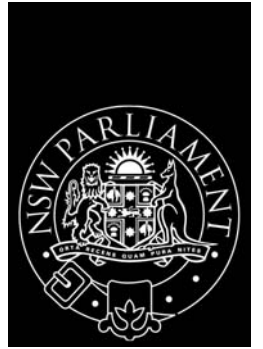


LEGISLATIVE ASSEMBLY



# ANNUAL REPORT 2003/04

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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

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### OFFICE OPERATING HOURS

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

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

### Tours are available at the following times:

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

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

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

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

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



December 2004

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

Dear Mr Speaker

I have pleasure in submitting to you the Annual Report of the Department of the Legislative Assembly for the year ended 30 June 2004.

Despite an insufficient base level budget allocation, officers of the Department have continued to work hard during the 2003/04 financial year to maintain existing services and to deliver new and improved services to Members and our clients.

We believe that the Department has achieved a great deal in the reporting period.

Highlights include:

- the continuing high level of procedural support services and written procedure material provided to Members and others;
- the enhancement of training provided to electorate officers and an emphasis on occupational health and safety in electorate offices;
- the successful review of the Department's governance documentation and processes which resulted in the development of new strategic and business plans and new performance review and monthly report documents;
- the introduction of succession planning for Chamber duty; and
- the Department's key involvement in the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), particularly through the Professional Development Seminar hosted in Sydney between 28-30 January 2004 and the improvements to the Association's website.

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

Russell D. Grove  
Clerk of the Legislative Assembly



Parliament House Sydney 2000

Phone: 9230 2201 Fax: 9230 2846

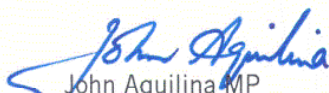
### **SPEAKER'S FOREWORD**

I am pleased to accept the Annual Report for the Department of the Legislative Assembly for the year ended 30 June 2004.

The staff of the Legislative Assembly are its most valuable resource and it is a credit to the Department that it has maintained existing services, and in many areas provided enhanced or improved services with the same staffing establishment as last year.

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

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

  
John Aquilina MP  
Speaker



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## Our history

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

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

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

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

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

## Our mission

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

## Our vision

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

## Our functions

In fulfilling our mission, we undertake the following functions:

- providing impartial and professional advice in both written and oral form to the Speaker and members inside and outside the Chamber;

# overview

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- recording the proceedings of the House on a daily basis through the preparation of House Papers;
- preparing publications such as Standing and Sessional Orders and Speakers' Rulings; and
- providing a comprehensive range of administrative, corporate and other services to support members while at Parliament House and in the operation of their electorate offices.

## Our Corporate Goals

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

## Our Corporate Values

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

Staff will:

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

## Goal 1 Procedural advice, support and research

### **SITTINGS OF THE HOUSE**

The Legislative Assembly resumed for the spring sittings on 26 August 2003, having sat 3 days in July at the close of the autumn sittings in 2003. The House rose on 5 December 2003 for the summer recess and resumed for the autumn sittings on 17 February 2004. After a steady ten weeks of sittings the House rose for the winter recess on 25 June 2004.

During the two sitting periods the House sat for a total of 65 days, with an average daily length of sitting being 8.2 hours. While the House sat 4 fewer days than in 2002/03, the average length of sitting day increased by over 25% (2 hours), and was achieved with few sittings after midnight. During this reporting period the House dealt with a total of 128 out of the 134 bills introduced.

Appendix A provides select procedural statistics relating to the sittings of the Assembly for the past 5 years.

Major procedural events that occurred during the sittings are detailed in the section below.

### **MAJOR EVENTS AND HIGHLIGHTS OF THE YEAR**

#### **Standing Committee on Parliamentary Privilege and Ethics**

The way privilege matters will be dealt with in future has been changed, as a result of the creation of a new Standing Committee on Parliamentary Privilege and Ethics. In December 2003, the House agreed to a Government sponsored motion for the establishment of a Standing Committee on Parliamentary Privilege and Ethics. This is a radical departure from the practice the House has adopted in dealing with privilege matters since 1856. The new scheme means that a member can only raise a matter of privilege suddenly arising in the House under Standing Order 101 (*prima facie* case etc) *if the matter relates to proceedings then before the House*.

In all other cases, the matter has to be raised in the first instance with the Speaker in writing. The Speaker is required to decide within 14 days whether a motion to refer the matter to the Privilege and Ethics Committee should be accorded precedence. While the Speaker is considering the matter, any member is precluded from taking any action or referring to the matter in the House. The Speaker notifies the member in writing of his decision and then the member may give notice of motion to refer the matter to the Committee at any time there is no business before the House. Consideration of the notice would take precedence on the next sitting day (unless that next day is a Friday) or on the same sitting day, under some circumstances. If the Speaker decides that the matter should not be the subject of a motion for referral, the member is still able to give an ordinary notice of motion in relation to the matter.

The new standing committee is also the designated committee for the purposes of section 72 of the Independent Commission Against Corruption Act and will be responsible for matters relating to parliamentary ethical standards, including any review of the Members' Code of Conduct.

# year in review

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The committee that previously undertook this function, which was comprised of Assembly members of the Committee on the Independent Commission Against Corruption together with community members, ceased to exist when the Independent Commission Against Corruption Act was amended to accommodate the new Standing Committee on Parliamentary Privilege and Ethics.

## **PRIVILEGE MATTERS**

### **Member deterred from speaking at a community meeting**

On 14 October 2003 the member for Burrinjuck raised, as a matter of privilege, that she had been physically deterred by an officer of the Department of Local Government, and prevented from speaking at a community consultation meeting in her electorate organised by the Department to discuss proposed local government boundary changes. The member said that she had reported the matter to the Police. The Speaker reserved his decision as to whether the issue – the right of a local member to speak at meetings in the electorate – raised a prima facie case. Later, at the same sitting a Minister informed the House that the Director-General of the Premier's Department had contacted the Director-General of the Department of Local Government, in relation to the member's claims.

The Speaker later ruled that, although the actions suffered were regrettable, a prima facie case had not been established. The member had not been prevented from exercising her freedom of speech in the House, had not been prevented from attending the House and the alleged actions did not impede the member in connection with proceedings in the House. The member did not avail herself of the option of placing a notice on the Business Paper relating to privilege, but instead gave a notice critical of the Government for its actions in attempting to create "super councils" by forced amalgamations.

### **Discrepancy between video and *Hansard* record of proceedings**

On 17 March 2004 the Deputy Leader of the Opposition raised, as a matter of privilege, a discrepancy between the video record and the proof *Hansard* record with regard to an answer given by Ms Nori, the Minister for Tourism and Sport and Recreation and Minister for Women, to a question without notice on the previous day. The Speaker initially reserved his ruling.

Later in the day, the Speaker ruled that no matter of privilege had been involved. However, he stated: "I have had the opportunity to review the tapes, the *Hansard* proof and the verbatim report. Following discussions with the member, I can understand that the proof may convey a different impression to the verbatim report. In the circumstances I have directed that on this occasion the report should reflect the words spoken."

## **LEGISLATION AFFECTING PARLIAMENT**

### ***Liquor Amendment (Parliamentary Precincts) Bill***

Following a number of concerns raised in the House about responsible service of alcohol in Parliament House, a bill was introduced to ensure that harm minimisation measures applied to the sale and service of alcohol in the parliamentary precincts.

The legislation endorses harm minimisation requirements that are already applied in the precincts. For instance, Food and Beverage staff have been trained in the responsible service of alcohol and signage is in place to inform patrons that responsible service of alcohol applies.

Historically, parliamentary precincts have been exempt from the liquor laws, not just in New South Wales but across all states of Australia. In his second reading speech the Minister for Gaming and Racing noted that this exemption dated back to at least the early 1900s.

The legislation, which will bring the New South Wales Parliament into line with current harm minimisation practices such as the responsible service of alcohol, will enable the Governor to issue a licence authorising the sale of liquor within the parliamentary precincts. This type of licence, which is referred to as a Governor's Licence, has already been granted to certain Crown facilities including the Sydney Opera House, the Art Gallery of New South Wales and the Royal Botanic Gardens and Domain.

This licence will provide for the Governor to impose conditions in respect of Parliament House. These conditions may, for example, delineate certain areas as licensed premises in which liquor may be served.

The legislation has amended the *Parliamentary Precincts Act 1997* to enable the Presiding Officers to enter into a memorandum of understanding with the Director of Liquor and Gaming, the chief regulatory officer in the Department of Gaming and Racing. This agreement will enable the Government liquor law inspectors, who undertake a range of compliance-related functions under the Director's delegation, to enter the parliamentary precincts for the purposes of ensuring the Parliament is complying with the liquor laws.

The legislation was passed by the Parliament during the 2004 autumn session and assented to on 6 July 2004, although it is yet to be proclaimed to commence. Discussions are currently taking place to ensure that appropriate arrangements are in place prior to the resumption of the sittings in late August.

## **MATTERS OF PROCEDURAL INTEREST**

### **National Competition Policy legislation**

An item of procedural interest during the sittings was the suspension of standing orders on 4 May 2004 to replace the *National Competition Policy Amendments (Commonwealth Financial Penalties) Bill 2004* with two bills, the *National Competition Policy Liquor Amendments (Commonwealth Financial Penalties) Bill 2004* and the *National Competition Policy Health and Other Amendments (Commonwealth Financial Penalties) Bill 2004*.

At the conclusion of debate on the motion 'that the original bill be read a second time', just prior to the Minister speaking in reply, the Leader of the House moved a motion to suspend standing orders to provide for the order of the day for the second reading of the bill to be discharged and the bill withdrawn, to be replaced by the *National Competition Policy Liquor Amendments (Commonwealth Financial Penalties) Bill* and the *National Competition Policy Health and Other Amendments (Commonwealth Financial Penalties) Bill*. These two bills were to be considered in place of the bill withdrawn, from the stage previously reached, being the Minister in reply. Both bills were substantially in the same terms as the original bill, with a small number of amendments outlined in the Minister's speech in reply.

# year in review

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The purpose of the motion, replacing the current bill with two new bills, was to enable members of the Legislative Council to consider the liquor licensing amendments separately from the other amendments. The two bills were passed, with the Assembly agreeing to Council amendments, on 24 June 2004.

## **Motion of no confidence in a Minister for actions in previous and current portfolios**

On Tuesday, 1 June 2004, the Leader of the Opposition, Mr Brogden, gave the following notice of motion:

“That the Minister for Infrastructure and Planning, and Minister for Natural Resources no longer possesses the confidence of the House, due to the continuing maladministration of his current and previous ministerial responsibilities and in particular in relation to:

- (1) Sydney Harbour Foreshore Authority’s bid to buy the Superdome;
- (2) The secret planning for Sydney’s second airport;
- (3) The unnecessary deaths of 23 people at Camden and Campbelltown Hospitals; and
- (4) Deception relating to the truth surrounding the death of Sarita Yakub.”

The following day Mr Brogden moved his motion of no confidence in the Minister, who was previously the Minister for Health, thereby establishing a precedent in the New South Wales Legislative Assembly, in that the no confidence motion covered the actions of the Minister in both his current and previous portfolio. The motion was lost on division.

## **The Mini – Budget**

Since 1995 the Legislative Assembly has resolved each year to allow the Treasurer, a member of the Legislative Council, to enter the House to deliver the State’s Budget. This year the Government took the opportunity to announce a number of financial and taxation measures prior to the handing down of the Budget through the means of a mini-budget statement by the Treasurer.

The House passed a resolution requesting the Treasurer to address the House and to advise the Legislative Council of this request. The resolution also provided for the House to sit at 11.00am on a Tuesday, earlier than the time prescribed in the Routine of Business.

Unlike the annual Budget, where all members are provided with an opportunity to speak on the Appropriation Bills, members were not given a chance to speak on the mini-budget. However, the House did pass a resolution to enable the Leader of the Opposition to reply to the mini-budget statement.

This lack of opportunity to speak to the mini-budget did not prevent members from raising issues in relation to it during private members’ statements or through the asking of questions in the House.

Legislation (the *State Revenue Legislation Amendment Bill*) was subsequently introduced into the House setting out the revenue measures for implementing the proposals in the mini-budget. The bill was assented to on Monday 24 May 2004, with the majority of sections commencing in force on that date.

The annual Budget was delivered in accordance with the current usual practice (the Treasurer attending in the Assembly to give the second reading speech) on Tuesday 22 June 2004.

## **Written Procedural Advice to the Speaker and members**

Written advice provided to members on procedural issues included:

- Material relating to questions without notice (August 2003);
- Information on employment screening of child sex offenders legislation requirements (September 2003);
- Briefing note on the privilege issue raised by the member for Burrinjuck (October 2003);
- Advice on the resolution relating to the formation of the Privilege and Ethics Committee (November 2003);
- Material prepared in relation to the proposed Citizens Right of Reply and Warnborough University (December 2003);
- Comments on the Standing Committee on Parliamentary Privilege and Ethics report on the Independent Commission Against Corruption seizure of a member's documents (February 2004);
- Information prepared on questions without notice and relevant answers (March 2004);
- Material to inform a proposed ruling on the taking of spurious points of order (June 2004);
- Material to inform a response to a letter concerning the question of whether members are required to treat private citizens with respect (June 2004);
- Advice regarding the referral of petitions to Ministers (May 2004), leave of the House (June 2004), the *Anti-Discrimination Act* (June 2004) and subpoena of documents (June 2004);
- Submission on Questions and Answers standing orders, and the Business Paper (May 2004); and
- S13A of the Constitution and disqualification provisions (March 2004).

## **Briefing and Research Papers**

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

- Material provided for points of order during Question Time (August 2003);
- List of privilege issues raised in the House (September 2003);
- Summary of *AG (WA) v Marquet* (2003) HCA 67 (November 2003);
- Briefing paper on the removal of the Speaker from the House of Commons (December 2003);
- Briefing Paper on Norfolk Island draft legislation on ethics and a code of conduct (June 2004); and
- Research on current and previous legislation, motions, parliamentary papers, and petitions received on various subjects at the request of members.

# year in review

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## **CONFERENCE AND OTHER PAPERS**

The following papers were prepared during the year:

- Paper prepared by the Clerk-Assistant (Procedure) on summits for the Australasian Study of Parliament Group (ASPG) Conference, Darwin (July 2003)
- Paper entitled *Codes, regulations and guidelines*, delivered by the Chairman of Committees at the Presiding Officers and Clerks Conference, Tonga (July 2003)
- Paper prepared by the Clerk-Assistant (Procedure) for the CPA Inaugural Women's Conference, Melbourne (August 2003).
- Paper entitled *Making Parliament work for Parliamentarians: The Case for Practical Reform*, prepared for the member for Illawarra for presentation at the CPA Conference, Bangladesh (October 2003)
- Paper entitled *Ethics Training for Members, and the role of the Parliamentary Ethics Adviser*, prepared for the Deputy Speaker for presentation at the Conference of Oversight Committees, Perth (October 2003)
- Paper entitled *Keeping Parliament Safe*, prepared for the Presiding Officers and Clerks Conference, Melbourne (June 2004)

In addition, the Office of the Clerk prepared a consolidated list and short abstract of all the conference papers delivered by officers of the Legislative Assembly. In November 2003, the listing was placed on the website of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT).

## **PARLIAMENTARY PAPERS – ANNUAL REPORTS**

Discussions were held with officers of Treasury and the Premier's Department during the year to examine means of promoting accessibility to Departmental annual reports and other tabled parliamentary papers on-line.

The Assembly's in-house database listing tabled papers was made available to the public on the internet in late 2003.

## **PROCEDURAL INFORMATION DATABASE (INTERNAL)**

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

In the reporting year, the following enhancements were made:

- In respect of the Speakers' rulings many older rulings were incorporated into the Consolidated Rulings document and this document and the Key Rulings were updated and printed with new covers (November 2003);
- The opportunity was taken to include the rulings of Speaker Ellis in the Consolidated Rulings document (November 2003); and
- A new loose-leaf edition of Consolidated Rulings up to 5 December 2003 was published (January 2004).



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

During the year there was a great deal of work accomplished in this area.

The Procedure Office maintains historical statistical files and other information dating back over many years. This material is being gradually incorporated into the procedure database and the publication *Legislative Assembly Practice and Procedure*.

During the year the *Practice and Procedure* book was updated to include information from briefing papers and the Clerks' procedural notes (September 2003) on such subjects as the Mace (August 2003), the Address in Reply (September 2003), relevancy of amendments (October 2003), presentation of bills for assent prior to messages being reported in the Legislative Council, the history of the parliamentary precincts, the history of *Hansard*, the Speaker (including the convention followed during dissolution/expiry of the Parliament), the election of the Speaker and the Speaker voting in Committee, incorporation of material into *Hansard*, expunging the record and corrections of *Hansard*, information on permanent officers of the House, an updated and edited Privilege section, review of the legislative process, conscience votes, expulsions, committees and witnesses, historical material on remuneration and entitlements for members, Parliament's role in referring matters and the expanding power of investigatory bodies, Committee of the Whole, petitions for production of documents and for leave to appear before the bar of the House, history of petitions, and finally, information on witnesses appearing at the Bar of the House.

The procedure precedents for 2003 were published and are up to date to June 2003.

### **COMMITTEES**

The Joint Select Committee on the Transportation and Storage of Nuclear Waste had its reporting deadline extended from 5 December 2003 to 17 February 2004.

#### **New Committees**

A Joint Committee on the Office of the Valuer General was established in November 2003. The committee is serviced by the secretariat of the Public Works Committee. The committee Chair is the Hon Kayee Griffin MLC and the Vice-Chair Mr Anthony McGrane MP. Further details of the committee, which met for the first time on 3 December 2003, can be found in the Committees section of this report.

#### **Plain English summons for Committees**

As a consequence of a Crown Solicitor's advising on a proposed plain English summons, the parliamentary committees administered by the Legislative Assembly adopted a new plain English version of summonses during the second half of 2003.

To complement the plain English summons, the Speaker approved the following new practices to be observed by committees in relation to the use of a summons:

# year in review

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- (1) In the normal course of events no summonses to be issued to witnesses;
- (2) Confirmation of current practice to pay, with prior approval as per the usual authorities for expenditure, for the transport and reasonable expenses of key persons who might otherwise not appear before a committee;
- (3) Reserve the use of a summons as a last resort to compel a person's attendance before a committee on a case by case basis after consultation with the Clerk-Assistant (Committees); and
- (4) As a summons is issued by a Chairman on an order from the committee, that this be done by way of committee resolution.

## Goal 2 Support for members in their electoral and constituency duties

### **ELECTORATE STAFF**

#### **Training**

The induction course for electorate officers is presented over two consecutive days for all new electorate officers. During the period a continuous review and adjustment was undertaken. More time and focus is now spent on information and services provided by the Parliament to support electorate officers with less focus on information technology.

Presentations are now made by external organisations in a mutual exchange between staff and the organisations. Presenters from the Energy and Water Ombudsman and the Office of the Protective Commissioner and Public Guardian supplement the in-house presentations from parliamentary staff.

The course has been well received, with the opportunity of face-to-face meetings and contacts being particularly valuable to the electorate officers, who generally work in small, geographically diverse electorate offices. Overall, the assessment of the course has been positive and suggestions from participants constructive.

Over 2004/05 further changes will be made, in line with the Independent Commission Against Corruption recommendations. Further emphasis will be placed on clarifying the role of electorate officers, ethics and internal reporting mechanisms, the members' staff Code of Conduct and the role of the Independent Commission Against Corruption.

Fifty electorate officers attended the Thriving in the Electorate Office courses. As psychiatric disability awareness training, presented by a disability advocate, is included in the two-day format, the course was opened to all electorate officers including those wanting a "refresher". All sessions continue to receive positive evaluations.

#### **Occupational health and safety training**

The occupational health and safety audit and training in electorate offices continued in this period with a 26 offices completed. As the number of audits has increased the results have been reviewed for patterns or systemic issues.

Where possible audits have been included in maintenance and general work programs (see also 'Goal 4 – Occupational Health and Safety in electorate offices section', page 30.)

## **ELECTORATE OFFICES**

### **Recycling in Electorate Offices**

As reported in our last annual report, Visy Recycling, under the Government contract, provides a paper recycling service for electorate offices. In 2002/03, there were 47 electorate offices that took advantage of this free service. In 2003/04, the Department added another six offices to the service, bringing the total to 53.

### **Equipment replacement**

During the reporting period (May 2004) a review of suitable mobile phones was undertaken prior to a decision being made for their replacement. Information sessions were arranged for members to coincide with the mobile phone upgrade (June 2004). At the same time Members' Services has begun an investigation into the feasibility of implementing alternate technology such as the BlackBerry device for members.

### **White Pages entries**

A major task undertaken by Members' Services during the year was the administration of the White Pages entries of members' addresses.

The centralised handling of telephone book entries by Sensis, following Telstra's outsourcing of phone book publication, had resulted in numerous administrative problems for the Parliament. During the year Members' Services assumed the task of administering members' White Pages entries from Building Services. Considerable discussion and negotiations with Sensis, regarding a standard entry for members and billing have taken place over the reporting period.

The arrangements negotiated with Sensis plus the streamlining of administrative procedures have led to ongoing savings in the order of \$37,000.

## **MEMBERS' ENTITLEMENTS**

### **Logistic Support Allocation (LSA) and Electorate Mail-out Account (EMA)**

#### ***Information Circulars***

Commencing in 2003/04 the Office of the Financial Controller has been producing circulars for the information of electorate officers on the LSA and EMA. These circulars have covered a number of issues, such as the types of expenses that are allowable and not allowable under both entitlements, custody asset forms, the GST on invoices and the importance of timeliness in submitting accounts for payment. The first circular was sent in July 2003 and a further six were despatched during the year. These circulars will continue to be sent as issues arise that would be of interest to all electorate officers.

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## ***Formal advice on entitlements***

In March 2004, members were advised of the guidelines in place for the LSA and the EMA as the end of the financial year approached. In respect of the LSA, unexpended funds in a member's account are carried over to the following financial year within the four year parliamentary term. Any unexpended funds remaining on the day prior to the General Election, or at a member's last day of service are relinquished. In addition, any shortfall in a member's account at the close of a financial year is required to be met from the member's electoral allowance or other private funding source.

The EMA is allocated each financial year and there is no entitlement to carry over unexpended amounts to the following financial year. Any shortfall in this account may be met from the member's LSA, the electoral allowance or from private funds, as members are not permitted to access funds from the following year's allocation.

## **Update of claim forms**

At the suggestion of a member and to assist members and staff correctly complete entitlement claim forms, a number of minor changes were made to the forms. The revised forms were approved for use in January 2004.

## **Auditor-General's report to Parliament on members' additional entitlements**

On 25 February 2004, the Auditor-General's 2004 Volume 1 Report on members' entitlements was tabled in the House.

The Audit Office audited a sample of members' 2002/03 additional entitlements and their Sydney Allowance for compliance with the provisions of the Parliamentary Remuneration Tribunal Determination dated 31 May 2002.

The key findings in this report related to:

- The publication and tabling of details of members' spending of additional entitlements;
- The governance structures surrounding members' additional entitlements could be better defined;
- Late submission of supporting documentation by members for Sydney Allowance annual claims (a repeat finding);
- Overspending of the LSA;
- Late submission of some expenditure claims;
- Principal place of residence definition for the purposes of the Sydney Allowance;
- Non requirement for declaration of loyalty/incentive scheme benefits; and
- Certain matters related to the EMA, including its use by members in the lead up to an election, newspaper inserts, the number of distributions per annum and organisation of petitions.

In response to the report's key findings, the Legislative Assembly took action in the following areas during the reporting period:

- Continued and more frequent reminders to members regarding the late submission of supporting documentation for Sydney Allowance annual claims;
- Members were notified regarding the late submission of expenditure claims and since then there has been a decrease in occurrences of late submissions; and
- A memorandum was sent to all members asking them to sign a declaration about their use of incentive scheme benefits.

Work will continue in the 2004/05 reporting period to address the report's findings.

## **Members' Handbook**

A project commenced during the year to revamp the Members' Handbook (both the hard and soft copies) to make it easily accessible and more user friendly. Work will continue on this project in 2004/05.

## **Goal 3 Administrative support to members and other client groups**

### **CORPORATE PARTICIPATION**

The Legislative Assembly provided representatives for the following in-house groups:

- Information Technology Projects Committee and Speaker's Technology Advisory Group;
- Parliament House management meetings;
- Internet steering committees;
- Risk management project meetings;
- The pre 1879 *Hansard* Sesquicentenary of Responsible Government project group; and
- Occupational Health and Safety Committee.

### **RISK MANAGEMENT**

There has been an increased focus on risk management over the reporting period. The risk management initiatives are fully reported on page 47 of this annual report.

### **MANAGEMENT ACTIVITY AND REVIEW**

#### **Review of the Assembly's strategic and business planning**

Commencing in May 2003 the Assembly conducted workshops to facilitate the production of the Legislative Assembly's corporate planning documents.

A consultant was employed to assist with the project and its objectives were as follows:

# year in review

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1. To establish an approach to strategic/business planning for the Department;
2. To develop a template for the corporate plan to be used in future years; and
3. To link strategic/business planning, budgeting and performance management.

Several of the workshops were held in the period between May and July and resulted in the creation of the following documents:

- Strategic Plan 2003-2007 (incorporating a Strategic Management Calendar)
- Business Plan 2003-2004
- Annual Performance Review documentation
- Revised Monthly Reports

The documents have been approved by the Speaker and are available on the Assembly's intranet and internet site.

## **INTERNAL AUDIT**

Deloitte Touche Tohmatsu provided internal audit services for the Legislative Assembly and the Parliament during the reporting year. The following reports were received:

- The Parliament's building security arrangements
- The Parliament's corporate governance and reporting systems
- Finance review
- Staff management
- Business continuity review

Though reports on corporate governance and business continuity were received during the reporting period, the management response to these reports and the implementation of relevant programs will be undertaken in 2004/05.

## **The Internal Audit Committee**

The Internal Audit Committee reviews audit report findings, as well as monitoring the progress made by managers in implementing the various recommendations.

The Audit Committee met on four occasions during the reporting period and the members of the Committee are as follows:

- Ms Helen Bauer                      Independent Chairperson
- Mr Russell D. Grove              Clerk of the Legislative Assembly
- Mr John Evans                      Clerk of the Parliaments

The Financial Controller, together with representatives from the New South Wales Audit Office (the external auditor) and the Parliament's internal auditor also attend the meetings as observers at the invitation of the Committee.

## **Review of Parliamentary Security Services**

The Department continued to work with Security Services to address the issues raised by the internal auditors in relation to security installations in Parliament House. The appointment of a new Manager and a review of the Section's structure and associated position descriptions were also undertaken during the reporting period.

### **Finance review (procurement)**

In June 2003, the Finance Review conducted by the Parliament's internal auditor noted that while all purchasing is conducted through SAP, the actual function is decentralised through the nine business units presently undertaking procurement. The review recommended that a framework be developed that established minimum requirements in regard to documentation, approvals, segregation of duties and reporting and analysis of procurements. It was further recommended that the framework incorporate procedural guidance for all staff as well as standard forms that would be utilised for different types of procurements. In May 2003 the Government issued *Guidelines for the Development of Agency Procurement Plans*, the objective of which is to develop an outcomes approach to procurement planning within the organisation.

Following on from this, in October 2003 the Parliament accepted a proposal to undertake a review to:

1. Determine current procurement practices and processes;
2. Determine the current procurement structure; and
3. Identify opportunities for improvement in the operation of procurement at Parliament House.

Following the initial review it was anticipated that there would be a number of flow-on implementation issues relating to organisation and job design, policy and procedure manuals, document templates and staff training and materials. Separate projects were planned for gathering the information for the completion of the required Treasury Procurement Survey and the development of the Parliament's Procurement Plan. The report was received in May 2004 and is currently under consideration.

### **Staff management**

The Internal Audit Program reviewed staff management of the Parliament during February 2004. The audit concentrated on compliance with internal and public sector guidelines and standards. There were no findings of major risk to the organisation, with an overall assessment of 'reasonable level of control'.

A number of recommendations were made to improve the administration and improve the risk management of staff management of the Legislative Assembly and the Parliament including recruitment, probation, performance management and standardisation of processes and documentation.

The Legislative Assembly has commenced a review of our documentation and procedures and during the next reporting period will implement all the recommendations made by the internal audit report.

# year in review

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## **POLICY REVIEWS**

The following employee policies were reviewed during the period:

- The Employee Assistance Program was relaunched;
- The Drug and Alcohol Policy;
- The Parliamentary Staff Code of Conduct (see appendix h); and
- The Job Evaluation Policy.

## **Injury reporting and investigation procedures**

A review of injury reporting and investigation procedures was undertaken during the year. The procedures for reporting incidents and near misses, incident investigation, notifying GIO and for incidents involving visitors to parliamentary premises are now in the one comprehensive document. These procedures point to the newly introduced Security Incident Reporting System and include reference to further reporting requirements to WorkCover for serious occupational health and safety incidents. The new procedures allow for electronic reporting of injuries. Relevant forms are now available from the Intranet.

## **Gifts Policy**

In December 2003 the Speaker approved a policy on the acceptance and registration of gifts for the Legislative Assembly.

In brief, the features of the policy are as follows:

- The policy complements the provisions relating to the receipt of gifts and benefits in the Department's Code of Conduct for staff and in the Legislative Assembly Asset Policy and is modelled on the Independent Commission Against Corruption publication *Gifts, benefits or just bribes? Guidelines for public sector agencies and officials* (1999).
- The policy applies to staff and any member of the Legislative Assembly who is the leader or a member of a parliamentary delegation or a member hosting a delegation visiting Sydney or otherwise representing the Legislative Assembly.
- In relation to acceptance of gifts, there is a general prohibition on staff using their position to seek offers of gifts and/or benefits; members and staff are not prevented from accepting gifts that are trivial or of nominal value (ICAC definition used) and where non acceptance might be offensive, or where the gifts constitute moderate or casual acts of hospitality.
- In the case of members, gifts over \$500 (the figure in the Members' Disclosure regulations) and in the case of staff, gifts over \$100 (the figure in the Department's Asset Policy) are to be recorded in a Gifts Register kept in the Clerk's Office, in addition to the requirement that they be recorded in the Asset Register. The Gifts Register requires the recording of certain specified details. Members and staff can retain gifts below the abovementioned amounts without formal approval as long as no apparent conflict of interest exists.



- In relation to the giving of gifts, the policy provides guidelines to help ensure that the gifts/benefits are only given for official reasons. The nature of the gift given, if above the thresholds already mentioned, must be recorded in the Gifts Register.

## **Sale of surplus Library books**

Following the direction by the Presiding Officers that the Clerks were to take joint responsibility for the development of policy and procedures for the disposal of surplus Library books, in August 2003, the Clerks appointed representatives to investigate and report to them on the options available for the resumption of the sales.

Consequently, a Collection Management Team (comprising of the Library's senior managers and the two representatives of the Clerks) was convened in February 2004 to review the Library's Collection Development Policy and to ensure that it covers all aspects of acquisition and disposal of articles in the Library collection.

The policy, which is being drafted in accordance with Audit Office guidelines, will ensure that all books not required by the Library will be offered to other Australian public libraries in the first instance prior to being offered for sale. Books will not be offered for sale until the recommendation for means of disposal has been reviewed and approved by the Presiding Officers.

## **INDUSTRIAL RELATIONS**

Industrial relations during the reporting period has focused on consultation with staff and unions over a number of reviews and restructures occurring within the Legislative Assembly and Joint Services. This has included the restructure of Parliamentary Security Services.

At the end of the period, recruitment action was in place for first line managers (security coordinators) and agreement has been reached on the overall structure and duties of officers.

During the 2003/04 year three significant awards covering staff of the Parliament were reviewed pursuant to the section 19 of the *Industrial Relations Act 1996* including the:

- Crown Employees (Parliamentary Electorate Officers) Award in December 2003;
- Crown Employees (Parliament House Conditions of Employment 2004) Award (finalised July 2004); and
- Parliament House (Reporting Staff Salaries) Award in June 2004.

## **RECORDS MANAGEMENT OPERATIONS**

### **Records policy and electronic records initiatives**

Little progress was made during the year on a records policy and on electronic records initiatives. This is because agreement could not be reached across the Parliament and because project resources were not available. This will become an increasingly important issue and will be linked to the efficiency and effectiveness of work and information management, as well as business risk management and business continuity.

# year in review

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The Document Management Group was formed late in the reporting period and held one preliminary meeting as at June 2004.

## **Review of Parliamentary Thesaurus**

Records staff undertook a major revision of the keyword, MEMBERS SUPPORT. This project involved a functional analysis of all business activities relating to the support that the Assembly gives to members in administering their entitlements.

The recent review involved a major reconstruction of the hierarchy of activities and the addition of some significant new terms. When implemented, the revised thesaurus will ensure that the filing of records documenting the approval of members' claims and other key records is complete and accurate and that there is a clearly identifiable audit trail for internal and external audits of parliamentary records.

## **Review of members' entitlements files**

From 1 January 2004 a new filing system was introduced for members' entitlements files. These refinements are helping Members' Services officers to maintain an accurate and complete history of the entitlements claimed by each individual member and to document fully all major upgrades affecting the supply and maintenance of members' equipment in their electorate and parliamentary offices.

## **Increase in records activity and capture**

Auditing of members entitlements continues to require a high volume of records activity. In the past year records officers registered 2129 (previous 1688) folios; 632 (previous 603) administrative and personal files and moved 97 (previous 75) boxes of non-current records to archives. All folios and files are registered using TRIM records management software.

## **Disposal program**

Records staff continued to implement an orderly disposal program appraising records and applying disposal sentences based on the authorities developed for public sector agencies by the State Records Office. Staff also used internally developed parliamentary schedules in the case of files documenting the unique functions and activities of the Legislative Assembly. Of the 97 boxes transferred to Archives in the previous year, 56 were boxes of parliamentary archives and 41 were non-current administrative records to be retained for shorter periods.

## **Review of the *State Records Act***

The Records staff and Archives staff attended a public consultation held by the State Records Office in March 2004 to discuss its five-yearly review of the *State Records Act*. In connection with this review, the Presiding Officers explored with State Records the feasibility of a special agreement between Parliament and State Records to clarify the relationship of parliamentary records to the provisions of the Act.

## ***Inter-Parliamentary Records News***

In March 2004, Assembly Records staff published an edition of its occasional newsletter linking records officers in Parliaments around Australia. This provides a means of information sharing and problem-solving on matters of common interest in relation to the control of parliamentary administrative records. In this year's edition, the focus was on the records management Acts now being implemented around Australia; the initiatives of most Parliaments to review records management procedures and the experiences of Parliaments with records management software.

## **PARLIAMENTARY PRECINCTS GROUP**

Following The Cabinet Office review of the operation of the *Parliamentary Precincts Act 1997*, the suggested establishment of an ongoing liaison group involving relevant stakeholders in the parliamentary neighbourhood has been acted upon. The objective of the group would be to establish key contacts, to exchange information of mutual concern and to provide a forum for the ongoing operation of the legislation.

During the year, the Manager, Parliamentary Security Services, who has been nominated as chair, arranged for representatives from the Sydney Hospital and Sydney Eye Hospital, the Royal Botanic Gardens and Domain Trust, the NSW State Library and the NSW Police (the Police Operations Centre and the Rocks Local Area Command) to participate in the group, which will meet in the near future.

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

During this year, the Clerk (Secretary/Treasurer) and the Deputy Clerk (Executive Member) were re-elected to serve on the Executive Committee of the professional body for Australian and New Zealand Clerks-at-the-Table.

During the year there have been a number of positive developments with the Association:

- The Executive met on four occasions.
- The list server for email enquiries (named copycats) was actively promoted.
- The Education Committee completed its needs analysis for a course on Parliamentary Law and Practice and developed a tender document. The Queensland University of Technology proposal was accepted and it is expected that the first course will be undertaken in December 2004. At the close of the year, expressions of interest from staff to participate in the course were being sought.
- The Executive Committee and the Professional Development Committee planned, organised and executed the 4<sup>th</sup> seminar, which was held in Sydney between 28 and 30 January 2004 and work continued on planning for the seminar to be held in Wellington in late January 2005.
- Honorary members of the Association were accorded additional privileges (access to the website and invitations to the Professional Development Seminars).
- The Association website was enhanced by the addition of an improved search function (see below for more information on website additions).

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- *Table Talk*, the newsletter of the Executive Committee continues to be published after each Executive Committee meeting and the Association's journal *Parliament Matters* is published bi-annually.

## **ANZACATT website**

The Parliamentary Officer-Research and Projects in the Legislative Assembly, Ms Stephanie Hesford, has been given responsibility for the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) website.

During the year, there have been a number of initiatives taken with regard to the site (located at [www.anzacatt.org.au](http://www.anzacatt.org.au)):

- Papers and biographies have been progressively added;
- Documents have been placed on the website, including all editions of *Table Talk*, *Parliament Matters* and Presiding Officers' and Clerks' Conference Papers;
- Information relating to the professional development seminar held in Sydney in January 2004 and papers from that conference have been added to the website;
- Abstracts of conference papers presented by officers of the Legislative Assembly have been added to the website;
- Papers in the 'Library' section are now indexed by subject; and
- An information pamphlet on the ANZACATT website has been produced.

## **ASSEMBLY LINES**

From February 2004, a new approach has been adopted for the production of the departmental newsletter *Assembly Lines*. The newsletter is now produced by representatives from each office within the Department and a different editor is appointed each month.

Feedback received on the revamped newsletter has been very positive.

## **INFORMATION TECHNOLOGY**

The activities of the Parliamentary Information Technology Services (ITS) are reported fully in the Joint Services Annual Report. The following projects were undertaken by ITS for the Legislative Assembly as the principal client:

- Enhancement of the Video *Hansard* to allow the contactor to receive a web streamed feed of the proceedings for processing (see below for more details);
- Assistance to the Alcohol Summit with webcasting and video titling;
- Development of a correspondence database for the Leader of The Nationals Office;
- Production of a Lotus Notes diary system for the Office of the Speaker;
- Development of a contact database for the Office of the Leader of the Opposition;
- Development of a Committees' Activity Database to facilitate the sharing of information in relation to committee activities and diaries;

- Upgrade of the members' entitlement system;
- Major upgrade of the Parliament's financial management system (SAP) (see below for more details);
- Introduction of a system of shared directories for committee secretariats; and
- A project to upgrade the Parliament's intranet and internet sites was commenced.

## ***Video Hansard***

As reported in previous annual reports, in December 2002, Visionbytes Pty Ltd proposed a new technology that aligns the official Hansard text with the corresponding video of Legislative Assembly proceedings. The resulting *Video Hansard* 'articles' are then made available through the existing on-line search facilities, allowing users to review an article by clicking on any section in the *Hansard* text.

The first part of the project involved the production of CDs of members' contributions during 2002, which served as a test of the concept. The test was a success and since then the product has improved considerably because the technology has continued to develop and also because the developers have become more familiar with the parliamentary environment.

The Parliament has now progressed to the second stage of the project. On 29 May 2003 a Digital Services Agreement was entered into with Visionbytes. Under this agreement the proceedings of the Legislative Assembly are provided in a digital format ready for indexing and a full intranet version containing enhanced search capabilities is made available to all users on line. At present it takes approximately 3 weeks for the *Video Hansard* to be made available on-line because of the time taken for the corrected Hansard to be made available. We will be attempting to cut this time down by various means in 2004.

## **Upgrade of the Parliament's Financial Management Information System**

The Human Resource and Information Management System (SAP) was upgraded through the year. The upgrade was necessary because the current system, which was installed in 1999, was no longer supported by the software vendor.

The project was coordinated by the Office of the Financial Controller and involved Legislative Assembly and Legislative Council human resources staff, Building Services and the Information Technology Section, who were responsible for the file server replacement and coordination of the basis configuration.

Significant for Employee Services and the Legislative Assembly is the resolution of a long term risk in the correction of leave balances and potential leave liability, and providing staff with correct information of their leave entitlements. Over the past three years this had become increasingly unreliable in the old human resources information system (HRIS) and a large amount of resources were expended on manual audits and leave reconciliations. The upgraded system has proved more reliable, user friendly and will release staff resources to other system and service improvements areas, as identified in the internal audit report on personnel management.

The HRIS will also more effectively report workforce metrics and other reporting requirements to Premier's Department (annual workforce profile) and Treasury (quarterly full time equivalent staff numbers) as well as internally for EEO reports and workforce management.

# year in review

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The new SAP system was completed on 18 June 2004 on schedule and on budget at a cost of \$809,000 for which supplementary funding was provided by Treasury.

## **AUDIO VISUAL IMPROVEMENTS**

The 2003/04 year saw the completion of a number of projects aimed at improving the audio visual coverage of the House and its committees.

Audio visual equipment has now been installed in the Jubilee Room, which enhances the coverage of committee hearings. These hearings can now be broadcast through the in-house television system.

As far as the Chamber is concerned, the media matrix computer controlled audio system which is used for the television system has been upgraded, permanent cable from the control room was installed to improve the feed to the level 5 media suites, and DVD recorders (with hard disks) were purchased to replace the video cassette recorders used to record the proceedings in the control room and in the Library media monitoring room.

Significantly, in October 2003, a consultant was employed to prepare a cost estimate for the replacement of the entire sound system in the Chamber. There are currently a number of acoustic difficulties being experienced with the sound system in the Chamber. These difficulties, as identified by the consultant, include the following:

- Members who speak softly from the Table, or who turn away from the microphones are not being heard by other members, visitors in the galleries, nor by *Hansard* reporters;
- The onset of acoustic feedback limits the amount of sound amplification that can be provided;
- The tonal balance is sufficiently poor to cause difficulties with intelligibility; and
- There is some difficulty in providing sufficient amplification for occupants of the Chair.

There were a number of other issues that were identified that, together, made the upgrade project a difficult assignment. These included the fundamental design flaws in the existing loudspeaker system, architectural and heritage requirements, the acoustic environment, a wide variety of seating locations, the wide variety of speaking styles and the need for good intelligibility under all circumstances.

The appointed managers for the project, Acoustic Directions, completed some preliminary work in 2003/04 and funding has been identified for the completion of this project in 2004/05.

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

### **OCCUPATIONAL HEALTH AND SAFETY**

#### **Occupational health and safety strategic implementation plan**

The occupational health and safety strategic implementation plan was developed for the first time as a single document across the Parliament in December 2003 and has been reported against to the Clerks. The plan reinforces the consultative approach to identifying, assessing and controlling workplace risks and recognises that to be effective, occupational health and safety should be integrated into normal business activities. The priority areas for actions were:

- Review of policies and procedures;
- Consultative mechanisms;
- Risk assessment;
- Training; and
- Injury management.

#### **Occupational Health and Safety Committee**

The Occupational Health and Safety Committee provides a consultative forum for employee and management representatives to monitor, review and make recommendations to ensure the health and safety of employees at Parliament House, committee offices and the electorate offices.

The Occupational Health and Safety Committee has introduced an intranet page to list safety information, including minutes of the Committee. Recognising that electorate offices are a completely separate working environment, the two electorate officers on the Committee surveyed a group of employees on their occupational health and safety concerns. The electorate office representatives, as a consequence of the survey, have introduced a newsletter for electorate staff that focuses on relevant safety issues.

The Committee has an ongoing program of workplace inspections to support managers in identifying and assessing risks in their areas of control. The Committee submits inspection reports to the Clerks and relevant managers, making recommendations for improvements where necessary.

#### **Occupational health and safety in electorate offices**

There have been a number of initiatives promoting occupational health and safety in electorate offices during the reporting period:

- Each month relevant material is published in the Legislative Assembly newsletter *Assembly Lines*, which is sent to all electorate officers;
- The Speaker and the Clerk routinely canvass occupational health and safety issues during their visits to electorate offices;

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- The tagging and testing of all electrical devices in electorate offices has been completed;
- Inspections are being carried out by Healthquest and other providers (see below); and
- A new database has been commissioned in which to record repairs, maintenance and other issues arising from the inspections. A monthly report is generated from this system (see below).

## **Occupational health and safety inspections/database**

Under the *Occupational Health and Safety Act* the Legislative Assembly, the Speaker and the Clerk and all members are required to ensure that premises under their control are safe and without risks to health. As a result, a safety audit and training program is being delivered over a four year rolling cycle to all electorate offices.

All members are encouraged to be present during these audits to raise their awareness of occupational health and safety issues and their responsibilities in relation to electorate offices. Following the inspection, a report of findings and recommended corrective actions are referred to the member, electorate officers, Members' Services and other relevant officers for required action. All risks identified are addressed in accordance with the priority determined by the occupational health and safety professionals who undertake the assessments. Some items, which are ranked as low priority, may be deferred depending on budgetary constraints and other routine maintenance priorities.

This year funding was allocated for occupational health and safety inspectors to visit and make reports on 26 electorate offices. This task was contracted out to several companies.

A database has been constructed for Members' Services to log and keep track of the progress of the repairs and maintenance tasks that come out of the reviews. It is anticipated that around 25 offices will be inspected each financial year on a cyclical basis.

## **HEALTH AND WELFARE ACTIVITIES**

Health and welfare activities during the reporting period included:

- Maintaining statistics on the 80 staff injuries and 3 near misses registered throughout the year;
- Organising voluntary influenza vaccination for members, ministerial and staff at Parliament House (99 people participated in the programme);
- Organising worksite assessments to facilitate reasonable adjustment requirements for staff;
- Providing lunch time information sessions regarding health and welfare topics;
- Providing advice and assistance on ergonomics and occupational health and safety issues for staff at Parliament House and electorate offices; and
- Providing an Employee Assistance Program and promoting its services to members and staff.

## **INJURIES AND WORKERS COMPENSATION CLAIMS**

The total number of reported injuries for all parliamentary staff during the financial year was 83, including three near miss reports.



Most injuries were on site at Parliament House with 58 injuries. There were also 11 pedestrian accidents that occurred outside of work premises. A brief description of injuries over the reporting period is as follows:

- 23 injuries were in the category of slips, trips and falls
- 16 injuries were from contact with objects
- 25 injuries from lifting/pushing (body strain)

There was one incident of work-related stress. There was an increase in injuries resulting in workers' compensation claims, up to 30 claims from 23 last financial year. Costs were significant in three of these claims.

## **REHABILITATION SERVICES**

Return to work plans directly supported 20 new rehabilitation programs for injured employees, a process which involved liaison with treating doctors, managers and/or our insurer.

The normal expectation is for a timely, safe and durable return to work for employees following work place injuries.

Success of this program depends on early intervention by the Parliament's Return to Work (Rehabilitation) Coordinator and the provision of suitable duties with the support of the Clerks and the managers of all departments and sections. Flexible work practices and staff leave entitlements also facilitate return to work programs for employees with non-work related illnesses or injuries. Sixteen cases required ongoing return to work programs and several worksite ergonomic assessments were organised for reasonable adjustment cases.

## **SECTOR WIDE RETURN TO WORK COORDINATORS NETWORK**

A significant new strategy was developed through 2003/04 with potential benefits across the public sector when the Legislative Assembly and Parliament organised a meeting of NSW public sector return to work coordinators in conjunction with the Treasury Managed Fund (TMF). An initial meeting with guest speakers from TMF and GIO workers compensation was well attended. A very positive response to the initiative has led to the Legislative Assembly agreeing to host and coordinate the group through 2004/05.

A series of meetings, guest speakers and networking will be facilitated and more formal structures of the group will be investigated.

The group has identified the needs and interest of the group as:

- Discussing new ideas and strategies that work in other workplaces;
- Broadening the knowledge of participants;
- Return to work programs, issues and strategies for casual employees, small agencies, older workers and psychological injury;

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- Making best use of consultants;
- Better use of technology; and
- Expanding potential return to work programs across agencies.

## **PROFESSIONAL DEVELOPMENT/SUCCESSION PLANNING**

### **Chamber experience for committee managers**

In accordance with the Department's succession planning strategy an expression of interest proposal was presented to committee managers for work as a Clerk-at-the-Table. In February 2004, after interview, two managers, Ms Helen Minnican and Mr Russell Keith, were included in the Chamber roster.

### **Procedural training for project officers**

As a part of the training and development of committee project officers a new initiative was taken during the year to round out the development of project officers with procedural training. This was done by way of workshops commencing with the ANZACATT Seminar and then roughly once a month covering various areas of parliamentary practice and procedure of the Legislative Assembly.

### **Participation of non-Chamber staff in ANZACATT Professional Development Seminar**

As the host Parliament of the ANZACATT Professional Development Seminar in January 2004, the opportunity was taken to invite a number of non-Chamber staff to participate in seminar proceedings as a part of their professional development.

### **Committee project experience**

The Parliamentary Officer – Research, Ms Stephanie Hesford, worked as Project Officer to the Public Accounts Committee enquiry into academics paid outside work, drafting the report.

## **Goal 5 Public awareness**

### **DISABILITY ACTION PLAN**

The Disability Action Plan was approved in 2001, and together with guidelines for best practice customer service for people with disabilities, was published on Parliament's intranet, with an abridged version on the Parliament's website. The plan has now lapsed with most strategies having been achieved. All strategies relating to physical access to Parliament House were completed or exceed the objectives of the plan.

Measures implemented during the year include:

- The construction of a horizontal area for wheelchairs (with space being provided for four wheelchairs) in the Theatrette; and
- The realignment of the access ramp to comply with the Australian Standard.

Over the reporting period, the review of the Disability Action Plan was to have focused on employment strategies for people with disabilities, but this has been deferred due to limited staff resources.

## **EDUCATION AND COMMUNITY AWARENESS PROGRAMS**

The Department has continued to support an ever-increasing number and variety of users of the Parliament, extending the facility into the community through education and community awareness programs.

Support for teachers and the educational fraternity continues with programs coordinated and run through the Chamber & Support Services and Parliamentary Education and Community Relations Section. A visit to the Parliament is now a necessary part of some school curricula and tour services have actively extended into catering for students studying English as a second language (ESL) this year.

The Department has continued to actively promote the significance of the Parliament through its participation in programs presenting the historical significance of the Parliament to the community. These include programs such as the Australia Day Open Day and *Return to the Rum Hospital* tours conducted in conjunction with the Historic Houses Trust, as well as the Heritage Week and the Eastside Precinct functions that attract approximately 10,000 visitors each year.

Other facilities such as the Theatrette, the Jubilee and the Parkes Rooms, together with the general meeting and committee rooms continue to be used by both government and community groups for programs and public events, including book and other launches, seminars, briefings, familiarisation programs, workshops, exhibitions and promotions. In addition, the Speaker has approved the use of the Parliament's facilities to the Chamber for mock parliaments and debating sessions.

## **TOUR PROGRAMS**

As reported previously a rationalisation of the tour services to account for group differences resulted in a slight decrease in the number of visitors. Groups continue to be separated according to age, ability and specific interests and are limited to specific numbers of participants in order to facilitate interaction and rapport between students and the tour officer.

Role plays continue to be the most valuable teaching mechanism, particularly for primary school-aged students, with bookings having to be made months in advance because of demand. When using role play as the training medium, primary school students are offered one of the following bills for debate as an example of the passage of a bill:

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

## year in review

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Tours are also available to TAFE and ESL students, and in an effort to enhance the learning process parliamentary language is kept to a minimum with all student groups.

For the second year the Assembly provided interpreter services through the Deaf Education Network to support visits enabling students and teachers with hearing difficulties to participate in the tour program, including role plays. The feedback in this area has been very positive and it is expected that this aspect of the tours program will expand significantly in coming years.

The on-line booking facility through the Parliament's website continues to be accessed by teachers, providing an opportunity for teachers to make tentative bookings which are later confirmed by tour services coordinators. Once confirmed, teachers are advised of the confirmation and receive a schools information pack or resource kit containing material explaining the roles of Parliament, Government, each House, the role of members and officers of the House, and historical material on the history and establishment of the Parliament. The information contained within the schools pack is also readily available through the Parliament's website.

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

<b>Group Type</b>	<b>No. of Visitors</b>	<b>No. of Groups</b>	<b>Average No. of Visitors per Group</b>
Primary Schools (Years K-6)	13,421	267	50
Secondary Schools (Years 7-12)	6,643	167	40
Special Schools	65	3	22
ESL Colleges/ TAFE	1,588	83	19
Universities	552	25	22
Business Colleges	190	11	17
Probus Clubs and Seniors Groups	700	27	26
Members' Guests	2,052	44	47
Education and Community Relations	3,386	55	62
Others	1,284	60	21
<b>Total</b>	<b>29,881</b>	<b>742</b>	<b>40</b>

The Department's educational programs strive to provide relevant information through enjoyable presentations that are stimulating to both individuals and groups.

As in previous years the Department has continued to work with other State and Commonwealth Departments and authorities, local government, private and professional institutions, community organisations and groups, and other Parliaments to ensure a better understanding and appreciation of the operations of government and the Parliament.

## **SCHOOL LEADERSHIP PROGRAM**

The School Leadership Program operates in conjunction with the Governor's Office, the Department of Education of Training, the Catholic Education Commission and the Association of Independent Schools. In 2003/04, 1,020 students from 464 schools participated over 10 days, with 83 attendances by members.

## **FORUM SERIES**

Two forums were conducted in the Legislative Assembly Chamber. These one-day programs involve conducting issues-based mock Parliaments, and, in all, approximately 150 Year 10 students from 25 schools were involved.

## **WORK EXPERIENCE STUDENTS**

In 2003/04, 11 students were placed within the Parliament, including six Year 11 Vocation Education and Training students and five Year 10 Work Experience students.

## **PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS**

The Education and Community Relations Section, in cooperation with the education sectors, conducted four primary *Making Civics and Citizenship Work* seminars, four *Civics and Citizenship Strategies for Stage 5 History* seminars, three history and civics courses for primary teachers, and a range of other professional development activities. In all some 820 teachers took part in 35 days of teacher activities at Parliament House. All of these involved information about and/or visits to the Legislative Assembly.

## **UNIVERSITY INTERNS**

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

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

## **INFORMATION AND PUBLIC AWARENESS PROGRAMS**

Legislative Assembly members played an important part in the Education and Community Relations Section's programs to increase community awareness of Parliament. These generally involve an information session, a public forum with members and a visit to the Houses at sitting times. In 2003/04, six sessions of *A Little Night Sitting* were conducted, together with a daytime version for the University of the Third Age. More than 400 members of the public attended these sessions. The Section also conducted 12 two-hour workshops for students in English for Speakers of Other Languages (ESOL) covering voting, parliamentary procedure, and role plays in the Legislative Assembly Chamber. Some 550 students from 30 institutions participated.

# year in review

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One new public awareness program was the *Return to the Rum Hospital* full day tour, of which four were run in conjunction with the Historic Houses Trust. These attracted 120 participants. The Education and Community Relations Section also initiated a new Workers Education Association course of six weekly sessions of two hours each, called *Corridors of Power*, which was fully booked and highly successful. Sessions and visits were also conducted for several other Workers Education Association courses.

Two Government Familiarisation Seminars for business were also conducted by the Section, as well as several smaller seminars for government agencies.

## **PROVISION OF INFORMATION TO AGENCIES AND TO THE PUBLIC**

Throughout the year, the Department handled many public enquiries, as well as providing information to other Parliaments, the Government and the media. Some notable examples were:

- Advice to CATS (Canadian Clerks at the Table list server) on the Committee of the Whole and right of the Speaker to vote in committee (July 2003)
- Advice to the Victorian Legislative Council on the adjournment debate (July 2003)
- Advice to the House of Representatives Privileges Committee on citizens' right of reply (July 2003)
- Briefing note for the Parliament of Scotland on committee procedure for private meetings (September 2003)
- Advice to the Parliament of Scotland on travel policy and guidelines (September 2003)
- Advice to the West Australian Legislative Assembly on members' absence, leave and contempt (September 2003)
- Briefing paper for the Victorian Legislative Assembly on appropriations from the Consolidated Fund in NSW (September 2003)
- Information for the ACT Legislative Assembly on their proposed move to a 4 year maximum term (September 2003)
- New pamphlets printed on the code of conduct and pecuniary interest register for members; preparing committee submissions; information for witnesses and the Parliamentary Ethics Advisor (October 2003)
- Advice to the South Australian House of Assembly on prorogation (October 2003)
- Response to CATS questionnaire on Question Time and participation of Government members (November 2003)
- Advice to the Victorian Legislative Assembly on guidelines for parliamentary friendship groups (December 2003)
- Fact sheet and information pamphlet on committees updated to include information on the Valuer General and Privileges committees (January 2004)
- Comments to the Commonwealth Parliamentary Association on the appointment of all government members to a Cabinet and whether this impinges on role of Parliament in monitoring the executive (February 2004)

- Information collected for Australian jurisdictions on use of computers in the Chamber (February 2004)
- Advice to the United Kingdom Parliament regarding transgender legislation (March 2004)
- Response to CATS questionnaire on the role of Speaker in relation to physical confrontation in parliamentary precincts (May 2004)
- Response to CATS questionnaire on parliamentary committees and Crown Corporation appointments (June 2004)

## **PROVISION OF SERVICES TO OTHER AGENCIES**

### **Alcohol Summit**

A summit on the issue of alcohol was held at Parliament House from 26 to 29 August 2003. The summit was attended by members and a wide range of departmental, ministerial, key interest and industry groups. As has occurred with previous summits, all parliamentary sections and departments supported the summit, providing secretariat Chamber staff to assist with the plenary sessions, the working groups, and the drafting and consideration of a the final communiqué. Information on the summit can be found on the Government website at [www.alcoholsummit.nsw.gov.au](http://www.alcoholsummit.nsw.gov.au).

### **Sydney Futures Forum**

In May 2004, the Minister for Infrastructure and Planning and Minister for Natural Resources sponsored the Sydney Futures Forum. This forum was held at Sydney Technology Park. Arrangements were made for a number of parliamentary staff to support the Forum by providing assistance to facilitate the working groups.

## **COMMITTEES WEBSITE REDESIGN PROJECT**

A steering committee, consisting of both Legislative Assembly and Legislative Council committee staff, was established in January 2004 to commence a project to redesign the Committees section of the Parliament's website.

A number of problems were identified by the steering committee:

- Cumbersome layout of the current website;
- Inaccessible to unfamiliar users, who often experienced difficulties in navigating the website and locating specific items;
- The search function on the Parliamentary Committees Search page was problematic;
- The web page URLs were too long and complicated as a result of them being extensions of the central Parliament site URL; and
- The archives section containing previous reports was confusing to navigate and large reports were very difficult to download.

# year in review

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Some of the features of the proposed redesigned website are as follows:

- The layout will present most of the data in a series of user-friendly tables;
- Links to other areas of the Committees website will be clearly discernible and site navigation more straightforward;
- Accessing specific committee pages will be made simpler by users being able to sort committees by their type (e.g. Assembly, Joint and Council). Similarly, users will be able to sort current committee inquiries (by committee type, inquiry status and committee) and committee reports tabled in the current Parliament (by date, report title, committee and inquiry);
- The Parliament's home page will feature up-to-date information on hearings, submissions and reports, as well as a calendar highlighting various committee events; and
- All committees will have their own URLs.

It is expected that the new site will 'go live' by late August in time for the spring sittings 2004.

## **CORPORATE IMAGE PROJECT**

The Legislative Assembly completed the implementation of its corporate image project, which was commenced in the previous year with the loading of the new corporate font [Trade Gothic] and the loading of templates onto staff computers. The template for committee reports was also fine-tuned during the year.

## **EUROPEAN UNION ENLARGEMENT CELEBRATORY DINNER**

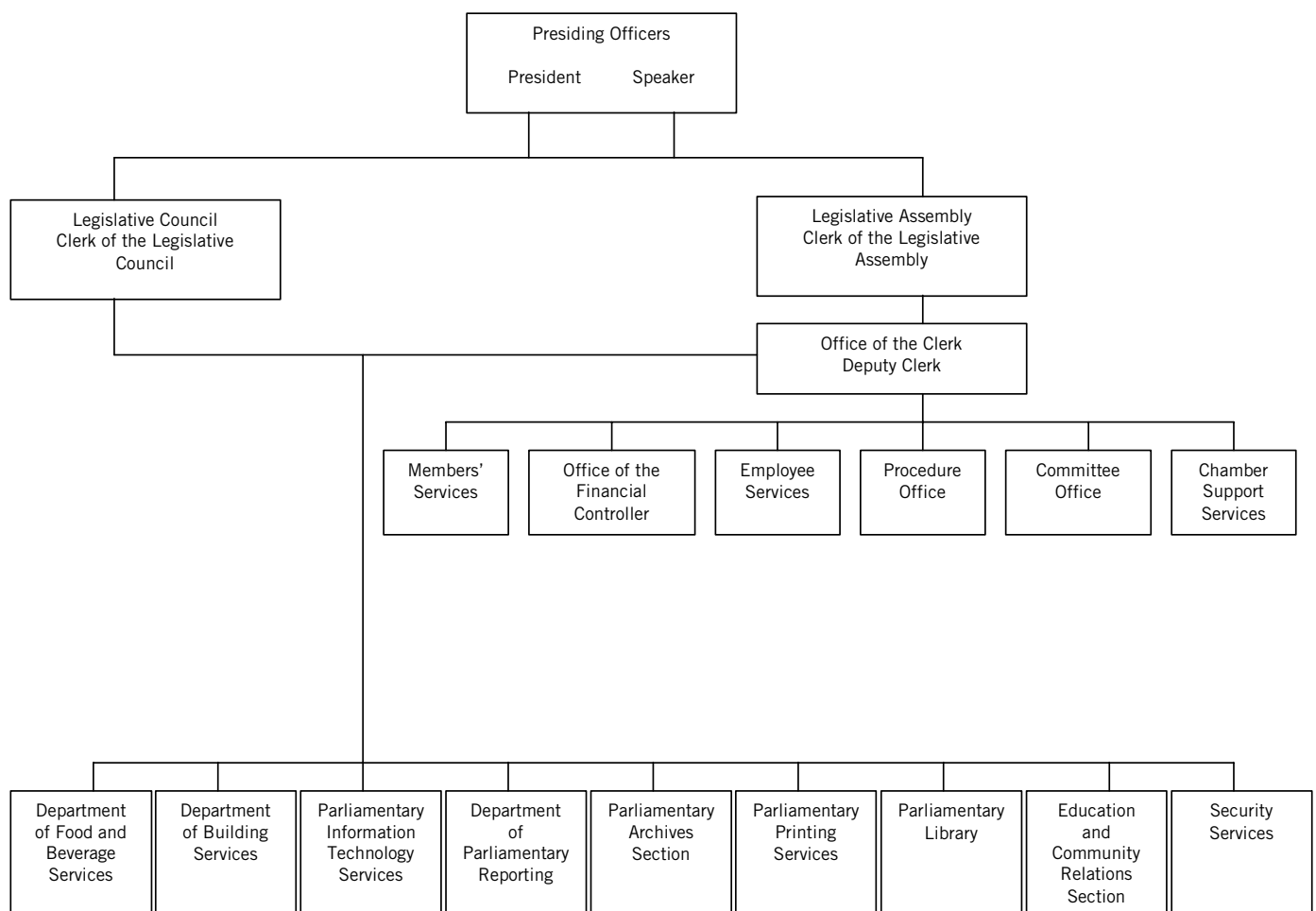
The Presiding Officers hosted a dinner on 10 May 2004 to celebrate the enlargement of the European Union, which took place on 1 May 2004. The Speaker chaired an organising committee consisting of Consuls General and community representatives of the accession countries. The dinner was conducted on a cost recovery basis and was attended by 361 guests. Guests of honour at the dinner were the Hon James Spigelman, Chief Justice of NSW and His Excellency Piergiorgio Mazzochi, Ambassador and Head of Delegation of the European Commission.



# structure and management 2003/04

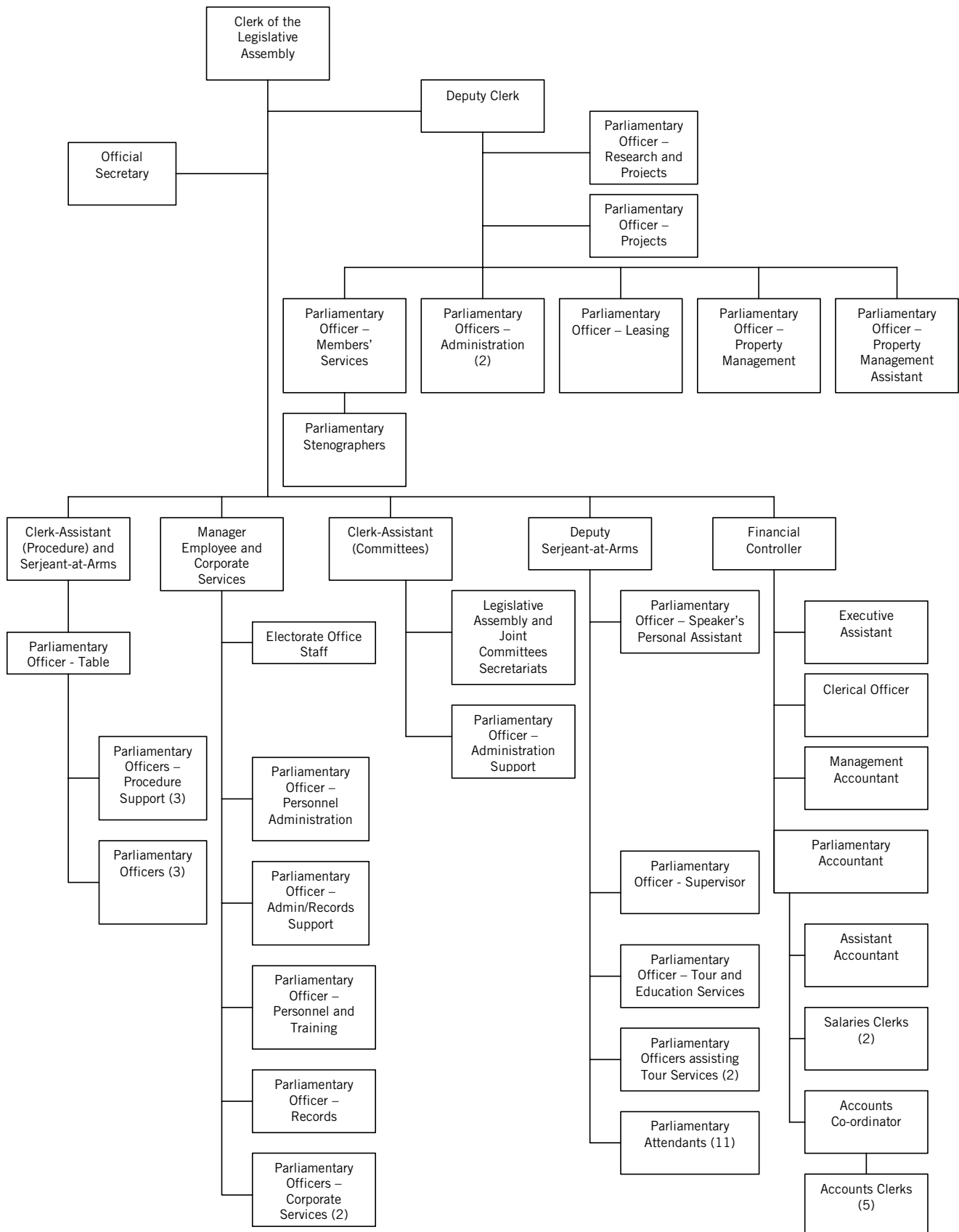
The Speaker of the Legislative Assembly and the President of the Legislative Council are responsible for the management of their respective House Departments and are jointly responsible for the overall management of the Parliament. In addition to the two House Departments, there are nine joint services.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

## ORGANISATION CHART PARLIAMENT HOUSE



# structure and management

## ORGANISATION CHART LEGISLATIVE ASSEMBLY



**STAFF**

*Senior staff as at 30 June 2004:*

Russell David Grove, BA, PSM  
Clerk of the Legislative Assembly

Mark James Swinson, BA, BLegS  
Deputy Clerk of the Legislative Assembly

Leslie Eric Gönye, MA  
Clerk-Assistant (Committees)

Ronda Mary Miller, BA, Dip Lib, BLegS, MBT  
Clerk-Assistant (Procedure) and Serjeant-at-Arms

Elaine Schofield, BEc, Grad Dip Employee Relations  
Manager, Employee and Corporate Services

Gregory John McGill, FCPA, ACIS  
Financial Controller

Gregory Edward Kelly  
Deputy Serjeant-at-Arms

**PARLIAMENTARY MANAGEMENT MEETINGS**

The parliamentary management meetings are held each month (except in January) to provide a forum for the 14 managers to exchange views and discuss a wide range of issues relevant to the functioning of Parliament House. The Financial Controller provides a detailed written financial report prior to the meeting, which is discussed at the meeting. In addition, in 2004 a monthly occupational health and safety report has been prepared for presentation and discussion at the meeting. The chair of the meeting rotates between the Clerks on a calendar year basis.

There were 11 meetings held in 2003/04 and attendances were as follows:

<b>Parliamentary Officers</b>		<b>Alternate</b>	
Mr Russell Grove Clerk of the Legislative Assembly	11		
Mr John Evans Clerk of the Legislative Council	7	Mr Mike Wilkinson	4
Mr Mark Swinson Deputy Clerk of the Legislative Assembly	10	Mr Leslie Gönye	1

# structure and management

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Ms Lynn Lovelock Deputy Clerk of the Legislative Council	nil		
Mr Rob Brian Parliamentary Librarian (long service leave from 6 April 2004 prior to retirement on 30 June 2004)	7	Ms Kate Curr	1
Mr Greig Tillotson Acting Parliamentary Librarian	3		
Mr Robert Walker Manager, Parliamentary Building Services	8	Mr Matthew Lowe	3
Ms Judith Somogyi Editor of Debates	11		
Mr Greg McGill Financial Controller	8	Mr Tom Halpin	3
Mr David Draper Manager, Food and Beverage Services	8		
Mr Robert Lawrie Manager, Parliamentary Archives	7		
Mr Garry Kabakov Business Unit Supervisor, Printing	10		
Mr Graham Spindler Manager, Parliamentary Education and Community Services	9		
Mr Ali Shariat Manager, Information Technology Services	10	Mr Neil Dammerel	1
Mr Rob Stefanic Acting Manager, Parliamentary Security Services	4		
Mr Morgan Andrews Manager, Parliamentary Security Services (appointed 12 December 2003)	4		

Matters discussed at the meetings included:

*July* – separation of employment payments following March 2003 General Election, sale of Library books, risk management review 2002/03, cultural awareness training, staff freeze/PSA position, salary sacrifice for staff, Australian Tax Office review of GST returns, Parliamentary Remuneration Tribunal Determination, in-house telephone directory, fraud audit, Legislative Assembly logo, security proximity cards, video surveillance.

*August* - Alcohol Summit, displaced staff, replacement of high speed copiers, Joint Services annual report, insurance premiums for Parliament House, internal audit reviews of financial management, payroll and purchasing and accounts payable, meeting with Treasury officials concerning the base budget review submission, asset acquisition, funding for redundancy payments, SAP upgrade and asset management plans, contract management and the internal phone book, parking fees.

*September* – Alcohol Summit, internal phone book, new phone queuing system for the IT Help Desk, Audit Committee terms of reference, 2003/04 audit plan, base funding review, SAP upgrade and training, salary sacrifice for staff, Joint Services annual report, security threats, emergency evacuation drills, disaster recovery.

*October* – budget process changes, fire sprinkler water tank collapse, new format for occupational health and safety reports.

*November* – budget cycle and submission deadlines, re-keying of offices, sprinkler tank collapse (insurance claim), water savings strategies.

*December* – outstanding parking fees, supplementation for SAP upgrade, sprinkler tank, internet usage monitoring software, code of conduct for staff, results and services plan, salary sacrifice, internal phone book, risk management audit.

*February* – LSA and EMA expenditure, asset acquisition expenditure, workers compensation insurance premium adjustment, SAP upgrade, results and services plan, generation of financial reports, Foxtel channels, asset acquisition 2004/05.

*March* – access rights to SAP/printing of monthly reports, expenditure levels, sprinkler tank, internal audit report on corporate planning and governance and consequential changes to management reports and meetings, results and services plan, accounting manual, salary sacrifice.

*April* – salary sacrifice update, accounting manual, sprinkler tank and petrol storage tank, gas bottle spill, base budget review, PSA salary claim, Food and Beverage update report, ITS update report, phone cameras/mobile phones.

*May* – salary sacrifice, accounting manual, sprinkler tank, expenditure level/cash flow issues, lease of equipment, 2004/05 budget allocation, risk management, Building Services update report, Security Services update report.

*June* – salary sacrifice, cash flow issues, building maintenance plan, SAP update, supplier invoices and end of year arrangements, pay periods 2004/05, results and services plan.

# structure and management

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## **SALARY MOVEMENTS**

The Crown Employee (Public Sector Salaries January 2002) Award granted a 5% salary increase on 4 July 2003 to staff of the Legislative Assembly. This award covers most staff of the Legislative Assembly. Senior parliamentary officers salaries were also increased by 5% from 4 July 2003.

The Parliamentary Reporting Staff Salaries Award provided for 16% salary increases from 2000 to 2003 in line with the public sector award above. The award increased salaries of the *Hansard* reporting staff by 5% from 4 July 2003.

The Statutory and Other Offices Remuneration Tribunal determination of 6 September 2003 increased the salary of the Clerk of the Legislative Assembly and the Deputy Clerk of the Legislative Assembly by 4% from 1 October 2003.

## **EQUAL EMPLOYMENT OPPORTUNITY**

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

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

The Legislative Assembly has 96 positions and the Electorate Offices (Members Program) 194 positions. The statistics are heavily weighted by the electorate officers in the range of salary \$42,000 to \$68,000. Electorate officers are nominated personal appointments by the members. The report also includes positions from the Parliamentary Library, Security Services, Printing Services, Reporting Services, Education and Community Relations and Archives Sections, which are administratively supported by the Legislative Assembly.

The weighted estimate statistics for the year ended 2004 for the EEO target groups:

<b>Descriptor – target group</b>	<b>Legislative Assembly</b>	<b>Public sector target (%)</b>
Women	70%	50%
Aboriginal and Torres Strait Islander (ATSI)	2.7%	2%
English is not the first spoken language as child	13%	20%
People with disability	5%	12%
People with disability requiring workplace adjustment	0.6%	7%

## RISK MANAGEMENT

In February 2004, the Risk Management Project Officer indicated that due to increasing work commitments she was unable to continue in the risk management role.

In her last report to the Audit Committee, the project officer reported that monitoring of progress in dealing with the major and high-level risks identified during the risk assessment review had been ongoing since November 2003, through the mechanisms of monthly reports by Managers and the Heads of Department (HODS) meetings.

As at February 2004, the status of the risk management program was as follows:

1. All of the significant risks with a residual risk score of “high” or greater have received attention by senior management.
2. Generally, progress has been made to varying degrees in respect of all of the major and high-level business risks, with one or two exceptions eg adequacy of human resources in Food and Beverage Services and Archives.
3. In some cases the capacity to which progress can be made against some of the major and high-level risks depends upon Treasury support and approval for budget enhancement and other proposals. The funding shortfalls were identified in the Parliament’s base budget review submission to Treasury but not totally funded in 2004/05.
4. There remains a need to ensure that work continues with respect to business continuity planning, particularly in relation to the information technology area.
5. Disaster recovery planning remains an issue in need of priority attention although some progress has been made in the review and redrafting of disaster recovery documentation and the initial stages of the internal audit review of business continuity planning, to be conducted by Deloitte.
6. Program management continues to be problematic for managers, although senior management is attempting to provide some assistance in this area, for example, by facilitating a simple reporting mechanism (e.g. managers’ monthly reports).
7. The risk treatments/controls that have been adopted reflect various factors relating to the Parliament, including staffing levels, budgetary constraints and physical environment.

There are a number of issues that must now be considered in the further development of risk management.

- To date, the coordination of risk management and the provision of executive support for the project has been sourced internally using interested staff members. This approach to the management of the project has been sufficient for the risk management exercises completed to date.
- Experience has shown that external assistance and review usually serves as a catalyst for new risk management initiatives and improved focus by business unit managers. The benefit of such input is that a small organisation such as the Parliament can draw on expertise not available internally.

Regular reports on the progress made to date are provided to the Audit Committee, which has an ongoing role in monitoring developments in this area and actions taken.

# structure and management

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## **INSURANCE**

The Legislative Assembly's insurance cover is provided by the NSW Treasury Managed Fund (TMF). This is a self-insurance scheme for NSW budget sector government agencies including the Parliament of NSW. Cover is provided for the following categories of insurance:

- Workers Compensation;
- Liability;
- Motor Vehicle;
- Property; and
- Miscellaneous (includes members' personal accident, travel and misappropriation of funds insurance cover).

During the reporting period a total of 29 workers' compensation claims were lodged by parliamentary employees compared with 28 for the previous 2002/03 financial year. The average cost of these claims was \$8,729 (\$3,238 in 2002/03).

Property insurance claims continued to increase as a result of an increase in vandalism attacks on Legislative Assembly electorate offices, together with the loss and theft of portable electronic equipment including mobile telephones and notebook computers. Of the 38 claims lodged by the Parliament during the year, 29 involved the Legislative Assembly at an average cost per claim of \$1,164, which compares favourably to the overall Parliament average of \$2,931.

For the three remaining categories of insurance, one miscellaneous claim for \$892 was made, while there were no motor vehicle or liability claims recorded by either the Legislative Assembly and the Parliament.

## **PARLIAMENTARY SERVICE AWARDS**

The Parliamentary Awards Scheme recognises staff who have achieved 10 years of service and multiples of five years of service thereafter. At a function on 20 November 2003, the Speaker and the President presented the following staff members with an award:

### **25 years of service**

Leslie Gönye — Legislative Assembly

### **20 years of service**

Greg Thomas — Hansard

Lynn Sparks — Murrumbidgee Electorate Office



## **15 years of service**

Catherine Watson — Legislative Assembly  
Jeff Page — Legislative Assembly  
Ronda Miller — Legislative Assembly  
Jim Jefferis — Legislative Assembly  
Caterina Sciara — Building Services  
Maria Salinas — Building Services  
Espa Klonaris — Building Services  
Peter Dewar — Building Services  
Angela Teklic — Food & Beverage Services  
Maureen Morgan — Food & Beverage Services  
Stephen Blair — Food & Beverage Services  
Carlos Andrade — Food & Beverage Services  
Robert Anderson — Food & Beverage Services  
Louise Hanna — Information Technology Services  
Graham Sellwood — Library  
Paula Spencer — Wagga Wagga Electorate Office  
Noeline Sinclair — Illawarra Electorate Office  
Toni Graham — Ballina Electorate Office  
Ray Carter — Gosford Electorate Office  
Joan Andrew — Baulkham Hills Electorate Office

## **10 years of service**

Jason Reodique — Legislative Assembly  
Suzanne Fosbery — Legislative Council  
Melissa Nalder — Legislative Council  
Maria Evans — Building Services  
Scott Hoskin — Building Services  
Ayse Ali — Building Services  
Liberta Attard — Building Services  
Judith Sears — Hansard  
Karen Turner — Hansard  
Ian Watton — Library  
Sue Wilson — Library  
John Wilkinson — Library  
Mark Sheehan — Library  
Gareth Griffith — Library  
James Baker — Security Services  
Owen McLachlan — Security Services  
Vicki Bargashoun — Campbelltown Electorate Office  
Janine Adams — Riverstone Electorate Office  
Amanda Hayes — Southern Highlands Electorate Office  
James David — Granville Electorate Office

# structure and management

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## **STAFF ESTABLISHMENT AS AT 30 JUNE 2004**

### **Office of the Clerk**

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

### **Office of the Speaker**

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

### **Procedure Office**

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

### **Committees**

Clerk Assistant (Committees)  
Parliamentary Officer – Administrative Support (0.2)  
Committee Managers (x7)  
Project Officers (x7)  
Research Officer (ATSI Cadetship)  
Committee Officer (x6)  
Assistant Committee Officer (x6.6)

### **Office of the Financial Controller**

Financial Controller  
Parliamentary Accountant  
Management Accountant  
Assistant Accountant  
Accounts Coordinator  
Payroll Supervisor  
Salaries Clerk  
Accounts Clerk (x5)  
Executive Assistant  
Clerical Assistant

**Members' Services**

Parliamentary Officer – Property Management (x1.6)  
Parliamentary Officer – Property Management Assistant  
Parliamentary Officer – Administration (x2)  
Parliamentary Officer – Members' Services  
Parliamentary Officer – Property Assistant  
Parliamentary Stenographers (x7)

**Employee Services**

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

**Attendant Services**

Deputy Serjeant-at-Arms  
Attendant Grade 4 (x1)  
Attendant Grade 3 (x5)  
Attendant Grade 2 (x4)  
Attendant Grade 1 (x4)

**Electorate Offices**

Electorate Officer grade 2 (x94)  
Electorate Officer grade 1 (x94)  
Research Assistant (x6) (offices of Independent members only)

**TOTAL ESTABLISHMENT (FTE): 290**

# committees

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## **STANDING ORDERS AND PROCEDURE COMMITTEE**

*Members:* Hon John Aquilina MP (Chairman); Mr Alan Ashton MP; Mr Andrew Fraser MP; Mr Daryl Maguire MP; Mr Gerard Martin MP; Mr John Mills MP; Hon John Price MP; Hon Carl Scully MP; Mr Andrew Tink MP; Mr John Turner MP.

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

### **Activities 2003/2004**

The committee did not meet during the period 1 July 2003 to 30 June 2004.

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

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

*Secretariat:* Ms Helen Minnican (Committee Manager); Ms Pru Sheaves (Project Officer); Ms Hilary Parker (Committee Officer); Ms Jennifer McVeigh (Assistant Committee Officer to November 2003); Ms Kylie Rudd (Assistant Committee Officer from January 2004).

### **Reports and Highlights**

The committee tabled three reports on its annual general meetings with the bodies it oversees:

1. *Fifth General Meeting with the Inspector of the Police Integrity Commission*, tabled 18 September 2003;
2. *Eleventh General Meeting with the NSW Ombudsman*, tabled 4 December 2003; and
3. *Seventh General Meeting with the Police Integrity Commission*, tabled 4 December 2003.

General meetings are public hearings where a wide range of issues, including statutory functions, are examined. They are one of the mechanisms used by the committee in the exercise of its oversight functions.

On 19 November 2003 the committee received a briefing from the Ministry for Police on the review of the *Law Enforcement (Controlled Operations) Act 1997*.

On 25 February 2004 the committee resolved to commence two inquiries:

- An inquiry into section 10(5) of the *Police Integrity Commission Act 1996*. Section 10(5) prohibits the employment by the Police Integrity Commission [PIC] of serving or former NSW police officers. On 5 May 2004 the committee resolved to extend the inquiry by examining the PIC's independence from NSW Police with respect to its role as an investigative commission focussed on the detection, investigation and prevention of police corruption and serious misconduct, and any other matter that the committee considers relevant to its inquiry. A public hearing with the PIC on the subject of this inquiry was held on 27 May 2004. The inquiry is ongoing.

- An inquiry into the PIC's jurisdiction to oversight the Protective Security Group, specifically: the functions of the PIC under ss.14(e)-(f) of the *Police Integrity Commission Act 1996*; the provision of reports to the PIC under Part 3 of the *Police Act 1990*; oversight of the conduct of NSW police officers involved in the Counter Terrorism Coordination Command; and any other matter that the committee considers relevant to the inquiry. A public hearing with the PIC on the subject of this inquiry was held on 27 May 2004. The inquiry is ongoing.

The committee is awaiting the outcomes of a number of inquiries relevant to the previous committee's Access to Information inquiry, namely the reviews of the *State Records Act 1998* and the *Privacy and Personal Information Protection Act 1998* and the inquiry by the Public Accounts Committee into the *Government (Open Market Competition) Bill 2003*.

## Visits

The committee made visits of inspection to the Office of the NSW Ombudsman and the Police Integrity Commission on 10 July 2003. The visits were an opportunity for new committee members to be introduced to statutory officers and senior staff and to obtain an overview of the work of each of body.

Two committee members, accompanied by one staff member, attended the Conference of Parliamentary Oversight Committees of Corruption/Crime Agencies, held at the Parliament of Western Australia, 30 September – 1 October 2003.

## Activities 2003/2004

Reports	3
Meetings	7
Public hearings	4
Private hearings	2
Witnesses	20
Visits of Inspection	2

## COMMITTEE ON THE HEALTH CARE COMPLAINTS COMMISSION

*Members:* Mr Jeff Hunter MP (Chairman); Ms Tanya Gadiel MP (Vice-Chairman); Hon Pam Allan MP (to 16 September 2003); Mr Allan Shearan MP (from 16 September 2003); Hon David Clarke MLC; Hon Christine Robertson MLC; Hon Dr Peter Wong MLC.

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

## Reports and Highlights

The committee finalised six reports in 2003/04:

- *The 8<sup>th</sup> Meeting on the Annual Report of the Health Care Complaints Commission*, tabled November 2003;

# committees

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- *Report of the Inquiry into Procedures Followed During Investigations and Prosecutions Undertaken by the Health Care Complaints Commission*, tabled December 2003;
- *Study of International Jurisdictions*, tabled December 2003;
- *The 9<sup>th</sup> Meeting on the Annual Report of the Health Care Complaints Commission*, tabled May 2004;
- *Discussion Paper on the Health Conciliation Registry*, tabled June 2004; and
- *History and Roles of the Committee on the Health Care Complaints Commission 1994-2004*, tabled June 2004.

The committee inquiry into the role, functions and operations of the New South Wales Health Conciliation Registry is ongoing. Following the submissions and evidence received during the course of the inquiry the committee reviewed a number of issues in respect to health care complaints resolution. One issue is where the Health Conciliation Registry should sit within the framework of the health care complaint resolution system of New South Wales. As a consequence of the review it was decided that the committee should seek further submissions in this respect. Consequently in June 2004 the committee released a discussion paper to raise these issues with all interested parties. The closing date for submissions is the end of July 2004.

## **Activities 2003/2004**

Reports	6
Meetings/briefings:	14
Public Hearings	3
Witnesses	5

## **STANDING COMMITTEE ON PUBLIC WORKS**

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

*Secretariat:* Mr Ian Thackeray (Committee Manager to March 2004), Ms Carolynne James (Project Officer, then Committee Manager from March 2004); Mr Chris Papadopoulos (Committee Officer December 2003-March 2004, then A/g Project Officer March-June 2004); Ms Natasa Tomic (Assistant Committee Officer, then A/g Committee Officer to December 2003 and from March-June 2004).

## **Reports and highlights**

- *The National Conference of Parliamentary Public Works and Environment Committees - 29 June to 3 July 2003 Perth, Western Australia*, tabled November 2003.

Representatives from the committee attended the National Conference of Parliamentary Public Works and Environment Committees from 29 June to 3 July 2003. Ms Marie Andrews MP (Vice-Chair), Mr Ian Slack-Smith MP and Ms Carolynne James (Project Officer) represented the committee at the conference. The conference theme was *The Sustainability of Regional Development - addressing the triple bottom line*.

The conference examined managing regional development in an economic, social and environmentally sustainable way. Session topics included: triple bottom line analysis of economic, environmental and social impacts associated with infrastructure development, regional development, tourism, and indigenous communities.

The committee benefited from being able to discuss and see first-hand the joint efforts of government, industry and communities in delivering sustainable regional development.

- *Report: Inquiry into Energy Consumption in Residential Buildings*, tabled March 2004.

In June 2003, the committee commenced an inquiry into energy consumption in residential housing. The inquiry aimed to learn the extent and causes of increased energy consumption in residential buildings and to identify strategies to address increased energy use. The inquiry terms of reference included the consideration of strategies such as design and construction practices; rating tools; development of targets; product research; new technologies; retrofitting; consumer awareness; and education.

Key recommendations included a proposal to have 'point of sale' disclosure of the energy efficiency ratings of new homes (and eventually existing homes), particular controls on air conditioning systems and more investment in alternative energy solutions.

- *Inquiry into the Joint Use and Co-location of Public Buildings*.

In May 2004, the committee commenced an inquiry into the joint use and co-location of state and local government public buildings. State and local governments are responsible for the provision of many public buildings, from schools, police stations, and hospitals at a state level; and childcare centres, libraries and sporting facilities at a council level. The inquiry aims to explore the option of combined facilities. A call for submissions was made on 19 June 2004 in major metropolitan newspapers, with a closing date of 13 August 2004.

## **Activities 2003/2004**

Reports	2
Meetings/briefings:	10
Public Hearings	7
Witnesses	38

## **PUBLIC BODIES REVIEW COMMITTEE**

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

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

## **Reports and Highlights**

The Committee finalised one report in 2003/04:

- *Interstate Study Tour 10 – 15 August 2003*, tabled March 2004.

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The Chairman and Committee Manager attended the 2004 *Public Sector Performance and Reporting Conference*. At the conference, the Chairman delivered a paper entitled *Strategies to overcome Reluctance in Reporting Bad News: How to prepare a Robust, Client-Informative and Guiding Annual Report*.

The committee is currently undertaking an inquiry into Corporate Governance following a performance audit report by the Auditor General.

## Visitors

On 28 April 2004, the Victorian Public Accounts and Estimates Committee met with the Chairman and Project Officer as part of their visit to Sydney to take evidence in their inquiry into Corporate Governance in the Victorian Public Sector.

## Activities 2003/2004

Reports	1
Meetings/briefings:	13
Public Hearings	5
Witnesses	12

## PUBLIC ACCOUNTS COMMITTEE

*Members:* Mr Matt Brown MP (Chairman); Mr Paul McLeay MP (Vice-Chairman); Ms Gladys Berejiklian MP; Mr John Turner MP; Mr Richard Torbay MP; Mr Steve Whan MP.

*Secretariat:* Mr David Monk (Committee Manager to March 2004); Ms Vicki Buchbach (Project Officer, then Committee Manager from March 2004); Ms Christine Lloyd (Committee Officer to March 2004); Ms Stephanie Hesford (Committee Officer from March until June 2004); Ms Mohini Mehta (Assistant Committee Officer); Ms Melissa Power (Treasury secondee from September 2003 until January 2004); Mr David Daniels (Audit Office secondee from February 2004).

## Highlights

Although the traditional role of the Public Accounts Committee is to follow up reports of the Auditor-General, matters can also be referred to the committee by Ministers, the Auditor-General and the Legislative Assembly. In 2003/04, the committee was asked to inquire into three issues referred by the Treasurer and the Legislative Assembly. The committee concentrated on these inquiries, which are all close to completion.

- *Fire Services Funding*

The Treasurer requested that the committee prepare a report evaluating current and alternative fire services funding arrangements in order to make recommendations about stable funding arrangements to meet the current and future needs of the fire services. The committee has also been asked to ensure that taxpayers' contributions broadly match the level of service received and/or their fire risk. In order to give a sound basis to its recommendations, the committee has undertaken financial modelling of the impact of any proposed changes.



- *The Government (Open Market Competition) Bill 2003*

The Legislative Assembly referred to the committee the examination of the merits and impacts of the *Government (Open Market Competition) Bill*, a private member's bill. If it is enacted, the bill will expand the accountability requirements for government grants and require the publication of government contracts.

- *The Infringement Processing Bureau*

The Treasurer asked the committee to investigate issues that led to the loss of government money from fines when the Infringement Processing Bureau was moved from Parramatta to Maitland in 2002 and a new computer system for processing fines was introduced.

- *Delegations*

The committee hosted several delegations during the year, including from the Western Cape Province (South Africa), South Australia, New Zealand and Queensland.

## Reports

The Committee finalised four reports in 2003/04:

- *Report 144: History of The Public Accounts Committee 1902-2002*

This report discussed the committee's changing role in its first century of existence. In the early years, the committee focused on ensuring effective stewardship of the State's finances by examining explanations for the spending of sums without the approval of Parliament, however small they might be. In later years, the committee worked on encouraging improvements to management and accountability arrangements.

- *Report 145: Review of The Audit Office Under Section 48A, Public Finance and Audit Act 1983.*

The committee is required by legislation to commission independent reviews of the Audit Office every three years. The committee develops terms of reference for these reviews and appoints independent consultants. The most recent of these reviews was conducted by Acumen Alliance during 2003. The report contained 82 recommendations. In following up the report and the implementation of the recommendations, the committee has conducted informal discussions with the Audit Office.

- *Report 146: Inquiry into The NSW Ambulance Service: Readiness to Respond*, tabled June 2004.

The committee's inquiry followed up matters raised in the Auditor-General's 2001 performance audit of the Ambulance Service. The committee found that there is considerable scope for improvement in the management of the Ambulance Service. It recommends changes to the Service's structure and governance arrangements, enhancements to the Service's collection and publication of performance information, and improvements to Service's deployment of resources and to its training and development programs.

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- *Report 147: Annual Review 2002-03*, tabled June 2004.

This reports on the committee's activities in 2002/03, including a description of the committee's centenary celebrations. The report also describes the eight matters initially raised by the Auditor-General, which the committee examined in detail in 2002/03. It found the agencies were addressing the issues in five cases. The two inquiries where the committee made significant recommendations were about a delegation by the Minister for Health and the use by State Forests of its credit policy in regional communities.

## **Activities 2003/2004**

Reports	4
Meetings/briefings	19
Public Hearings	10
Witnesses	114

## **LEGISLATION REVIEW COMMITTEE**

*Members:* Mr Barry Collier MP (Chairman); Ms Marianne Saliba MP (Vice-Chairman); Hon Peter Breen MLC (to 11 November 2003); Ms Shelley Hancock MP; Hon Don Harwin MLC; Ms Virginia Judge MP; Hon Eddie Obeid MLC (to 3 July 2003); Hon Peter Primrose MLC (from 3 July 2003); Mr Russell Turner MP; Hon Dr Peter Wong MLC (from 11 November 2003).

*Secretariat:* Mr Russell Keith (Committee Manager); Ms Indira Rosenthal (Project Officer); Mr Mel Keenan (Project Officer from 25 August 2003); Ms Rachel Dart (Committee Officer to 28 May 2004); Ms Vanessa Pop (Assistant Committee Officer to 27 February 2004); Ms Cathy Brown (Assistant Committee Officer from 12 February 2004).

## **Scrutiny of Bills and Regulations**

The Legislation Review Committee's major functions are to scrutinise all bills introduced into the Parliament and all regulations subject to disallowance. The committee publishes its reports on bills and any regulations that warrant the special attention of Parliament in the *Legislation Review Digest*.

## **Bills**

The committee considers all bills introduced into Parliament and reports on whether the bill:

- trespasses unduly on personal rights and liberties;
- makes rights, liberties or obligations unduly dependent upon insufficiently defined administrative powers;
- makes rights, liberties or obligations unduly dependent upon non-reviewable decisions;
- inappropriately delegates legislative powers; or
- insufficiently subjects the exercise of legislative power to parliamentary scrutiny.

## Regulations

Issues the committee may consider in relation to regulations include whether a regulation:

- trespasses on personal rights;
- adversely affects business;
- is outside the objects or spirit of its Act;
- could achieve its objects by a more effective means; or
- had inadequate consultation or analysis of its costs and benefits.

On substantial issues the committee may hold hearings or seek written submissions from the public.

## Committee Summary/Legislation Review

In September 2003, the committee began its scrutiny of bills function. During the year the committee has:

- met 22 times;
- reported on 143 bills, comprising 699 pages in the *Digests*;
- adopted all reports unanimously;
- tabled 16 *Digests* (7 in 2003 and 9 in 2004);
- commented on 1 draft exposure bill (the *Criminal Appeal Amendment (Double Jeopardy) Bill 2003*);
- commented under the criteria in s 8A of the *Legislation Review Act 1987* on 108 Bills;
- written to Ministers or members regarding 47 bills;
- included 185 pages of Ministerial correspondence in the *Legislation Review Digests*; and
- had its *Digest* cited in *Hansard* in relation to 21 bills.

The committee has also:

- considered 480 regulations subject to disallowance;
- considered 58 proposed postponements of the automatic repeal of a regulation;
- drawn the special attention of Parliament to 2 regulations (*Digest* No 6 of 2004);
- requested a member to give a “protective” notice of motion of disallowance for 2 Regulations in the Legislative Council (preserving the Committee’s jurisdiction); and
- published correspondence relating to 14 regulations.

## Reports

The committee tabled 17 reports in the period 2003/04:

- *Legislation Review Digest No. 1 of 2003*, tabled 3 September 2003;
- *Legislation Review Digest No. 2 of 2003*, tabled 16 September 2003;

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- *Legislation Review Digest No. 3 of 2003*, tabled 14 October 2003;
- *Legislation Review Digest No. 4 of 2003*, tabled 27 October 2003;
- *Legislation Review Digest No. 5 of 2003*, tabled 10 November 2003;
- *Legislation Review Digest No. 6 of 2003*, tabled 18 November 2003;
- *Legislation Review Digest No. 7 of 2003*, tabled 1 December 2003;
- *Legislation Review Digest No. 1 of 2004*, tabled 16 February 2004;
- *Legislation Review Digest No. 2 of 2004*, tabled 24 February 2004;
- *Legislation Review Digest No. 3 of 2004*, tabled 8 March 2004;
- *Legislation Review Digest No. 4 of 2004*, tabled 16 March 2004;
- *Legislation Review Digest No. 5 of 2004*, tabled 29 March 2004;
- *Legislation Review Digest No. 6 of 2004*, tabled 3 May 2004;
- *Legislation Review Digest No. 7 of 2004*, tabled 11 May 2004;
- *Legislation Review Digest No. 8 of 2004*, tabled 31 May 2004;
- *Legislation Review Digest No. 9 of 2004*, tabled 21 June 2004; and
- *Report No. 1 - Operation, Issues and Future Directions*, tabled 24 June 2004.

## **Attendance at Conferences and Meetings**

In January 2004, the Committee Manager and Project Officers attended the annual conference of the Australian and New Zealand Conference of Clerks-at-the-Table (ANZACATT) at the New South Wales Parliament.

## **Activities 2003/2004**

Reports	1
Legislation Review Digests	16
Meetings	22

## **STANDING COMMITTEE ON PARLIAMENTARY PRIVILEGE AND ETHICS**

*Members:* Hon John Price MP (Chairman); Mr John Mills MP (Vice-Chairman); Ms Kristina Keneally MP; Ms Clover Moore MP; Mr Barry O'Farrell MP; Mr Paul Pearce MP; Mr John Turner MP; Hon Kim Yeadon MP.

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

On 4 December 2003, the Legislative Assembly Standing Ethics Committee was re-established as the Standing Committee on Parliamentary Privilege and Ethics. The change in title reflected the changed role and functions of the committee, which now includes the consideration of matters relating to privilege which may be referred to it by the House.

Functions and powers of this committee are outlined in Sections 72D – 72E of the Independent Commission Against Corruption Act 1988, and the resolution of the Legislative Assembly of 4 December 2003.

## Reports and highlights

The committee's major work since its first meeting, held in February 2004, has been to follow up implementation of the recommendations in the former committee's report on *s13B of the Constitution*, and further recommendations made in the report on the Code of Conduct (apart from those implemented in the course of re-establishing the committee as the Committee on Parliamentary Privilege and Ethics).

The committee is currently responding to recommendations made in the ICAC Report on *Regulation of Secondary Employment by Members of the Legislative Assembly*, and is expected to report in September 2004. The committee has met with senior officers of the ICAC to discuss the recommendations and seek advice on effective systems for avoidance of conflict of interest.

A delegation of the committee attended the National Conference of State Legislatures of the USA held in San Francisco on 19-26 July 2003. A report on this visit (in particular the ethics sessions), entitled *Report on Study Tour to the National Conference of State Legislatures in San Francisco, USA, 19-26 July 2003* was tabled in Parliament on 25 February 2004.

A delegation of the committee also held meetings on 24-25 March 2004 with members and staff of the House of Representatives, Senate, the ACT Legislative Assembly and the Victorian Legislative Assembly and Legislative Council, to discuss current issues in relation to protection of members' documents and records, and recent developments in parliamentary privilege. The outcome of these meetings will inform the committee's work on measures for protection of members' records.

The committee met with Mr Baneura Berina, Chairman of the Privileges Committee of the Parliament of Kiribati on 8-10 March 2004 and hosted a visit by Senator Pangilinn of the Philippines on 14-15 July 2003.

### Activities 2003/2004

Reports	1
Meetings	6

## COMMITTEE ON THE INDEPENDENT COMMISSION AGAINST CORRUPTION

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

*Secretariat:* Mr Ian Faulks (Committee Manager); Mr Jim Jefferis (Project Officer); Mr Jason Reodique (Committee Officer to September 2003); Ms Tanya Wenitong (Assistant Committee Officer from September 2003 to January 2004); Ms Millie Yeoh (Assistant Committee Officer from March 2004); Ms Ashika Cyril (Assistant Committee Officer from March 2004).

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## Report and highlights

The ICAC Committee tabled one report in 2003/04:

- *Regarding the prevention and investigation of misconduct and criminal wrongdoing involving public officials: Report of a visit of inspection by a delegation of the ICAC Committee, 12-30 April 2004.*

Pursuant to the *Independent Commission Against Corruption Act 1988* s.64(1)(c), the committee is required to conduct an *inquiry into the 2001-2002 annual report of the Independent Commission Against Corruption*. The ICAC Committee held a public hearing on Thursday 18 September 2003 to examine the 2001/02 annual report.

Pursuant to the *Independent Commission Against Corruption Act 1988* s.64(1)(c), the committee commenced an *inquiry into the research report of the Independent Commission Against Corruption, examining NSW Public Sector Profile: Functions, risks and corruption resistance strategies*. The ICAC Committee held a public hearing on Monday 23 February 2004 to examine the research report.

Pursuant to the *Independent Commission Against Corruption Act 1988* s.64(1)(c), the committee is required to conduct an inquiry into the 2002-2003 annual report of the Independent Commission Against Corruption. The ICAC Committee held a public hearing on Monday 23 February 2004 to examine the 2002/03 annual report.

- *Review of the Independent Commission Against Corruption Act 1988*

The committee noted that it was now commonplace for a review clause to be placed in Acts relating to statutory agencies, typically either as a review after a period of 5 years or for a shorter period as a sunset provision for new legislation. Accordingly, the committee wrote to the Hon Bob Carr MP, Premier, on 1 April 2004, proposing that he instigate a judicial review of the Independent Commission Against Corruption Act 1988 to determine: (a) if the policy objectives of the Act remain valid; and (b) whether the terms of the Act remain appropriate for securing those objectives.

## Visits of inspection

- One member, accompanied by the Committee Officer, attended the conference on *Whistleblowing: Opportunity or Threat? Understanding corporate governance and public sector reforms*, in Melbourne on 31 July 2003.
- The Chairman, accompanied by four committee members and the Committee Manager attended the Conference of Parliamentary Oversight Committees on Corruption/Crime Agencies, held at the Parliament of Western Australia, 30 September to 1 October 2003. The Chairman presented a paper on the role of the ICAC Committee as the principal oversighting body for the Independent Commission Against Corruption.

## Delegations

The committee hosted Mr Navin Beekarry, Commissioner of the Mauritius Independent Commission against Corruption on 21 November 2003 and assisted a delegation from Guangdong Province, China, on 11 June 2004.

## Activities 2003/2004

Reports	1
Meetings	4
Public hearings	3
Private hearings	0
Witnesses	15

## JOINT STANDING COMMITTEE ON NATURAL RESOURCE MANAGEMENT

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

*Secretariat:* Mr Mervyn Sheather (Committee Manager); Ms Christina Thomas (Project Officer to 10 November 2003); Miss Louise Armstrong (Project Officer from 16 February 2004); Mr Leslie Gönye (Committee Officer); Ms Cassandra Adams (Assistant Committee Officer).

## Highlights

- *Water Management Arrangements on the Management of Salinity*

After its establishment last year the committee commenced its substantive work by inquiring into term of reference (f): “the impact of water management arrangements on the management of salinity in NSW”. The committee held eleven public hearings and heard from 25 witnesses. The witnesses covered the range of key stakeholders from officers of the Department of Infrastructure, Planning and Natural Resources, the Department of Environment and Conservation, the Murray-Darling Basin Commission, farmers, irrigators, catchment authorities, environmentalists and scientists.

The evidence reinforced the need to take environmental impacts into account when designing rules for water trade and when considering applications to trade water entitlements. Evidence also highlighted that a community’s social, economic and environmental well-being can be negatively affected by increased salinity.

The key issues traversed by the committee included: the potential of water trading for both economic and environmental benefits; consideration of the need for better institutional arrangements to mitigate the impact of water trading on salinity management; an assessment of the trade in water rights between regions rather than individual irrigators; and an examination of various funding issues needed to resource agencies in natural resource management and funding for proper metering and monitoring. The committee wrote to the Minister for Infrastructure and Planning and Minister for Natural Resources to inform him of these important issues canvassed by the committee prior to the minister’s attendance at the CoAG meeting, which considered the National Water Initiative intergovernmental agreement on 23 June 2004.

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The Chairman's report on the inquiry had been drafted to an advanced stage by the end of the reporting period.

- *Briefings*

The committee also had the benefit of being informed with six briefings on matters related to natural resource management issues generally. These included: Dr David Stone and Dr John Bradd of ANSTO concerning the rehabilitation of saline soils; Dr Neil Byron, the Productivity Commissioner, on the Commission's research on indicators of environmental health and other matters; Mr Bob Sendt, the Auditor General, on natural management issues; Hon Craig Knowles, Minister for Infrastructure and Planning and Minister for Natural Resources, together with the Director-General, on priority issues for the department; and Dr Tom Parry, the newly appointed Natural Resources Commissioner, on priority issues for the Commission.

- *Conferences*

The committee was also represented at the 9<sup>th</sup> National Conference of PUR\$L (Productive Use and Rehabilitation of Saline Land) on the prevention and rehabilitation of saline lands in October 2003 and "The Power of Water" conference of the Commonwealth Royal Agricultural Societies held in March 2004.

The committee had adopted a report for tabling on attendance at these conferences.

- *Visit of Inspection*

The committee undertook a visit of inspection around Dubbo to inspect a number of farms showcasing conservation farming techniques.

- *Other*

The Hon Pam Allan MP and Mr Tony McGrane MP chaired sessions of the Darling Youth Conference, which was held at Parliament House on 18 May 2004.

## **Activities 2003/2004**

Meetings	21
Public hearings	11
Briefings	6
Witnesses	25



## **JOINT STANDING COMMITTEE UPON ROAD SAFETY (STAYSAFE COMMITTEE)**

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

*Secretariat:* Mr Ian Faulks (Committee Manager); Mr Jim Jefferis (Project Officer); Mr Jason Reodique (Committee Officer to September 2003), Ms Tanya Wenitong (Assistant Committee Officer, from September 2003 to January 2004), Ms Millie Yeoh (Assistant Committee Officer, from March 2004), Ms Ashika Cyril (Assistant Committee Officer, from March 2004).

### **Report**

The committee finalised one report in 2003/04:

- *Speed control and motor vehicle design and engineering: Report of visits of inspections by delegations of the STAYSAFE Committee concerning speed and motor vehicles, 30 July 2003-15 August 2003, and 25-28 November 2003 (tabled 10 December 2003).*

### **Inquiries**

- *Inquiry into the safety of railway level crossings*

The committee continued an inquiry into the safety of railway level crossings, including a public hearing on 17 May 2004.

- *Vehicle-based measures to allow for the better monitoring, management and control of speed*

The committee commenced an inquiry into the potential for motor vehicle technologies to influence or control driving speed in light vehicles, heavy vehicles and motorcycles. The inquiry will also examine and review the role of systems that rely on extensive external surveillance such as Safe-T-Cam or speed cameras. The focus of the inquiry is on motor vehicle-based measures to better manage and control speed.

Public hearings were held into vehicle-based measures to allow for the better monitoring, management and control of speed on 13 October 2003 and 7 June 2004.

- *Road safety administration in New South Wales*

The STAYSAFE Committee commenced an inquiry into road safety administration in New South Wales. The inquiry will review the role of the Roads and Traffic Authority concerning road safety activities in New South Wales; the responsibilities of government agencies other than the Roads and Traffic Authority, and non-governmental organisations and their relationships in improving the road safety situation in New South Wales.

A public hearing was held into road safety administration in New South Wales on 28 June 2004.

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- *Car surfing and the carriage of unrestrained passengers on motor vehicles*

The committee commenced an inquiry into “car surfing” and the carriage of unrestrained passengers on motor vehicles.

A public hearing was held into car surfing on 5 December 2004.

Following the hearing, the Government introduced the Crimes Legislation Amendment Bill 2004 on 27 February 2004, which contained provisions for the amendment of the Crimes Act 1900 s.52A to expand the definition of ‘impact’ for dangerous driving offences that would allow for prosecution of a driver in instances where a person was ‘car surfing’ and death or serious injury resulted when that person fell or was ejected from the vehicle.

- *Unlicensed driving*

The committee commenced an inquiry into the New South Wales Auditor-General’s report *Dealing with unlicensed and unregistered driving: NSW Police and the NSW Roads and Traffic Authority*. The audit examined whether the Roads and Traffic Authority and the New South Wales Police are efficiently and effectively managing unauthorised driving.

On 11 March 2004, the committee received a briefing from officials of the Roads and Traffic Authority regarding the Government’s response to the Auditor General’s report into unlicensed driving and unregistered vehicles.

## **Visits of inspection**

- A delegation of the committee conducted an overseas visit of inspection, 30 July 2003 to 15 August 2003 to investigate matters associated with the inquiry into speed and motor vehicles. The delegation met with EU Directorates (DG TREN, DG InfoSoc, and DG Enterprise), and received briefings on trials in Sweden, Belgium, and the Netherlands investigating intelligent speed adaptation (ISA). As well, the delegation met with several French government road safety research (INRETS) groups in Paris regarding the LAVIA trial, and with Leeds University’s Institute of Transport Studies regarding an intelligent speed adaptation trial commenced in England (the ISA-UK trial). The delegation met with the Ministry of Transport in London, as well as parliamentary colleagues (the House of Commons Transport Committee, the Parliamentary Advisory Council on Transport Safety) and industry and research representatives. The delegation met with the FIA Foundation for the Automobile and Society, with regard to the eSafety initiative. While in England, the delegation was provided with an opportunity to drive a vehicle fitted with intelligent speed adaptation technologies. The delegation also met with Ford and Volkswagen representatives during a visit to Buenos Aires.
- A delegation of the committee visited Melbourne from 25 to 27 November 2003 and met with Australian vehicle manufacturers, government agencies, and research organizations regarding the inquiry into speed and motor vehicles.

- The committee also attended the Country Road Safety Summit at Port Macquarie on 27 and 28 May 2004. The Chairman presented a keynote speech to the Country Road Safety Summit addressing innovative technology solutions to address road trauma in country New South Wales. The delegates to the Country Road Safety Summit, after deliberation upon presentations, issues papers and facts sheets concerning road trauma in rural and remote areas of New South Wales, adopted 130 recommendations for future action.
- A delegation of the committee conducted a visit of inspection to the Roads and Traffic Authority's Crashlab facility at Rosebery on 7 June 2004. The delegation was briefed on vehicle crash testing and the Australian New Car Assessment Program, and the proposed new Crashlab facility to be constructed at Blacktown, by representatives of the Roads and Traffic Authority.

## Highlights

- The committee continued in its primary tasks to monitor, investigate, review and report on road safety matters, and to review and report on countermeasures aimed at reducing death and injury through road crashes and reducing the social and economic costs to the community of road crashes, as well as making a continuing contribution to media and community debate on road safety issues.
- The Committee Manager attended the New Zealand and Australia Road Safety Authority Traffic Offences and Penalties Forum on 2 and 3 July 2003, in Sydney. The major aim of the forum was to consider the issue of proportionality of penalties and attempt to link the penalties to the degree of risk or hazard posed by the illegal behaviour.
- The Committee Manager attended the launch of the "Ultimate Taxilite" product for child restraint storage in taxis, developed by Ultimate Outdoor Pty Limited, on 7 July 2003 at Sydney Airport.
- In July-August 2003 the STAYSAFE Committee hosted Mlle Corinne Belveze while she conducted research into the history of traffic policing in New South Wales. Mlle Belveze had received a scholarship from the Institut National de Recherche sur les Transports et leur Sécurité (INRETS, the French governmental road safety research organisation), and worked with the STAYSAFE Committee secretariat and the New South Wales Police Association.
- The Committee Manager attended the 2003 Road Safety Research, Policing and Education Conference "From research to action" held on 24 to 26 September 2003 in Sydney.
- The Committee Manager attended a workshop and public lecture on speed cameras as a safety measure or revenue raiser at the Centre for Independent Studies, St Leonards, on 29 October 2003.
- The Committee Manager attended a roadside barriers seminar on 11 November 2003, organised by the Australian College of Road Safety.
- The committee hosted the annual general meeting of the New South Wales (Sydney) chapter of the Australian College of Road Safety on 9 December 2003.

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- On 28 November 2003, a delegation of the committee attended a public forum in Canberra on national road safety strategies and targets, organised by the House of Representatives Standing Committee on Transport and Regional Services as part of an inquiry into national road safety.
- A delegation of the committee attended the Summit to Combat Speeding Heavy Trucks in Canberra on 1 and 2 March 2004. The summit was organised by the Australian Trucking Association and the National Transport Commission to consider how problems associated with speeding heavy trucks can be addressed most effectively.
- The committee hosted a meeting of the Sydney Motor Underwriters Group (SMUG)—an informal grouping of motor vehicle underwriters and insurers—at Parliament House on 10 March 2004.
- On 18 March 2004, the committee was briefed on intelligent road technologies from representatives of Astucia Pty Ltd. and Safetymart (Aust.) Pty Ltd.
- The committee hosted activities to mark World Health Day on 7 April 2004 and the launch of the World Report on Road Traffic Injury Prevention.
- On 21 April 2004, the Chairman attended Fairfield City Council’s media event at the new Western Sydney International Dragway to highlight issues in street racing and the provision of organised alternatives to street racing.
- On 17 May 2004, the committee was briefed on the Attorney General’s application for a guideline judgment concerning drink driving from officials of the Criminal Law Review Division, Attorney General’s Department.
- On 17 May 2004, the committee was briefed on the reform of the taxi industry in New South Wales, and the Government’s inquiry into aspects of the taxi industry, from Mr John Lee, Director-General, Ministry of Transport.
- The committee assisted the Drugs and Crime Prevention Committee, Victorian Parliament, during a visit to Sydney as part of an inquiry into violence and motor vehicle use (road rage).
- On 28 June 2004, representatives of AAMI briefed the committee on the AAMI Skilled Driver program and related AAMI programs.
- On 28 June 2004, a delegation of the committee visited the Sydney City Council CARES facility at Sydney Park, Alexandria and was briefed on the Police Community and Road Education scheme.
- On 28 June 2004, committee staff visited the Injury Risk Management Research Centre at the University of New South Wales and were briefed on the Centre’s work.

## **Activities 2003/2004**

Reports	1
Meetings	15
Public hearings	5
Private hearings	1
Witnesses	34

## COMMITTEE ON CHILDREN AND YOUNG PEOPLE

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

*Secretariat:* Ms Helen Minnican (Committee Manager); Ms Pru Sheaves (Project Officer); Ms Hilary Parker (Committee Officer); Ms Jennifer McVeigh (Assistant Committee Officer to November 2003); Ms Kylie Rudd (Assistant Committee Officer from January 2004).

### Reports and Highlights

The committee conducted a public hearing with the Commissioner of the NSW Commission for Children and Young People on 1 December 2003 to review the 2002/03 Annual Report of the Commission. The subsequent report to Parliament on the review was tabled on 26 February 2004.

A public hearing was held on 20 May 2004, when the committee examined the Commissioner for the purpose of reviewing the Commission's report *Children and Young People with No-one to Turn To*. It is expected that the committee will table its report on the review in July 2004.

On 25 August 2003 the committee hosted a breakfast at Parliament House for 60 youth delegates to the Commission's Young People and Alcohol Forum, which immediately preceded the NSW Summit on Alcohol Abuse. Members of the committee also participated in working groups during the summit.

On 6 May and 24 June 2004, the committee was briefed on the review of the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998* currently being conducted by Ms Helen L'Orange. A report on the outcomes of the review is due to be tabled in Parliament by 8 December 2004.

### Visits

The committee made a visit of inspection to the Commission for Children and Young People on 19 August 2003. The visit was an opportunity for new committee members to meet senior staff and obtain an overview of the work of the Commission.

One committee member attended the Third National Housing Conference in Adelaide, 27-28 November 2003.

### Activities 2003/2004

Reports	1
Meetings	6
Public hearings	2
Witnesses	3
Visits of Inspection	1

# committees

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## **JOINT SELECT COMMITTEE ON THE TRANSPORTATION AND STORAGE OF NUCLEAR WASTE**

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

*Secretariat:* Mr Ian Thackeray (Committee Manager); Ms Carolynne James (Project Officer); Ms Natasa Tosic (Committee Officer and Assistant Committee Officer from December 2003), Mr Chris Papadopoulos (Committee Officer from December 2003); Ms Kylie Rudd (Assistant Committee Officer to December 2003).

### **Reports and highlights**

- *Report on the Transportation and Storage of Nuclear Waste* (tabled February 2004).

The committee was established on 27 May 2003, to look into proposals by the Federal Government to transport nuclear waste through New South Wales and to possibly store nuclear waste within New South Wales. The inquiry terms of reference made specific reference to the following matters:

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

The report was tabled in both Houses of Parliament on 17 February 2004.

The inquiry was advertised with a call for submissions in major metropolitan newspapers on 14 June 2003, and major regional newspapers on 15 and 16 July 2003. The closing date for submissions was 31 July 2003. The committee received 500 submissions and held 5 public hearings in September and October 2003.

The committee recommended that Federal Government proposals for the Repository and Store could not be justified and should be abandoned.

The committee was also critical of transport proposals, recommending they should also be abandoned. Other key recommendations included a proposed Federal public inquiry into Lucas Heights storage facilities to ensure world's best practice, Federal Government acceptance of liability for the impact of any radioactive waste incidents, an audit of non-ANSTO storage sites as a matter of urgency, and a consultative agreement be made between NSW Agencies and the Federal Government that details emergency service requirements and costs to best manage any transport proposals.

**Activities 2003/2004**

Reports	1
Meetings/Briefings	10
Public hearings	5
Witnesses	54

**JOINT STATUTORY COMMITTEE ON THE OFFICE OF THE VALUER GENERAL**

*Members:* Hon Kayee Griffin MLC (Chair); Mr Tony McGrane MP (Vice-Chair); Ms Gladys Berejiklian MP; Hon Donald Harwin MLC; Mr Allan Shearan MP.

*Secretariat:* Mr Ian Thackeray (Committee Manager to March 2004); Ms Carolynne James (Project Officer then Committee Manager from March 2004); Mr Chris Papadopoulos (Committee Officer December 2003 to March 2004, then A/g Project Officer March to June 2004); Ms Natasa Tasic (Assistant Committee Officer to December 2003, then A/g Committee Officer from March to June 2004).

**Terms of Reference**

A committee on the Office of the Valuer General was established in New South Wales in 2003 as a joint parliamentary committee comprising of five members, including two members of the Legislative Council.

The committee was established under the Valuation of Land Amendment (Valuer-General) Act 2003. Under this Act (s 85), the committee's main functions are:

1. To monitor and to review the exercise of the Valuer General functions with respect to land valuations under the *Valuation of Land Act 1916*, *Land Tax Management Act 1956*, *Premium Property Tax Act 1998*, and in particular:
  - To monitor the methodologies employed for the purpose of conducting such valuations;
  - To monitor the arrangements under which valuation service contracts are negotiated and entered into;
  - To monitor the standard of valuation services provided under such contract;
2. To report to both Houses with such comments as it thinks fit, on any matter connected with the exercise of the Valuer General functions referred to in (1);
3. To report to both Houses any change that the Committee considers desirable to the Valuer General's functions referred to in (1); and
4. To inquire into any question in connection with the Committee's functions which is referred to it by both Houses of Parliament and to report to both Houses on that question.

The committee's first meeting was held on 3 December 2003. Over the first half of 2004, the committee has been engaged in briefings with the Valuer General and others on the key functions of the Valuer General and the operations of the land valuation system in NSW.

# committees

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The committee is able to examine issues and make reports about matters that concern its terms of reference. On substantial issues the committee may hold hearings or seek written submissions from the public. As part of its oversight function, the committee will hold regular general meetings with the NSW Valuer General.

The committee also receives correspondence from the public on matters related to its terms of reference. The committee does not function as an appeal body for specific land valuations. It does not investigate any matter relating to or arising from a particular valuation of a specific parcel of land.

The committee's first general meeting with the Valuer General has been scheduled for October 2004.

## **Activities 2003/2004**

Reports	0
Meetings/Briefings	5
Public hearings	0
Witnesses	0





# appendix a

## Procedural statistics

	1998/99	1999/ 2000	2000/01	2001/02	2002/03	2003/04
<i>Sitting Days</i>	36	49	55	64	69	65
<i>Total Sitting Hours</i>	674.4	501.08	510.36	549.05	431.8	531.12
<i>Average Hours Per Sitting</i>	18.73	10.14	10.4	8.57	6.25	8.17
<i>Entries in Votes</i>	1012	1264	1372	1414	1407	1460
<i>Divisions In House</i>	101	143	122	87	55	148
<i>Divisions in Committee</i>	29	15	13	8	29	21
<i>Questions on Notice</i>	377	975	1412	1137	1087	2054
<i>Questions on Notice Answered</i>	402	755	1449	1338	1087	1984
<i>Questions Without Notice</i>	344	449	496	530	460	520
<i>Petitions</i>	1317	1135	1482	1223	801	1836
<i>Bills Introduced</i>	135	143	124	141	120	134
<i>Bills Passed</i>	124	118	105	115	91	128
<i>Bills Lapsed/Otherwise Disposed of</i>	46	4	5	17	34	6
<i>Committees</i>	12*	11*	13*	14*	15*	14
<i>Committee Reports Tabled</i>	36	26	38	44	54	38†
<i>Committee Meetings</i>	74	113	144	148	91	154
<i>Committee Hearings</i>	24	46	55	61	35	58
<i>Committee Witnesses</i>	127	127	511	432	236	218

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

† Figure includes 16 Legislation Review Digests.

## Consultants

### **CONSULTANCIES OVER \$30,000**

There were no consultancies over \$30,000.

### **CONSULTANCIES UNDER \$30,000**

There were a total of 22 engagements with a total cost of \$91,366.

Committees — 15 engagements at a total cost of \$43,601.

Corporate — 7 engagements at a cost of \$47,765.

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## Official visitors

Senator Pangilinan	Philippines	15 July 2003
South Korean Consul General	Republic of South Korea	25 July 2003
Ms Siwan Davies, Committee Clerk Welsh National Assembly	Wales	13 August 2003
Mr Andrew Pearson Secretary C.P.A (United Kingdom branch)	United Kingdom	13-15 August 2003
Mr Ahmed Qurie Speaker, Palestinian Legislative Council	Palestine	14 August 2003
Col. Winai Sompong, MP	Thailand	25-29 August 2003
Australian Political Exchange Council delegation	United States of America	29 August 2003
House of Representatives officers (4)	Thailand	August/September 2003
Parliamentary delegation	France	8 September 2003
Mr Gary O'Brien Deputy Clerk, Senate	Canada	11 September 2003
Mr Archie Cameron Director of Operations, Department of Finance & Administration, House of Commons	United Kingdom	16/17 September 2003
Mr Mark Eagleton (on secondment from House of Commons, United Kingdom)	Legislative Assembly of Victoria	3 October 2003
Parliamentary delegation	Uganda	7 October 2003
Parliamentary delegation	Singapore	9 October 2003
Hon Domingos Maria Sarmento (Minister of Justice)	East Timor	10 October 2003
Parliamentary delegation	Bali	13 October 2003
Mr Don Tannas MLA (Deputy Speaker)	Canada	24 October 2003
Minister Ramatakawe Minister for Community Safety (Prisons)	South Africa	28 October 2003
Sir Donald and Lady Limon	United Kingdom	30/31 October 2003
Mr John Warner (Griffith University)		October 2003
Parliamentary delegation	Brazil	3 November 2003
Delegation (human resources)	People's Republic of China	10/11 November 2003

Zhou Fu Cun & others Jining City People's Government, Vice Secretary-General (Agreement Signing – Australian International Trade Association)	People's Republic of China	12 November 2003
Mr Navin Beekarry (I.C.A.C. Commissioner)	Mauritius	21 November 2003
Public Accounts Committee Western Cape Provincial Legislature	South Africa	24-26 November 2003
Dr Claudio Ximenes (Chief Justice)	East Timor	24/25 November 2003
Parliamentary delegation	Greece	27 November 03
Hebei Provincial People's Congress	People's Republic of China	November 2003
Ms King Young	Bermuda	October/November 2003
Fujian Provincial People's Congress	People's Republic of China	3 December 2003
Parliamentary delegation	Austria	4 December 2003
Ms Yvonne Carson House of Commons	United Kingdom	8-27 December 2003
Korean National Assembly (Officer attachments)	South Korea	
Hon Otinielu Tauteleimalae Tausi (Speaker)	Tuvalu	12 December 2003
Office of the National Assembly Vietnam, Professional Development Program	Socialist Republic of Vietnam	18 December 2003
Clerk of the Manitoba Legislative Assembly	Canada	6 February 2004
Parliamentary delegation	Thailand	5 March 2004
Indonesian Judges Training Program (organised through ALRI)	Indonesia	5 March 2004
Mr Banuera Berina Chairman of Privileges Committee	Republic of Kiribati	8-11 March 2004
Delegation from the Council of Federation, Federal Assembly of Russia	Russia	30 March 2004
Parliamentary delegation	Papua New Guinea	1 April 2004
Rotary G.S.E. Team	Switzerland	5 April 2004
Mr Philip Pental MP	Legislative Assembly of Western Australia	16 April 2004

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Mr Mauri Pekkarinen, Minister for Trade and Industry and Mrs Anneli Puura-Märkälä, Ambassador	Finland	27 April 2004
Delegation, Australian Political Exchange Council	Socialist Republic of Vietnam	17 May 2004
Agriculture Committee of the National Peoples Congress	People's Republic of China	21 May 2004
Parliamentary delegation	Thailand	26 May 2004
Parliamentary delegation	People's Republic of China	4 June 2004
Parliamentary delegation	Chile	22 June 2004
Parliamentary Committee on Government Administration	New Zealand	23 June 2004
Parliamentary delegation	Kenya	22-24 June 2004
Ms Julia Kloeckner, (Member of Bundestag)	Germany	15 July 2004

## Equal opportunity tables

**TABLE 1.1: STAFF NUMBERS BY LEVEL**

LEVEL	Number									
	TOTAL STAFF	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	
< \$30,146	3	< \$30,146	1	0	3	1	0	0	0	0
\$30,146 - \$39,593	148	\$30,146 - \$39,593	48	49	99	1	4	6	2	0
\$39,594 - \$44,264	28	\$39,594 - \$44,264	11	8	20	1	5	4	0	0
\$44,265 - \$56,012	123	\$44,265 - \$56,012	53	21	102	1	6	5	0	0
\$56,013 - \$72,434	56	\$56,013 - \$72,434	25	20	36	0	5	3	3	0
\$72,435 - \$90,543	36	\$72,435 - \$90,543	16	19	17	0	2	1	3	1
> \$90,543 (non SES)	6	> \$90,543 (non SES)	5	4	2	0	1	2	0	0
> \$90,543 (SES)		> \$90,543 (SES)	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>400</b>		<b>159</b>	<b>121</b>	<b>279</b>	<b>4</b>	<b>23</b>	<b>21</b>	<b>8</b>	<b>1</b>

**TABLE 1.4: PERCENT OF SUBGROUP PER LEVEL**

LEVEL	Percent of Subgroup across Levels									
	TOTAL STAFF	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	
< \$30,146	1%	1%		1%	27%					
\$30,146 - \$39,593	37%	30%	40%	35%	28%	22%	36%	31%		
\$39,594 - \$44,264	7%	7%	7%	7%	23%	23%	20%			
\$44,265 - \$56,012	31%	33%	17%	37%	21%	25%	22%			
\$56,013 - \$72,434	14%	16%	17%	13%		20%	13%	34%		
\$72,435 - \$90,543	9%	10%	16%	6%		8%	4%	34%	100%	
> \$90,543 (non SES)	2%	3%	3%	1%		2%	5%			
> \$90,543 (SES)										
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

# appendix e

## Occupational health and safety statistics

### OCCUPATIONAL HEALTH AND SAFETY - INJURIES

	2003-04	2002-03	2001-02	2000-01	1999-00
<b>Type of injury</b>					
slips trips and fall	23	27	33	25	16
contact with objects	16	19	27	21	
lifting/pushing	25	29	21	5	15
repetitive strain injury	3	4	4	1	1
work-related stress	1	0	2	2	3
eye injury	0	4	3	3	6
near misses	3				
<b>Total</b>	<b>83</b>	<b>93</b>	<b>102</b>	<b>76</b>	<b>63</b>
<b>Compensation injuries</b>	<b>30</b>	<b>23</b>	<b>31</b>	<b>22</b>	<b>25</b>
<b>Place of Injury</b>					
At Parliament House	58	65	63	47	33
Electorate Offices	7	4	9	3	6
At other worksites	2	2	4	2	3
Pedestrian travel to/from work	11	18	18	19	11
Railway travelling to/from work	3	4		1	2
Driving accidents to/from work			4	3	7



## Parliamentary supported travel

June - July 2003 – Mr John Mills MP and Mr Russell Grove to Tonga to present papers at the 34 <sup>th</sup> Presiding Officers and Clerks Conference of Australia and the Pacific.	Cost: \$16,497
July 2003 – Delegation of the Standing Committee on Public Works (Ms Marie Andrews MP, Mr Ian Slack-Smith MP and Ms Carolynne James) to Western Australia to attend the National Conference of Parliamentary Public Works and Environment Committees. Report tabled.	Cost: \$10,528
July 2003 – Delegation of the Standing Ethics Committee (Mr John Price MP, Mr Barry O'Farrell MP and Ms Ronda Miller) to the USA (San Francisco) to attend the National Conference of State Legislators. Report tabled.	Cost: \$28,033
July 2003 – Delegation of the Committee on the Health Care Complaints Commission (Mr Jeff Hunter MP, Hon Dr Peter Wong MLC and Ms Catherine Watson) to Singapore, the United Kingdom, the Netherlands and Thailand in relation to its inquiry into investigations and prosecutions undertaken by the Health Care Complaints Commission. In Singapore the delegation met with the Nursing Board and Medical Council. In the United Kingdom the delegation met with the General Medical Council, the Nursing and Midwifery Council, the National Health Scheme in relation to quality improvement, the Scottish Health Department, the Health Services Commissioner for Scotland and Parliamentary Committees of the House of Commons and the Scottish Parliament. In the Netherlands the delegation met with officials of the Department of Health, the Medical Council Central Board, the Nurses Association, a regional board of the Medical Council and the Dutch Medical Association. In Thailand the delegation met with the Thai Medical Council, the Medical Association of Thailand and the Nurses Association. Report tabled.	Cost: \$41,757
July 2003 – Mr John Turner MP and Mr Jason Reodique (Committee on the ICAC) to Melbourne to attend the National Conference of Whistleblowing.	Cost: \$936
July 2003 – Ms Cheryl Samuels to Darwin to attend the conference and AGM of the Australasian Study of Parliament Group.	Cost: \$1,913

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August 2003 – Delegation of the Joint Standing Committee on Road Safety (Mr Paul Gibson MP, Mr George Souris MP and Mr Ian Faulks) to Belgium, France, United Kingdom, the United States of America and Argentina in relation to road safety and transport matters and specifically in relation to the inquiry into speed management and control and motor vehicle design. In Belgium the delegation met with officials of the European Commission Directorate of Transport and Environment. In France the delegation met with officials of LCPC, INRETS, the Transport Directorate of the OECD and Peugeot. In the United Kingdom the delegation met with officials of the Institute of Transport Studies, Ministry of Transport, Zurich Risk Services, the Parliamentary Advisory Council for Transport Safety, the House of Commons Transport Committee and Jeanne Breen Consulting. In the Argentina the delegation met with car manufacturers Ford, General Motors and Volkswagen.

Cost: \$51,543

August 2003 – Delegation of the Public Accounts Committee (Mr Matt Brown MP, Ms Gladys Berejiklian MP, Mr Paul McLeay MP, Mr Richard Torbay MP, Mr John Turner MP, Mr Steve Whan MP and Mr David Monk) to Brisbane, Melbourne and Canberra to meet with the Queensland Audit Office, the Queensland Public Accounts Committee, the Victorian Auditor-General, the Public Sector Centre of Excellence of CPA, the Victorian Public Accounts and Estimates Committee, Professor Graeme Hodge (Director of the Centre for the Study of Privatisation and Public Accountability), the Commonwealth Parliamentary Joint Committee on Public Accounts and Audit, the Australian National Audit Office and the ACT Public Accounts Committee.

Cost: \$8,705

August 2003 – Ms Ronda Miller to Melbourne to speak at the Commonwealth Parliamentary Association Women's Conference.

Cost: \$532

August 2003 – The Public Bodies Review Committee (Mr Alan Ashton MP, Mr Andrew Constance MP, Mr Wayne Merton MP, Mr Matthew Morris MP, Mr Robert Oakeshott MP, Mr Milton Orkopolous MP and Ms Catherine Watson) to Perth, Darwin and Brisbane in relation to the committee review on corporate governance. In Perth the committee met with the West Australian Audit Office, the Review and Coordination Branch of the Department of Premier and Cabinet and the Government Risk Management Group. In Darwin the committee met with the Northern Territory Auditor-General, the Territory Insurance Office and the Northern Territory Insurance Office. In Brisbane the committee met with the Queensland Audit Office, Treasury Corporation and the Government Insurance Fund.

Cost: \$23,263

September 2003 – Delegation of the Public Accounts Committee (Mr Matt Brown MP and Mr David Monk) to the United Kingdom and the United States of America. The delegation met with a range of public and private sector organisations in England, Scotland and the USA to assist with the understanding of issues in relation to committee inquiries including the Government (Open Market) Competition Bill, academics paid outside work and ambulance response times as well as discussions of international accounting standards. Report tabled.

Cost: \$31,580

September 2003 – The Joint Select Committee on the Transportation and Storage of Nuclear Waste (Hon. Peter Primrose MLC, Mr Matt Brown MP, Hon. Ian Cohen MLC, Ms Virginia Judge MP, Hon. Charlie Lynn MLC, Mr Anthony McGrane MP, Mr Ian Slack-Smith MP and Ms Natasa Tasic) to Katoomba to take evidence.	Cost: \$60
September 2003 – The Committee on the Office of the Ombudsman and the Policy Integrity Commission (Hon. Peter Breen MLC, Ms Noreen Hay MP and Ms Helen Minnican) to Perth for the Conference of Parliamentary Oversight Committees.	Cost: \$5,500
September 2003 – The Committee on the ICAC (Mr John Mills MP, Hon. Rev. Fred Nile MLC, Mr Paul Pearce MP, Mr John Price MP, Mr Anthony Roberts MP, Mr Kim Yeadon MP and Mr Ian Faulks) to Perth for the Conference of Parliamentary Oversight Committees.	Cost: \$9,554
September 2003 – Mr Russell Grove and Mr Mark Swinson to Melbourne to attend a meeting of the Australia and New Zealand Association of Clerks-at-the-Table Executive Committee.	Cost: \$980
September 2003 - Ms Marianne Saliba MP to Apia and Alice Springs to attend the 15 <sup>th</sup> Commonwealth Parliamentary Association Australian and Pacific Regional Seminar.	Cost: \$1,080
October 2003 – Mr Russell Grove to Bangladesh to attend the 49 <sup>th</sup> Commonwealth Parliamentary Conference.	Cost: \$1,284
October 2003 – The Joint Select Committee on the Transportation and Storage of Nuclear Waste (Mr Matt Brown MP, Hon. Ian Cohen MLC, Ms Virginia Judge MP, Hon. Charlie Lynn MLC, Hon. Peter Primrose MLC, Mr Ian Thackeray and Ms Natasa Tasic) to Dubbo to take evidence.	Cost: \$6,513
October 2003 – The Public Bodies Review Committee (Mr Alan Ashton MP, Mr Wayne Merton MP, Mr Matthew Morris MP, Mr Milton Orkopolous MP and Ms Catherine Watson) to Canberra. The committee met with officers of the Australian National Audit Office, the National Institute for Governance and the Corporate Governance of the Commonwealth Department of Treasury.	Cost: \$50
October 2003 – Delegation of the Standing Committee on Natural Resource Management (Mr Tony McGrane MP, Mr Don Page MP and Mr Mervyn Sheather) to Yeppoon to attend the 9 <sup>th</sup> National PUR\$L Conference on Investing in the prevention and rehabilitation of saline lands in Australia. Report tabled.	Cost: \$6,368

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November 2003 – The Public Accounts Committee (Mr Matt Brown MP, Ms Gladys Berejiklian MP, Mr Paul McLeay MP, Mr John Turner MP, Ms Vicki Buchbach and Ms Melissa Power) to Queanbeyan to take evidence in relation to the inquiry on the funding of fire services and inspect facilities at the Queanbeyan Fire Brigade and Rural Fire Service Fire Control Centre.	Cost: \$2,850
November 2003 – Hon. Sylvia Hale MLC (Committee on Children and Young People) to Adelaide to attend the National Housing Conference especially in regard to homeless young people.	Cost: \$628
November 2003 – Ms Carolynne James to attend the National Conference of the Institute of Public Administration Australia.	Cost: \$509
November 2003 – Delegation of the Joint Standing Committee on Road Safety (Hon. Rick Colless MLC, Mr Paul Gibson MP, Mr Daryl Maguire MP, Hon. George Souris MP and Mr Ian Faulks) to Melbourne and Canberra. In Melbourne the delegation met with vehicle manufacturers regarding motor vehicle technologies and the Monash University Accident Research Centre. In Canberra the delegation attended the National Forum on Road Safety Strategy and Targets.	Cost: \$4,961
January 2004 – Ms Cheryl Samuels to Hobart as Secretary to the Parliamentary Bowling Club to attend the 44 <sup>th</sup> Interstate Parliamentary Bowling Carnival.	Cost: \$1,832
February 2004 - The Public Accounts Committee (Mr Matt Brown MP, Ms Gladys Berejiklian MP, Mr Richard Torbay MP, Mr John Turner MP, Mr Steve Whan MP and Ms Vicki Buchbach) to Perth and Adelaide in relation to the committee inquiry into the funding of fire services. In Perth the committee met with officials of the Fire and Emergency Services Authority, the Western Australian Local Government Association, staff of the Western Australian Public Accounts Committee and the Office of the Western Australian Auditor-General. In Adelaide the committee met with officials of the South Australian Department of Treasury and Finance, Revenue SA, the South Australian Emergency Services Administration Unit and the South Australian Economic and Finance Committee.	Cost: \$14,683
February 2004 – Mr Russell Grove and Mr Mark Swinson to Melbourne to attend a meeting of the Australia and New Zealand Association of Clerks-at-the-Table Executive Committee.	Cost: \$1,125
March 2004 – Delegation of the Joint Standing Committee on Road Safety (Mr Daryl Maguire MP and Mr Ian Faulks) to Canberra to attend the Summit to Combat Speeding Heavy Trucks.	Cost: \$893

March 2004 – Delegation of the Standing Ethics Committee (Mr John Mills MP, Mr Barry O'Farrell MP, Mr John Price MP and Ms Ronda Miller) to Canberra and Melbourne. The committee held discussions with officers of both Houses of the Commonwealth Parliament, the ACT Legislative Assembly and both Houses of the Victorian Parliament to assist with inquiry into section 13B of the Constitution Act and regulation of MPs secondary employment. Cost: \$3,181

March 2004 – Delegation of the Standing Committee on Natural Resource Management (Mr Greg Aplin MP, Mr Gerard Martin MP, Mr Tony McGrane MP and Ms Louise Armstrong) to Albury to attend the 21<sup>st</sup> Commonwealth Agricultural Conference on The Power of Water. Report tabled. Cost: \$1,350

March 2004 – Hon. John Aquilina MP and Mr Russell Grove to Western Australia to attend a regional sitting of the Western Australian Legislative Assembly. Cost: \$3,950

April 2004 – Delegation of the Standing Committee on the ICAC (Hon. Jenny Gardiner MLC, Mr John Mills MP and Mr Ian Faulks) to Belgium, the United Kingdom, Ireland, the United States of America and Canada to examine a number of corruption investigation and prevention matters and the impact of information technologies. In Belgium the delegation met with officials of the European Commission Anti-Fraud Office, Transparency International and the European Parliament Committee on Internal Affairs and Illegal Market. In the United Kingdom the delegation met with officials of the Serious Fraud Office and the House of Commons Committees on Home Affairs and Public Administration. In Ireland the delegation met with the Irish National Police and the National Crime Council. In the USA the delegation met with officials of the FBI, the National White Collar Crime Center, the Center for International Private Enterprise, the Government Accountability Project, the Department of Justice Office of Inspector General, the Local Government Committee of the Washington State Legislative Assembly, the Public Disclosure Commission of Washington State, the Senate Committee on Ethics and the House of Representatives Committee on Standards of Official Conduct. In Canada the delegation met with officers of the Office of Ethics Counsellor and the British Columbia Legislative Assembly. Report tabled. Cost: \$48,905

April 2004 – The Standing Committee on Natural Resource Management (Hon. Pam Allan MP, Mr Greg Aplin MP, Mr Tony McGrane MP and Mr Mervyn Sheather) to Dubbo, Nyngan, Narromine and Wellington to inspect approaches to land use management on properties which can reduce the effects of salinity and mitigate the effects of drought. Cost: \$2,861

April 2004 – Mr Russell Grove to Uganda to attend the Commonwealth Parliamentary Association Mid-year Executive Committee Meeting. Cost: \$3,812

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May 2004 - The Public Accounts Committee (Mr Matt Brown MP, Mr Steve Whan MP, Ms Gladys Berejiklian MP, Mr Richard Torbay MP, Mr John Turner MP, Ms Vicki Buchbach and Mr David Daniels) to Maitland to take evidence in relation to the inquiries into the Infringement Processing Bureau and academics paid outside work.

Cost: \$742

May 2004 – The Joint Standing Committee on Road Safety (Mr David Barr MP, Hon. Rick Colless MLC, Mr Paul Gibson MP, Mr Daryl Maguire MP, Hon. George Souris MP, Hon. John Tingle MP, Hon. Ian West MLC and Mr Ian Faulks) to Port Macquarie to attend the Country Roads Safety Summit.

Cost: \$2,610

May 2004 – Ms Jennifer Lamont and Ms Cheryl Samuels to Perth to attend the conference and AGM of the Australasian Study of Parliament Group.

Cost: \$1,463

**LEGISLATIVE ASSEMBLY MEMBERS' TRAVEL EXPENDITURE FOR THE 2003/04 FINANCIAL  
YEAR INCLUDING SPOUSE/APPROVED RELATIVE AND  
ELECTORATE OFFICE STAFF**

<b>Electorate</b>	<b>Name of Member</b>	<b>Members Travel Within Australia</b>	<b>Members' Spouses / Approved Relatives Travel Within Australia</b>	<b>Electorate to Sydney Travel by Members' Staff</b>	<b>Total</b>
		\$	\$	\$	\$
Albury	Aplin G	21,178.32	905.58	2,828.91	24,912.81
Auburn	Perry B M	-	-	-	-
Ballina	Page D L	19,247.00	3,853.35	1,558.96	24,659.31
Bankstown	Stewart A P	-	-	-	-
Barwon	Slack - Smith I L	33,026.75	-	479.93	33,506.68
Bathurst	Martin G F	10,431.22	-	3,211.87	13,643.09
Baulkham Hills	Merton W A	338.97	-	-	338.97
Bega	Constance A	4,228.99	-	4,713.35	8,942.34
Blacktown	Gibson P B	-	-	-	-
Bligh	Moore C	3,110.32	-	176.37	3,286.69
Blue Mountains	Debus R J	-	-	-	-
Burrinjuck	Hodgkinson K A	25,317.86	237.44	953.40	26,508.70
Cabramatta	Meagher R P	-	-	-	-
Camden	Corrigan G	2,699.53	-	61.29	2,760.82
Campbelltown	West G J	455.41	-	64.53	519.94
Canterbury	Burney L	3,954.66	-	12.37	3,967.03
Cessnock	Hickey K A	520.60	-	-	520.60
Charlestown	Morris M	4,174.88	-	503.98	4,678.86
Clarence	Cansdell S	16,728.80	-	1,936.14	18,664.94
Coffs Harbour	Fraser A R G	22,429.54	2,944.38	922.49	26,296.41
Coogee	Pearce P	265.32	-	-	265.32
Cronulla	Kerr M J	3,127.17	-	-	3,127.17
Davidson	Humpherson A	7,846.11	-	274.56	8,120.67
Drummoyne	D'Amore A	994.95	-	133.80	1,128.75

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Dubbo	McGrane A M	17,362.08	-	7,586.17	24,948.25
East Hills	Ashton A J	678.82	-	-	678.82
Epping	Tink A A	3,340.38	-	-	3,340.38
Fairfield	Tripodi J G	-	-	461.00	461.00
Georges River	Greene K P	179.47	-	-	179.47
Gosford	Hartcher C P	1,302.36	-	448.11	1,750.47
Granville	Yeadon K M	-	-	-	-
Hawkesbury	Pringle S	201.71	-	-	201.71
Heathcote	McLeay P	172.65	-	-	172.65
Heffron	Keneally K	1,133.47	-	488.63	1,622.10
Hornsby	Hopwood J	620.31	-	-	620.31
Illawarra	Saliba M F	4,908.64	-	261.63	5,170.27
Keira	Campbell D A				-
Kiama	Brown M J	12,520.68	-	1,168.67	13,689.35
Kogarah	Burton C A	232.01	-	-	232.01
Ku-ring-gai	O'Farrell B R	2,941.53	-	-	2,941.53
Lachlan	Armstrong I M	40,593.93	2,915.14	-	43,509.07
Lake Macquarie	Hunter J	10,184.23	-	478.32	10,662.55
Lakemba	Iemma M	-	-	461.00	461.00
Lane Cove	Roberts A	2,117.20	-	-	2,117.20
Lismore	George T	26,082.59	26.59	1,790.88	27,900.06
Liverpool	Lynch P G	-	-	-	-
Londonderry	Shearan A	64.38	-	-	64.38
Macquarie Fields	Knowles C J	-	-	-	-
Maitland	Price J C	2,670.53	-	1,005.64	3,676.17
Manly	Barr D	544.83	-	16.01	560.84
Maroubra	Carr R J	-	-	-	-
Marrickville	Refshauge A J	-	-	-	-
Menai	Megarrity A P	878.55	-	-	878.55
Miranda	Collier B J	59.54	-	-	59.54
Monaro	Whan S	12,344.27	255.46	1,338.87	13,938.60
Monaro	Webb P	645.00	-	-	645.00
Mount Drutt	Amery R S	750.45	-	252.00	1,002.45



# 2003/04

Mulgoa	Beamer D	-	-	-	-
Murray - Darling	Black P L	22,280.65	-	5,390.33	27,670.98
Murrumbidgee	Piccoli A	30,036.91	-	1,066.70	31,103.61
Myall Lakes	Turner J H	22,209.86	754.76	2,823.50	25,788.12
Newcastle	Gaudry B J	6,473.25	-	-	6,473.25
North Shore	Skinner J G	2,178.45	-	-	2,178.45
Northern Tablelands	Torbay G R	23,106.98	1,719.65	4,069.89	28,896.52
Orange	Turner R W	17,225.82	1,204.48	716.20	19,146.50
Oxley	Stoner A J	23,378.64	2,922.81	1,590.87	27,892.32
Parramatta	Gadiel T	-	-	16.00	16.00
Peats	Andrews M T	675.44	-	-	675.44
Penrith	Paluzzano K	2,756.95	-	-	2,756.95
Pittwater	Brogden J G	10,405.18	-	4,195.00	14,600.18
Port Jackson	Nori S C	271.47	-	296.51	567.98
Port Macquarie	Oakeshott R M J	7,239.73	348.02	6,491.83	14,079.58
Port Stephens	Bartlett J R	1,476.46	-	-	1,476.46
Riverstone	Aquilina J J	-	-	-	-
Rockdale	Sartor F	-	-	-	-
Ryde	Watkins J A	-	-	-	-
Smithfield	Scully P A	-	-	-	-
South Coast	Hancock S	19,221.09	1,478.93	1,899.72	22,599.74
Southern Highlands	Seaton P L	1,003.66	-	476.70	1,480.36
Strathfield	Judge V	616.87	-	-	616.87
Swansea	Orkopoulos M	7,424.08	-	-	7,424.08
Tamworth	Draper P	9,452.17	542.60	7,381.34	17,376.11
The Entrance	McBride G A	-	-	476.70	476.70
The Hills	Richardson M J	2,523.50	-	-	2,523.50
Tweed	Newell N J	10,288.35	561.80	-	10,850.15
Upper Hunter	Souris G	31,456.36	2,741.01	1,437.70	35,635.07
Vaucluse	Debnam P J	4,099.11	-	-	4,099.11
Wagga Wagga	Maguire D W	24,648.10	1,286.05	3,892.86	29,827.01
Wakehurst	Hazzard B R	4,330.82	-	571.93	4,902.75
Wallsend	Mills J C	11,065.49	1,042.00	238.35	12,345.84

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Wentworthville	Allan P D	2,659.39	-	-	2,659.39
Willoughby	Berejkliau G	275.69	-	-	275.69
Wollongong	Hay N	3,640.50	-	35.64	3,676.14
Wyong	Crittenden P R	4,814.91	-	-	4,814.91
<b>Totals</b>		<b>629,841.89</b>	<b>25,740.05</b>	<b>76,656.65</b>	<b>732,238.59</b>

## Publications produced by the Legislative Assembly

### PROCEDURAL PUBLICATIONS

#### Publication

New South Wales Legislative Assembly Practice and Procedure (4<sup>th</sup> ed.).

#### Fact Sheets:

1. The Role of the NSW Legislative Assembly.
2. History of the Parliament of NSW.
3. The Constitutional Base of Parliament.
4. Sources of Information.
5. Records of the House.
6. The Role of the Speaker and other Officers of the House.
7. The Parliamentary Calendar and Elections.
8. Passage of Legislation.
9. Committee of the Whole House.
10. Amendments.
11. Parliamentary Committees.
12. Routine of Business.
13. Decorum in the House.
14. Rules of Debate.
15. Disorder.
16. Petitions.
- 16a. Sample Petition.
17. Suspension of Standing Orders.
18. Exercise of the Casting Vote of the Chair.
19. Questions.
20. Address in Reply Debate.
21. Quorum, Bells and Divisions.
22. Sub judice Convention.
23. Personal Explanations and Explanations.
24. Matters of Public Importance.
25. Tabling of Reports and other Papers.
26. Statutory Rules and Instruments.
27. Ministerial Statements.

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

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28. Private Members' Statements.
29. Accountability Mechanisms for Members of Parliament.
30. Parliamentary Privilege.
31. Closure/Guillotine.
32. Motions for Urgent Consideration.
33. The Role of a Local Member.
34. Citizens' Right of Reply.
35. Parliamentary Secretaries.
36. Information on the Election of Members to the Legislative Assembly.

## **Information Pamphlets:**

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

## **Other Pamphlets:**

Preparing Submissions to Parliamentary Committee Inquiries.

Information for Witnesses before Parliamentary Committees.

The Parliamentary Ethics Adviser (This pamphlet is for Members' use only).

Electoral Legislation Extracts.

Procedure Precedents for the 50<sup>th</sup>, 51<sup>st</sup> and 52<sup>nd</sup> Parliaments.

Decisions from the Chair (Consolidated)

Decisions from the Chair (Key Rulings)

**Briefing Papers:**

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

Short Guide to Parliamentary Procedure

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

Legislation Impinging on Parliament

Standing Orders

Sessional Orders

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

**ADMINISTRATIVE PUBLICATIONS**

List of Members

Committees and Office Holders Appointed

Sessional Returns and Summary

Parliamentary Record

Pecuniary Interest Register

Members' Handbook

Legislative Assembly Former Members' Guide

Committees Handbook

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## **CORPORATE PUBLICATIONS**

Annual Reports

Strategic Plan 2003 – 2007

Business Plan 2003 – 2004

## **SPEAKING NOTES**

A project to draft a series of speaking notes on various Parliament-related subjects was commenced during the reporting period (the first set of notes is currently available to parliamentary staff). More topics will be progressively added during 2004/05.

## **EDUCATION AND COMMUNITY RELATIONS PUBLICATIONS**

### **Books and booklets:**

Australia's First Parliament (3<sup>rd</sup> ed.)

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

Parliament of New South Wales (2<sup>nd</sup> ed.)

### **Pamphlets:**

Parliament of New South Wales, colour brochure

History Bulletins Nos 1 to 10

Educational Services - Parliamentary Education and Community Relations Section

### **Information material:**

Information Sheets

History Site Study Package

### **Miscellaneous material:**

Parliament of New South Wales (video)

What's On In Education (occasional newsletter)

## Parliamentary staff Code of Conduct

### FOREWORD

This Code is designed to help you meet high standards of integrity and ethical behaviour, to give you a basis for making day-to-day decisions and convey the behaviour expected of you as an employee. As an employee of the Parliament, you should be aware of the importance of the Parliament to the people of New South Wales and the impact that your behaviour can have on the overall reputation of the Parliament.

The Code was developed in consultation with management and unions and will be reviewed periodically. Your feedback is encouraged and should be directed to the Manager Employee and Corporate Services in the Legislative Assembly or the Senior Policy and Projects Officer (Administration) in the Legislative Council.

It is not possible for any code of conduct to cover all possible situations that may arise. If you are uncertain about any aspect of this Code, or have an ethical problem you cannot resolve you should seek guidance from your manager (or peers). You could also read the Parliament's pamphlet, *Ethical Dilemmas at Work*, which is available on Parliament's intranet or from your personnel section.

The contribution of each employee is essential if the Parliament is to operate effectively, with integrity and in accordance with the values set out in this Code.

**Russell D Grove**  
Clerk of the Legislative Assembly

**John Evans**  
Clerk of the Parliaments

### INTRODUCTION

The Parliament's Staff Code of Conduct applies to:

1. All permanent, temporary and casual employees (with the exception of members' staff employed by the President of the Legislative Council or the Speaker of the Legislative Assembly):
  - (i) in the Legislative Council under the separate control of the President of the Legislative Council
  - (ii) in the Legislative Assembly under the separate control of the Speaker of the Legislative Assembly
  - (iii) in a Joint Services Department or Section under the control of the President of the Legislative Council and Speaker of the Legislative Assembly jointly.
2. Contractors engaged on site.
3. Volunteers and people engaged in work experience programs.

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## **PART ONE – ETHICAL VALUES**

### **1.0 – Ethical Values**

Employees of the Parliament must undertake their duties with regard to:

- Integrity – you should consider your duty as an employee whenever you take action
- Honesty – abide by the law and appropriate policies and procedures
- Impartiality – put aside personal interests, biases and views, and disclose any real or apparent conflict of interests as soon as possible
- Accountability – employees accept responsibility for their acts and omissions
- Tolerance – your actions and decisions as an employee should be based on equitable consideration of the relevant facts
- Professionalism – ensure your actions and decisions do not compromise your reputation or the reputation of the Parliament
- Confidentiality – the information received in the course of your duties should only be used for the purposes intended and not disclosed to any other person
- Value for money – parliamentary resources should be used for the purpose for which they are provided, and you should seek to achieve the best value for money.

## **PART TWO – CODE OF CONDUCT**

### **2.0 – Integrity**

#### **2.1 – Responsibility to the public and other client groups**

The people of New South Wales are entitled to expect the business of the Parliament to be conducted with efficiency, economy, fairness, impartiality and integrity. Employment with the Parliament carries with it a particular obligation to the public interest. You are required to:

- meet a standard of professional behaviour that promotes and maintains public confidence and trust in the work of the Parliament
- treat members of the public with courtesy and sensitivity
- ensure that your actions do not compromise the reputation of Parliament
- stay up-to-date and informed on legislation, policy and guidelines affecting your role.

#### **2.2 – Responsibility to members**

You must perform your duties irrespective of your personal political beliefs. This involves:

- being impartial in your treatment of members of Parliament, and providing accurate information to all members equally
- providing advice to all members that is frank, independent, based on an accurate representation of the facts and as comprehensive as possible
- maintaining complete confidentiality in relation to the information you provide to, and receive from, members.



## **2.3 – Ethical decision making**

If you are faced with an ethical dilemma, you may find it useful to refer to or consider, either by yourself or in consultation with your peers or manager, the following points:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with Parliament House policy and in line with the Code of Conduct?
- What will be the outcomes for you, for your colleagues, for the Parliament and for other parties?
- Do these outcomes raise a conflict of interest or lead to private gain at public expense?
- Can the decision or conduct be justified in terms of the public interest?
- Would it withstand public scrutiny? That is, how would you feel if details of the decision were made public?

You might also wish to consult the Parliament's pamphlet, *Ethical Dilemmas at Work*, which is available on the Parliament's intranet under the [Admin Tab>Parliament-wide>Policies & Forms>Employment-related>Ethical Dilemmas at Work \(Parliament-wide\)](#), or from your personnel section.

## **3.0 – HONESTY**

All employees are required to act honestly, and abide by lawful directions, policies, procedures and the law.

### **3.1 – Gifts, benefits and bribes**

You should not seek or accept any gift or benefit if such action could be perceived by reasonable members of the public as intended or likely to cause you:

- to act in a particular way (including making a particular decision)
- to fail to act in a particular circumstance, or
- to otherwise deviate from the proper course of your official duties.

A reputation for integrity and professionalism can only be achieved and maintained if the community is confident that employees are not influenced by gifts, bribes or other inducements.

Gifts and benefits are items or services that are provided to you, your family or anyone associated with you resulting from your employment. These could include money, discounts, free travel, hospitality, accommodation or employment. You must not accept or demand gifts or benefits from any person or organisation in return for doing your work, because this could impose obligations upon you, or appear to do so.

Generally, offers of gifts and benefits should be declined if they may compromise you in your decision-making. You must decline offers which are individually targeted and are not available to your colleagues who share a common task or purpose. Hospitality unconnected to an official work-related function should be refused. Frequent flyer points and other consumer loyalty award schemes which you have accrued from official expenditure should not be used for personal benefit. For example, if you have accrued frequent flyer points while travelling on official business at the Parliament's expense, those frequent flyer points can only be used for further official travel and not for personal use.

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You may find that you are invited to events or functions, such as Christmas lunches, which aim to facilitate “networking” with outside companies or external professional groups. These may be accepted if they occur infrequently, and if your participation will not potentially impose obligations upon you. You should consult with your manager when you receive an invitation of this kind.

You may accept a gift, benefit, travel or hospitality only if it is of a token kind, and when refusal would be unnecessarily rude. For example, it is quite common for gifts to be accepted or exchanged as part of the courtesy and protocol of visits. All managers responsible for employees involved in delegations and visitors should brief employees on the accepted practice and courtesy of these occasions.

All offers of gifts and benefits should be reported to your manager, whether you accept them or not. If you are uncertain whether it is appropriate to accept an offered gift, discuss it with your manager prior to acceptance. If you need to decline an offered gift, you could do so by explaining that the Parliament does not permit its employees to accept such gifts or services.

## **3.2 – Making representations to members and Ministers**

Employees like other citizens can seek access to their local member or contact a Minister in relation to an issue. You should not approach members or Ministers for a private purpose through your official role.

If employees wish to meet with or make a representation to their local member or a Minister you should make it clear to the member or Minister that you wish to approach them as a constituent. It is preferable that the initial approach is made through the member’s or Minister’s office in the same way that other constituents access the member.

## **4.0 – Impartiality**

### **4.1 – Conflict of interest**

A conflict of interest may exist where an employee could be influenced, or could be perceived to be influenced, by a personal interest in carrying out their official duties. You have a responsibility to ensure that your personal interests, financial and non-financial, associations and activities do not conflict with your duties. Managers may also assist in the management of conflict of interest by enquiring about the existence of any conflict of interest for their staff, especially for projects which involve a tendering process. Managers can bring this issue into normal planning and review processes.

An example of conflict would occur if you are involved in calling tenders or organising the purchase of supplies, and you find that a close friend or relative is one of the tenderers or suppliers. Another conflict may arise where your personal beliefs or attitudes may influence the impartiality of advice given.

You may be the only person aware of the potential for a conflict. It is therefore your responsibility to avoid any financial or other interest that could compromise the impartial performance of your duties. You should disclose any potential or actual conflict of interest to your manager as soon as you become aware of it, so that an informed decision can be made about what action to take.

### **4.2 Political and community participation**

You should make sure that any participation in party political activities does not conflict with your duty to serve in a politically neutral manner.

This is important because of the need for members and the public to maintain confidence in your impartiality when you take action or give advice.

The nature of your position, the extent of involvement, and public prominence will affect the level of political activity which is appropriate or inappropriate. For example, for a Clerk at the Table of either House, it will be inappropriate to participate in any form of political activity, because the need to be and appear to be impartial is critical in that position. A gardener or waiter, however, would be less restricted because bias is unlikely to influence decision-making in those positions.

If you believe a conflict has arisen, or may arise, you must report it to your manager for further advice. This may result in your stopping your political activity, or withdrawing from areas of work where conflict is occurring where this is possible.

Employees who are contesting State or Federal elections, should consult with their manager and personnel section on the policies that apply. Within the context of the requirements of this code, all employees are free to participate in voluntary community organisations, charities and professional associations.

### **4.3 – Outside employment**

You are required to obtain prior approval from the Clerk/s before engaging in any paid outside employment.

Generally, outside employment will be approved as long as:

- the work is not associated with your work duties or knowledge gained in the course of your duties
- the work is carried out in your own time
- the work does not involve a conflict of interest with your work at Parliament, and
- there is no adverse impact upon your work attendance and performance or increased health and safety risks.

For example, lecturing at educational institutions, hospitality / catering work, sports officiating, or undertaking activities as a Poll Official at elections, outside working hours, would normally be approved.

It is not necessary to obtain approval for voluntary or unpaid activities, unless a conflict of interest arises in relation to those activities and your official responsibilities.

### **4.4 – Post-separation employment**

You should not use your position with the Parliament to obtain opportunities for future employment. You should not allow yourself or your work to be influenced by plans for, or offers of, employment outside the Parliament. If you do, there is a conflict of interest and your integrity, and that of the Parliament, is at risk. We recognise that the knowledge and skills you have attained while working at Parliament will assist you in your future career.

You should be careful in your dealings with former employees, and make sure that you do not give them, or appear to give them, favourable treatment or access to privileged information.

### **4.5 – Bankruptcy and private financial affairs**

Any employee who becomes bankrupt or has to form an arrangement with creditors or a debt collection agency must immediately notify the Clerk/s. This procedure is in place because bankruptcy or other financial hardship has been identified as a situation which could lead to corrupt conduct.

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## 5.0 – ACCOUNTABILITY

You must accept responsibility for your own acts and omissions. If you receive directions to perform actions which you believe to be illegal or improper, you should query them and may refuse to perform them, and explain why.

If you have employees under your supervision, you are also responsible for their acts and omissions if those acts or omissions are so serious, repeated or widespread that you should know of them and correct them. You should therefore ensure that employees under your supervision understand what their duties are, how they are expected to perform them, and what results are expected.

### 5.1 – Whistleblowing

You have a duty to report to your manager or to the Clerk/s any suspected corrupt conduct, maladministration, criminal or serious and substantial waste of public funds. All disclosures of such conduct will be handled in confidence according to the Parliament's *Protected Disclosures Policy*.

Disclosures may also be made to the ICAC, the Ombudsman or to the Auditor-General, in accordance with the *Protected Disclosures Act 1994*. The *Protected Disclosures Act* ensures that all employees making protected disclosures are protected from reprisals, provided they meet the criteria set out in the Act.

Further information about reporting corrupt conduct, maladministration and serious and substantial waste of public funds can be found in the Parliament's *Protected Disclosures Policy*, located on the Intranet under the [Admin Tab>Parliament-wide>Policies & Forms>Employment-related>Protected Disclosures \(Parliament-wide\)](#) or from your personnel section.

## 6.0 – Tolerance

You should always act in a manner that is inclusive and tolerant of people regardless of:

- gender or sexual orientation
- linguistic, cultural, religious, ethnic, national or racial backgrounds
- physical or mental attributes or disabilities
- age.

Anti-discrimination and harassment: You must not discriminate against members, staff or the public on the grounds of:

- Sex, age, marital status or pregnancy
- Race, colour, nationality, ethnic or social origin
- Physical or intellectual disability or impairment
- Sexual preference or transgender identity
- Religious or political belief, or
- Personal carer's responsibilities.

Such discrimination can be:

- unlawful – proscribed by statute
- unfair – arising from such things as arbitrary action, error, failure to consider relevant facts or consideration of irrelevant facts.

You should also read the Parliament's *Harassment Free Workplace Policy* available on the Parliament's Intranet under the [Admin Tab>Parliament-wide>Policies & Forms>Admin>Harassment Free Workplace Policy \(Parliament-wide\)](#) or available from your personnel section.

## **7.0 – Professionalism**

Professionalism requires that you act at all times with courtesy, efficiency and thoroughness.

### **7.1 – Dress**

The standards of dress for employees of the Parliament can have an important impact on the image of the Parliament. All employees should conform to the generally accepted standards of business dress or standards set by your Department or Section. If you are provided with a uniform, you must wear it at all times whilst on duty.

### **7.2 – Drugs and alcohol**

Although the Parliament has dining room and bar facilities, you must not perform your job, remain at work, or undertake any work-related activity, if you are adversely affected by alcohol or other drugs. You may be directed by your manager to stop work or leave the workplace if you are affected by alcohol or drugs to the detriment of your work or for safety reasons.

### **7.3 – Attending functions**

Employees need to exercise discretion when attending private functions and celebrations held at Parliament House. Although members may offer “open invitations” to employees to attend such functions this is usually a courtesy and you are still expected to conduct yourself in a professional manner while attending the function.

## **8.0 – Confidentiality**

### **8.1 – Public comment**

Public comment includes public speaking engagements, comments to journalists, statements on radio and television or letters to newspapers, as well as expressing views in books, journals and notices where it is expected that the comments will be published to the wider community. **Only the Presiding Officers and Clerks will make statements in an official capacity for the Parliament.** You must not make public comments on issues relating to the Parliament unless you have been authorised to do so by the Clerks.

As a member of the community, you can make public comment and enter into public debate on political and social issues. If you choose to make a public comment, you must ensure that:

- your personal views are not presented or interpreted as official comment, although made in a private capacity. You should preface your remarks with a comment that they are made in a private capacity and do not represent the views of the Parliament
- the information you disclose is official information and material that is normally given to members of the public seeking that information.

Employees acting in the capacity of a local union delegate or union office holder may comment on matters involving union business.

It is quite common for journalists to talk to employees seeking background information or comments. Unless the information sought is published and available to the public or you have been authorised to make a comment or give information to journalists, you should refer all media inquiries to the relevant Clerk.

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## **8.2 – Confidentiality of information**

Information you have gained in the course of your official duties must only be used for the work-related purpose intended, and not for personal benefit. All employees must make sure that all confidential information including computer files cannot be accessed by unauthorised people and that sensitive information is only discussed with people who are authorised to have access to it.

## **9.0 – Value for money**

### **9.1 – Use of official resources**

You should seek to ensure that value for money is obtained when using parliamentary resources and report any misuse of resources by others. You are to use parliamentary resources economically and should avoid any action or situation which could create the impression that parliamentary property, equipment, official services or facilities are being improperly used by you or any other person, for private benefit.

Any facilities provided by the Parliament, such as office equipment, stationery, telephones or transport, for use by employees in performing their duties should be used strictly for those duties and for no other purpose. However, your manager may permit occasional and minor use of some facilities for private purposes, for example, occasional telephone calls, e-mails or faxes; use of the Internet (refer to the Parliament's Internet and Email Usage Policies, located on the Intranet under the [Admin Tab>Parliament-wide>Policies & Forms:](#)

[>Employment-related>Communication Devices Policy](#)  
[>Employment-related>Internet and Email Usage Policy](#)  
[>Admin>IT – Internet Policy.](#)

Generally, you should not use parliamentary resources for private purposes.

You also should not expect or ask other employees to use work time for private purposes. For example, if you are supervising other employees, it is not appropriate to direct them to collect your dry cleaning, pay bills, or to perform other personal tasks for you.

## **10.0 – Sanctions for breaches**

Sanctions may be applied if your conduct breaches this Code of Conduct. Depending on the severity of the breaches, the impact upon the Parliament and your employment, sanctions may include counselling, a formal warning or dismissal.

## Attachments/Overseas Links

- The Department contributed to a program organised by the Parliamentary Counsel's Office for a secondee from Vanuatu on 3 and 10 September 2003.
- The Legislative Assembly hosted an attachment Mr Mark Eagleton, an IT officer from Victorian Parliament on secondment from House of Commons on 3 October 2003.
- The Legislative Assembly hosted an attachment Ms Patricia Chaychuk, the Clerk of the Manitoba (Canada) Legislative Assembly on 6 February 2004.

Such attachments are always welcomed by the Legislative Assembly as an excellent opportunity to exchange views and ideas.

# financial statements

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GPO BOX 12  
SYDNEY NSW 2001

## INDEPENDENT AUDIT REPORT

### THE LEGISLATURE

To Members of the New South Wales Parliament

#### Audit Opinion

In my opinion the financial report of The Legislature presents fairly The Legislature's financial position as at 30 June 2004 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

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

#### The Clerks' Role

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

#### The Auditor's Role and the Audit Scope

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

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

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

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



My opinion does *not* provide assurance:

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

**Audit Independence**

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

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



R. J. Sendt  
Auditor General

SYDNEY  
22 November 2004

# financial statements

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**RUSSELL D. GROVE**  
CLERK OF THE LEGISLATIVE ASSEMBLY



**JOHN EVANS**  
CLERK OF THE PARLIAMENTS

**NEW SOUTH WALES  
PARLIAMENT**

18 November 2004

File ref: A700

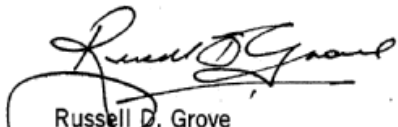
**THE LEGISLATURE**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2004**

Statement by Department Heads

We state that:

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

  
**Russell D. Grove**  
Clerk of the Legislative Assembly

  
**John Evans**  
Clerk of the Parliaments

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*Start of the audited financial statements*

## THE LEGISLATURE

## Statement of Financial Performance for the Year Ended 30 June 2004

	Notes	Actual 2004 \$000	Budget 2004 \$000	Actual 2003 \$000
<b>Expenses</b>				
Operating expenses				
Employee related	2(a)	43,291	40,976	41,844
Other operating expenses	2(b)	21,397	22,241	22,046
Maintenance	2(c)	1,866	480	1,751
Depreciation and amortisation	2(d)	5,230	5,232	5,184
Other expenses	2(e)	<u>33,543</u>	<u>32,801</u>	<u>32,049</u>
<b>Total Expenses</b>		<u>105,327</u>	<u>101,730</u>	<u>102,874</u>
Less:				
<b>Retained Revenue</b>				
Sale of goods and services	3(a)	4,592	4,515	4,223
Investment income	3(b)	46	40	53
Grants and contributions	3(c)	1,179	-	2,232
Other revenue	3(d)	<u>16,054</u>	<u>265</u>	<u>18,310</u>
<b>Total Retained Revenue</b>		<u>21,871</u>	<u>4,820</u>	<u>24,818</u>
<b>Gain / (loss) on disposal of non-current assets</b>	4	<u>(110)</u>	<u>-</u>	<u>(217)</u>
<b>Net Cost of Services</b>	19	<u>83,566</u>	<u>96,910</u>	<u>78,273</u>
<b>Government Contributions</b>				
Recurrent appropriation	5	81,031	79,210	80,272
Capital appropriation	5	3,459	2,650	2,925
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>13,049</u>	<u>12,512</u>	<u>12,917</u>
<b>Total Government Contributions</b>		<u>97,539</u>	<u>94,372</u>	<u>96,114</u>
<b>SURPLUS (DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES</b>		<u>13,973</u>	<u>(2,538)</u>	<u>17,841</u>
Total Revenues, Expenses and Valuation Adjustments Recognised in Equity		-	-	-
Net increase in asset revaluation reserve		<u>5,512</u>	<u>-</u>	<u>2,100</u>
<b>Total Changes in Equity other than those resulting from transactions with owners as owners</b>	15	<u>19,485</u>	<u>(2,538)</u>	<u>19,941</u>

The accompanying notes form part of these statements.

# financial statements

## THE LEGISLATURE

### Statement of Financial Position as at 30 June 2004

	Notes	Actual 2004 \$000	Budget 2004 \$000	Actual 2003 \$000
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	8	1,735	682	682
Receivables	9	1,240	1,398	1,398
Inventories	10	357	338	338
Other Assets	11	389	309	359
<b>Total Current Assets</b>		<u>3,721</u>	<u>2,727</u>	<u>2,777</u>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	12			
- Land and Buildings		115,297	111,596	112,542
- Plant and Equipment		13,298	12,589	14,225
- Collection Assets		33,739	16,810	16,810
		<u>162,334</u>	<u>140,995</u>	<u>143,577</u>
Other Assets	11	153	386	336
<b>Total Non-Current Assets</b>		<u>162,487</u>	<u>141,381</u>	<u>143,913</u>
<b>Total Assets</b>		<u>166,208</u>	<u>144,108</u>	<u>146,690</u>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Payables	13	4,042	4,193	4,337
Provisions	14(a)	3,394	3,230	3,130
<b>Total Current Liabilities</b>		<u>7,436</u>	<u>7,423</u>	<u>7,467</u>
<b>Non-Current Liabilities</b>				
Provisions	14(b)	595	531	531
<b>Total Non-Current Liabilities</b>		<u>595</u>	<u>531</u>	<u>531</u>
<b>Total Liabilities</b>		<u>8,031</u>	<u>7,954</u>	<u>7,998</u>
<b>Net Assets</b>		<u>158,177</u>	<u>136,154</u>	<u>138,692</u>
<b>EQUITY</b>				
Reserves	15			
	1(i)	16,679	11,167	11,167
Accumulated Funds		141,498	124,987	127,525
<b>Total Equity</b>		<u>158,177</u>	<u>136,154</u>	<u>138,692</u>

The accompanying notes form part of these statements.

**THE LEGISLATURE**

**Statement of Cash Flows for the Year Ended 30 June 2004**

	Notes	Actual 2004 \$000	Budget 2004 \$000	Actual 2003 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Payments</b>				
Employee related		(40,879)	(38,522)	(38,087)
Other		<u>(48,979)</u>	<u>(47,599)</u>	<u>(50,825)</u>
<b>Total Payments</b>		<u>(89,858)</u>	<u>(86,121)</u>	<u>(88,912)</u>
<b>Receipts</b>				
Sale of goods and services		5,508	4,510	5,109
Interest received		52	40	48
Other		<u>2,126</u>	<u>270</u>	<u>2,769</u>
<b>Total Receipts</b>		<u>7,686</u>	<u>4,820</u>	<u>7,926</u>
<b>Cash Flows From Government</b>				
Recurrent appropriation		81,031	79,210	80,272
Capital appropriation		3,459	2,650	2,925
Capital liability to Consolidated Fund		-	-	(152)
Cash reimbursements from the Crown Entity		<u>2,036</u>	<u>2,091</u>	<u>1,848</u>
<b>Net Cash Flows From Government</b>		<u>86,526</u>	<u>83,951</u>	<u>84,893</u>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>				
	19	<u>4,354</u>	<u>2,650</u>	<u>3,907</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from sale of property, plant and equipment		5	-	1
Purchases of property, plant and equipment		<u>(3,306)</u>	<u>(2,650)</u>	<u>(3,615)</u>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES</b>		<u>(3,301)</u>	<u>(2,650)</u>	<u>(3,614)</u>
<b>NET INCREASE / (DECREASE) IN CASH</b>				
		1,053	-	293
Opening cash and cash equivalents		<u>682</u>	<u>682</u>	<u>389</u>
<b>CLOSING CASH AND CASH EQUIVALENTS</b>				
	8	<u>1,735</u>	<u>682</u>	<u>682</u>

The accompanying notes form part of these statements.

# financial statements

## THE LEGISLATURE

### Program Statement - Expenses and Revenues for the year ended 30 June 2004

THE LEGISLATURE'S EXPENSES & REVENUES	Program 1.1.1*		Program 1.1.2*		Program 1.2.1*		Not Attributable		Total	
	Legislative Council		Legislative Assembly		Joint Services					
	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000
<b>Expenses</b>										
Operating expenses										
Employee related	7,726	7,763	19,974	18,990	15,591	15,091	-	-	43,291	41,844
Other operating expenses	2,212	2,655	14,564	15,195	4,621	4,196	-	-	21,397	22,046
Maintenance	3	11	198	203	1,665	1,537	-	-	1,866	1,751
Depreciation and amortisation	250	397	2,028	2,189	2,952	2,598	-	-	5,230	5,184
Other expenses	10,514	9,975	23,029	22,074	-	-	-	-	33,543	32,049
<b>Total Expenses</b>	<b>20,705</b>	<b>20,801</b>	<b>59,793</b>	<b>58,651</b>	<b>24,829</b>	<b>23,422</b>	<b>-</b>	<b>-</b>	<b>105,327</b>	<b>102,874</b>
<b>Retained Revenue</b>										
Sale of goods and services	383	349	449	352	3,760	3,522	-	-	4,592	4,223
Investment income	-	-	-	-	46	53	-	-	46	53
Grants and contributions	-	-	-	-	1,179	2,232	-	-	1,179	2,232
Other revenue	97	107	242	224	15,715	17,979	-	-	16,054	18,310
<b>Total Retained Revenue</b>	<b>480</b>	<b>456</b>	<b>691</b>	<b>576</b>	<b>20,700</b>	<b>23,786</b>	<b>-</b>	<b>-</b>	<b>21,871</b>	<b>24,818</b>
Gain / (loss) on disposal of non-current assets	0	0	(35)	-	(75)	(217)	-	-	(110)	(217)
<b>NET COST OF SERVICES</b>	<b>20,225</b>	<b>20,345</b>	<b>59,137</b>	<b>58,075</b>	<b>4,204</b>	<b>(147)</b>	<b>-</b>	<b>-</b>	<b>83,566</b>	<b>78,273</b>
Government contributions**	-	-	-	-	-	-	97,539	96,114	97,539	96,114
<b>NET EXPENDITURE /(REVENUE) FOR THE YEAR</b>	<b>20,225</b>	<b>20,345</b>	<b>59,137</b>	<b>58,075</b>	<b>4,204</b>	<b>(147)</b>	<b>(97,539)</b>	<b>(96,114)</b>	<b>(13,973)</b>	<b>(17,841)</b>

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

\*\*Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "not attributable" column.

The accompanying notes form part of these statements.

**THE LEGISLATURE**

**SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES**

	2004				2003			
	Recurrent Appropriation	Expenditure / Net Claim on Consolidated Fund	Capital Appropriation	Expenditure / Net Claim on Consolidated Fund	Recurrent Appropriation	Expenditure / Net Claim on Consolidated Fund	Capital Appropriation	Expenditure / Net Claim on Consolidated Fund
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>ORIGINAL BUDGET APPROPRIATION / EXPENDITURE</b>								
Appropriation Act	79,210	79,210	2,650	2,650	76,705	76,705	3,167	2,925
Additional Appropriations								
s21A PF&AA - special appropriation	-	-	-	-	-	-	-	-
s24 PF&AA - transfers of functions between departments	-	-	-	-	-	-	-	-
s26 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	79,210	79,210	2,650	2,650	76,705	76,705	3,167	2,925
<b>OTHER APPROPRIATIONS / EXPENDITURE</b>								
Treasurer's Advance	1,821	1,821	809	809	4,081	3,567		
Section 22 - expenditure for certain works and services	-	-	-	-	-	-	-	-
Transfers from another agency (s25 - Appropriation Act)	-	-	-	-	-	-	-	-
	1,821	1,821	809	809	4,081	3,567	-	-
<b>Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)</b>	81,031	81,031	3,459	3,459	80,786	80,272	3,167	2,925
<b>Amount drawn down against Appropriation</b>		81,031		3,459		70,584		2,925
<b>Liability to Consolidated Fund</b>		-		-		-		-

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

The accompanying notes form part of these statements.

# financial statements

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2004

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### (a) Reporting Entity

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

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

### (b) Basis of Accounting

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

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

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

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

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

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

Comparative information is reclassified where appropriate to enhance comparability.

### (c) Change in Accounting Policies

The Parliament is now depreciating its library collection monographs (excluding the rare book collection) using a straight line method based on a useful life of 20 years. This was recognised in the revaluation of collection assets as 30 June 2004. Prior to this date the total library collection was not subject to depreciation, this change in policy has been made to accurately reflect the library collection's fair value.



**(d) Revenue Recognition**

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

**(i) Parliamentary Appropriations and Contributions from Other Bodies**

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are recognised as revenues when The Legislature obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

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

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

**(ii) Sales of Goods and Services**

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

**(iii) Investment Income**

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

**(iv) Other Revenue**

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

**(e) Employee Benefits and other provisions****(i) Salaries and Wages, Annual Leave, Sick Leave and On-costs**

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

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

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

# financial statements

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## (ii) Long Service Leave and Superannuation

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

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

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

## (f) Insurance

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

## (g) Accounting for the Goods and Services Tax (GST)

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

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

## (h) Acquisition of Assets

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

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

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

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

**(i) Plant and Equipment**

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

**(j) Revaluation of Physical Non-Current Assets**

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

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where the market selling price is not available, the assets fair value is measured as its market buying price i.e. the replacement cost of the assets' remaining future economic benefits. The Legislature is a not for profit entity with no cash generating operations.

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

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

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

Each class of physical non-current assets is revalued every 5 years. As a result of the size and nature of The Legislature's assets this revaluation is conducted over a five year period. In intervening years valuations are reviewed and adjusted to reflect fair value at year end. The last such revaluation based on an independent assessment for each class of asset was:

Land	30 June 2003	Quotable Value Aust. Pty Ltd
Buildings	30 June 2003	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2003	HP Consultants Pty Ltd
Collection Assets:		
Library Collection	30 June 2004	Simon Storey Valuers
Archives Collection	30 June 2004	Simon Storey Valuers
Antiques	30 April 2000	Cleary and Kennedy
Artworks	31 May 2000	Art Gallery of NSW

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

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

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

# financial statements

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

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

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

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

## **(k) Depreciation and Amortisation**

Except for archive, antique, artwork and rare book collection assets, depreciation or amortisation is provided for on a straight line basis for all depreciable or amortisable assets, so as to write off the depreciable amount of the asset as it is consumed over its useful life to The Legislature. Accelerated depreciation has been applied to those computer assets which have become redundant due to technology, so that they are fully depreciated as at 30 June 2004. Land is not a depreciable asset.

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

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

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

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

## **(l) Maintenance and Repairs**

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

## **(m) Leased Assets**

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

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

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

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

**(n) Receivables**

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

**(o) Inventories**

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

**(p) Other Assets**

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

**(q) Payables**

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

**(r) Budgeted Amounts**

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

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

**(s) Adopting AASB 1047 Disclosure****i Explanation of how the transition to AIFRS is being managed**

The Legislature will apply the Australian Equivalents to International Financial Reporting Standards (AIFRS) from the reporting period beginning 1 July 2005.

The Legislature is managing the transition to the new standards by allocating internal resources to analyse the pending standards and Urgent Issues Group Abstracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition.

NSW Treasury is assisting agencies to manage the transition by developing policies, including mandates of options; presenting training seminars to all agencies; providing a website with up-to-date information to keep agencies informed of any new developments; and establishing an IAS Agency Reference Panel to facilitate a collaborative approach to manage the change.

**ii Key Differences in Accounting Policies**

The Legislature has identified a number of significant differences in accounting policies that will arise from adopting AIFRS. Some differences arise because AIFRS requirements are different from existing AASB requirements. Other differences could arise from options in AIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised the agency of options it is likely to mandate, and will confirm these during 2004-05. This disclosure reflects these likely mandates.

# financial statements

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The Legislature's accounting policies may also be affected by a proposed standard designed to harmonise accounting standards with Government Finance Statistics (GFS). This standard is likely to change the impact of AIFRS and significantly affect the presentation of the income statement. However, the impact is uncertain, because it depends on when this standard is finalised and whether it can be adopted in 2005-06.

Based on current information, the following key differences in accounting policies are expected to arise from adopting AIFRS:

- AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards* requires retrospective application of the new AIFRS from 1 July 2004, with limited exemptions. Similarly, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* requires voluntary changes in accounting policy and correction of errors to be accounted for retrospectively by restating comparatives and adjusting the opening balance of accumulated funds.

This differs from current Australian requirements, because such changes must be recognised in the current period through profit or loss, unless a new standard mandates otherwise.

- AASB 102 *Inventories for not-for-profit entities* requires inventory "held for distribution" at no or nominal cost to be valued at the lower of cost and current replacement cost rather than the lower of cost and net realisable value. This may increase the amount of inventories recognised.
- AASB 116 *Property, Plant and Equipment* requires the cost and fair value of property, plant and equipment to be increased to include restoration costs, where restoration provisions are recognised under AASB 137 *Provisions, Contingent Liabilities and Contingent Assets*.

Major inspection costs must be capitalised and this will require the fair value and depreciation of the related asset to be re-allocated.

- AASB 117 *Leases* requires operating lease contingent rentals to be recognised as an expense on a straight-line basis over the lease term rather than expensing in the financial year incurred.
- AASB 1004 *Contributions* applies to *not-for-profit entities* only. Entities will either continue to apply the current requirements in AASB 1004 where grants are normally recognised on receipt, or alternatively apply the proposals on grants included in ED 125 *Financial Reporting by Local Governments*. If the ED 125 approach is applied, revenue and/or expense recognition will be delayed until the agency supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied.

## 2. EXPENSES

<b>(a) Employee Related Expenses</b>	<b>2004</b>	<b>2003</b>
	<b>\$000</b>	<b>\$000</b>
Salaries and wages (including recreation leave)	34,047	32,048
Superannuation entitlements	3,351	3,113
Payroll tax and fringe benefits tax	2,448	2,327
Long service leave	1,261	1,780
Redundancy payments	814	1,145
Other	853	818
Workers compensation insurance	517	613
	<b><u>43,291</u></b>	<b><u>41,844</u></b>
<b>(b) Other Operating Expenses</b>	<b>2004</b>	<b>2003</b>
	<b>\$000</b>	<b>\$000</b>
Printing and stationery	4,997	5,873
Operating Lease Rental Expense-Minimum Lease Payments	3,739	3,478
Telecommunication costs	2,034	2,234
Travel expenses	1,710	1,523
Cost of Sales - House Committee	1,683	1,547
Computer costs	1,234	1,378
Stores	1,065	1,056
Postage and state mail charges	777	1,133
Miscellaneous	1,376	1,081
Gas and electricity charges	974	908
Cleaning and laundry	477	440
Contract and other fees	512	313
Consultancy fees	159	419
Insurance	414	289
Legal expenses	146	253
External Auditor's remuneration		
- Audit of the financial reports	47	45
- Audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	53	70
Bad or Doubtful Debts	-	6
	<b><u>21,397</u></b>	<b><u>22,046</u></b>

# financial statements

(c) Maintenance	2004	2003
	\$000	\$000
Maintenance undertaken by Department of Commerce	1,179	1,295
Repairs and routine maintenance	495	263
Maintenance on Legislative Assembly electorate offices	192	193
	<u>1,866</u>	<u>1,751</u>

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

(d) Depreciation and Amortisation expense	2004	2003
	\$000	\$000
Depreciation on buildings	1,036	806
Depreciation on plant and equipment	3,313	3,400
Amortisation of leasehold costs	881	978
	<u>5,230</u>	<u>5,184</u>

(e) Other Expenses	2004	2003
	\$000	\$000
Salaries and allowances of Members of Parliament	23,481	22,379
Superannuation entitlements – Members	7,776	7,398
Payroll tax & fringe benefits tax – Members' entitlements	1,592	1,533
Payroll tax liability – Members' superannuation	467	444
Special Projects	227	295
	<u>33,543</u>	<u>32,049</u>



### 3. REVENUES

(a) <b>Sale of Goods and Services</b>	<b>2004</b>	<b>2003</b>
	<b>\$000</b>	<b>\$000</b>
<u>Sale of Goods</u>		
House Committee sales of food and beverages	2,417	2,288
Energy recoup from Sydney Hospital and State Library	497	500
Sale of publications	56	55
	<u>2,970</u>	<u>2,843</u>
<u>Rendering of Services</u>		
Rent on Parliament House ministerial offices	771	696
House Committee functions	606	484
Miscellaneous	215	200
Parliamentary committee seminars	30	-
	<u>1,622</u>	<u>1,380</u>
	<b><u>4,592</u></b>	<b><u>4,223</u></b>
(b) <b>Investment Income</b>	<b>2004</b>	<b>2003</b>
	<b>\$000</b>	<b>\$000</b>
Interest on operating accounts	46	53
	<u>46</u>	<u>53</u>
(c) <b>Grants and Contributions</b>	<b>2004</b>	<b>2003</b>
	<b>\$000</b>	<b>\$000</b>
Department of Commerce maintenance work	1,179	1,295
Department of Commerce asset contributions	-	875
Contributions of Assets - Library Collection Legal Deposit	-	62
	<u>1,179</u>	<u>2,232</u>
The Department of Commerce met the cost of essential maintenance work undertaken on the Parliament House building as part of an ongoing arrangement (refer notes 1 (c) and 2 (c) ).		
(d) <b>Other Revenue</b>	<b>2004</b>	<b>2003</b>
	<b>\$000</b>	<b>\$000</b>
Increment from asset valuation offsetting prior decrement	-	17,897
Collection assets recognised for the first time	15,640	
Miscellaneous	380	413
Telecommunications rebate	34	-
	<u>16,054</u>	<u>18,310</u>

# financial statements

During the process of revaluing the Parliament's Archive and Library Collection Assets additional collection items were identified which have now been brought to account (refer also note 12).

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

	2004	2003
	\$000	\$000
<b>Gain/Loss on Sale of Assets</b>		
Proceeds from Sale	5	1
Written down value of assets disposed	(115)	(218)
<b>Net gain/(loss) on disposal of assets</b>	<u>(110)</u>	<u>(217)</u>

## 5. APPROPRIATIONS

	2004	2003
	\$000	\$000
<b>Recurrent Appropriations</b>		
Total recurrent drawdowns from Treasury (per Summary of Compliance)	81,031	80,272
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
<b>Total</b>	<u>81,031</u>	<u>80,272</u>

Comprising:

Recurrent Appropriations (per Statement of Financial Performance)	81,031	80,272
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	2004	2003
	\$000	\$000
<b>Capital Appropriations</b>		
Total capital drawdowns from Treasury (per Summary of Compliance)	3,459	2,925
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
<b>Total</b>	<u>3,459</u>	<u>2,925</u>

Comprising:

Capital Appropriations (per Statement of Financial Performance)	3,459	2,925
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**6. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES**

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

	2004	2003
	\$000	\$000
<b>Employees</b>		
Superannuation	3,351	3,113
Long service leave	1,261	1,780
Payroll tax on superannuation	195	183
	<u>4,807</u>	<u>5,076</u>
<b>Members</b>		
Superannuation	7,776	7,397
Payroll tax on superannuation	466	444
	<u>8,242</u>	<u>7,841</u>
	<u>13,049</u>	<u>12,917</u>

**7. PROGRAMS/ACTIVITIES OF THE LEGISLATURE**

**Program 1.1.1 Parliamentary Government - Legislative Council**

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

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

**Program 1.1.2 Parliamentary Government - Legislative Assembly**

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

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

# financial statements

## Program 1.2.1 Parliamentary Support Services - Joint Services

**Objective:** To provide support services to both Houses of Parliament.

**Activities:**

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

### 8. CURRENT ASSETS – CASH

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

	2004	2003
	\$000	\$000
Cash at Bank and on hand	1,735	682
	<u>1,735</u>	<u>682</u>

### 9. CURRENT ASSETS – RECEIVABLES

	2004	2003
	\$000	\$000
Sales of goods and services	427	600
Less: Provision for doubtful debts	<u>4</u>	<u>4</u>
	423	596
G.S.T. recoverable from A.T.O.	614	483
Other debtors	183	293
Investment Income	<u>20</u>	<u>26</u>
	<u>1,240</u>	<u>1,398</u>

### 10. CURRENT ASSETS – INVENTORIES

	2004	2003
	\$000	\$000
Food and beverage stock at cost	291	279
Books at cost	<u>66</u>	<u>59</u>
	<u>357</u>	<u>338</u>

## 11. OTHER ASSETS

	2004	2003
	\$000	\$000
<b>Current:</b>		
Prepayments	369	346
Travel Advances	20	13
	<u>389</u>	<u>359</u>
<b>Non-Current</b>		
Prepayments	153	336
	<u>153</u>	<u>336</u>

## 12. NON-CURRENT ASSETS - PROPERTY, PLANT &amp; EQUIPMENT

	2004	2003
	\$000	\$000
<b>Land and Buildings</b>		
Land at Valuation	56,120	52,100
Buildings at Valuation	82,943	82,943
Accumulated Depreciation	25,519	24,483
	<u>57,424</u>	<u>58,460</u>
Buildings - Leasehold Improvements at Cost	6,143	5,625
Accumulated Depreciation	4,390	3,643
	<u>1,753</u>	<u>1,982</u>
<b>Total Land and Buildings</b>	<u>115,297</u>	<u>112,542</u>
<b>Plant and Equipment</b>		
Building Services at Valuation	27,495	27,765
Accumulated Depreciation	20,509	20,093
	<u>6,986</u>	<u>7,672</u>
Other Plant and Equipment at Cost	15,930	16,680
Accumulated Depreciation	9,618	10,127
	<u>6,312</u>	<u>6,553</u>
<b>Total Plant and Equipment</b>	<u>13,298</u>	<u>14,225</u>

# financial statements

## Collection Assets

At Valuation	42,336	16,810
Accumulated Depreciation – Library Monographs	8,597	-
	<u>33,739</u>	<u>16,810</u>
<b>Total Property Plant and Equipment at Net Book Value</b>	<u><u>162,334</u></u>	<u><u>143,577</u></u>

## Reconciliations

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

	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
<b>2004</b>				
Carrying amount at start of year	112,542	14,225	16,810	143,577
Additions	665	2,478	31	3,174
Disposals	(148)	(3,498)	(234)	(3,880)
Net Revaluation Increments	4,020	-	1,492	5,512
Assets Not Previously Recognised (refer note 3(d))	-	-	15,640	15,640
Accumulated depreciation written back on disposal	135	3,406	-	3,541
Depreciation Expense	(1,917)	(3,313)		(5,230)
<b>Carrying amount at end of year</b>	<u><b>115,297</b></u>	<u><b>13,298</b></u>	<u><b>33,739</b></u>	<u><b>162,334</b></u>
<b>2003</b>				
Carrying amount at start of year	96,103	11,888	16,740	124,731
Additions	1,312	2,869	70	4,251
Disposals	(136)	(3,281)	-	(3,417)
Net Revaluation Increments	16,911	3,086	-	19,997
Accumulated depreciation written back on disposal	136	3,063	-	3,199
Depreciation Expense	(1,784)	(3,400)	-	(5,184)
<b>Carrying amount at end of year</b>	<u><b>112,542</b></u>	<u><b>14,225</b></u>	<u><b>16,810</b></u>	<u><b>143,577</b></u>

13. CURRENT LIABILITIES – PAYABLES

13. CURRENT LIABILITIES – PAYABLES	2004	2003
	\$000	\$000
Creditors	2,850	2,455
Accrued wages, salaries, on-costs	1,192	1,882
	<u>4,042</u>	<u>4,337</u>

14. CURRENT / NON-CURRENT LIABILITIES – PROVISIONS

	2004	2003
	\$000	\$000
<b>(a) Current</b>		
Recreation leave	3,030	2,818
On-cost on employee benefits	364	312
<b>Total Provisions</b>	<u><b>3,394</b></u>	<u><b>3,130</b></u>
<b>(b) Non-Current</b>		
On-cost on employee benefits	595	531
<b>Total Provisions</b>	<u><b>595</b></u>	<u><b>531</b></u>
<b>(c) Aggregate employee benefits and related on-costs:</b>		
Provisions – Current	3,394	3,130
Provisions - Non-Current	595	531
Accrued salaries, wages and on-costs (note 13)	1,192	1,882
<b>Total</b>	<u><b>5,181</b></u>	<u><b>5,543</b></u>

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

# financial statements

## 15. CHANGES IN EQUITY

	Accumulated		Asset Revaluation		Total Equity	
	Funds		Reserve			
	2004	2003	2004	2003	2004	2003
	\$000	\$000	\$000	\$000	\$000	\$000
Balance at the beginning of the financial year	127,525	109,684	11,167	9,067	138,692	118,751
<u>Changes in equity - other than transactions with owners as Owners</u>					-	-
Surplus/(Deficit) for the year	13,973	17,841			13,973	17,841
Increment on revaluation of:						
Land and Buildings			4,020	2,100	4,020	2,100
Collection Assets			1,492		1,492	-
Total	13,973	17,841	5,512	2,100	19,485	19,941
Balance at the end of the financial year	<b>141,498</b>	<b>127,525</b>	<b>16,679</b>	<b>11,167</b>	<b>158,177</b>	<b>138,692</b>

### Asset Revaluation Reserve

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

## 16. COMMITMENTS FOR EXPENDITURE

### (a) Operating Lease Commitments

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

	2004	2003
	\$000	\$000
Not later than one year	3,479	2,968
Later than one year but not later than 5 years	6,106	4,677
Later than 5 years	-	138
<b>Total Lease Commitments (including GST)</b>	<b>9,585</b>	<b>7,783</b>

The above total includes GST input tax credits of \$825,000 (\$675,000 – 2003), which will be recoverable from Australian Taxation Office (ATO).



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

	2004	2003
	\$000	\$000
Not later than one year	2,886	2,458
Later than one year but not later than 5 years	4,486	2,801
<hr/>		
<b>Electorate Office Lease Commitments (inc GST)</b>	<b>7,372</b>	<b>5,259</b>

The above total includes GST input tax credits of \$624,000 (\$446,000 – 2003), which will be recoverable from the ATO.

**(b) Other Expenditure Commitments**

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

	2004	2003
	\$000	\$000
Not later than one year	54	137
<hr/>		
<b>Total Other Expenditure Commitments including GST</b>	<b>54</b>	<b>137</b>

The above total for 2004 includes GST input tax credits of \$5,000 (\$12,000 – 2003) that will be recoverable from the ATO.

**17. CONTINGENT ASSETS AND LIABILITIES**

The Legislature has no contingent assets or liabilities.

**18. BUDGET REVIEW**

**Net Cost of Services**

Net Cost of Services was less than budget by \$13,344,000. Higher expenditures on employee-related, maintenance and other expenses were partially offset by lower than estimated other operating expenses. Maintenance expenditures includes an amount of \$1,179,000 which was the value of maintenance and restoration work provided by the Department of Commerce. The same amount was credited to the income category, grants and contributions. The \$15,789,000 favourable variation in other revenue was attributable to archive and library collection assets being brought to account for the first time following their identification during the revaluation of the collections as at 30 June 2004.

**Assets and Liabilities**

Current assets are \$994,000 over budget due to an increase in cash of \$1,053,000 and which is partially offset by lower receivables (\$158,000).

# financial statements

The \$21,106,000 increase in non-current assets compared with the budget was attributable to an increase in the valuation of land (\$4,020,000), an increase in the valuation of the Parliament's archive, antique, artwork and library collections (\$1,492,000) together with archive and library collection assets not previously recognized which have now been brought to account as revenue in the Statement of Financial Performance (\$15,640,000). Supplementary funding of \$809,000 provided during the year for an IT project also contributed to the increase.

Current liabilities were within budget and non-current liabilities (provisions for employee entitlements) were \$64,000 over budget due to movements in wage and salary rates.

## Cash Flows

Net cash flows from operating activities were \$1,704,000 over budget largely as a result of increased employee-related costs. Net cash outflows on property, plant and equipment were \$651,000 higher than budget due to the completion of an IT project for which supplementary funding was provided.

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

	2004	2003
	\$000	\$000
Net Cash used in operating activities	4,354	3,907
Depreciation	(5,230)	(5,184)
Bad Debts	-	(6)
(Increase) / decrease in provisions	(328)	(446)
(Decrease) / increase in receivables, inventories and other assets	(646)	(800)
(Increase) / decrease in creditors and other liabilities	294	1,601
Loss on sale of non-current assets	(110)	(217)
Assets acquired free of charge	-	937
Valuation increment recognised in statement of financial performance	-	17,897
Collection assets recognised for the first time – refer note 3(d)	15,640	-
Long Service Leave	(1,261)	(1,780)
Superannuation	(9,091)	(8,662)
Payroll tax on superannuation	(662)	(627)
Less cash flows from government		
Capital Allocation	(3,459)	(2,773)
Recurrent Allocation	(81,031)	(80,272)
Cash reimbursements from the Crown Transactions Entity	(2,036)	(1,848)
<b>Net Cost of Services</b>	<b>(83,566)</b>	<b>(78,273)</b>

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**20. FINANCIAL INSTRUMENTS****Cash**

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

At period end the deposits were earning 4.25% (3.75% in 2002/2003) while the effective interest rate during the reporting period was 4.05% (3.75% in 2002/2003).

**Receivables**

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

The credit risk is the carrying amount (net of any provision for doubtful debts). As at balance date, the greatest risk was represented by receivables, totalling \$14,000 (\$32,000 in 2002/2003) which had been outstanding for more than 90 days.

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

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

**Bank Overdraft**

The Legislature does not have any bank overdraft facility.

**Trade Creditors and Accruals**

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

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**End of Audited Financial Statements**

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# supplementary information

## OPERATION OF THE LEGISLATIVE ASSEMBLY

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	2,885	2,916	3,013
Other Operating Expenses	398	489	586
Maintenance	3	0	0
Depreciation	87	200	226
<b>Total Expenses</b>	<b>3,373</b>	<b>3,605</b>	<b>3,825</b>
<b>Revenue</b>			
Sale of Goods and Services	10	5	0
Other Revenue	29	5	1
<b>Total Revenue</b>	<b>39</b>	<b>10</b>	<b>1</b>
Gain (loss) on sale of assets	(1)	0	0
<b>NET COST OF SERVICES</b>	<b>3,335</b>	<b>3,595</b>	<b>3,824</b>
Less:			
Depreciation	87	200	227
Long Service Leave	96	120	250
Superannuation	245	231	209
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>2,907</b>	<b>3,044</b>	<b>3,138</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>40</b>	<b>27</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05

Salaries and related payments	3,078
Other operating expenses	493
Depreciation and Amortisation	97
Total Expenses	3,668
Less Retained Revenue	10
Less Non-controllable items	478
Net Controllable Cost of Services	3,180

## PARLIAMENTARY REPRESENTATION LEGISLATIVE ASSEMBLY

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	14,848	13,994	14,156
Other Operating Expenses	13,217	14,083	13,422
Maintenance	194	200	200
Members Salary Related Payments	22,806	22,142	21,788
Depreciation	1,815	1,950	1,877
<b>Total Expenses</b>	<b>52,880</b>	<b>52,369</b>	<b>51,443</b>
<b>Revenue</b>			
Sale of goods and services	439	350	351
Other Revenue	210	135	221
<b>Total Revenue</b>	<b>649</b>	<b>485</b>	<b>572</b>
Loss on disposal of fixed assets	(36)	0	0
<b>NET COST OF SERVICES</b>	<b>52,267</b>	<b>51,884</b>	<b>50,871</b>
Less:			
Depreciation	1,815	1,950	1,877
Long Service Leave	303	280	415
Superannuation	6,827	6,756	6,149
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>43,322</b>	<b>42,898</b>	<b>42,430</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>1,108</b>	<b>1,674</b>	<b>1,106</b>

**ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05**

Salaries and related payments	14,138
Other operating expenses	13,792
Maintenance	310
Members Related Payments	22,895
Depreciation and Amortisation	2,015
Total Expenses	53,150
Less Retained Revenue	515
Less Non-controllable items	9,476
Net Controllable Cost of Services	43,159

# supplementary information

## OFFICE OF THE CLERK

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	640	641	715
Other Operating Expenses	107	153	274
Maintenance			
Depreciation	13	39	133
<b>Total Expenses</b>	<b>760</b>	<b>833</b>	<b>1,122</b>
<b>Revenue</b>			
Sale of Goods and Services	8	0	0
Other Revenue	23	5	0
<b>Total Revenue</b>	<b>31</b>	<b>5</b>	<b>0</b>
<b>NET COST OF SERVICES</b>	<b>729</b>	<b>828</b>	<b>1,122</b>
Less:			
Depreciation	13	39	133
Long Service Leave	21	35	65
Superannuation	55	52	45
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>640</b>	<b>702</b>	<b>879</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>20</b>	<b>9</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05

Salaries and related payments	649
Other operating expenses	155
Depreciation and Amortisation	19
Total Expenses	823
Less Retained Revenue	10
Less Non-controllable items	112
Net Controllable Cost of Services	701

## PROCEDURE OFFICE

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	562	575	569
Other Operating Expenses	147	225	167
Maintenance	2		
Depreciation	31	55	44
<b>Total Expenses</b>	<b>742</b>	<b>855</b>	<b>780</b>
<b>Revenue</b>			
Sale of Goods and Services	0	5	0
Other Revenue	1	0	0
<b>Total Revenue</b>	<b>1</b>	<b>5</b>	<b>0</b>
<b>NET COST OF SERVICES</b>	<b>741</b>	<b>850</b>	<b>780</b>
Less:			
Depreciation	31	55	44
Long Service Leave	16	35	44
Superannuation	43	40	39
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>651</b>	<b>720</b>	<b>653</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>20</b>	<b>9</b>

**ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05**

Salaries and related payments	581
Other operating expenses	226
Depreciation and Amortisation	27
Total Expenses	834
Less Retained Revenue	0
Less Non-controllable items	106
Net Controllable Cost of Services	728

# supplementary information

## LEGISLATIVE ASSEMBLY COMMITTEE OFFICE

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	187	211	222
Other Operating Expenses	15	24	24
Maintenance			
Depreciation	1	5	2
<b>Total Expenses</b>	<b>203</b>	<b>240</b>	<b>248</b>
<b>Revenue</b>			
Sales of Goods and Services	0	0	0
Other Revenue	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET COST OF SERVICES</b>	<b>203</b>	<b>240</b>	<b>248</b>
Less:			
Depreciation	1	5	2
Long Service Leave	10	5	18
Superannuation	13	13	15
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>179</b>	<b>217</b>	<b>213</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05

Salaries and related payments	210
Other operating expenses	24
Depreciation and Amortisation	2
Total Expenses	236
Less Retained Revenue	0
Less Non-controllable items	22
Net Controllable Cost of Services	214



# 2003/04

## LEGISLATIVE ASSEMBLY COMMITTEES 2003/04

LEGISLATIVE ASSEMBLY COMMITTEES 2003/04										
COMMITTEE	2003/04 ACTUAL	EMPLOYEE RELATED EXPENSES	TRAVEL	ADVER TISING	CONTRACT & CONSULT.	PRINTING	RENT	STORES, DEPN, MISC.	POSTAGE & TELEPHONE	COMPUTER COSTS
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Public Accounts	482	318	61	13	26	3	51	4	4	2
Public Bodies Review	226	167	24	5	5	-	20	-	3	2
Ethics	36	-	31	-	2	1	-	2	-	-
Public Works	221	157	10	7	1	4	37	1	3	1
Natural Resources	224	172	13	6	15	-	14	3	-	1
TOTAL EXPENSES	1,189	814	139	31	49	8	122	10	10	6
REVENUE	-									
NET COST OF SERVICES	1,189									
Less:										
Long Service Leave	13									
Superannuation	46									
NET CONTROLLABLE COST OF SERVICES	1,130									

## JOINT COMMITTEES ADMINISTERED BY LEGISLATIVE ASSEMBLY 2003/04

JOINT COMMITTEES ADMINISTERED BY LEGISLATIVE ASSEMBLY 2003/04										
COMMITTEE	2002/2003	EMPLOYEE RELATED EXPENSES	TRAVEL	ADVER TISING	CONTRACT & CONSULT.	PRINTING	RENT	STORES, DEPN, MISC.	POSTAGE & TELEPHONE	COMPUTER COSTS
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Health Care Complaints	249	166	44	10	3	2	20	-	4	-
I.C.A.C.	194	127	36	3	4	1	20	-	2	1
Ombudsman	195	160	7	-	2	2	20		3	1
Legislation Review	543	408	27	-	33	10	51	10	3	1
Staysafe	318	210	61	9	4	1	26	3	3	1
Committee on Children	218	187	1	4	2	-	20	4	-	-
Nuclear Waste	143	112	8	7	3	4	6		3	-
Pooled Committee Costs	267	56	1		1	11	7	135	3	53
TOTAL EXPENSES	2,127	1,426	185	33	52	31	170	152	21	57
REVENUE	3									
NET COST OF SERVICES	2,124									
Less:										
Depreciation	126									
Long Service Leave	58									
Superannuation	120									
NET CONTROLLABLE COST OF SERVICES	1,820									

# supplementary information

## EMPLOYEE SERVICES

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	441	446	474
Other Operating Expenses	48	28	34
Maintenance			
Depreciation	14	27	17
<b>Total Expenses</b>	<b>503</b>	<b>501</b>	<b>525</b>
<b>Revenue</b>			
Sales of Goods and Services	2	0	0
Other Revenue	2	0	0
<b>Total Revenue</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>NET COST OF SERVICES</b>	<b>499</b>	<b>501</b>	<b>525</b>
Less:			
Depreciation	14	27	17
Long Service Leave	22	10	26
Superannuation	30	28	30
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>433</b>	<b>436</b>	<b>452</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05

Salaries and related payments	587
Other operating expenses	29
Depreciation and Amortisation	13
Total Expenses	629
Less Retained Revenue	0
Less Non-controllable items	56
Net Controllable Cost of Services	573

## MEMBERS' SERVICES

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	362	365	354
Other Operating Expenses	34	21	35
Maintenance			
Depreciation	13	34	13
<b>Total Expenses</b>	<b>409</b>	<b>420</b>	<b>402</b>
<b>Revenue</b>			
Sales of Goods and Services	0	0	0
Other Revenue	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET COST OF SERVICES</b>	<b>409</b>	<b>420</b>	<b>402</b>
Less:			
Depreciation	13	34	13
Long Service Leave	6	10	22
Superannuation	41	37	31
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>349</b>	<b>339</b>	<b>336</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>9</b>

**ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05**

Salaries and related payments	368
Other operating expenses	20
Depreciation and Amortisation	16
Total Expenses	404
Less Retained Revenue	0
Less Non controllable items	68
Net Controllable Cost of Services	336

# supplementary information

## CHAMBER AND SUPPORT SERVICES

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	693	678	679
Other Operating Expenses	47	38	51
Maintenance	1	-	-
Depreciation	15	40	18
<b>Total Expenses</b>	<b>756</b>	<b>756</b>	<b>748</b>
<b>Revenue</b>			
Sales of Goods and Services	0	0	0
Other Revenue	3	0	1
<b>Total Revenue</b>	<b>3</b>	<b>0</b>	<b>1</b>
Loss on Disposal of Assets	(1)		
<b>NET COST OF SERVICES</b>	<b>753</b>	<b>756</b>	<b>747</b>
Less: Employee Related Costs Carried by Crown			
Depreciation	15	40	18
Long Service Leave	21	25	75
Superannuation	63	61	49
<b>NET CONTROLLABLE COST OF SERVICES</b>	<b>654</b>	<b>630</b>	<b>605</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05

Salaries and related payments	683
Other operating expenses	39
Depreciation and Amortisation	20
Total Expenses	742
Less Retained Revenue	0
Less Non-controllable items	114
Net Controllable Cost of Services	628

## OFFICE OF THE FINANCIAL CONTROLLER

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Staff Salaries and Related Payments	1,045	1,022	921
Other Operating Expenses	360	331	313
Depreciation	265	220	207
<b>Total Expenses</b>	<b>1,670</b>	<b>1,573</b>	<b>1,441</b>
<b>Revenue</b>			
Sale of Goods and Services	164	165	162
Other Revenue	57	55	66
<b>Total Revenue</b>	<b>221</b>	<b>220</b>	<b>228</b>
<b>NET COST OF SERVICES</b>	<b>1,449</b>	<b>1,353</b>	<b>1,213</b>
Less:			
Depreciation	265	220	207
Long Service Leave	41	89	46
Superannuation	77	64	57
<b>Net Controllable Cost of Services</b>	<b>1,066</b>	<b>980</b>	<b>903</b>
<b>CAPITAL WORKS EXPENDITURE</b>	<b>822</b>	<b>0</b>	<b>18</b>

**ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05**

Salaries and related payments	1,027
Other operating expenses	162
Depreciation and Amortisation	500
Total Expenses	1,689
Less Retained Revenue	220
Less Non-controllable items	590
Net Controllable Cost of Services	879

# supplementary information

## OTHER SERVICES

	2003/2004 ACTUAL \$000	2003/2004 BUDGET \$000	2002/2003 ACTUAL \$000
<b>Expenses</b>			
Presiding Officers Conference	5	20	6
Commonwealth Parliamentary Association.	217	289	262
Overseas Delegations	2	7	12
<b>NET COST OF SERVICES</b>	<b>224</b>	<b>316</b>	<b>280</b>

### ESTIMATED EXPENDITURE AND REVENUE FOR 2004/05

Presiding Officers Conference	\$	20,000
Commonwealth Parliamentary Association	\$	295,000
Overseas Delegations	\$	7,000

## Annual Reporting

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

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