,277	245,301
Motor	540	580	750	750	880
Liability	52,990	51,090	49,740	52,420	60,670
Miscellaneous	7,060	5,230	5,930	9,030	12,390
<b>Total</b>	<b>631,174</b>	<b>662,840</b>	<b>713,532</b>	<b>612,577</b>	<b>511,671</b>

Deposit Premiums Paid to the Treasury Managed Fund (\$)



## Business Continuity Management

The Parliament has continued to make progress in implementing its Business Continuity Management System in 2019/20. Activities have included:

- Four meetings of the Business Continuity Governance Group, with representation from all three Parliamentary Departments, in August 2019, December 2019, March 2020 and April 2020.
- Implementation of the Telstra Instant Messaging System (TIMS), and associated procedure guide, as Parliament's preferred communication channel for notifying Members, staff, contractors and other Parliament House occupants of a business interruption event.
- Development and implementation of a Pandemic Plan.
- Update of individual Business Recovery Plans for the Parliament's critical processes to include pandemic response.

The Covid-19 pandemic was a business interruption event for the Parliament requiring the activation of the above plans during Q3 and Q4 2020.

## Fraud and Corruption Prevention

The Parliament's Fraud and Corruption Control Committee oversighted the following activities from the Fraud and Corruption Control Plan:

- Promotion of the new fraud and corruption control training module through emails to staff by Department Heads;
- Completion of remaining recommendations from the 2018 Fraud and Corruption internal audit;
- update of new Public Interest Disclosure Policies for each of the three Parliamentary Departments;
- Promotion of the new Public Interest Disclosure policies through Department Head emails to all staff, an article in the staff newsletter, and an anti-corruption poster on the intranet; and
- Preparation and approval of a Fraud Health Check survey to be run in Q1 2020/21.

# Appendix F

## Bills Introduced

### Government Bills

Better Regulation and Customer Service Legislation Amendment (Bushfire Relief) Bill 2020	04/03/2020
Better Regulation Legislation Amendment Bill 2019*	20/11/2019
Better Regulation Legislation Amendment Bill 2020	03/03/2020
Casino Control Amendment (Inquiries) Bill 2020	17/06/2020
Children's Guardian Bill 2019	20/08/2019
Constitution Amendment (Water Accountability and Transparency) Bill 2020	03/06/2020
COVID-19 Legislation Amendment (Emergency Measures) Bill 2020	24/03/2020
COVID-19 Legislation Amendment (Emergency Measures—Attorney General) Bill 2020	12/05/2020
COVID-19 Legislation Amendment (Emergency Measures—Miscellaneous) Bill 2020	12/05/2020
COVID-19 Legislation Amendment (Emergency Measures—Treasurer) Bill 2020	12/05/2020
Crimes Amendment (Special Care Offences) Bill 2020	03/06/2020
Design and Building Practitioners Bill 2019	23/10/2019
Digital Restart Fund Bill 2019	22/10/2019
Electoral Funding Amendment (Cash Donations) Bill 2019*	23/10/2019
Electoral Funding Amendment (Local Government Expenditure Caps) Bill 2019*	22/10/2019
Environmental Planning and Assessment Amendment (Territorial Limits) Bill 2019	24/10/2019
Evidence Amendment (Tendency and Coincidence) Bill 2020	25/02/2020
Fines Amendment Bill 2019	31/07/2019
Firearms and Weapons Legislation Amendment (Criminal Use) Bill 2020	26/02/2020
Gambling Legislation Amendment (Online and Other Betting) Bill 2019*	23/10/2019
Justice Legislation Amendment Bill (No 2) 2019*	20/11/2019
Justice Legislation Amendment Bill 2019	21/08/2019
Lake Macquarie Smelter Site (Perpetual Care of Land) Bill 2019	20/08/2019
Law Enforcement Conduct Commission Amendment Bill 2020*	17/06/2020
Mental Health and Cognitive Impairment Forensic Provisions Bill 2020	03/06/2020
Music Festivals Bill 2019	16/10/2019
Personal Injury Commission Bill 2020	03/06/2020
Racing Legislation Amendment Bill 2019	07/08/2019

\*Bill Originated in the Legislative Council

Residential Apartment Buildings (Compliance and Enforcement Powers) Bill 2020	02/06/2020
Right to Farm Bill 2019	17/09/2019
Road Transport Amendment (Miscellaneous) Bill 2019	18/09/2019
Road Transport Amendment (Mobile Phone Detection) Bill 2019	24/09/2019
State Revenue Legislation Further Amendment Bill 2020	22/10/2019
Statute Law (Miscellaneous Provisions) Bill (No 2) 2019	15/10/2019
Strata Schemes Management Amendment (Sustainability Infrastructure) Bill 2020	17/06/2020
Transport Administration Amendment (RMS Dissolution) Bill 2019	01/08/2019
Treasury Legislation Amendment (COVID-19) Bill 2020	24/03/2020
Water Supply (Critical Needs) Bill 2019	16/10/2019
Work Health and Safety Amendment (Information Exchange) Bill 2020	18/06/2020
Work Health and Safety Amendment (Review) Bill 2020	12/11/2019

## Private Members Bills

Building Amendment (Mechanical Services and Medical Gas Work) Bill 2020*	17/06/2020
Civil Remedies for Serious Invasions of Privacy Bill 2020	27/02/2020
Food Amendment (Seafood Country of Origin Labelling) Bill 2019	17/10/2019
Government Information (Public Access) Amendment (Electronic Applications) Bill 2019	17/10/2019
Independent Commission Against Corruption Amendment (Ministerial Code of Conduct—Property Developers) Bill 2019	14/11/2019
Independent Commission Against Corruption Amendment (Protections for Disclosure of Information) Bill 2019	21/11/2019
Industrial Relations Amendment (Contracts of Carriage) Bill 2019	19/11/2019
Non-profit Bodies (Freedom to Advocate) Bill 2019	19/09/2019
Petroleum (Onshore) Amendment (Coal Seam Gas Moratorium) Bill 2019	04/06/2020
Plastic Shopping Bags (Prohibition on Supply by Retailers) Bill 2019	15/10/2019
Privacy and Personal Information Protection Amendment (Service Providers) Bill 2020	18/06/2020
Privacy and Personal Information Protection Amendment (State Owned Corporations) Bill 2019	14/11/2019
Professional Engineers Registration Bill 2019	24/10/2019
Reproductive Health Care Reform Bill 2019	01/08/2019
Transport Administration Amendment (International Students Travel Concessions) Bill 2020	04/06/2020
Water (Commonwealth Powers) Amendment (Termination of References) Bill 2019	21/11/2019
Water Management Amendment (Water Rights Transparency) Bill 2020	27/02/2020
Water Management Amendment (Water Rights Transparency) Bill 2020 (No 2)	18/06/2020