



# Department of the Legislative Assembly

Annual Report 2011/12



# INTEGRITY PROFESSIONALISM IMPARTIALITY COLLEGIALITY RESPECT EXCELLENCE

## Our purpose

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

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

## Our values

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

## About us

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

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

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

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

## Our corporate priorities

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

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

## About this report

The annual report reviews our performance over the 2011/12 reporting year against targets published in our previous annual report and in our plans which document our key outcomes and outputs. This report is available on the Parliament's website at [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au)



# CONTENTS

<b>Achievements</b>	<b>2</b>
<b>Key Performance Indicators</b>	<b>6</b>
<b>Effective functioning of the House, its Committees and Members</b>	<b>7</b>
<b>Ensuring that Members of Parliament can fulfil their public duties</b>	<b>21</b>
<b>Community access and participation in the parliamentary process</b>	<b>25</b>
<b>Our organisation</b>	<b>28</b>
<b>Appendices</b>	<b>37</b>
Appendix A – Electorate Office Contact Details	38
Appendix B – Legislative Assembly Publications	42
Appendix C – Twinning	45
Appendix D – Official Visitors	47
Appendix E – Parliamentary Supported Travel	49
Appendix F – Parliamentary Friendship Groups	51
Appendix G – Members’ Entitlements (Expenditure)	52
Appendix H – Work Health and Safety and Injury Management Report	72
Appendix I – Equal Employment Opportunity Statistics	73
Appendix J – Additional Annual Report Information	75
<b>Financial statements</b>	<b>78</b>
<b>Index</b>	<b>110</b>
<b>Five years at a glance</b>	<b>113</b>

# RESULT AREA ONE

## Ensuring the efficient and effective functioning of the Legislative Assembly, its Committees and Members.

### Support the sittings of the House

Supported 72 sitting days with 626 sitting hours, the introduction of 103 bills and the passing of 101 bills

Facilitated 2,022 written questions and answers and 736 oral questions

Reviewed effectiveness of new standing and sessional orders

Introduced scheduled procedural training sessions

Investigated video on demand for Legislative Assembly proceedings and proceeded with partial funding for audiovisual infrastructure in the library

Finalised 'Guidelines and Services for the NSW Parliamentary Press Gallery' document.

### Committee support

Supported 18 Committees in the 55th Parliament with 191 meetings and 27 hearings, 687 submissions considered, evidence from 223 witnesses taken, and 30 reports tabled

Developed and implemented 'Committee Inquiry Risk Assessment and Management Tool'.

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

Compiled, archived and bound House papers of 54th Parliament

Conducted review and finalised plan for preservation and use of old procedural records

Rationalised databases available to staff containing all procedural information and publications

Reviewed and finalised administration of petitions from the 54th Parliament

Implemented new standards for web publishing and trained staff.

### Procedural advice

Drafted considered rulings for the Speaker

Prepared regular advice on practice and procedure, interpretation of standing and sessional orders, relevant statutes and other authorities

Drafted new procedural publications for the 55th Parliament including sessional orders, Chamber bench book, and Occupants of the Chair handbook.

### Promote awareness of parliamentary procedure

Continued projects, training and staff exchanges under the Twinning Program, with the Solomon Islands and Autonomous Region of Bougainville Parliaments, under the Pacific Public Sector Linkages Program (AusAid funded).

## THE YEAR AHEAD

Update Committees administrative e-manual

Implement Committees project management software tool

Publish Legislation Handbook

Review Sessional Orders and include commentary

Review Occupants of the Chair Handbook

Further business continuity planning for House meetings

Develop public training on Legislative Assembly processes

Develop short guide to parliamentary procedure

Review key procedures for parliamentary papers

Reaccommodate Committees within Parliament House

Update publications to incorporate procedural changes and events.

# RESULT AREA TWO

## Ensuring that Members of the Legislative Assembly can fulfil their public duties as elected representatives of the people.

### Members' support

Delivered induction program for new Members

Delivered induction program for 60 electorate office staff

Convened Electorate Officers' Reference Group and maintained liaison visits, to ensure two way communication between the Assembly and electorate offices

Delivered 212 training opportunities for electorate officers.

### Electorate office support

Reviewed 42 electorate office leases and negotiated 7 new leases

Completed relocations and fit-outs at 7 electorate offices

Completed refurbishments at 9 electorate offices

Undertook 931 repairs and maintenance jobs at electorate offices

Replaced telephone systems in 95 electorate offices with VOIP capable equipment and digital technology

Completed risk assessment on electorate office security

Streamlined lease renewals for electorate offices

Revised and updated priority list for necessary office relocations and refurbishments.

## THE YEAR AHEAD

Prepare web-based Members' Entitlements information

Review policy on electorate office fit-outs

Review electorate officer training and employment

Prepare information management and privacy policy for electorate officers

Re-tender project management of work associated with electorate office fit-outs and refurbishments

Review the Legislative Assembly Members' Budget Program

Rollout new office software to Parliament, Members and electorate offices

Develop online procedural training for Members and staff.

# ACHIEVEMENTS

## RESULT AREA THREE

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

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

Progressed development of media and communications policy

Reviewed and relaunched website architecture and content to improve useability and access.

**Tours and education programs**

Hosted visits from 516 groups, in total 18,501 people

Hosted visits from 198 primary schools, 104 secondary schools, 28 other schools, 24 universities and 12 TAFE colleges

Published manual for administration of the Commonwealth Parliamentary Association

Restored the Wentworth Room and determined future use

Prepared new scripts for school tours.

### THE YEAR AHEAD

Review educational programs

Review exhibitions program

Upgrade internet to improve community access.

## OUR ORGANISATION AND CAPACITY BUILDING

### Strategic planning

Revised and published Key Performance Indicators and Strategic Management Cycle calendar

Established 9 cross-departmental committees to coordinate and integrate planning and delivery of parliamentary services and activities

Commenced review of all parliamentary policies.

### Staffing

Implemented new Committees staff structure including flexible resource allocation regime.

### Management

Adopted Public Interest Disclosures Policy and Investigation Procedures

Implemented EDRMS TRIM Version 7.1 in the Legislative Assembly

Published Parliament-wide style guide and corporate identity initiative

Launched and promoted the Collaborate website

Restructured management and governance structures and procedures.

### Training and development

Commenced Leadership Training Program for targeted staff

Devised and implemented staff training program on Legislative Assembly practice and procedure

Developed and implemented Knowledge Management Strategy and Policy

Launched Legislative Assembly Mentoring Scheme.

### THE YEAR AHEAD

Launch Parliament's Strategic Outlook 2012/2015

Review Legislative Assembly Strategic Plan 2012/2015 and update Corporate Plan

Complete review of all parliamentary policies

Review current allocation of positions to align with operational needs

Communicate succession planning policy, and training and development rotations

Review Codes of Conduct

Review staff training policy, plans and procedures

Upgrade intranet architecture and content to improve staff access.



# CLERK'S LETTER



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



Dear Madam Speaker,

It gives me great pleasure to submit to you the annual report of the Department of the Legislative Assembly for the year ended 30 June 2012.

This year has been one of consolidation following the election of the 55th Parliament which saw 46 new Members elected. The effort to induct new Members and their staff and ensure their parliamentary and representational needs were met, has continued unabated. I am happy to report significant achievements in such areas as the development of new sessional orders, the preparation of procedural advice, the resourcing of the expanded Committees structure, and the provision of resources to Members in their electorates.

The last 12 months have also been a period of change in the leadership of the Legislative Assembly, with the retirement of Mr Russell Grove as Clerk of the Legislative Assembly on 4 November 2011, after 42 years of distinguished service. This report is presented to you with significant acknowledgement of Mr Grove's contribution to the achievements of the Department.

I acknowledge the dedication and hard work of the staff of the Legislative Assembly and express my appreciation to my colleagues in the Legislative Council and the Department of Parliamentary Services for their support and cooperation. Indeed, the number and scope of the current and planned collaborations between the three parliamentary departments promises to deliver important achievements on a number of strategic fronts in the coming year.

Yours sincerely,

**Ronda Miller**  
Clerk of the Legislative Assembly



# SPEAKER'S FOREWORD



I am pleased to accept the annual report for the Department of the Legislative Assembly for the year ending 30 June 2012.

The 2011/12 reporting year has been a year of steady progress and refinement, building on the work which was done on the election of the 55th Parliament and the myriad organisational and personnel changes which it precipitated.

The new sessional orders adopted in February 2012 have proved to be of great worth. Moving to a three day sitting week has put the business of the house on a regular footing which neatly complements the effective organisation of Members' representational duties in their electorates. The provision for removal of a disorderly Member for up to three hours has greatly enhanced the flexibility available to the chair in conducting business.

The Assembly has made great strides in providing support for Members in their electorates including the replacement of telephone systems in electorate offices, and a significant number of lease renewals, and office relocations and refurbishments. The reputation of the Assembly for rigorous and innovative research and analysis has been upheld by the management of 18 Parliamentary Committees and the quality of their reports.

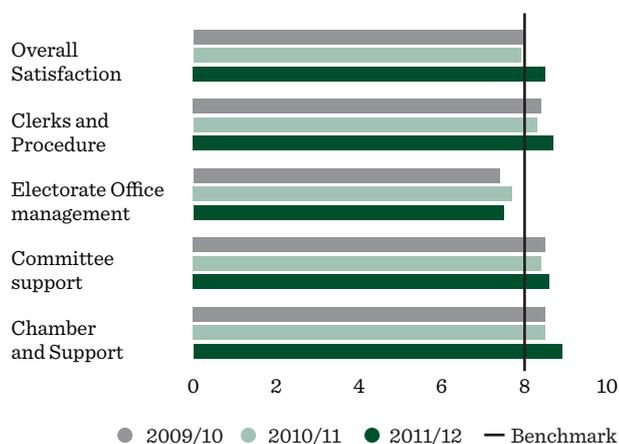
The President of the Legislative Council and I will be looking closely in the coming year at the need for the Parliament to observe rigorous financial discipline. The New South Wales public sector as a whole is facing budgetary constraints for which the Parliament, as representative of the people, must lead by example. I know that the Assembly is well placed in this climate to continue to deliver professional services of the highest quality.

I would like to acknowledge the exceptional service of Russell Grove PSM, Clerk to the Assembly for 21 years who retired during the reporting year, and also extend my thanks to his successor, Ronda Miller, for her support and leadership. Thank you to all the staff of the Assembly, based in Parliament House and in the 95 electorate offices across the state, for your contributions throughout the year.

**The Hon Shelley Hancock MP,**  
Speaker

# KEY PERFORMANCE INDICATORS

## MEMBERS' SATISFACTION RATINGS



MEASURE	TARGET	2009/10	2010/11	2011/12
Members' overall satisfaction with the Legislative Assembly	Satisfaction levels at or above 8/10 in the annual Members' survey	8.0	7.9	8.5

### Result Area 1: Effective functioning of the House, its Committees and Members

MEASURE	TARGET	2009/10	2010/11	2011/12
Members' satisfaction with procedural advice and Procedure Office	Satisfaction levels at or above 8/10 in the annual Members' survey	8.4	8.3	8.7
Members' satisfaction with Committee Secretariat	Satisfaction levels at or above 8/10 in the annual Members' survey	8.5	8.4	8.6

### Result Area 2: Ensuring that Members of Parliament can fulfil their public duties

MEASURE	TARGET	2009/10	2010/11	2011/12
Members' satisfaction with Property and Electorate Office Services	Satisfaction levels at or above 8/10 in the annual Members' survey	7.4	7.7	7.5

### Result Area 3: Community access and participation in the parliamentary process

MEASURE	TARGET	2009/10	2010/11	2011/12
Members' satisfaction with Chamber and Support Services, including provision of tours, education and reception	Satisfaction levels at or above 8/10 in the annual Members' survey	8.5	8.5	8.9
Number of groups that visited the Legislative Assembly		539	499	516
Number of visitors to the Legislative Assembly		22,497	20,206	18,501

# EFFECTIVE FUNCTIONING OF THE HOUSE, ITS COMMITTEES AND MEMBERS



## SUPPORTING THE SITTINGS OF THE HOUSE

The New South Wales Parliament is comprised of two houses; the Legislative Assembly and the Legislative Council. The Departments of the Legislative Assembly and the Legislative Council support the parliamentary business of their respective houses, and the Department of Parliamentary Services provides joint support services to both.

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

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

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

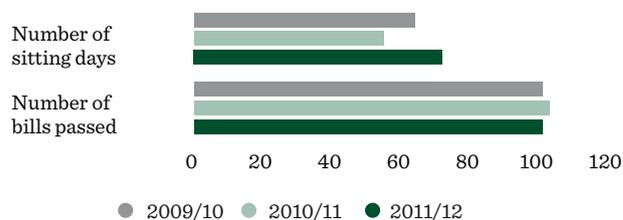
### Activities of the House

ACTIVITY	2009/10	2010/11*	2011/12
Sitting days	64	55	72
Hours of sitting	475.4	443.2	626.4
Bills introduced	114	110	103
Bills passed	101	103	101
Written Questions on Notice (QON)	3869	2203	2077
Answers to Written QON	3197	2270	2022
Oral Questions	517	472	736
Petitions	1052	427	461
Petitions (500+)	100	78	89
Petitions (10,000+)	**	**	24**

\*2010/11 was an election year.

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

### ACTIVITIES OF THE HOUSE



### Sessional Orders

The Standing Orders and Procedure Committee met twice during the reporting year: on 14 February 2012 and on 3 April 2012.

#### New sessional orders adopted to implement a three-day sitting week

On 14 February 2012, the first day of sittings for 2012, a number of sessional orders were adopted to alter the routine of business in the Legislative Assembly.

The main change from 2011 was that the Assembly went to a three day sitting week with the House sitting Tuesday, Wednesday and Thursday with the following sitting times:

Tuesday – 12.00 noon until 7.45 pm

Wednesday – 10.00 am until 10.00 pm

Thursday – 10.00 am until the conclusion of private members' statements (approx. 6.30 pm).

#### Removal of a Member for up to three hours

A new sessional order was adopted in April 2012 to enable the Speaker to remove disorderly members from the Chamber for any length of time up to a period of three hours (at the discretion of the occupant of the chair).



### Terminology for the passage of legislation

In April 2012, the Legislative Assembly adopted sessional orders to revert to the traditional language of ‘first, second and third readings’ for the passage of legislation. Previously, in 2007 the procedures for the passage of legislation through the Legislative Assembly were streamlined to reform the “Committee of the Whole” process and the terminology was modernised to refer to “agreement in principle” and the “passing of the bill”. The 2012 change brings about consistency between the Legislative Assembly and Legislative Council standing orders, as well as to the common databases and administrative support across the Parliament.

### Community Recognition Notices

A new sessional order was adopted in April 2012 to enable certain types of private members’ business to be adopted formally by the House without debate or amendment.

Over recent years Members have lodged increasing numbers of general business notices, many of a congratulatory nature and not intended for substantive debate. A new procedure was introduced for ‘Community Recognition Notices’ to be adopted formally, without amendment or debate, on condition that they not be contentious, critical, or contain matters of policy.

# PROCEDURE

## Procedural statistics 2011/12

ACTIVITY	2011/12
Number of staff training sessions held	12
Number of training presentations by LA officers	25
Briefing papers and considered rulings drafted	17
Written advice and conference papers	10
Responses to ANZACATT, CATS and other Parliaments	88

### Procedural publications

The Assembly produced a Guide to Procedures which provides comprehensive information on the Standing Orders and procedures of the House. This guide is provided to Electorate Officers attending the *Supporting Your Member Course*. It provides practical information on the passage of legislation, the business of the House, Question Time, raising matters in the House and other procedures such as dissents from a ruling of the Speaker, moving motions of censure and no confidence and raising matters of privilege.

A full list of all procedural publications can be found on the website and at Appendix B.

### Procedural training for staff of the Legislative Assembly

In February 2012, the Legislative Assembly commenced a series of practice and procedure sessions aimed at improving the procedural knowledge of all staff of the Legislative Assembly. The sessions were presented by a number of Assembly officers who have experience and expertise in a range of procedural areas. The sessions included information on such procedures as: the routine of business; the passage of legislation; opportunities for private members; committee procedure; motions; understanding the business paper; and the rules of debate.

The sessions were well received by staff and a program has been developed for the second half of 2012.

### Responses to formal inquiries from Members' offices on procedural/privilege issues

During 2011/12 a number of formal inquiries were received from Members on procedural and privilege issues such as:

- Passage of the Appropriation Bill
- Practice and procedure on the same question rule as it relates to bills
- Statutory secrecy provisions and claims made by witnesses appearing before parliamentary committees.

### Advice and briefings to the Speaker

During 2011/12 a number of advices were prepared for the Speaker to assist her in fulfilling her role and responsibilities. These include:

- Principles for occupants of the Chair and their participation in debate
- Considered Rulings prepared on procedural issues such as the procedure for a matter of contempt suddenly arising, and Members' use of social media during parliamentary proceedings
- Disorder in the public gallery
- Procedural issues regarding disagreement between the Houses on a bill and communication between the Houses regarding legislation
- Options for General Business.

### Submissions/Information to inquiries in other Parliaments

During 2011/12 a number of submissions were prepared for the Clerk in relation to inquiries being conducted by other Parliaments. These include:

- Submission to the Standing Committee on Administration and Procedure of the Australian Capital Territory regarding Officers of Parliament
- Contributing to the Inter-jurisdictional Survey, Review of Constituency Expense Controls and Reporting, for the Legislative Assembly of British Columbia, Canada
- Information on Improving Financial Scrutiny and Scrutiny of Outcomes for the New Zealand Parliament
- Submission to the Scottish Parliament's Standards, Procedures and Public Appointments Committee on rules and guidance provided to Members on conduct.

### Conference papers

During 2011/12 a number of conference and seminar papers were prepared for the Speaker, Members and the Clerk. These include:

- Paper prepared for the former Clerk for the 42nd Conference of Presiding Officers and Clerks, held in July 2011 entitled *Assisting Members on fiscal matters: Is the expense of an Independent Parliamentary Budget Office justified? The experience of establishing a Parliamentary Budget Office in New South Wales*
- Paper prepared for the former Clerk for the Canadian Clerks-at-the-Table Conference, to be held in August 2011 entitled *Government by Compromise: Minority Government in Practice*.

# COMMITTEES

## Overview of committee activity

ACTIVITY	2007/08	2008/09	2009/10	2010/11#	2011/12
Meetings	141	121	145	100	191
Duration (hours)*	N/A	N/A	81hrs 15mins	30hrs 23mins	98hrs 14mins
Hearings	32	32	33	13	27
Duration (hours)*	N/A	N/A	108hrs 59mins	36hrs 35mins	103hrs 52mins
Submissions	326	435	273	103	687
Witnesses	218	255	286	90	223
Reports	38	40	49	32	30

# Election year

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

### Statutory committees

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

### Standing committees previously established

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

### Specialist standing committees

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

### Portfolio standing committees

- Legislative Assembly Committee on Community Services: Health, Medical Research, Education, Mental Health, Healthy Lifestyles, Ageing, Aboriginal Affairs, Disability Services, Family and Community Services, Women, Citizenship and Communities, Western New South Wales, and Sport and Recreation
- Legislative Assembly Committee on Economic Development: Premier, Western Sydney, Treasury, Finance and Services, Planning and Infrastructure, Trade and Investment, and the Illawarra.

- Legislative Assembly Committee on Environment and Regulation: Environment, Heritage, Small Business, Local Government, Fair Trading, Primary Industries, Resources and Energy, and the North Coast
- Legislative Assembly Committee on Law and Safety: Attorney General, Justice, Police, Emergency Services, and the Hunter
- Legislative Assembly Committee on Transport and Infrastructure: Regional Infrastructure and Services, Special Minister of State, Transport, Roads, Ports, Tourism, Major Events, Hospitality, Racing and the Arts, the Central Coast, and the Legislature.

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

Specialist Standing Committees and Portfolio Standing Committees may initiate inquiries on referral from the House or a Minister and may initiate an inquiry through their own motion into their subject areas. These committees are also able to appoint sub-committees, consisting of 3 members, and refer to a sub-committee any of the matters which the Committee is empowered to consider. The sub-committees may be responsible for conducting briefings, visits of inspection, hearings and other activities, but cannot make decisions concerning the conduct of an inquiry such as the selection of witnesses and the Committee's reports.

### Select committee

The Joint Select Committee on the Parliamentary Budget Office expired on 2 December 2011. This Committee was established under the *Parliamentary Budget Officer Act 2010* to inquire into and report on the Parliamentary Budget Office.

### Committee staffing

In 2011/12 the Legislative Assembly successfully implemented a new flexible structure, with staffing and other resources allocated to Committees according to their workloads and priorities.



The new flexible staffing arrangements within the Committee office also led to the initiation of monthly cross-grade staff meetings, which provided officers opportunities to seek assistance and support from colleagues on their work tasks and to explore ideas and initiatives to improve office processes. An updated Committee staff induction policy was launched in June 2012 to reflect the specific induction needs concerning Committee specific processes and policies.

### Administration e-manual

In 2012 Committee staff completed the development of an administrative 'e-manual'. The e-manual is a 'one stop shop' for advice regarding Committee administration matters and procedures, which facilitates training, knowledge capture and sharing.

### Committee reports

As part of the new Parliamentary corporate identity project, Committee staff embarked on a project to rebrand and redesign the report templates used by the Legislative Assembly Committees. This project was completed in February 2012 and has resulted in the creation of a modernised and clearer report template that will be used in the publication of future Committee reports.

### Committees office return to Parliament House

As part of the plan to relocate the Committees office to Parliament House from its location at 1 Castlereagh Street, Sydney in August 2012, time was spent in June 2012 to prepare for the move, and to plan for the future of the Committees office at Parliament House.

### Refinement of inquiry administration processes

A joint project between the Legislative Assembly, Legislative Council and Information Technology Services was initiated in mid 2011, aimed at streamlining the administration of inquiries within the Committee office into one central database, and enabling a more useful register of contacts and more consistent use of templates across committees.

The project was completed in June 2012. The updated database will result in more effective stakeholder management, and process improvements such as more efficient acknowledgment of submissions to inquiries.

# INDIVIDUAL COMMITTEE OPERATIONS

The following report on the activities of individual committees covers the period from 1 July 2011 to 30 June 2012.

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

## Committee statistics — 55th Parliament (1 July 2011–30 June 2012)

COMMITTEE	MEETINGS	TOTAL HOURS OF MEETINGS	HEARINGS	TOTAL HOURS OF HEARINGS	WITNESSES	SUBMISSIONS	INQUIRIES UNDERTAKEN	REPORTS	RESPONSE TO COMMITTEE REPORTS
Children and Young People	6	2hrs 49mins	1	1hrs 37mins	1	-	1	-	-
Community Services	9	5hrs 37mins	-	-	-	82	1	-	-
Economic Development	12	5hrs 37mins	1	4hrs 16mins	9	38	1	-	-
Electoral Matters	9	2hrs 17mins	2	10hrs 27mins	24	34	3	-	-
Environment and Regulation	7	4hrs 8mins	1	5hrs 17mins	18	30	1	-	-
Health Care Complaints	9	5hrs 11mins	1	2hrs 3mins	3	18	2	1	-
ICAC	8	2hrs 27mins	1	2hrs	10	-	2	2	-
Law and Safety	10	3hrs 22mins	2	6hrs 55mins	15	32	1	-	-
Legal Affairs	6	2hrs 45mins	-	-	-	21	1	-	-
Legislation Review	20	5hrs 5mins	-	-	-	-	-	20	-
Ombudsman and Police Integrity Commission	11	3hrs 50mins	5	5hrs 35mins	12	-	5	-	-
Parliamentary Privilege and Ethics (LA)	7	2hrs 47mins	-	-	-	-	-	-	-
Parliamentary Budget Office	9	5hrs 49mins	1	1hrs 30mins	1	13	1	1	1
Public Accounts	21	11hrs 57mins	5	22hrs 30mins	57	67	3	4	2
Social Policy	8	2hrs 29mins	1	8hrs 59mins	19	73	1	1	1
State and Regional Development	6	2hrs 17mins	-	-	-	146	1	-	-
Staysafe (Road Safety)	13	19hrs 48mins	2	12hrs	27	67	2	1	-
Transport and Infrastructure	11	6hrs 15mins	2	12hrs 21mins	27	66	2	-	-
Valuer-General	9	3hrs 44mins	2	8hrs 22mins	1	-	1	-	-

# INDIVIDUAL COMMITTEE ACTIVITIES — 55TH PARLIAMENT

## Committee on Children and Young People

### Members

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

### Highlights

The Committee on Children and Young People conducted a public hearing on Monday 7 May 2012 for the purposes of its statutory review of the 2009/10 and 2010/11 annual reports of the Commission for Children and Young People and the 2010 Child Death Review Team Reports.

## Committee on Community Services

### Members

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

### Highlights

The current inquiry into outsourcing of community service delivery was established on 22 February 2012 to inquire and report into the contracting out of service delivery, such as housing, disability and home care services, from the Government to the non-Government sector. Eighty-two submissions were received by the May 2012 closing date.

## Committee on Economic Development

### Members

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

### Highlights

As part of its current inquiry into the establishment of special economic zones, the Committee held a public hearing on 30 April 2012, and delegations of the Committee visited Tweed Heads (7 June 2012) and Albury (15 June 2012).

## Joint Standing Committee on Electoral Matters

### Members

Mr Jai Rowell MP (Chair) (Member from 21 June 2012, Chair from 29 June 2012)  
The Hon. Robert Borsak MLC (Deputy Chair)  
Mr Andrew Fraser MP  
The Hon. Paul Lynch MP (from 27 June 2012)  
Mr Daryl Maguire MP (from 21 June 2012)  
Mr Gareth Ward MP  
The Hon. Amanda Fazio MLC  
The Hon. Trevor Khan MLC (Chair, 23 June 2011–29 June 2012)  
The Hon. Dr Peter Phelps MLC  
The Hon. Peter Primrose MLC

### Highlights

The Committee conducted public hearings on 15 and 29 June 2012 in relation to its inquiries on: the Administration of the 2011 NSW election and related matters; and the Review of the *Parliamentary Electorates and Elections Act 1912* and the *Election Funding, Expenditure and Disclosures Act 1981*. On 13 June 2012 the Committee resolved to inquire into and report upon matters relating to the administrative funding for minor parties and specifically the annual amount to be distributed from the Administration Fund to eligible minor parties.

## Committee on Environment and Regulation

### Members

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

### Highlights

On 15 March 2012 the Committee held a hearing as part of its current inquiry into the management of domestic wastewater. Eighteen witnesses appeared at the hearing and 30 submissions were received.

## Committee on the Health Care Complaints Commission

### Members

Mrs Leslie Williams MP (Chair)  
 Mrs Roza Sage MP (Deputy Chair)  
 Mr Ryan Park MP  
 Mr Andrew Rohan MP  
 The Hon. Catherine Cusack MLC  
 The Hon. Paul Green MLC  
 The Hon. Helen Westwood MLC

### Reports and highlights

*Review of the 2009–2010 and 2010–2011 Annual Reports of the Health Care Complaints Commission, Report 1/55 – May 2012.*

The Committee held a hearing on 20 February 2012 to review the 2009/10 and 2010/11 Annual Reports of the Health Care Complaints Commission. As part of its current inquiry into Complaint Handling and Complaints in NSW, Committee members conducted site visits to the Royal Prince Alfred Hospital, Sydney (November 2011) and Wagga Wagga Base Hospital (June 2012).

## Committee on the Independent Commission Against Corruption

### Members

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

### Reports and highlights

*Review of the 2009/10 and 2010/11 Annual Reports of the Independent Commission Against Corruption, No. 1/55 (21 June 2012); Review of the 2009/10 and 2010/11 Annual Reports of the Inspector of the Independent Commission Against Corruption, No. 2/55 (21 June 2012).*

A public hearing was held as part of the Committee's reviews of the 2009/10 and 2010/11 Annual Reports of the ICAC and ICAC Inspector. A delegation of two Committee members attended the Australian Public Sector Anti-Corruption Conference, a joint initiative of Australia's three major anti-corruption agencies held in Fremantle in November 2011.

## Committee on Law and Safety

### Members

Mr John Barilaro MP (Chair)  
 Mr Jai Rowell MP (Deputy Chair)  
 Mr Garry Edwards MP  
 Mr Nick Lalich MP  
 Mr Guy Zangari MP  
 Mr Jonathan O'Dea MP (substitute member from 23 February 2012 to 30 April 2012)

### Highlights

The Committee held two public hearings as part of its current inquiry into the inclusion of donor details on the register of births.

## Legal Affairs Committee

### Members

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

### Highlights

As part of its current inquiry into law reform issues regarding synthetic drugs, the Committee planned and prepared for a site visit to the Hunter region in NSW to meet with stakeholders including: mining industry representatives; local police officers; officers of a drug and alcohol rehabilitation centre; and health practitioners and officers of the Drug Court, Toronto.

## Legislation Review Committee

### Members

Mr Stephen Bromhead MP (Chair)  
 Dr Geoff Lee MP (Deputy Chair)  
 Mr Garry Edwards MP  
 Mr John Flowers MP  
 Ms Tania Mihailuk MP  
 The Hon. Shaoquett Moselmane MLC  
 The Hon. Dr Peter Phelps MLC  
 Mr David Shoebridge MLC  
 Mr Gareth Ward MP (substitute member from 23 February 2012 to 23 May 2012)

### Reports and highlights

The Committee tabled 20 reports, one for each sitting week, consisting of the *Legislation Review Digests* 1/55 – 20/55, which included the Committee's examination of bills and relevant regulations.

During 2011/12, the Committee met with representatives of the NSW Better Regulation Office and the Commonwealth's Productivity Commission to discuss the Committee's functions in relation to the regulatory regime in NSW.

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

### Members

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

### Highlights

On 21 May 2012, general meetings were held with the Information and Privacy Commissioners on the 2009/10 and 2010/11 Annual Reports, with the Inspector of the Police Integrity Commission on the 2010/11 Annual Report, and with the Police Integrity Commissioner on the 2009/10 and 2010/11 Annual Reports. On 18 June 2012, a general meeting was held with the NSW Ombudsman on the 2009/10 and 2010/11 Annual Reports and the Child Death Review Team Report of 2010. During 2011/12, the Committee visited the offices of the NSW Ombudsman, the Police Integrity Commission and the Information and Privacy Commission to meet with the statutory officers and discuss their statutory functions. A member of the Committee attended the Australian Public Sector Anti-Corruption Conference on 15 to 17 November 2011.

## Joint Select Committee on the Parliamentary Budget Office

### Members

Mr David Elliott MP (Chair)  
The Hon. Natasha Maclaren-Jones MLC (Deputy Chair)  
Mr Clayton Barr MP  
Mr Chris Holstein MP  
The Hon. Kristina Keneally MP  
Mr Geoff Provest MP  
Mr Darren Webber MP  
Dr John Kaye MLC  
The Hon. Amanda Fazio MLC (until 26 August 2011)  
The Hon. Trevor Khan MLC (from 10 August 2011)  
The Hon. Sarah Mitchell MLC (until 10 August 2011)  
The Hon. Eric Roozendaal MLC  
The Hon. Walter Secord MLC (from 26 August 2011)

## Reports and highlights

Report Tabled: *Inquiry into the Parliamentary Budget Office* (2 December 2011)

The Committee held a public hearing on 21 September 2011.

A Government response to the *Inquiry into the Parliamentary Budget Office* was received on 22 June 2012. The response indicated that the Government supported seven of the nine recommendations, partially supported one recommendation, and considered that existing legislative provisions sufficiently addressed the final recommendation.

The Joint Select Committee on the Parliamentary Budget Office expired upon reporting on 2 December 2011.

## Standing Committee on Parliamentary Privilege and Ethics

### Members

Mr John Sidoti MP (Chair)  
Mr Andrew Fraser MP (Deputy Chair)  
Mr Glenn Brookes MP  
Ms Clover Moore MP  
Mr Andrew Rohan MP  
Mr Guy Zangari MP

### Highlights

On 28 March 2012, the Committee met with Mr Ian Dickson, Parliamentary Ethics Adviser.

The Chair attended the Australian Public Sector Anti-Corruption Conference, a joint initiative of Australia's three major anti-corruption agencies held in Fremantle in November 2011.

## Public Accounts Committee

### Members

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

### Reports and highlights

*Conduct of the 2009 Review of the Audit Office under section 48A of the Public Finance and Audit Act 1983* (15 September 2011); *Report on Recommendations of Public Accounts Committee of the 54th Parliament* (10 November 2011); *Report on the Examination of the Auditor-General's Performance Audits October 2009 – June 2010* (21 February 2012); *Report on the follow-up of repeat recommendations from the Auditor-General's Financial Audits 2010* (9 May 2012).

The Committee tabled the *Report of the Independent Review of the Audit Office*, and the first *Report on the Examination of the Auditor-General's Performance Audits* for the 55th Parliament, and endorsed recommendations of the Committee of the 54th Parliament in a report tabled on 10 March 2011.

The Committee tabled a *Report on the Follow-up of Repeat Recommendations from the Auditor-General's 2010 Financial Audits*, which was the first time in over 10 years that the Public Accounts Committee had conducted a detailed follow-up of financial audit reports.

As part of its inquiry into the Economics of Energy Generation, the Committee visited the Vales Point and Colongra power stations on 17 February 2012. As part of this inquiry the Committee also attended a workshop held by the newDemocracy Foundation on 16 June 2012.

The Government's response to the Committee's *Report on the Conduct of the 2009 Review of the Audit Office* under section 48A of the *Public Finance and Audit Act 1983* was received on 20 September 2011 and supported the Committee's recommendation that the timing of reviews be extended from three years to four. The Government's response to the Committee's *Report on Recommendations of the Public Accounts Committee of the 54th Parliament* was received on 10 May 2012 and addressed each of the 19 recommendations made by the PAC.

The Chair and Deputy Chair attended the mid-term meeting of the Australasian Council of Public Accounts Committees (ACPAC) in Canberra in May 2012.

## Joint Standing Committee on Road Safety (Staysafe)

### Members

Mr Greg Aplin MP (Chair)

The Hon. Richard Colless MLC (Deputy Chair)

Mr Stuart Ayres MP

Mr Robert Furolo MP

Mr Darren Webber MP

Mr John Williams MP

The Hon. Cate Faehrmann MLC

The Hon. Walter Secord MLC

### Reports and highlights

*Inquiry into school zone safety, No. 1/55 (27 March 2012)*, highlighting lack of consistency in current operation of school zones and lack of clarity about regulations and road rules governing their use.

The inquiry into school zone safety made recommendations on the improved management of school zones including improved infrastructure, enhanced road safety education, greater standardisation of operation, and greater adherence to road rules in all future planning decisions.

The Committee held two full hearing days in Sydney, taking evidence from State and local government agencies, road safety experts and practitioners, vehicle insurers, non government agencies and private individuals.

In November 2011 the Committee inspected the RTA Crashlab facilities, the Transport Management Centre and the IAG Industry Research Centre, to familiarise itself with vehicle safety ratings and road safety management. The Committee also inspected vehicle repair facilities and the young driver training course during 2012.

## Committee on Social Policy

### Members

Mr Bruce Notley-Smith MP (Chair)

Mr John Sidoti MP (Deputy Chair)

Mr Troy Grant MP

Ms Sonia Hornery MP

Ms Anna Watson MP

### Reports and highlights

*Inquiry into International Student Accommodation in New South Wales, No. 1/55, (24 November 2011).*

The Committee's *Report on the inquiry into international student accommodation in New South Wales*, included recommendations for a greater focus on the needs of student accommodation within the NSW planning system; the introduction of travel concessions for all international students to improve their opportunities to find suitable accommodation; and legislation to improve the standards of student accommodation and the dispute resolutions and legal protections available to them.

A public hearing was held on 21 October 2011 during the inquiry into international student accommodation in New South Wales.

Site visits were undertaken to Macquarie University on 3 November 2011 and to the City of Sydney Council on 7 November 2011 in relation to the inquiry into international student accommodation in New South Wales.

Out of a total of 15 recommendations arising from the inquiry's report into international student accommodation in New South Wales, three recommendations were fully supported by the Government; six were supported in principle; five were supported in principle with some limitations; and one recommendation was not supported (one finding was also not supported).



## Committee on State and Regional Development

### Members

Mr Andrew Gee MP (Chair from 25 November 2011)  
 Mr Geoff Provest MP (Chair until 25 November 2011)  
 Mr Chris Spence MP (Deputy Chair)  
 The Hon. Linda Burney MP  
 Mr Daryl Maguire MP  
 The Hon. Richard Torbay MP

### Highlights

The Committee's current inquiry was established on 7 March 2012 to inquire into how inter-regional public transport can better serve the needs of regional New South Wales. 146 submissions have been received for this inquiry.

## Committee on Transport and Infrastructure

### Members

Mr Charles Casuscelli MP (Chair)  
 Mr Tim Owen MP (Deputy Chair)  
 Ms Tania Mihailuk MP  
 Mr Greg Piper MP  
 Mr Paul Toole MP

### Highlights

On 23 November 2011, the Committee resolved to undertake an inquiry into the development and implementation of a road access pricing strategy for New South Wales (not yet commenced); and an inquiry into the utilisation of air space above, and the land adjacent to, the rail corridor in the Greater Metropolitan Area of Sydney, including the Hunter and the Illawarra.

The Committee held two public hearings in relation to its inquiry into the utilisation of rail corridors, and received four briefings in relation to its inquiries and portfolio responsibilities.

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

### Members

Mr Matt Kean MP (Chair)  
 The Hon. Scot MacDonald MLC (Deputy Chair)  
 Mr Clayton Barr MP  
 Mrs Leslie Williams MP  
 The Hon. Eric Roozendaal MLC

### Highlights

On 26 March and 2 April 2012, the Committee held public hearings with the Valuer-General as part of the 8th General Meeting with the Valuer-General to review his annual report and to discuss any other matter connected with the exercise of his functions.

## COMMITTEES CASE STUDIES

### Social Policy Committee: International Student Accommodation in New South Wales

The report on the inquiry into international student accommodation in NSW addressed a complex policy area, which included issues of international demand as well as actions involving all three tiers of Australian government. Its diverse range of stakeholders ranged from the local resident who may have spent years living in a suburb, to the visiting international student who has spent a relatively short time in the country.

This inquiry had a very short reporting deadline, and flexible staff assignment under the new restructure of the Committee office was effectively utilised, with a number of staff members assisting at various stages of the inquiry.

The report made 15 recommendations, addressing both the causes of a shortage in the supply of student accommodation and the symptoms of overcrowded or illegal accommodation.

As the Committee concluded its inquiry, the Deputy Premier and Minister for Trade and Investment, the Hon. Andrew Stoner MP, announced on 11 November 2011, that the NSW Government is establishing an international education and research taskforce, to work with the NSW Government to develop a 10 year International Education and Research Industry Action Plan for the sector. The Government response to the Committee report indicated in-principle support for 13 of the Committee's 15 recommendations for reform.

### Public Accounts Committee: Workshop held by the newDemocracy Foundation on Alternative Forms of Energy Generation

As part of its Inquiry into the Economics of Energy Generation, the Public Accounts Committee worked with the newDemocracy Foundation to canvass the views of the public about one of the Terms of Reference for the Inquiry. The Committee attended a workshop held by the newDemocracy Foundation on 16 June 2012.

The newDemocracy Foundation is a non-profit research organisation which promotes deliberative models of democracy. The Foundation formed two Citizens' Policy Juries to consider the potential for, and barriers to, alternative forms of energy generation. The Citizens' Policy Jury process gathers together a group of randomly-selected citizens and conducts a structured deliberative process to consider the issues and reach an informed consensus view.

The Policy Jury process offered the Committee an opportunity to canvass the views of an informed public, in addition to its other forms of consultation through seeking submissions and conducting public hearings for its Inquiry into the Economics of Energy Generation.

### Joint Standing Committee on Electoral Matters

On Friday 15 June 2012, the Joint Standing Committee on Electoral Matters held a public hearing for its inquiry into the administration of the 2011 NSW election and its review of the *Parliamentary Electorates and Elections Act 1912* and the *Election Funding, Expenditure and Disclosures Act 1981*.

At the public hearing the Committee took evidence from representatives of the Australian Centre for Disability Law and Vision Australia, and evidentiary procedures were reviewed to ensure compatibility with the use of a keyboard device.

In the case of the representative from Vision Australia, the oath and affirmation text was provided to her in Word format in advance of the hearing so that it could be converted into Braille and used during the hearing. The standard witness information was also provided to the representative in Word format to enable her to use screen reader technology to read the documents. Outside of the hearing preparations, the submissions from Vision Australia to the Committee's inquiries were also published in Word format on the Committee's website to enable vision-impaired users to read the submissions using the screen reader technology.

Because it is a primary function of parliamentary committees to enable participation in the democratic process from all sections of the community, it was important to provide for the giving of evidence in the ways described above to ensure community engagement and to further the Committee's understanding of the issues raised in the organisations' submissions.

### ANZACATT (Australian and New Zealand Association of Clerks-at-the-Table) Conference: 22–25 January 2012

The annual ANZACATT professional development seminar is the primary training opportunity for senior officers. One of the Committee Directors attending presented a paper on *The Development of the Committee System and how this has influenced the changing role of Parliamentary Officers: The NSW Legislative Assembly Experience*.

The paper discussed changes in the role of the parliamentary officer and identified some issues a parliamentary department might need to manage in the future. The approach was anecdotally supported by a small survey on the length and type of experience of current Committee staff.

The paper highlighted the number of initiatives which the NSW Legislative Assembly has commenced such as improvements to induction, knowledge management and procedural training, and career progression.



## Scrutiny of Legislation Conference: 26–28 July 2011

Every two years, parliamentary committees from Australia, New Zealand and other similar jurisdictions (eg Canada and Pacific Island nations), come together for a conference to discuss ‘technical’ scrutiny of legislation by committees. On 26 to 28 July 2011, three members of the Legislation Review Committee together with two secretariat staff attended the conference at Parliament House, Brisbane, Queensland.

The theme of the conference was ‘Legislative scrutiny in an era of convenience’. The theme fostered discussion of issues such as:

- The increasing importance of scrutiny of legislation by parliamentary committees
- Changes in the nature and subject matter of legislation introduced to parliaments (for example, to address environmental, energy and resource issues and uniform legislation with other jurisdictions) and the necessary changes in approach adopted by scrutiny committees
- The accessibility of legislation and committee activities with the increased use of the internet and email for consultation and information provision
- The need for clear and precise public information regarding legislation including explanatory information.

# ENSURING THAT MEMBERS OF PARLIAMENT CAN FULFIL THEIR PUBLIC DUTIES



## ENSURING THAT MEMBERS OF PARLIAMENT CAN FULFIL THEIR PUBLIC DUTIES

2011/12 was a year of consolidation after the election of the 55th Parliament on 26 March 2011 which saw 46 new Members elected to the Legislative Assembly. This historically significant changeover resulted in an unprecedented effort to induct the newly elected Members and their staff, and ensure their parliamentary and electorate needs were met. This effort translated into major programs of work for the Assembly's several business units, with the cooperation of the Legislative Council and the Department of Parliamentary Services, which continued into the current financial year.

There was one by-election during the year following the resignation of the Member for Clarence, Mr Stephen Cansdell. Mr Christopher Gulaptis was elected as the new Member for Clarence at the by-election held on 19 November 2011.



# ELECTORATE OFFICES

## Electorate office staffing

A total of 231 people were employed in full or part time permanent positions in the 95 electorate offices in New South Wales. A further 403 people were engaged during the year to fill a casual or short term vacancy in an electorate office.

## Induction of Members' staff

During the financial year a total of 212 electorate office staff attended training courses conducted by the Parliament. Sixty staff attended induction training, 70 staff attended the Vital Information course, 19 staff attended the Thriving in Your Role course, and 63 staff attended the Supporting Your Member course. Subjects covered at these courses included parliamentary procedure, the role of Committees, Members' entitlements, Code of Conduct, managing difficult behaviours, Protected Disclosures, and workplace health and safety, as well as sessions from a number of public sector agencies and non-government organisations.

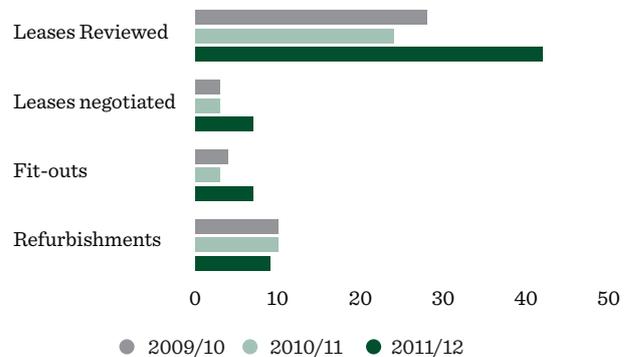
## Electorate Officers' Reference Group

Members of the Reference Group are drawn from up to 15 electorates across the state. The group met three times during the year and provided feedback on operational and policy issues, shared operational information, and identified areas for service improvement.

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

Penrith, Wyong, Drummoyne, Mount Druitt, Blacktown, Dubbo and Bathurst electorate offices were relocated during 2011/12 and completely refitted. Refurbishments were completed at The Entrance, Rockdale, Swansea, Wollondilly, Mulgoa, Menai, Auburn, Campbelltown, and Burrinjuck. Electorate Office Services managed the provision of a maintenance service to all offices throughout the year and generally met the response time target of 24 hours. Forty-two leases were reviewed in 2011/12.

### LEASING ACTIVITY



2009/10	2010/11	2011/12
<b>LEASE AND FIT-OUT ACTIVITY</b>		
28 leases were reviewed	24 leases were reviewed	42 leases were reviewed
3 new leases were negotiated	3 new leases were negotiated	7 new leases were negotiated
4 fit-outs were undertaken at a cost of \$720,000	3 fit-outs were undertaken at a cost of \$566,084	7 fit-outs were undertaken at a cost of \$1,240,616
10 refurbishments were undertaken at a cost of \$195,000	10 refurbishments were undertaken at a cost of \$279,473	9 refurbishments were undertaken at a cost of \$170,928
<b>PROPERTY AND EQUIPMENT MAINTENANCE</b>		
771 jobs valued at \$269,962	910 jobs valued at \$383,030	931 jobs valued at \$424,181

## Electorate office contact visits

The Legislative Assembly aims to make a contact visit to all 95 electorate offices at least once every year. These visits continued in 2011/12, providing the opportunity to review security and safety, accommodation standards, and stock and equipment levels, as well as exchange information face-to-face in locations remote from Parliament House.

## Equipment for Members

The telephone systems in all 95 electorate offices were replaced during 2011/12 at a cost of \$603,607. The project saw digital connections made to, and VOIP capable telephony equipment installed in, all electorate offices under a three year support and maintenance contract.

Redundant equipment including telephones, copiers, furniture and electrical items was collected from electorate offices in a major removal and recycling effort during the year.

## Projects and goals for 2012/13

A survey of Members was undertaken in mid 2012 to seek customer feedback on the services provided by the Legislative Assembly.

Following the survey, information management remains a concern in electorate offices and the Assembly plans to consult with Members and staff before undertaking a best practice review.

In 2012/13 the Assembly also plans to review:

- The training needs of electorate office staff
- Members' staff position descriptions
- Employment entitlements.

The Assembly will continue to implement the recommendations of its security report for electorate offices. Evacuation plans are being prepared for all offices, and the Assembly plans to prepare Security Management plans, and Occupational Health and Safety plans for each office.

During the year the Assembly plans to relocate five offices at Castle Hill, Charlestown, Vaucluse, Marrickville, and South Coast, and may relocate other offices identified as priorities if funds permit.

Seventeen leases are planned for renewal in 2012/13.

The Assembly anticipates review and relaunch of many administrative policies in 2012/13 as part of a cross-departmental project.

# COMMUNITY ACCESS AND PARTICIPATION IN THE PARLIAMENTARY PROCESS





## Security Committee

The Security Committee consists of the Serjeant-at-Arms, the Usher of the Black Rod, the General Manager Parliamentary Facilities and the Security Manager Parliamentary Facilities. During the reporting period the committee met seven times. The committee also met an additional six times with other relevant people in relation to: new security facilities on Hospital Road; security assessments of the Chambers; security scenario exercises; inspection of the new mail room; and a demonstration of an integrated pass system.

Following two security incidents in the Parliamentary precincts in March and April 2012, the Parliament adopted facial identification policy as one of the conditions of entry to the precincts, within a broader review of security arrangements.

## Visitor Experience Group

Parliament House is one of the most prominent historic and cultural buildings within the historic Macquarie Street precinct and is a focus of visits by school groups, domestic and international tourists as well as delegations and visits from a range of community and lobby groups within New South Wales. As the building is a significant part of the history of Sydney the Presiding Officers felt that the Parliament has a responsibility to contribute to the experience of visitors to Macquarie Street.

In early 2012, under the auspices of the Presiding Officers, the Visitor Experience Group was established consisting of key staff from the Legislative Assembly, Legislative Council and the Department of Parliamentary Services. While the group has been given specific terms of reference, its first overarching task was to develop a visitor experience

strategy. The preparation of this strategy is one of the major initiatives contained in the Parliament's Strategic Outlook for 2012/15, under the objective of 'Increased involvement and awareness of NSW citizens about the Parliament and the parliamentary process'.

The principal aim of the strategy is to improve the visitor experience in the public spaces of Parliament House, such as the Macquarie Street entrance, the security gatehouse, the courtyard and the public spaces on levels 6 and 7.

The Visitor Experience Group will organise a display for January 2013 to celebrate the 225th anniversary of the settlement of New South Wales.

## The Wentworth Room

The restoration of the Wentworth Room was completed during the year. This project was begun in July 2010 and undertaken by a team of specialist heritage architects. The room, formerly known as the Legislative Assembly Library or the Members' Room, is located immediately adjacent to the Chamber. It was originally the Assistant Surgeon's Room in the Rum Hospital and after 1829 was known as the Legislative Council Room because it was the first meeting place of the Parliament. Following the construction of the Assembly Chamber in 1843, the Council Room had a variety of uses including committee room, library, and reading room, and until 2009 as a security screening room for visitors to the Parliament.

The Wentworth Room preserves one of the original Rum Hospital windows long since enclosed within the Parliament building, and has been reconstructed to its earlier design. The restored room celebrates both the contribution of an important family and the earliest example of a legislative meeting room in Australia.

## Group tours statistics for 2011/12

TOUR STATISTICS	2009/10		2010/11		2011/12	
	NO. OF VISITORS	NO. OF GROUPS	NO. OF VISITORS	NO. OF GROUPS	NO. OF VISITORS	NO. OF GROUPS
Guests of Members	1,093	36	330	11	316	51
Primary schools (Years K–6)	10,967	199	11,206	220	9,364	198
Secondary schools (Years 7–12)	3,474	104	3,208	102	3,542	104
Special schools	77	1	35	2	48	2
Central schools	55	2	20	1	20	1
ESL/TAFE colleges	1,140	56	535	28	389	40
Universities	578	26	532	21	644	24
Business colleges	137	5	64	3	44	3
Probus clubs and seniors groups	753	24	531	24	701	26
Education and Community Relations	3,360	56	2,801	51	2,107	25
Monthly lunchtime tours	450	11	685	20	330	11
Other	413	19	329	16	996	31
<b>Total</b>	<b>22,497</b>	<b>539</b>	<b>20,276</b>	<b>499</b>	<b>18,501</b>	<b>516</b>

## Twinning

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

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

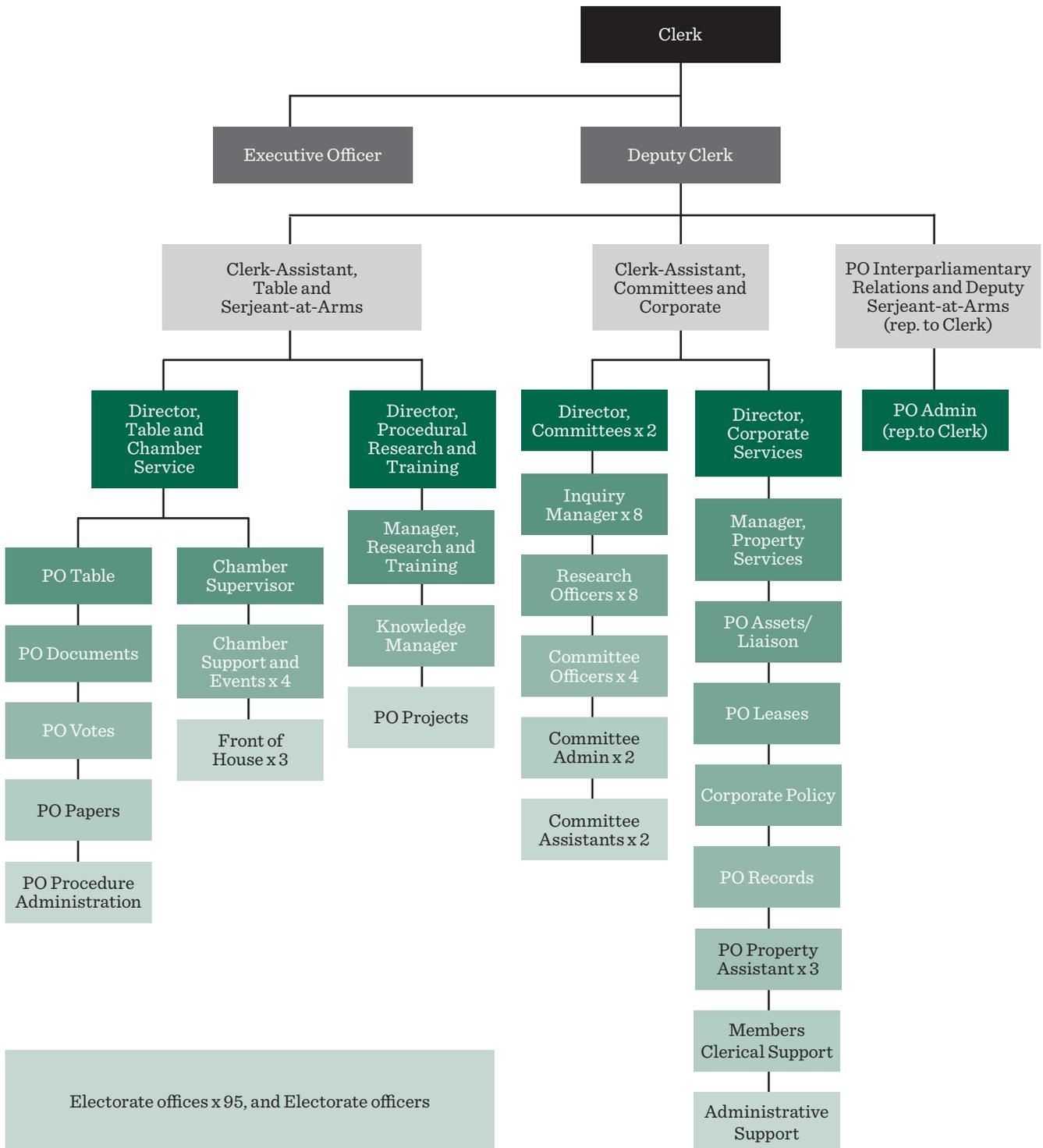
The core of Twinning is secondments and placements of staff between the parliaments. Secondments and placements are part of a comprehensive program to ensure that experience gained by the participants is relevant and can be translated into sustainable change in the home parliament. Other Twinning activities include the establishment of a formal mentoring arrangement, technical and corporate support, and collaboration on research and writing tasks. The three parliaments are committed to sharing the lessons learnt from the activities undertaken with other Australian and Pacific parliaments in the region involved in Twinning — a half-day Twinning conference is scheduled for July 2012 to give effect to this commitment.

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

# OUR ORGANISATION



# STRUCTURE



# STAFF





## Retirement of Russell Grove

Russell David Grove, BA, PSM, seventeenth Clerk of the Legislative Assembly, retired on 4 November 2011.

Russell joined the staff of the Assembly on 15 February 1971 and rose through the ranks until his appointment as Clerk on 8 September 1990. On his retirement Russell had served as Clerk for 21 years, one month and 26 days, and as such is the longest-serving Clerk in the history of the Legislative Assembly.

Russell was an acknowledged expert in parliamentary law and procedure, overseeing the rewriting of the standing orders in plain English in 1994, and editing the seminal reference book *New South Wales Legislative Assembly Practice, Procedure and Privilege* (2007). He was highly regarded for his contributions to the Commonwealth Parliamentary Association, the Society of Clerks-at-the-Table, and to many training and development activities to enhance the capacity of other legislatures and democratic institutions.

On Russell's last day in the Chamber, 20 October 2011, on a motion of the Premier, the Hon Barry O'Farrell MP, the Assembly recognised Russell's meritorious service by extending him the honorary title Clerk Emeritus.

## Senior appointments

On 1 July 2011, the two Clerks-Assistant rotated responsibilities. Ronda Miller became Clerk-Assistant, Committees and Corporate, and Leslie Gonye became Clerk-Assistant, Table and was also commissioned as Serjeant-at-Arms on 10 August 2011.

On 4 November 2011, Russell Grove resigned as Clerk of the Legislative Assembly, after over 40 years service of which 30 years had been at the Table of the House.

On 5 November 2011, the appointment of Ronda Miller as Clerk of the Legislative Assembly took effect.

On 25 May 2012, Helen Minnican was appointed Clerk-Assistant, Committees and Corporate.

## Strategic planning

The three parliamentary departments adopted a new strategic outlook for 2012/15 to provide strategic direction to the organisation in fulfilling its role as a representative and legislative body. The strategic outlook is designed to be consistent and complementary to the strategic plans of each department. It focuses on six strategic objectives and 19 major initiatives on which the three departments will collaborate during the remainder of the 55th Parliament and through to 2015. The six strategic objectives are:

- Respond to the evolving role of Members and the parliamentary institution
- Increase involvement and awareness of NSW citizens about the Parliament and the parliamentary process
- Better engagement with stakeholders
- Promote strong stewardship and effective management of public resources
- Optimise the Parliament's physical infrastructure
- Support our 'twinning' Parliaments under the arrangements established by the Commonwealth Parliamentary Association.

## Parliament's governance framework

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

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

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

## Cross-parliamentary collaboration

A series of cross-departmental working groups have been established to progress various issues with all-parliamentary impacts identified in strategic and operational plans. These groups are meeting to ensure the three departments collaborate on the development of policies and programs which benefit the Parliament while reducing costs and duplication. Groups are currently meeting to work on:

- Training for Members' staff
- Strategic planning
- Annual reporting
- Internet and intranet review, upgrades and redesign
- Directory and messaging upgrade
- Visitor experience, including joint event planning and management
- Security, including both the parliamentary precinct and electorate offices
- Papers and procedure, including coordinated IT policies and procedures
- Archives and records management, including the introduction of electronic applications
- Assets management
- Information technology
- Policy review.

## Intra-departmental working groups

In addition to cross-departmental collaboration the Legislative Assembly is addressing several internal strategic reform initiatives including:

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

## Parliament's corporate identity

In 2011, a Parliament-wide Strategic Directions Plan was endorsed by the Presiding Officers and included an aim to build a more consistent corporate identity which would unify the three departments and promote a stronger and more professional image.

In April 2012, the Parliament adopted a consistent approach to its corporate identity by using a single parliamentary crest across the three departments.

This crest was first developed in the 19th century as an emblem to represent the coming together of 'one parliament'. The design is thought to follow on from the Scottish Crest badges, which were immensely popular at the time. The crest's importance as a symbol of the institution was re-affirmed during the restoration project of the late 1980s, when the crest was commissioned by the then Government Architect.

Re-unifying the departments under the official crest is an important step forward for the Parliament, as it looks to create a stronger and more consistent corporate identity.

## Intranet review

Following the redevelopment of the Parliament's website in 2011/12, the Parliament is developing a new Intranet. The project, still in the planning stages, is an initiative to provide a more up-to-date, user-friendly site that brings people and information together across the organisation. The existing intranet was last reviewed in 2004.

Some improvements of the refreshed intranet will be:

- A simpler structure with less content duplicated between the website and intranet
- An updated policies and forms section
- Improved publication of news relevant to members and staff
- A fresh new look and feel.

The new intranet site is expected to be launched around January 2013.

## Policy review

The three parliamentary departments have established the Policy Review Steering Committee. The Committee has commenced work reviewing the content of policies currently on the Parliament's intranet, coinciding with the review of the Parliament's intranet design. An audit of the 400+ policies, guidelines and forms currently on the intranet reveals many are out of date. Scrutiny of the items under consideration by the Committee shows that many published policies, forms and guidelines are no longer relevant to parliamentary operations or are duplicated across all three house departments.

The Committee aims to ensure that all policies, forms and guidelines on the intranet are brought up to date and streamlined in a fashion that complements the operations of the Parliament. The reviewed documents are being designed with a new intranet framework in mind to ensure they are easily accessible for all users.

Major policy reviews already completed include Public Interest Disclosures, Social Media, Volunteers in Electorate Offices, Parliamentary Employees Standing for Election, Internships, and Study Leave and Assistance.

## Public Interest Disclosures

In September 2011 the Legislative Assembly adopted a public interest disclosures policy in accordance with the requirement under s.6D of the *Public Interest Disclosures Act 1994*.

Although the Department adopted separate policy and investigation procedures, as required by statute, these were largely consistent with the policies and procedures adopted by the Department of the Legislative Council and the Department of Parliamentary Services: the main distinction being the specific reference in the Assembly's policy applying to electorate officers, volunteers and interns. The procedures for investigating public interest disclosures are contained in a separate document, *Investigating Public Interest Disclosures*, which is common to all three Departments.

The policies and investigation procedures were disseminated to staff of the Parliament in a joint email from the heads of the Parliamentary departments. The Clerk of the Legislative Assembly addressed staff on the new legislation, advising of the protections available under the Act, the contents of the policy, the procedures for the making and handling of disclosures, and the Department's commitment to exercising its obligations under the Act. (The Clerk is designated in the policy as the officer within the Department responsible for receiving and handling public interest disclosures.) The Assembly's induction programs conducted for newly appointed staff employed by the Speaker, including electorate officers, also provide information about the *Public Interest Disclosures Act*, and the policies and procedures adopted by the Assembly.

## Leadership training

Staff surveys in the Legislative Assembly have indicated the need for leadership development and management training. In designing a program, the training was aligned to the 'Leadership and Management' capability identified in the NSW Public Sector Capability Framework and the content included subjects such as:

- The distinction between leading and managing
- Emotional intelligence
- Leading and managing teams to achieve objectives (including effective delegation and working collaboratively)
- Managing performance, including counselling and developing others
- Managing upwards.

A two-day program was conducted off-site from 25 to 26 June 2012 and involved twenty participants all of whom perform managerial and supervisory roles requiring leadership skills. Further training is being planned in 2012/13.

For the participants from the Assembly, the need for such training is identified through each individual's training and work development program. In view of the age and length of service demographic of senior managers and the growth of the committee office in the 55th Parliament, succession planning and management development remains a high priority for the Legislative Assembly.

## Staff training

In July 2011, a new department-wide Work Performance and Development Policy was finalised and implemented. The policy focuses on a process of continually improving individual staff members' performance and through this, the department's performance. As a result of the policy's implementation, work plans and training and development plans have been developed between staff and their Directors. The plans identified learning and development needs which in turn have led to a targeted training program. A large proportion of staff has attended internal and external training courses specific to identified personal development needs.

## Records management

The introduction of the TRIM version 7.1 records management system to the Assembly transitioned the previous paper-based recording procedures to an electronic system in late 2011. The transition to TRIM involved the development of guidelines in relation to the management of documents and the transfer of files from physical archives and local hard drives to the TRIM database.

Staff attended training in TRIM procedures during the reporting period. The transition to TRIM constituted part of an Assembly-wide effort towards a more efficient use of resources and making information more accessible for staff.

## Newsletters – LA Weekly

The weekly newsletter of the Legislative Assembly, *LA Weekly*, continued to be published throughout the reporting period. The newsletter is an effective means of disseminating information of specific interest to staff and electorate officers on a regular basis. Fifty editions of the newsletter were published during 2011/12 and the publication has an email circulation list of over 320.

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

The Assembly will review its staff communication practices in the coming year.

## Parliamentary Service Awards

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

### 40 Years

Russell Grove, Clerk of the Legislative Assembly

### 30 Years

Margaret Pulver, Wagga Wagga Electorate Office  
Gregory Kelly, LA Procedure and Chamber Services  
Jose Andrade, Office of the Speaker

### 20 Years

John Hatfield, LA Table, Chamber & Procedure  
Noelene Barrell, Wakehurst Electorate Office  
Brenda Tritton, Wagga Wagga Electorate Office  
Julie Moore, Wallsend Electorate Office

### 15 Years

Bronwyn Mitchell, Lismore Electorate Office  
Sally Brown, Murrumbidgee Electorate Office  
Cheryl Samuels, LA Table, Chamber & Procedure  
Suzanne Andrews, Upper Hunter Electorate Office  
Marjorie Gissane-Clark, Wallsend Electorate Office  
Kim Byrne, Mulgoa Electorate Office

### 10 Years

Keith Ferguson, LA Committees & Corporate  
Kiley Martin, Wollongong Electorate Office  
David Auert, LA Committees & Corporate  
Frank Danek, LA Committees & Corporate  
Vicki Buchbach, LA Committees & Corporate  
Cheryl Han, Kogarah Electorate Office  
Lorraine Strath, Mount Druitt Electorate Office

## Audit and Risk Committee report

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

### Committee membership

The Committee operated during 2011/12 with three members independent of The Legislature:

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

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

### Committee meetings

The Committee met on four occasions during 2011/12. It:

- Approved a three year strategic internal audit plan
- Gave assurance to the Clerks of both Houses and the Executive Manager of Parliamentary Services concerning end-of-year financial reporting for The Legislature
- Reviewed the development of a compliance framework for changes to the Public Interest Disclosures Act 1994
- Implemented the internal and external audit programs outlined below.

In addition, the Committee held two extraordinary meetings:

- to review the draft financial statements for The Legislature prior to submission to the Audit Office of NSW
- following completion of the audit of the financial statements of The Legislature, reviewed the Client Service Report, final proposed version of the financial statements and Management Representation Letter, and recommended certification of the financial statements.

## Internal audit

The Parliament's internal audit services are currently provided by Deloitte.

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

- Business risk assessment
- Members entitlements
- Members entitlements – themed audit (Electorate Mail Out Account)
- Asset Management
- Payroll Management.

The Committee also reviewed a Probity Audit Report prepared by O'Connor Marsden for the Security Strengthening of Parliament House Project.

## External audit

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

- Audit of the Parliament's financial statements to provide reasonable assurance that the financial statements are free from material misstatement
- A review of Members' use of additional entitlements in accordance with the conditions of Determination of Additional Entitlements for Members of the Parliament of New South Wales by the Parliamentary Remuneration Tribunal for the year ended 30 June 2011.

## Insurance

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

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

# FINANCIAL COMMENTARY

## The Parliament

The net result of the Parliament for 2011/12 was \$1.975 million, \$124,000 below the budget of \$2.099 million.

The net cost of services, which excludes Government appropriations and employee benefits and other liabilities met by the Crown Entity, was \$126.56 million for 2011/12 compared to a budget of \$131.536 million. The favourable variance of \$4.976 million or 3.8% was due to lower than budgeted defined benefit superannuation expense for Members of \$4.083 million, lower than budgeted retained revenue of \$143,000 and lower than expected depreciation expenses of \$710,000. The lower superannuation expense for Members arose because most current Members of this closed scheme have now passed the 7 year membership period when maximum accruals occur.

Total expenses for the Parliament of \$132.436 million were slightly less than the total of \$132.511 million for 2010/11. Employee related expenses combined with Members' remuneration accounted for over 70% of the Parliament's operating expenditure. Both increased in line with the NSW public sector 2.5% pay rise after taking into account the additional funding received for separation payments following the March 2011 election. Depreciation increased due to the revaluation of Parliament's buildings, plant and equipment, and ongoing building improvements.

## Outlook for the Parliament

The Parliament's budgeted net result for 2012/13 is a deficit of \$959,000. The deficit arises because expected depreciation expenses exceed capital funding by this amount for the financial year. The 2012/13 budget includes funding for the operating expenses for the new Microsoft Outlook e-mail system and escalation pay rises and other price increases.

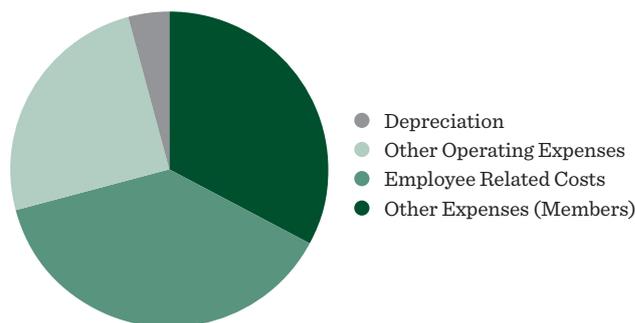
The capital allocation for 2012/13 is \$6.244 million and includes an allocation of \$1.686 million to continue with the replacement of the e-mail system, \$309,000 to provide Members with multi-function devices and \$335,000 for self-service via the SAP portal, \$637,000 to replace the Hansard production system, and \$900,000 to commence the project to improve the corporate accommodation at Parliament House, as well as other information technology development and asset replacements.

## Department of the Legislative Assembly

The net cost of services of the Legislative Assembly (including Members' programs) was \$76,446 million and represents 60.4% of the total net cost of services of the Parliament for the 2011/12 financial year. This reflects a favourable variance against budget of \$2.381 million or 3%. The main reason for this variance is the lower superannuation expense for the Members' defined benefit superannuation scheme for the year as explained under the financial commentary for the Parliament. The net cost of services was \$282,000 higher than the previous year.

The net cost of services for the department excluding expenditure on the Legislative Assembly's Members' program was \$7.578 million. This was 6% of the total net cost of services for the Parliament and 9.9% of the department's total net cost of services.

LEGISLATIVE ASSEMBLY EXPENSES



# APPENDICES



## APPENDIX A – ELECTORATE OFFICE CONTACT DETAILS

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Albury	Greg Aplin	612 Dean Street	Albury	2640	6021 3042	6021 8884
Auburn	Barbara Perry	54–58 Amy Street	Regents Park	2143	9644 6972	9644 8290
Ballina	Donald Page	Shop 1, 7 Moon Street	Ballina	2478	6686 7522	6686 7470
Balmain	Jamie Parker	112A Glebe Point Road	Glebe	2037	9660 7586	9660 6112
Bankstown	Tania Mihailuk	Suite 1, Level 3, 402–410 Chapel Road	Bankstown	2200	9708 3838	9708 3960
Barwon	Kevin Humphries	11 Barton Street	Cobar	2835	6836 3722	6836 3811
Barwon	Kevin Humphries	Suites 2–6, 161 Balo Street	Moree	2400	6752 5002	6752 6102
Bathurst	Paul Toole	Suites 1 and 2, 229 Howick Street	Bathurst	2795	6332 1300	6332 1900
Baulkham Hills	David Elliot	Suite 1, 25–33 Old Northern Road	Baulkham Hills	2153	9686 3110	9686 3212
Bega	Andrew Constance	122 Carp Street	Bega	2550	6492 2056	6492 3578
Blacktown	John Robertson	Shop 3063, Westpoint Shopping Centre, Flushcombe Road	Blacktown	2148	9671 5222	9671 5266
Blue Mountains	Roza Sage	132 Macquarie Road	Springwood	2777	4751 3298	4751 1245
Burrinjuck	Katrina Hodgkinson	133 Comur Street	Yass	2582	6226 3311	6226 3345
Cabramatta	Nick Lalich	Suite 10, Level 1, 5 Arthur Street	Cabramatta	2166	9724 3381	9724 6056
Camden	Chris Patterson	66 John Street	Camden	2570	4655 3333	4655 3325
Campbelltown	Bryan Doyle	Suite 2A, 263 Queen Street	Campbelltown	2560	4625 3344	4626 3640
Canterbury	Linda Burney	Suites 201 & 202, Level 2, 308–312 Beamish Street	Campsie	2194	9718 1234	9789 1999
Castle Hill	Dominic Perrottet	287C Old Northern Road	Castle Hill	2154	9634 7474	9899 3340
Cessnock	Clayton Barr	118 Vincent Street	Cessnock	2325	4991 1466	4991 1103
Charlestown	Andrew Cornwell	Suite 3, Level 2, The Forum Complex, 240–244 Pacific Highway	Charlestown	2290	4942 1242	4942 1060
Clarence	Chris Gulaptis	11 Prince Street	Grafton	2460	6643 1244	6642 7574
Coffs Harbour	Andrew Fraser	1/9 Park Avenue	Coffs Harbour	2450	6652 6500	6652 7934
Coogee	Bruce Notley-Smith	80 Bronte Road	Bondi Junction	2022	9389 6669	9387 8845
Cronulla	Mark Speakman	Shops 3 & 3A, 347–357 Port Hacking Road South	Caringbah	2229	9526 8377	9526 8928
Davidson	Jonathon O’Dea	Suite 8A, 12 Tryon Road	Lindfield	2070	9880 7400	9880 7488
Drummoyne	John Sidoti	128 Great North Road	Five Dock	2046	9713 2999	9713 2911
Dubbo	Troy Grant	Shop 1, 18 Talbragar Street	Dubbo	2830	6882 3577	6882 3689
East Hills	Glenn Brookes	20 Revesby Place	Revesby	2212	9772 2774	9792 1718
Epping	Greg Smith	Suite 303, Level 3, 51 Rawson Street	Epping	2121	9877 0266	9877 0405
Fairfield	Guy Zangari	Suite 6, Neeta City Shopping Centre, Smart Street	Fairfield	2165	9726 9323	9726 9783
Gosford	Chris Holstein	20 Blackwall Road	Woy Woy	2256	4342 4122	4341 2368

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Goulburn	Pru Goward	288 Bong Bong Street	Bowral	2576	4861 3623	4861 3546
Granville	Tony Issa	160 Merrylands Road	Merrylands	2160	9637 1656	9897 1434
Hawkesbury	Ray Williams	Suite 202, Rouse Hill Town Centre, 10-14 Market Lane	Rouse Hill	2155	8882 9555	8882 9411
Heathcote	Lee Evans	Shops 1 & 2, 17-23 Station Street	Engadine	2233	9548 0144	9548 5639
Heffron	Ron Hoenig	Shop 117, 747 Botany Road	Rosebery	2018	9699 8166	9699 8222
Hornsby	Matt Kean	Suite 5, The Madison, 25-29 Hunter Street	Hornsby	2077	9476 3411	9476 2965
Keira	Ryan Park	Shops 2 & 3, 247 Princes Highway	Corrimal	2518	4285 1588	4285 1858
Kiama	Gareth Ward	Terralong House, 125 Terralong Street	Kiama	2533	4232 1082	4232 3577
Kogarah	Cherie Burton	Suite 1, Ground Floor, 22-24 Regent Street	Kogarah	2217	9587 9684	9588 7138
Ku-ring-gai	Barry O'Farrell	27 Redleaf Avenue	Wahroonga	2076	9487 8588	9487 8550
Lake Macquarie	Greg Piper	92 Victory Parade	Toronto	2283	4959 3200	4950 4076
Lakemba	Robert Furolo	Shop F081, Roselands Shopping Centre, Roselands Drive	Roselands	2196	9759 5000	9759 1945
Lane Cove	Anthony Roberts	Level 3, Suite 302, 230 Victoria Road	Gladesville	2111	9817 4757	9817 5885
Lismore	Thomas George	55 Carrington Street	Lismore	2480	6621 3624	6622 1403
Liverpool	Paul Lynch	100 Moore Street	Liverpool	2170	9602 0040	9821 1807
Londonderry	Bart Bassett	Shop 12, 82 Victoria Street	Werrington	2747	9833 1122	9623 1185
Macquarie Fields	Andrew McDonald	Shop 18, Carnes Hill Marketplace, Corner Cowpasture & Kurrajong Roads	Horningsea Park	2171	9608 8991	9608 0606
Maitland	Robyn Parker	34 Church Street	Maitland	2320	4933 1617	4933 4782
Manly	Mike Baird	Shop 2, 2 Wentworth Street	Manly	2095	9976 2773	9976 2993
Maroubra	Michael Daley	Level 5, 806 Anzac Parade	Maroubra	2035	9349 6440	9349 4594
Marrickville	Carmel Tebbutt	244 Illawarra Road	Marrickville	2204	9558 9000	9558 3653
Menai	Melanie Gibbons	60 Walder Road	Hammondville	2170	9825 3653	9825 4861
Miranda	Graham Annesley	577 Kingsway	Miranda	2228	9525 6378	9540 2517
Monaro	John Barilaro	110-112 Monaro Street	Queanbeyan	2620	6299 4899	6297 9998
Mount Druitt	Richard Amery	Suite 201, Westfield Shoppingtown, Carlisle Avenue	Mount Druitt	2770	9625 6770	9625 9965
Mulgoa	Tanya Davies	Shop 1, 159 Queen Street	St Marys	2760	9833 2913	9833 4063
Murray-Darling	John Williams	1/142 Argent Street	Broken Hill	2880	08 8087 3315	08 8087 1796
Murray-Darling	John Williams	228 Cressy Street	Deniliquin	2710	03 5881 7034	03 5881 7839

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

ELECTORATE	MEMBER	ADDRESS	SUBURB	POST CODE	PHONE	FAX
Vaucluse	Gabrielle Upton	Suite 102, 332-342 Oxford Street	Bondi Junction	2022	9369 3017	9389 8050
Wagga Wagga	Daryl Maguire	76 Morgan Street	Wagga Wagga	2650	6921 1622	6921 4424
Wakehurst	Brad Hazzard	Shop 3, 637-641 Pittwater Road	Dee Why	2099	9981 1111	9981 5059
Wallsend	Sonia Hornery	Suite 3, 30 Dan Rees Street	Wallsend	2287	4950 0955	4950 0977
Willoughby	Gladys Berejiklian	280 Willoughby Road	Naremburn	2065	9439 4199	9439 9299
Wollondilly	Jai Rowell	Shop 1, 117 Remembrance Drive	Tahmoor	2573	4683 2622	4683 2595
Wollongong	Noreen Hay	Suite 2S, Rear Ground Floor, 111 Crown Street	Wollongong	2500	4226 5700	4226 9963
Wyong	Darren Webber	Shop 4, 142 Pacific Highway	Wyong	2259	4352 1082	4232 3577

Details above are as at 30 October 2012

## APPENDIX B – LEGISLATIVE ASSEMBLY PUBLICATIONS

### Procedural publications

Decisions from the Chair (Consolidated Rulings)
Decisions from the Chair (Considered Rulings)
Decisions from the Chair (Key Rulings)
Effective House Membership: A Short Guide to the Procedures of the New South Wales Legislative Assembly
Electoral Legislation Extracts
Guide for Ministerial Staff on the Procedures of the Legislative Assembly
Guide to Procedures
Members' Guide to Committees of the Legislative Assembly
Legislation Impinging on Parliament
Occupants of the Chair Handbook
Procedural Highlights
Procedural Statistics
New South Wales Legislative Assembly Practice, Procedure and Privilege (1st ed.) and Supplement
Procedure Precedents for the 50th, 51st, 52nd, 53rd and 54th Parliaments
Sessional and Other Orders
Standing Orders

### Procedural Briefing Notes

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

### Fact sheets

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

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

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

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  14. The Parliamentary Calendar and Elections

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  15. Records of the House

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  16. Parliamentary Committees

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  17. Electing the Parliament

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

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  19. Community Recognition Notices

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## Other pamphlets

- 
1. Information for Witnesses before Parliamentary Committees

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  2. Preparing Submissions to Parliamentary Committee Inquiries

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## Briefing papers

- 
1. Accountability Legislation

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  2. Administrative Control of Parliamentary Staffing

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  3. Defamation and the Right to Political Communication

---

  4. Freedom of Speech in Parliament

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  5. Law Relating to Parliamentary Committees

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  6. Liability for Republication of Members' Speeches

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  7. State Member Standing for a Federal Election

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  8. Summonses and Subpoenae

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  9. Qualification and Disqualification of Members of Parliament

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  10. Parliamentary Privilege Attaching to Tabled Papers

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

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Legislative Assembly publications are available on the Parliament's website at:  
<http://www.parliament.nsw.gov.au/prod/web/common.nsf/key/LAProcedures>

## APPENDIX C – TWINNING

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

As part of the Commonwealth Parliamentary Association's (CPA) twinning program, the New South Wales Parliament has partnership agreements (is 'twinning') with the parliaments of the Autonomous Region of Bougainville (the Bougainville House of Representatives) and the Solomon Islands (the National Parliament of Solomon Islands). The NSW Parliament has a long history of working with parliaments in the Pacific region, particularly with the National Parliament of Solomon Islands, and the 2007 CPA arrangements formalised that relationship with respect to Solomon Islands and Bougainville.

The New South Wales Parliament receives funding from AusAID under its Pacific Public Sector Linkages Program to support its twinning activities with the Solomon Islands and Bougainville. The NSW Parliament entered into a funding agreement with AusAID in April 2010 for a three-year period. The funded activity is 'Strengthening Parliamentary Institutions in the Solomon Islands and Bougainville'. The total anticipated cost of the Activity is \$1.17 million over three years, with \$844,356 provided through AusAID and the balance from the participating parliaments, largely in the form of staff time. The funding provides substantial practical support for the participating parliaments' objectives to build capacity and strengthen parliamentary democracy in the Solomon Islands and Bougainville.

The core of the Activity is secondments and placements of staff between the parliaments. A NSW Parliament-based project coordinator works closely with the Clerks of the Pacific parliaments to identify areas where staff will benefit from working closely with their peers in the other Parliaments. Secondments to the NSW Parliament (or from the NSW Parliament to Solomon Islands or Bougainville) are part of a comprehensive program to ensure that experience gained by the secondees is relevant and can be translated into sustainable change in the home parliament.

Other elements of the Activity include the establishment of a formal mentoring arrangement, technical and corporate support, collaboration on research and writing tasks, and the development of a framework to assist other parliaments that may be interested in learning from the experience of the twinned parliaments.

Priority areas for activities in both twinned parliaments were identified in the AusAID-approved Activity project plan.

Priority areas for Bougainville include:

- An expansion of the Office of the Clerk to enable the Office to provide improved procedural support to Members
- Strengthened committee support, especially for the Public Accounts Committee
- Enhancing capacity of the Parliamentary Library
- Supporting the implementation of the Education Program
- Enhancing the capacity of Hansard to record the proceedings of the House.

Priority areas for Solomon Islands include:

- Establishing a Procedure Office to support sittings of Parliament
- Enhanced administrative support for committees
- Enhanced information services, including Hansard, library and intranet
- Implementation of a human resources management system
- Development of information on the role and function of parliament as part of a community engagement strategy.

The NSW Parliament is committed to working closely with existing parliamentary strengthening initiatives in the region, such as the United Nations Development Program/Regional Assistance Mission to the Solomon Islands Parliamentary Strengthening Program, and the Public Accounts Committee Summer Residency program run by the Centre for Democratic Institutions, the Commonwealth Parliamentary Association and Deakin University.

### Activities in 2011/12

#### Bougainville

July 2011 – Short courses on information technology and office administration held in Bougainville for staff of the House of Representatives.

September 2011 – Study visit to Papua New Guinea Parliament by Moses Havini, Director-Committees, to strengthen links between the Committee offices of both parliaments.

October/November 2011 – Secondment of Procedure Officer Peter Topura with the NSW Parliament Legislative Assembly and Legislative Council Procedure Offices. During the secondment Peter identified practices of the House of Representatives that could be reviewed and developed an action plan to review them, which was endorsed by the Clerk and Speaker and led to a Standing Orders Committee inquiry. Technical assistance during the inquiry was provided by NSW Parliament when requested.

November/December 2011 – Attendance of Edwin Kenehata, Assistant Clerk and Education Officer, at the 2011 Australasian Parliamentary Educators Conference in Brisbane. Edwin also spent one week with the NSW Parliament to build on the work done by Peter Topura (on proposed revisions to the Standing Orders and practices of the House of Representatives).

May/June 2012 – Installation of a Local Area Network in the House of Representatives, collaborative project by local IT company and IT staff with the House of Representatives.

June 2012 – Visit of the NSW Parliament President, Hon Don Harwin MLC; David Blunt, Clerk of the Legislative Council; Ronda Miller, Clerk of the Legislative Assembly; and Simon Johnston, Twinning project coordinator to Bougainville to assist in the delivery of procedural workshops for Members on changes to the Standing Orders and practices of the House arising from the Standing Orders Committee review (arising from secondments of Peter Topura and Edwin Kenehata in 2011) and to observe the sitting of the House.

## Solomon Islands

July 2011 — Attachment of NZ Parliament Hansard Manager Lynlee Earles to support management of the NPSI Hansard staff and assist with implementation of recommendations arising from the internal review of Hansard (the NZ Parliament Hansard uses the same FTR system as the Solomon Islands parliament).

July/August 2011 — Secondment of Florence Naesol, Deputy Clerk, and Lisi Vave, Human Resources Manager with focus on human resources policy development and implementation, and strategic planning.

October 2011 — Attachment of Deborah Brown, Manager, Reference and Information Services with the NSW Parliament to assist with a review of the NPSI Library.

March 2012 — Visit by four Solomon Islands Committee Chairs (Hon Stanley Festus Sofu, Hon Selwyn Riumana, Hon Silas Tausinga, Hon James Tora) and David Kusilifu, Director — Committees. The visit included a forum hosted by the NSW Branch of the Australia Pacific Friendship Group. The visit was part of the official visits program of the Australian Parliament (the International Program).

May 2012 — Secondment of Ian Rakafia, Human Resources and Strategic Support Manager, with a focus on strategic planning and human resources management to strengthen Ian's understanding of these aspects of his role (Ian was appointed in March 2012).

March/April/May 2012 — Secondment of Jean Resana, Procedure Officer, to the Department of the Legislative Council's Procedure Office to fill a temporary vacancy. The secondment also provided an opportunity to build on the progress made toward the establishment of a Procedure Office within the National Parliament of Solomon Islands.

### Benefits for participating parliaments

On Friday 27 July 2012, a one-day Twinning conference will be held in Honiara, Solomon Islands, following the 43rd annual Presiding Officers and Clerks conference (for parliaments of Australia and the Pacific region). The Twinning conference will provide an opportunity for the Presiding Officers and Clerks of the three parliaments to jointly present on the achievements of the Twinning project since April 2010, and to foster greater collaboration and information-sharing between other Twinned parliaments.

The objective of the project is to 'ensure that each parliament fulfils its legislative, representative and oversight roles', which places the emphasis on the parliaments of the Solomon Islands and Bougainville as relatively new parliaments. However, there continue to be clear benefits for participating NSW Parliament staff and for the NSW Parliament. One example is in the area of community outreach. The parliaments of Bougainville and Solomon Islands have excellent and ambitious community education and outreach programs, intended to raise awareness among the community of the role of the parliament in the governance

of the nation. In the case of Bougainville, education is critical to improve the understanding of the population about the provisions of the Bougainville Peace Agreement and the structure of the Autonomous Region of Bougainville. A referendum on independence from Papua New Guinea, to be held between 2015–2020, will require Bougainvilleans to be aware of the consequences of their decision, and the House of Representatives plays an important role in spreading that information. Solomon Islands Civic Education unit accompanies Committees as they undertake inquiries in the provinces, a model which has been adopted by the NSW Legislative Council.

Another benefit for staff of the NSW Parliament is that involvement in Twinning (through an attachment to a Twinned parliament or through activities related to a secondment) requires them to see beyond their own working environment and consider the application of the principles they apply in their roles to different working environments. NSW Parliament staff bring to the Twinning project extensive experience working within a well-resourced parliament with well-established and well-understood practices and procedures, and a mature political system with a low turnover of Members. Applying that experience in a different environment requires staff to reconsider the basis of their expertise and acknowledge the importance of the structure — usually taken for granted and assumed — that allows them to develop that expertise. Accordingly, NSW Parliament staff develop an appreciation for the need to compromise, to be flexible, and to find creative solutions.

### Future Twinning activities in 2012/13

An important element of the Twinning project is to ensure that the lessons learnt from the activities conducted are passed on to other parliaments that have twinning arrangements. To that end, a Twinning conference will be held in Honiara on Friday 27 July, following the 43rd Presiding Officers and Clerks Conference. The conference will provide an opportunity for representatives of the parliaments of Australia and the Pacific to share their twinning experiences. New South Wales, Bougainville and Solomon Islands will lead the conference, providing detailed information on the factors that have made the Twinning project successful. Following the Twinning conference there will be a practical Twinning workshop involving staff from all three Twinned parliaments, consolidating the work done in the priority areas of procedure, committee support and Information Technology. The workshop will be a valuable opportunity for staff from the two Pacific parliaments to strengthen their relationship and find areas for mutual support into the future.

Each Pacific parliament develops an annual workplan based on their self-identified priorities. For 2012/13, these priorities will continue to include procedural and committee strengthening, but will increasingly focus on support for parliamentary autonomy in both parliaments.

## APPENDIX D – OFFICIAL VISITORS

### 1 July 2011 to 30 June 2012

VISITOR	PLACE OF ORIGIN	DATE OF VISIT
Mrs Umasee Sa-Ardaium (Deputy Secretary General of the House of Representatives), together with a delegation of Parliamentary Officers from the National Assembly of the Kingdom of Thailand	Thailand	14 July 2011
The Hon. Shawkat Ali MP (Deputy Speaker and Chair of the Library Committee), together with representatives of a sub-committee of the Bangladesh Parliament	Bangladesh	18 July 2011
His Excellency Mr Nguyuen Dinh Phach (Chief of Office), together with a delegation from the Office of the Central Steering Committee on Anti-Corruption	Vietnam	17 August 2011
Delegation of members from the Secretariat of the Senate of the Kingdom of Thailand	Thailand	2 September 2011
The Hon. Dr. David Bakradze (Speaker of the Parliament), together with a delegation of Members from the Parliament of Georgia	Georgia	2 September 2011
The Hon. Jeremy Browne MP (Minister of State for the Foreign and Commonwealth Office)	United Kingdom	6 September 2011
Delegation of Members from the Standing Committee on Law and Parliamentary Affairs of the Parliament of Bangladesh	Bangladesh	14 September 2011
Delegation of Members of the Drugs and Crime Prevention Committee of the Parliament of Victoria	Victoria	19 September 2011
The Hon. Michael Frendo MP (Speaker of the House of Representatives), together with a delegation of Members from the Parliament of Malta	Malta	14 October 2011
Sir Alan Haselhurst (Member of the House of Commons and Chair of the Commonwealth Parliamentary Association Executive Committee)	United Kingdom	31 October 2011
Dr Xaysomphone Phomvihane (Vice President of the National Assembly)	Laos	4 November 2011
Ms Marian Johnston (Clerk-Assistant and Clerk of Committees)	Prince Edward Island, Canada	30 January 2012
Ms Karen Wadsworth (Clerk of the House of Representatives)	New Hampshire, Canada	30 January 2012
The Hon. Fonotoe Nuafesili Pierre Lauofo MP (Deputy Prime Minister), together with a delegation of Members of the Parliament of Samoa	Samoa	6 February 2012
Delegation of new recruits of The Audit Office of New South Wales	New South Wales	8 February 2012
His Excellency Mr Yiannakis Omirou (President of the House of Representatives), together with a delegation of Members from the Parliament of Cyprus	Cyprus	10 February 2012
Delegation of Members of the Standing Committee on Local Government and Public Administration of the Norwegian Parliament	Norway	21 and 22 February 2012
Delegation of Members from the National Parliament of Solomon Islands	Solomon Islands	1 and 2 March 2012

VISITOR	PLACE OF ORIGIN	DATE OF VISIT
His Excellency Mr Trajko Veljanoski MP (President of the Assembly of the Republic of Macedonia), together with a delegation of Members and Officers of the Parliament	Macedonia	2 March 2012
Delegation of Parliamentary Interns from the Jean-Charles-Bonenfant Foundation	Quebec, Canada	5 to 9 March 2012
Delegation of Members of the Committee on the Constitution of the Swedish Riksdag	Sweden	6 March 2012
Inter Parliamentary Study Group	International and Community Relations Office, Commonwealth Parliament	12 March 2012
The Hon. Michael Polley MP (Speaker of the House of Assembly) Mr Peter Alcock MP (Clerk of the House of Assembly)	Tasmania	2 and 3 April 2012
Ms Voula Adritsos (Learning and Development Coordinator of the Victorian Parliament)	Victoria	20 April 2012
Mr Kim Dong-wook, Chairman of Administration and Autonomy Committee and Mr Kim Myung-soo, Chairman of Steering Committee, together with 18 representatives of the Seoul Metropolitan Government Council	South Korea	14 May 2012
Mr Pehin Dato Haji Judin (Clerk of the Legislative Council of Brunei Darussalam) Ms Rose Ismail (Deputy Clerk of the Legislative Council of Brunei Darussalam)	Brunei	31 May 2012
The Hon. Farah Maalim MP (Deputy Speaker of the National Assembly of Kenya)	Kenya	7 June 2012
Sir Allan Kemekeza KBE, Speaker of the National Parliament of Solomon Islands, accompanied by his wife, Lady Kemekeza	Solomon Islands	19 June 2012

## APPENDIX E – PARLIAMENTARY SUPPORTED TRAVEL

### 1 July 2011 to 30 June 2012

June/July 2011 – Ms Catherine Watson and Mr Todd Buttsworth to Hobart to attend the Australia and New Zealand Association of Clerks-at-the-Table Parliamentary Law, Practice and Procedure Course  
**\$1,796.84**

July 2011 – Mr Steve Cansdell MP to the United Kingdom and Ukraine for a Commonwealth Parliamentary Association Study Tour  
**\$8,400**

July 2011 – Mr Gregory Aplin MP to Canada, Jamaica and the Bahamas for a Commonwealth Parliamentary Association Study Tour  
**\$16,500**

July 2011 – The Hon. Shelley Hancock MP and Mr Russell Grove to Brisbane to attend the 42nd Presiding Officers and Clerks Conference  
**\$5,111.90**

July 2011 – The Hon. John Ajaka MLC, The Hon. Shelley Hancock MP and Mr Russell Grove to the United Kingdom to attend the Commonwealth Parliamentary Association 57th Commonwealth Parliamentary Conference  
**\$22,526.65**

July 2011 – Mr Mel Keenan to Melbourne to attend Challenges of Electoral Democracy workshop at University of Melbourne  
**\$822.36**

July 2011 – Delegation of Legislation Review Committee (The Hon. Shaoquett Moselmane MLC, The Hon. David Shoebridge MLC, Mr Garry Edwards MP, Ms Carly Maxwell and Ms Emma Wood) to Brisbane to attend Australia-New Zealand Scrutiny of Legislation Conference  
**\$6,128.10**

August 2011 – Mr Russell Grove to Canada, USA and Mexico to attend the International Assembly of ANOMAC (National Association of Congressional State and Federal District Chief Clerks), the National Conference of State Legislatures (NCSL) 2011 Legislative Summit, and the Association of Clerks-at-the-Table in Canada Professional Development Seminar  
**\$5,686.02**

September 2011 – The Hon. Lynda Voltz MLC to Brisbane to attend the Commonwealth Parliamentary Association 19th Australia and Pacific Regional Seminar  
**\$162.62**

September 2011 – Citizen youth representatives, Ms Olga Stoutchilina and Mr Alistair Campbell to the United Kingdom to represent New South Wales at the Commonwealth Parliamentary Association 4th Commonwealth Youth Parliament  
**\$2,243.66**

October 2011 – Ms Sonia Hornery MP and Mr Geoff Provest MP to Canada to attend the 9th Canadian Parliamentary Seminar  
**\$13,850.06**

October 2011 – Ms Elaine Schofield and Mr Leslie Gönye to Melbourne to attend the 2011 National Conference of the Australasian Study of Parliament Group  
**\$2,151.45**

November 2011 – Delegation of Privilege and Ethics Committee (Mr Guy Zangari MP, Mr John Sidoti MP and Ms Vicki Buchbach) to Perth to attend The Australian Public Sector Anti-Corruption Conference (APSACC) 2011  
**\$5,912.68**

November 2011 – Delegation of ICAC Committee (The Hon. Lynda Voltz MLC and Mr Mark Speakman MP) to Perth to attend The Australian Public Sector Anti-Corruption Conference (APSACC) 2011  
**\$7,441.33**

November 2011 – Delegation of the Committee on the Ombudsman, the Police Integrity Commission and the Crime Commission (The Hon. Sarah Mitchell MLC) to Perth to attend The Australian Public Sector Anti-Corruption Conference (APSACC) 2011  
**\$4,241.27**

November 2011 – Mr Craig Baumann MP to India to attend the Commonwealth Parliamentary Association 22nd Commonwealth Parliamentary Seminar  
**\$6,186.34**

November 2011 – The Hon. Kristina Keneally MP to India for a Commonwealth Parliamentary Association Study Tour  
**\$8,900**

January 2012 – Ms Ronda Miller, Ms Vicki Buchbach, Ms Catherine Watson, Ms Elaine Schofield and Ms Pauline Painter to Melbourne to attend the Australia and New Zealand Association of Clerks-at-the-Table Professional Development Seminar  
**\$6,181.20**

January/February 2012 – The Hon. Lynda Voltz MLC to India, Jordan, Palestine and Israel for a Commonwealth Parliamentary Association Study Tour  
**\$11,000**

January/February 2012 – The Hon. Paul Lynch MP to India, Jordan, Palestine and Israel for a Commonwealth Parliamentary Association Study Tour  
**\$11,000**

March 2012 – Mr Michael Daley MP to the United Kingdom to attend the Commonwealth Parliamentary Association 2nd Westminster Workshop Series: the Public Accounts Committee  
**\$7,941.02**



March 2012 – Mr John Miller to Albury to attend IPAA Regional Conference  
**\$813.09**

April 2012 – The Hon. Carmel Tebbutt MP to United Kingdom, Sweden, Turkey, United States of America, Canada and Japan for a Commonwealth Parliamentary Association Study Tour  
**\$14,100**

May 2012 – Delegation of Public Accounts Committee (Mr Jonathan O’Dea MP, Mr Andrew Gee MP and Ms Abigail Groves) to Canberra to attend the Australasian Council of Public Accounts Committees (ACPAC) 2012 Conference  
**\$1,379.90**

June 2012 – Ms Ronda Miller to the Bougainville House of Representatives for an official visit under the Parliamentary Twinning arrangements  
**\$4,462.09**

June 2012 – Delegation of Committee on the Health Care Complaints Commission (Mrs Leslie Williams MP, Mrs Rosa Sage MP, The Hon. Paul Green MLC, The Hon. Helen Westwood MLC and Mr Jason Arditi) to Wagga Wagga for site inspection  
**\$3,187.08**

June 2012 – Delegation of Committee on Economic Development (Mr Stuart Ayres MP, Mr David Elliot MP, Ms Noreen Hay MP and Mr John Miller) to Tweed for site inspection  
**\$1,167.61**

June 2012 – Delegation of Committee on Economic Development (Mr Stuart Ayres MP, Mr David Elliot MP, Mr Jamie Parker MP and Ms Carly Maxwell) to Albury for site inspection  
**\$2,100.50**

## APPENDIX F – PARLIAMENTARY FRIENDSHIP GROUPS

The following Parliamentary Friendship Groups have been approved

CONTACT	PARLIAMENTARY FRIENDSHIP GROUP	APPROVED
The Hon. Lynda Voltz MLC	Parliamentary Friends of Palestine Group	16 June 2011
Mr Simon Johnston	Australasian Study of Parliament Group (NSW Chapter)	20 June 2011
Mr Mark Coure MP	Parliamentary Diabetes Support Group	3 August 2011
Mr Daryl Maguire MP	Asia Pacific Friendship Group	3 August 2011
Mr Jonathan O’Dea MP	Armenia-Australia Parliamentary Friendship Group	26 August 2011
Ms Gabrielle Upton MP	NSW Parliamentary Israeli Friendship Group	7 September 2011
The Hon. Niall Blair MLC	NSW Parliamentary Friends of Ireland	7 September 2011
Ms Roza Sage MP	NSW Parliamentary Friends of ANZAC Group	29 September 2011
The Hon. Trevor Khan MLC	Parliamentary Friends of Learning Difficulties	29 September 2011
Mr David Elliott MP	Parliamentary Friends of Auxiliary of St John	12 October 2011
The Hon. Amanda Fazio MLC The Hon. David Clarke MLC	NSW Parliamentary Friends of Cyprus	9 November 2011
Mr Andrew Rohan MP The Hon. David Clarke MLC	Assyrian Parliamentary Friendship Group	9 November 2011
The Hon. Charlie Lynn MLC	Parliamentary Friendship with Papua New Guinea	11 November 2011
Mr Darren Webber MP	Parliamentary Friends of NSW Surf Lifesaving	2 December 2011
The Hon. Thomas George MP	Parliamentary Friends of Lebanon	23 April 2012

## APPENDIX G – MEMBERS’ ENTITLEMENTS (EXPENDITURE)

The entitlements for Members of Parliament are determined by the Parliamentary Remuneration Tribunal (PRT) pursuant to the Parliamentary Remuneration Act 1989. The entitlements reported upon in this report are generally those made in accordance with the 2011 Determination of the PRT dated 9 September 2011 and effective from 1 July 2011 (an extension to the making of the 2011 Determination was approved because of the state election on 26 March 2011 to allow Members to make submissions to the review).

The full determination is available at [http://www.dpc.nsw.gov.au/\\_data/assets/pdf\\_file/0006/130677/Gazette\\_Copy\\_Report\\_and\\_Det\\_REP\\_v01\\_.pdf](http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0006/130677/Gazette_Copy_Report_and_Det_REP_v01_.pdf)

### Notes

- The figures reported are as at the closing date for the 2011/12 financial accounts. Entitlement claims submitted after that date for the 2011/12 period will be accounted for as adjustments, and LSA expenditure submitted after that date for the 2011/12 period will be carried over and reported in the next Annual Report.
- The Charter Transport Allowance is provided to Members of the eight largest electorates and the Member for Port Macquarie for use within and for the service of their electorate only.
- The Electorate to Sydney Travel Entitlement is provided to Members whose principal place of residence is either a minimum distance of 70 kilometres by road from Parliament House or the Member resides in an electorate designated as outer-metropolitan. The entitlement is for up to 104 single trips between the Members’ residence and Sydney. The entitlement can be used for the Members’ attendance on sitting days and for attendance at Committee meetings and hearings, or for undertaking other parliamentary duties. The expenditure reported is determined by the number of trips and the cost of each trip.
- The Sydney Allowance is provided to Members who reside in non-metropolitan electorates to compensate for the additional costs associated with staying in Sydney to attend sittings of the House, meetings of Parliamentary Committees or other parliamentary business.
 

The 2010/11 Sydney Allowance entitlement was not reconciled before publication of the Legislative Assembly’s 2010/11 Annual Report, and is included in the 2011/12 Annual Report. It is reported in two tables:

  - 54th Parliament – for the period 1 July 2010 to 25 March 2011
  - 55th Parliament – for the period 26 March 2011 to 30 June 2011.

The 2011/12 Sydney Allowance entitlement was not reconciled before publication and will be reported in the 2012/13 Annual Report.
- Where there is a negative amount shown for Logistic Support Allocation (LSA) or Additional Temporary Staff (ATS), the Member will be invoiced for the additional expenditure.
- Where there is a negative amount shown for Sydney Allowance, this represents the difference between the allocated amount and actual expenditure, not over-expenditure. Members who elect to claim the entitlement by the ‘daily’ method may claim actual costs up to the daily limit once the allocated number of nights has been reached. Members are also entitled to claim an in-transit allowance.



## 55th Parliament – 2011/12

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/ APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
ALBURY	GREG APLIN	ALLOCATION 2011/12	66,664.00				42,899.00				19,716.00
		C/FORWARD 2010/11	N/A				4,979.81				N/A
		TOTAL AVAIL 2011/12	66,664.00				47,878.81				19,716.00
		EXPENDED CLAIMED	60,411.57		29,982.57		21,374.12	2,806.23	2,855.90		18,030.05
			6,252.43				26,504.69				1,685.95
AUBURN	BARBARA PERRY	ALLOCATION 2011/12	68,560.00				33,095.00				19,716.00
		C/FORWARD 2010/11					2,197.91				N/A
		TOTAL AVAIL 2011/12	68,560.00				35,292.91				19,716.00
		EXPENDED CLAIMED	43,487.64				27,295.62				19,215.25
			25,072.36				7,997.29				500.75
BALLINA	DON PAGE	ALLOCATION 2011/12	65,032.00				42,899.00				19,716.00
		C/FORWARD 2010/11					2,351.42				N/A
		TOTAL AVAIL 2011/12	65,032.00				45,250.42				19,716.00
		EXPENDED CLAIMED	38,000.09		13,239.53		28,149.21	1,593.39	3,684.04		8,237.40
			27,031.91				17,101.21				11,478.60
BALMAIN	JAMIE PARKER	ALLOCATION 2011/12	69,826.00				33,095.00				19,716.00
		C/FORWARD 2010/11					4,584.64				N/A
		TOTAL AVAIL 2011/12	69,826.00				37,679.64				19,716.00
		EXPENDED CLAIMED	44,180.52				32,760.66	645.23		1,009.61	13,340.56
			25,645.48				4,918.98				6,375.44
BANKSTOWN	TANIA MIHAILUK	ALLOCATION 2011/12	65,581.00				33,095.00				19,716.00
		C/FORWARD 2010/11					5,394.71				N/A
		TOTAL AVAIL 2011/12	65,581.00				38,489.71				19,716.00
		EXPENDED CLAIMED	54,000.11				31,776.82	159.93		36.23	17,770.58
			11,580.89				6,712.89				1,945.42
BARWON	KEVIN HUMPHRIES	ALLOCATION 2011/12	58,819.00			22,230.00	45,479.00				19,716.00
		C/FORWARD 2010/11					2,819.46				N/A
		TOTAL AVAIL 2011/12	58,819.00			22,230.00	48,298.46				19,716.00
		EXPENDED CLAIMED	55,298.76		23,232.67	20,934.35	35,220.63	6,549.19	9,965.79	4,186.06	4,999.69
			3,520.24			1,295.65	13,077.83				14,716.31
BATHURST	PAUL TOOLE	ALLOCATION 2011/12	66,284.00				42,899.00				19,716.00
		C/FORWARD 2010/11					3,618.45				N/A
		TOTAL AVAIL 2011/12	66,284.00				46,517.45				19,716.00
		EXPENDED CLAIMED	55,340.60		12,078.15		44,914.97	3,988.23	223.12	5,238.80	8,779.76
			10,943.40				1,602.48				10,936.24
BAULKHAM HILLS	DAVID ELLIOTT	ALLOCATION 2011/12	68,371.00				36,379.00				19,716.00
		C/FORWARD 2010/11					3,121.97				N/A
		TOTAL AVAIL 2011/12	68,371.00				39,500.97				19,716.00
		EXPENDED CLAIMED	68,360.80				24,046.86	2,165.01			10,547.38
			10.20				15,454.11				9,168.62

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/ APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
BEGA	ANDREW CONSTANCE	ALLOCATION 2011/12	66,653.00				42,899.00				19,716.00
		C/FORWARD 2010/11					6,931.20				N/A
		TOTAL AVAIL 2011/12	66,653.00				49,830.20				19,716.00
		EXPENDED CLAIMED	22,247.73		15,050.43		21,035.45	481.27		1,519.38	16,989.49
			44,405.27				28,794.75				2,726.51
BLACKTOWN	JOHN ROBERTSON	ALLOCATION 2011/12	66,562.00				58,699.00				19,716.00
		C/FORWARD 2010/11					11,141.59				N/A
		TOTAL AVAIL 2011/12	66,562.00				69,840.59				19,716.00
		EXPENDED CLAIMED	24,275.85				14,631.55	2,795.82			11,625.66
			42,286.15				55,209.04				8,090.34
BLUE MOUNTAINS	ROZA SAGE	ALLOCATION 2011/12	66,181.00				37,035.00				19,716.00
		C/FORWARD 2010/11					4,562.51				N/A
		TOTAL AVAIL 2011/12	66,181.00				41,597.51				19,716.00
		EXPENDED CLAIMED	45,830.60				25,145.15	0.00			15,073.69
			20,350.40				16,452.36				4,642.31
BURRINJUCK	KATRINA HODGKINSON	ALLOCATION 2011/12	65,452.00			7,360.00	42,899.00				19,716.00
		C/FORWARD 2010/11					5,135.47				N/A
		TOTAL AVAIL 2011/12	65,452.00			7,360.00	48,034.47				19,716.00
		EXPENDED CLAIMED	40,800.00		855.01	0.00	23,403.01	680.38			16,106.78
			24,652.00			7,360.00	24,631.46				3,609.22
CABRAMATTA	NICK LALICH	ALLOCATION 2011/12	67,482.00				33,095.00				19,716.00
		C/FORWARD 2010/11					7,248.60				N/A
		TOTAL AVAIL 2011/12	67,482.00				40,343.60				19,716.00
		EXPENDED CLAIMED	20,185.00				13,887.10	0.00			19,431.79
			47,297.00				26,456.50				284.21
CAMDEN	CHRIS PATTERSON	ALLOCATION 2011/12	67,628.00				36,379.00				19,716.00
		C/FORWARD 2010/11					4,974.37				N/A
		TOTAL AVAIL 2011/12	67,628.00				41,353.37				19,716.00
		EXPENDED CLAIMED	58,591.17				22,369.06	715.69		526.02	15,796.48
			9,036.83				18,984.31				3,919.52
CAMPBELLTOWN	BRYAN DOYLE	ALLOCATION 2011/12	61,333.00				33,095.00				19,716.00
		C/FORWARD 2010/11					6,370.98				N/A
		TOTAL AVAIL 2011/12	61,333.00				39,465.98				19,716.00
		EXPENDED CLAIMED	44,977.66				13,255.37	0.00			18,094.82
			16,355.34				26,210.61				1,621.18
CANTERBURY	LINDA BURNEY	ALLOCATION 2011/12	69,190.00				36,895.50				19,716.00
		C/FORWARD 2010/11					5,036.73				N/A
		TOTAL AVAIL 2011/12	69,190.00				41,932.23				19,716.00
		EXPENDED CLAIMED	59,219.36				37,317.68	1,635.64			17,382.88
			9,970.64				4,614.55				2,333.12
CASTLE HILL	DOMINIC PERROTTET	ALLOCATION 2011/12	69,865.00				36,379.00				19,716.00
		C/FORWARD 2010/11					2,201.50				N/A
		TOTAL AVAIL 2011/12	69,865.00				38,580.50				19,716.00
		EXPENDED CLAIMED	46,949.00				28,443.34	407.87			15,139.85
			22,916.00				10,137.16				4,576.15

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/ APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
CESSNOCK	CLAYTON BARR	ALLOCATION 2011/12	68,707.00				39,615.00				19,716.00
		C/FORWARD 2010/11					6,689.24				N/A
		TOTAL AVAIL 2011/12	68,707.00				46,304.24				19,716.00
		EXPENDED CLAIMED	28,220.51		7,198.72		29,812.74	1,347.61		89.87	19,554.28
			40,486.49				16,491.50			161.72	
CHARLESTOWN	ANDREW CORNWELL	ALLOCATION 2011/12	64,183.00				40,319.00				19,716.00
		C/FORWARD 2010/11					5,548.02				N/A
		TOTAL AVAIL 2011/12	64,183.00				45,867.02				19,716.00
		EXPENDED CLAIMED	54,099.80		817.60		34,630.15	708.29		229.40	17,555.47
			10,083.20				11,236.87			2,160.53	
CLARENCE	STEVE CANSDELL	ALLOCATION 2011/12	67,598.00			7,360.00	42,899.00				19,716.00
		C/FORWARD 2010/11					64.14				N/A
		TOTAL AVAIL 2011/12	67,598.00			7,360.00	42,963.14				19,716.00
		EXPENDED CLAIMED	0.00		5,545.40	0.00	8,010.28	780.78		508.35	1,960.91
			67,598.00			7,360.00	34,952.86			17,755.09	
CLARENCE	CHRIS GULAPTIS	ALLOCATION 2011/12	41,556.15			4,524.59	18,000.00				12,120.49
		C/FORWARD 2010/11					6,353.48				N/A
		TOTAL AVAIL 2011/12	41,556.15			4,524.59	24,353.48				12,120.49
		EXPENDED CLAIMED	41,551.83		15,114.57	0.00	23,128.94	1,370.47	1,558.95	2,922.44	10,634.54
			4.32			4,524.59	1,224.54			1,485.95	
COFFS HARBOUR	ANDREW FRASER	ALLOCATION 2011/12	67,855.00				42,899.00				19,716.00
		C/FORWARD 2010/11									N/A
		TOTAL AVAIL 2011/12	67,855.00				42,899.00				19,716.00
		EXPENDED CLAIMED	65,229.57		15,931.17		21,690.37	6,091.76	1,359.56		9,833.37
			2,625.43				21,208.63			9,882.63	
COOGEE	BRUCE NOTLEY-SMITH	ALLOCATION 2011/12	66,303.00				36,379.00				19,716.00
		C/FORWARD 2010/11					4,774.61				N/A
		TOTAL AVAIL 2011/12	66,303.00				41,153.61				19,716.00
		EXPENDED CLAIMED	31,993.43				23,129.82	51.73			5,162.24
			34,309.57				18,023.79			14,553.76	
CRONULLA	MARK SPEAKMAN	ALLOCATION 2011/12	66,946.00				36,379.00				19,716.00
		C/FORWARD 2010/11					6,746.07				N/A
		TOTAL AVAIL 2011/12	66,946.00				43,125.07				19,716.00
		EXPENDED CLAIMED	46,611.15				25,383.77	0.00			14,642.87
			20,334.85				17,741.30			5,073.13	
DAVIDSON	JONATHAN O'DEA	ALLOCATION 2011/12	65,789.00				36,379.00				19,716.00
		C/FORWARD 2010/11					2,066.88				N/A
		TOTAL AVAIL 2011/12	65,789.00				38,445.88				19,716.00
		EXPENDED CLAIMED	65,789.00				30,964.27	4,086.01		954.94	18,350.89
			0.00				7,481.61			1,365.11	
DRUMMOYNE	JOHN SIDOTI	ALLOCATION 2011/12	69,850.00				36,379.00				19,716.00
		C/FORWARD 2010/11					4,388.18				N/A
		TOTAL AVAIL 2011/12	69,850.00				40,767.18				19,716.00
		EXPENDED CLAIMED	54,723.55				19,069.77	105.99			17,971.37
			15,126.45				21,697.41			1,744.63	

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DUBBO	TROY GRANT	ALLOCATION 2011/12	65,675.00				42,899.00				19,716.00
		C/FORWARD 2010/11					5,101.25				N/A
		TOTAL AVAIL 2011/12	65,675.00				48,000.25				19,716.00
		EXPENDED CLAIMED	43,240.24		17,282.48		46,365.10	8,141.14	1,647.91	3,806.64	19,094.42
			22,434.76				1,635.15				621.58
EAST HILLS	GLENN BROOKES	ALLOCATION 2011/12	63,893.00				33,095.00				19,716.00
		C/FORWARD 2010/11					5,352.90				N/A
		TOTAL AVAIL 2011/12	63,893.00				38,447.90				19,716.00
		EXPENDED CLAIMED	62,452.17				18,819.59	0.00			15,995.20
			1,440.83				19,628.31				3,720.80
EPPING	GREG SMITH	ALLOCATION 2011/12	66,263.00				36,379.00				19,716.00
		C/FORWARD 2010/11					2,025.70				N/A
		TOTAL AVAIL 2011/12	66,263.00				38,404.70				19,716.00
		EXPENDED CLAIMED	61,329.66				26,863.17	40.50			18,512.62
			4,933.34				11,541.53				1,203.38
FAIRFIELD	GUY ZANGARI	ALLOCATION 2011/12	68,959.00				33,095.00				19,716.00
		C/FORWARD 2010/11					933.78				N/A
		TOTAL AVAIL 2011/12	68,959.00				34,028.78				19,716.00
		EXPENDED CLAIMED	50,784.75				24,928.39	0.00			17,752.29
			18,174.25				9,100.39				1,963.71
GOSFORD	CHRIS HOLSTEIN	ALLOCATION 2011/12	67,319.00				37,035.00				19,716.00
		C/FORWARD 2010/11					2,497.62				N/A
		TOTAL AVAIL 2011/12	67,319.00				39,532.62				19,716.00
		EXPENDED CLAIMED	66,592.54		3,624.08		27,677.33	0.00		2,945.00	16,151.65
			726.46				11,855.29				3,564.35
GOULBURN	PRU GOWARD	ALLOCATION 2011/12	67,244.00				42,899.00				19,716.00
		C/FORWARD 2010/11					5,770.29				N/A
		TOTAL AVAIL 2011/12	67,244.00				48,669.29				19,716.00
		EXPENDED CLAIMED	64,037.43		10,753.19		28,756.34	1,514.32			15,250.32
			3,206.57				19,912.95				4,465.68
GRANVILLE	TONY ISSA	ALLOCATION 2011/12	68,637.00				33,095.00				19,716.00
		C/FORWARD 2010/11					3,006.81				N/A
		TOTAL AVAIL 2011/12	68,637.00				36,101.81				19,716.00
		EXPENDED CLAIMED	48,328.59				14,050.43				12,400.94
			20,308.41				22,051.38				7,315.06
HAWKESBURY	RAY WILLIAMS	ALLOCATION 2011/12	69,160.00				40,319.00				19,716.00
		C/FORWARD 2010/11					3,193.21				N/A
		TOTAL AVAIL 2011/12	69,160.00				43,512.21				19,716.00
		EXPENDED CLAIMED	69,160.00				31,035.44				16,715.47
			0.00				12,476.77				3,000.53
HEATHCOTE	LEE EVANS	ALLOCATION 2011/12	64,840.00				37,035.00				19,716.00
		C/FORWARD 2010/11					3,267.84				N/A
		TOTAL AVAIL 2011/12	64,840.00				40,302.84				19,716.00
		EXPENDED CLAIMED	63,667.75				15,767.67				11,416.30
			1,172.25				24,535.17				8,299.70

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HEFFRON	KRISTINA KENEALLY	ALLOCATION 2011/12	71,896.00				33,095.00				19,716.00
		C/FORWARD 2010/11					6,807.41				N/A
		TOTAL AVAIL 2011/12	71,896.00				39,902.41				19,716.00
		EXPENDED CLAIMED	7,474.10				16,398.52	2,452.49		88.03	12,396.85
			64,421.90				23,503.89				7,319.15
HORNSBY	MATT KEAN	ALLOCATION 2011/12	68,867.00				36,379.00				19,716.00
		C/FORWARD 2010/11					1,245.80				N/A
		TOTAL AVAIL 2011/12	68,867.00				37,624.80				19,716.00
		EXPENDED CLAIMED	32,660.00				33,313.21				14,925.82
			36,207.00				4,311.59				4,790.18
KEIRA	RYAN PARK	ALLOCATION 2011/12	64,793.00				37,035.00				19,716.00
		C/FORWARD 2010/11					1,645.11				N/A
		TOTAL AVAIL 2011/12	64,793.00				38,680.11				19,716.00
		EXPENDED CLAIMED	48,949.25		97.02		36,271.94			1,265.18	14,951.30
			15,843.75				2,408.17				4,764.70
KIAMA	GARETH WARD	ALLOCATION 2011/12	68,100.00				39,615.00				19,716.00
		C/FORWARD 2010/11					3,581.77				N/A
		TOTAL AVAIL 2011/12	68,100.00				43,196.77				19,716.00
		EXPENDED CLAIMED	61,232.46		3,799.82		43,174.87	937.73		1,998.79	19,965.12
			6,867.54				21.90				-249.12
KOGARAH	CHERIE BURTON	ALLOCATION 2011/12	66,854.00				33,095.00				19,716.00
		C/FORWARD 2010/11					4,957.08				N/A
		TOTAL AVAIL 2011/12	66,854.00				38,052.08				19,716.00
		EXPENDED CLAIMED	0.00				31,496.42				18,834.55
			66,854.00				6,555.66				881.45
KU-RING-GAI	BARRY O'FARRELL	ALLOCATION 2011/12	67,221.00				37,153.75				19,716.00
		C/FORWARD 2010/11					2,995.94				N/A
		TOTAL AVAIL 2011/12	67,221.00				40,149.69				19,716.00
		EXPENDED CLAIMED	7,887.94		0.00		21,540.10				7,312.35
			59,333.06				18,609.59				12,403.65
LAKE MACQUARIE	GREG PIPER	ALLOCATION 2011/12	66,837.00				38,677.00				
		C/FORWARD 2010/11					4,645.40				
		TOTAL AVAIL 2011/12	66,837.00				43,322.40				
		EXPENDED CLAIMED	54,827.71		4,070.00		27,980.86			370.00	
			12,009.29				15,341.54				
LAKEMBA	ROBERT FUROLO	ALLOCATION 2011/12	69,259.00				33,095.00				19,716.00
		C/FORWARD 2010/11					3,790.42				N/A
		TOTAL AVAIL 2011/12	69,259.00				36,885.42				19,716.00
		EXPENDED CLAIMED	5,353.81				17,024.28	1,117.07			18,731.73
			63,905.19				19,861.14				984.27
LANE COVE	ANTHONY ROBERTS	ALLOCATION 2011/12	64,478.00				36,379.00				19,716.00
		C/FORWARD 2010/11					5,348.07				N/A
		TOTAL AVAIL 2011/12	64,478.00				41,727.07				19,716.00
		EXPENDED CLAIMED	54,944.35				28,328.73	225.60			19,691.16
			9,533.65				13,398.34				24.84

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LISMORE	THOMAS GEORGE	ALLOCATION 2011/12	67,587.00				0.00				19,716.00
		C/FORWARD 2010/11					42,899.00				N/A
		TOTAL AVAIL 2011/12	67,587.00				42,899.00				19,716.00
		EXPENDED CLAIMED	48,262.73		26,754.72		38,617.33	7,390.52	5,971.85	381.22	8,685.09
			19,324.27				4,281.67				11,030.91
LIVERPOOL	PAUL LYNCH	ALLOCATION 2011/12	66,957.00				33,095.00				19,716.00
		C/FORWARD 2010/11					4,071.49				N/A
		TOTAL AVAIL 2011/12	66,957.00				37,166.49				19,716.00
		EXPENDED CLAIMED	0.00				31,696.82	0.00			12,662.64
			66,957.00				5,469.67				7,053.36
LONDONDERRY	BART BASSETT	ALLOCATION 2011/12	64,079.00				33,095.00				19,716.00
		C/FORWARD 2010/11					2,126.98				N/A
		TOTAL AVAIL 2011/12	64,079.00				35,221.98				19,716.00
		EXPENDED CLAIMED	54,666.00	4,210.25			28,426.59				19,798.57
			9,413.00				6,795.39				-82.57
MACQUARIE FIELDS	ANDREW MCDONALD	ALLOCATION 2011/12	69,810.00				33,095.00				19,716.00
		C/FORWARD 2010/11					5,673.00				N/A
		TOTAL AVAIL 2011/12	69,810.00				38,768.00				19,716.00
		EXPENDED CLAIMED	0.00		370.85		11,660.26	1,402.71		121.47	15,276.38
			69,810.00				27,107.74				4,439.62
MAITLAND	ROBYN PARKER	ALLOCATION 2011/12	70,396.00				42,899.00				19,716.00
		C/FORWARD 2010/11					8,168.41				N/A
		TOTAL AVAIL 2011/12	70,396.00				51,067.41				19,716.00
		EXPENDED CLAIMED	26,464.16		13,286.10		35,828.76	3,976.32			4,492.79
			43,931.84				15,238.65				15,223.21
MANLY	MIKE BAIRD	ALLOCATION 2011/12	65,340.00				36,379.00				19,716.00
		C/FORWARD 2010/11					5,083.83				N/A
		TOTAL AVAIL 2011/12	65,340.00				41,462.83				19,716.00
		EXPENDED CLAIMED	64,744.69				10,552.99	0.00			19,214.29
			595.31				30,909.84				501.71
MAROUBRA	MICHAEL DALEY	ALLOCATION 2011/12	67,579.00				33,095.00				19,716.00
		C/FORWARD 2010/11					3,926.37				N/A
		TOTAL AVAIL 2011/12	67,579.00				37,021.37				19,716.00
		EXPENDED CLAIMED	60,433.08	4,210.25			37,827.47	671.25			17,758.78
			7,145.92				-806.10				1,957.22
MARRICKVILLE	CARMEL TEBBUTT	ALLOCATION 2011/12	70,410.00				33,095.00				19,716.00
		C/FORWARD 2010/11					3,947.93				N/A
		TOTAL AVAIL 2011/12	70,410.00				37,042.93				19,716.00
		EXPENDED CLAIMED	34,140.31				24,068.67				17,816.04
			36,269.69				12,974.26				1,899.96
MENAI	MELANIE GIBBONS	ALLOCATION 2011/12	66,428.00				33,095.00				19,716.00
		C/FORWARD 2010/11					6,605.12				N/A
		TOTAL AVAIL 2011/12	66,428.00				39,700.12				19,716.00
		EXPENDED CLAIMED	65,088.88				26,477.96				18,142.56
			1,339.12				13,222.16				1,573.44

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MIRANDA	GRAHAM ANNESLEY	ALLOCATION 2011/12	63,714.00				36,379.00				19,716.00
		C/FORWARD 2010/11					1,699.79				N/A
		TOTAL AVAIL 2011/12	63,714.00				38,078.79				19,716.00
		EXPENDED CLAIMED	52,144.26				13,002.72			4.91	7,334.08
			11,569.74				25,076.07				12,381.92
MONARO	JOHN BARILARO	ALLOCATION 2011/12	67,142.00			7,360.00	42,899.00				19,716.00
		C/FORWARD 2010/11					4,328.49				N/A
		TOTAL AVAIL 2011/12	67,142.00				47,227.49				19,716.00
		EXPENDED CLAIMED	63,310.86		16,469.91	0.00	34,141.33	5,276.27		3,605.50	18,266.28
			3,831.14				13,086.16				1,449.72
MOUNT DRUITT	RICHARD AMERY	ALLOCATION 2011/12	64,789.00			19,716.00	36,379.00				19,716.00
		C/FORWARD 2010/11					4,845.91				N/A
		TOTAL AVAIL 2011/12	64,789.00				41,224.91				19,716.00
		EXPENDED CLAIMED	0.00			0.00	27,634.62	14.55		312.02	17,242.70
			64,789.00				13,590.29				2,473.30
MULGOA	TANYA DAVIES	ALLOCATION 2011/12	66,256.00				33,095.00				19,716.00
		C/FORWARD 2010/11					2,954.92				N/A
		TOTAL AVAIL 2011/12	66,256.00				36,049.92				19,716.00
		EXPENDED CLAIMED	66,255.74				30,428.26	0.00			17,071.00
			0.26				5,621.66				2,645.00
MURRAY-DARLING	JOHN WILLIAMS	ALLOCATION 2011/12	61,387.00			22,230.00	45,479.00				19,716.00
		C/FORWARD 2010/11					1,236.75				N/A
		TOTAL AVAIL 2011/12	61,387.00			22,230.00	46,715.75				19,716.00
		EXPENDED CLAIMED	58,595.91		25,611.83	7,550.00	37,427.28	7,189.51		7,377.23	13,608.39
			2,791.09			14,680.00	9,288.47				6,107.61
MURRUMBIDGEE	ADRIAN PICCOLI	ALLOCATION 2011/12	63,899.00			12,025.00	47,416.25				19,716.00
		C/FORWARD 2010/11					4,276.91				N/A
		TOTAL AVAIL 2011/12	63,899.00			12,025.00	51,693.16				19,716.00
		EXPENDED CLAIMED	41,071.83		29,890.94	1,951.60	30,048.41	821.86	1,471.46	681.50	3,880.00
			22,827.17			10,073.40	21,644.75				15,836.00
MYALL LAKES	STEPHEN BROMHEAD	ALLOCATION 2011/12	67,787.00				42,899.00				19,716.00
		C/FORWARD 2010/11					5,913.39				N/A
		TOTAL AVAIL 2011/12	67,787.00				48,812.39				19,716.00
		EXPENDED CLAIMED	64,651.11		12,616.78		28,159.03	3,863.95	716.10	1,744.51	19,498.39
			3,135.89				20,653.36				217.61
NEWCASTLE	TIM OWEN	ALLOCATION 2011/12	65,490.00				37,035.00				19,716.00
		C/FORWARD 2010/11					4,866.86				N/A
		TOTAL AVAIL 2011/12	65,490.00				41,901.86				19,716.00
		EXPENDED CLAIMED	61,410.46		6,108.93		30,449.76	373.46			13,737.84
			4,079.54				11,452.10				5,978.16
NORTH SHORE	JILLIAN SKINNER	ALLOCATION 2011/12	69,224.00				36,379.00				19,716.00
		C/FORWARD 2010/11					2,745.41				N/A
		TOTAL AVAIL 2011/12	69,224.00				39,124.41				19,716.00
		EXPENDED CLAIMED	29,198.69				13,154.71				3,454.99
			40,025.31				25,969.70				16,261.01

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/ APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
NORTHERN TABLELANDS	RICHARD TORBAY	ALLOCATION 2011/12	67,669.00			12,025.00	43,837.00				
		C/FORWARD 2010/11					3,612.67				
		TOTAL AVAIL 2011/12	67,669.00			12,025.00	47,449.67				
		EXPENDED CLAIMED	24,782.38	4,210.25	17,175.03	9,775.96	30,915.81	1,783.37	2,134.90		
			42,886.62			2,249.04	16,533.86				
OATLEY	MARK COURE	ALLOCATION 2011/12	65,916.00				33,095.00				19,716.00
		C/FORWARD 2010/11					1,526.97				N/A
		TOTAL AVAIL 2011/12	65,916.00				34,621.97				19,716.00
		EXPENDED CLAIMED	57,792.13				34,498.75				20,160.58
			8,123.87				123.22			-444.58	
ORANGE	ANDREW GEE	ALLOCATION 2011/12	66,330.00				41,585.40				19,716.00
		C/FORWARD 2010/11					1,356.71				N/A
		TOTAL AVAIL 2011/12	66,330.00				42,942.11				19,716.00
		EXPENDED CLAIMED	46,316.61		8,951.59		25,616.54	1,634.41	1,257.12	1,552.52	16,426.48
			20,013.39			17,325.57				3,289.52	
OXLEY	ANDREW STONER	ALLOCATION 2011/12	65,518.00				44,449.25				19,716.00
		C/FORWARD 2010/11					6,051.46				N/A
		TOTAL AVAIL 2011/12	65,518.00				50,500.71				19,716.00
		EXPENDED CLAIMED	62,544.95		32,759.36		33,197.77	3,227.90	8,991.59	1,109.37	19,319.93
			2,973.05			17,302.94				396.07	
PARRAMATTA	GEOFF LEE	ALLOCATION 2011/12	69,038.00				33,095.00				19,716.00
		C/FORWARD 2010/11					6,562.76				N/A
		TOTAL AVAIL 2011/12	69,038.00				39,657.76				19,716.00
		EXPENDED CLAIMED	62,107.20	4,210.25			18,903.99	44.55		14.55	14,646.60
			6,930.80			20,753.77				5,069.40	
PENRITH	STUART AYRES	ALLOCATION 2011/12	69,038.00				36,379.00				19,716.00
		C/FORWARD 2010/11					4,348.29				N/A
		TOTAL AVAIL 2011/12	69,038.00				40,727.29				19,716.00
		EXPENDED CLAIMED	62,107.20				31,929.08	327.20			15,100.29
			6,930.80			8,798.21				4,615.71	
PITTWATER	ROB STOKES	ALLOCATION 2011/12	66,469.00				36,379.00				19,716.00
		C/FORWARD 2010/11					4,278.47				N/A
		TOTAL AVAIL 2011/12	66,469.00				40,657.47				19,716.00
		EXPENDED CLAIMED	66,469.00				21,073.52	695.73			17,030.77
			0.00			19,583.95				2,685.23	
PORT MACQUARIE	LESLIE WILLIAMS	ALLOCATION 2011/12	66,451.00				42,899.00				19,716.00
		C/FORWARD 2010/11					1,659.25				N/A
		TOTAL AVAIL 2011/12	66,451.00				44,558.25				19,716.00
		EXPENDED CLAIMED	41,053.46		15,714.63		34,339.22	6,298.15	2,033.79	4,643.41	16,947.99
			25,397.54			10,219.03				2,768.01	
PORT STEPHENS	CRAIG BAUMANN	ALLOCATION 2011/12	66,524.00				42,899.00				19,716.00
		C/FORWARD 2010/11					8,766.02				N/A
		TOTAL AVAIL 2011/12	66,524.00				51,665.02				19,716.00
		EXPENDED CLAIMED	66,524.00		9,975.00		16,994.90		1,226.63	45.46	10,571.02
			0.00			34,670.12				9,144.98	

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/ APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
RIVERSTONE	KEVIN CONOLLY	ALLOCATION 2011/12	77,563.00				33,095.00				19,716.00
		C/FORWARD 2010/11					3,733.11				N/A
		TOTAL AVAIL 2011/12	77,563.00				36,828.11				19,716.00
		EXPENDED CLAIMED	77,545.61				27,746.09				17,598.70
			17.39				9,082.02				2,117.30
ROCKDALE	JOHN FLOWERS	ALLOCATION 2011/12	66,511.00				33,095.00				19,716.00
		C/FORWARD 2010/11					3,896.01				N/A
		TOTAL AVAIL 2011/12	66,511.00				36,991.01				19,716.00
		EXPENDED CLAIMED	63,985.00				19,839.28				11,401.11
			2,526.00				17,151.73				8,314.89
RYDE	VICTOR DOMINELLO	ALLOCATION 2011/12	64,773.00				36,379.00				19,716.00
		C/FORWARD 2010/11					6,948.94				N/A
		TOTAL AVAIL 2011/12	64,773.00				43,327.94				19,716.00
		EXPENDED CLAIMED	62,087.86	2,728.10			20,557.05				16,087.50
			2,685.14				22,770.89				3,628.50
SHELLHARBOUR	ANNA WATSON	ALLOCATION 2011/12	66,105.00				37,035.00				19,716.00
		C/FORWARD 2010/11					2,230.80				N/A
		TOTAL AVAIL 2011/12	66,105.00				39,265.80				19,716.00
		EXPENDED CLAIMED	31,029.75		4,380.60		31,501.89	13.64		1,994.42	19,412.58
			35,075.25				7,763.91				303.42
SMITHFIELD	ANDREW ROHAN	ALLOCATION 2011/12	69,740.00				33,095.00				19,716.00
		C/FORWARD 2010/11					5,826.21				N/A
		TOTAL AVAIL 2011/12	69,740.00				38,921.21				19,716.00
		EXPENDED CLAIMED	65,024.57				20,599.24				17,463.16
			4,715.43				18,321.97				2,252.84
SOUTH COAST	SHELLEY HANCOCK	ALLOCATION 2011/12	68,288.00				54,362.25				19,716.00
		C/FORWARD 2010/11					6,951.67				N/A
		TOTAL AVAIL 2011/12	68,288.00				61,313.92				19,716.00
		EXPENDED CLAIMED	68,024.93		2,932.50		56,249.69	3,693.14	1,564.18		6,294.29
			263.07				5,064.23				13,421.71
STRATHFIELD	CHARLES CASUSCELLI	ALLOCATION 2011/12	66,128.00				36,379.00				19,716.00
		C/FORWARD 2010/11					726.66				N/A
		TOTAL AVAIL 2011/12	66,128.00				37,105.66				19,716.00
		EXPENDED CLAIMED	34,004.11				29,974.62	227.28			9,668.65
			32,123.89				7,131.04				10,047.35
SWANSEA	GARRY EDWARDS	ALLOCATION 2011/12	67,303.00				37,035.00				19,716.00
		C/FORWARD 2010/11					300.75				N/A
		TOTAL AVAIL 2011/12	67,303.00				37,335.75				19,716.00
		EXPENDED CLAIMED	47,156.91		2,992.50		34,906.05	207.37			20,834.39
			20,146.09				2,429.70				-1,118.39
SYDNEY	CLOVER MOORE	ALLOCATION 2011/12	76,924.00				34,737.00				
		C/FORWARD 2010/11					719.15				
		TOTAL AVAIL 2011/12	76,924.00				35,456.15				
		EXPENDED CLAIMED	64,658.46				21,317.67	447.95		1,390.65	
			12,265.54				14,138.48				

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/ APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
TAMWORTH	KEVIN ANDERSON	ALLOCATION 2011/12	66,037.00				42,899.00				19,716.00
		C/FORWARD 2010/11					5,509.84				N/A
		TOTAL AVAIL 2011/12	66,037.00				48,408.84				19,716.00
		EXPENDED CLAIMED	26,644.33		20,899.86		32,401.62	6,946.68	731.20	1,143.43	5,462.96
			39,392.67				16,007.22				14,253.04
TERRIGAL	CHRIS HARTCHER	ALLOCATION 2011/12	65,384.00				40,319.00				19,716.00
		C/FORWARD 2010/11					7,508.82				N/A
		TOTAL AVAIL 2011/12	65,384.00				47,827.82				19,716.00
		EXPENDED CLAIMED	46,425.21		0.00		17,950.19				16,154.96
			18,958.79				29,877.63				3,561.04
THE ENTRANCE	CHRIS SPENCE	ALLOCATION 2011/12	67,090.00				37,035.00				19,716.00
		C/FORWARD 2010/11					285.08				N/A
		TOTAL AVAIL 2011/12	67,090.00				37,320.08				19,716.00
		EXPENDED CLAIMED	55,850.12		2,693.60		30,295.95	822.16		905.68	17,645.00
			11,239.88				7,024.13				2,071.00
TOONGABBIE	NATHAN REES	ALLOCATION 2011/12	66,065.00				33,095.00				19,716.00
		C/FORWARD 2010/11					3,897.04				N/A
		TOTAL AVAIL 2011/12	66,065.00				36,992.04				19,716.00
		EXPENDED CLAIMED	0.00				33,871.55				13,453.63
			66,065.00				3,120.49				6,262.37
TWEED	GEOFF PROVEST	ALLOCATION 2011/12	65,644.00				42,899.00				19,716.00
		C/FORWARD 2010/11					2,666.80				N/A
		TOTAL AVAIL 2011/12	65,644.00				45,565.80				19,716.00
		EXPENDED CLAIMED	46,172.74		8,331.57		31,976.27	7,311.55	1,418.97	943.27	13,502.88
			19,471.26				13,589.53				6,213.12
UPPER HUNTER	GEORGE SOURIS	ALLOCATION 2011/12	66,160.00			12,025.00	45,479.00				19,716.00
		C/FORWARD 2010/11					4,383.41				N/A
		TOTAL AVAIL 2011/12	66,160.00			12,025.00	49,862.41				19,716.00
		EXPENDED CLAIMED	41,210.91		161.25	1,149.81	30,402.05	3,760.24	5,303.35	393.00	13,239.08
			24,949.09			10,875.19	19,460.36				6,476.92
VAUCLUSE	GABRIELLE UPTON	ALLOCATION 2011/12	68,018.00				36,379.00				19,716.00
		C/FORWARD 2010/11					6,210.83				N/A
		TOTAL AVAIL 2011/12	68,018.00				42,589.83				19,716.00
		EXPENDED CLAIMED	38,360.89				30,405.90	3,212.68		443.46	16,266.41
			29,657.11				12,183.93				3,449.59
WAGGA WAGGA	DARYL MAGUIRE	ALLOCATION 2011/12	67,674.00				42,899.00				19,716.00
		C/FORWARD 2010/11					405.09				N/A
		TOTAL AVAIL 2011/12	67,674.00				43,304.09				19,716.00
		EXPENDED CLAIMED	50,836.15		24,298.65		35,457.02	3,212.12	2,138.67	1,302.10	18,610.45
			16,837.85				7,847.07				1,105.55
WAKEHURST	BRAD HAZZARD	ALLOCATION 2011/12	68,005.00				36,379.00				19,716.00
		C/FORWARD 2010/11					3,161.30				N/A
		TOTAL AVAIL 2011/12	68,005.00				39,540.30				19,716.00
		EXPENDED CLAIMED	44,743.94				23,529.67	121.01			16,187.57
			23,261.06				16,010.63				3,528.43

ELECTORATE	MEMBER	DESCRIPTION	ELECTORATE MAILOUT ACCOUNT	COMMITTEE ALLOWANCE	MEMBERS' ELECTORATE TO SYDNEY TRAVEL	CHARTER TRANSPORT ALLOWANCE	LOGISTIC SUPPORT ALLOCATION (LSA) TOTAL	MEMBERS' LSA TRAVEL	SPOUSE/ APPROVED RELATIVE LSA TRAVEL	MEMBERS' STAFF LSA TRAVEL	ADDITIONAL TEMPORARY STAFF
WALLSEND	SONIA HORNER	ALLOCATION 2011/12	64,655.00				37,035.00				19,716.00
		C/FORWARD 2010/11					6,716.50				N/A
		TOTAL AVAIL 2011/12	64,655.00				43,751.50				19,716.00
		EXPENDED CLAIMED	24,043.30		4,470.34		36,590.06	7.46			15,014.45
			40,611.70				7,161.44				4,701.55
WILLOUGHBY	GLADYS BEREJIKLIAN	ALLOCATION 2011/12	67,103.00				36,379.00				19,716.00
		C/FORWARD 2010/11					4,824.09				N/A
		TOTAL AVAIL 2011/12	67,103.00				41,203.09				19,716.00
		EXPENDED CLAIMED	43,690.00				18,739.97				6,600.18
			23,413.00				22,463.12				13,115.82
WOLLONDILLY	JAI ROWELL	ALLOCATION 2011/12	67,926.00				37,035.00				19,716.00
		C/FORWARD 2010/11					5,228.51				N/A
		TOTAL AVAIL 2011/12	67,926.00				42,263.51				19,716.00
		EXPENDED CLAIMED	61,632.50		2,333.25		22,698.18	200.87		172.69	16,701.23
			6,293.50				19,565.33				3,014.77
WOLLONGONG	NOREEN HAY	ALLOCATION 2011/12	67,879.00				37,035.00				19,716.00
		C/FORWARD 2010/11					1,190.58				N/A
		TOTAL AVAIL 2011/12	67,879.00				38,225.58				19,716.00
		EXPENDED CLAIMED	44,317.44		826.87		37,619.78	168.64		346.32	18,218.28
			23,561.56				605.80				1,497.72
WYONG	DARREN WEBBER	ALLOCATION 2011/12	67,874.00				37,035.00				19,716.00
		C/FORWARD 2010/11					5,120.98				N/A
		TOTAL AVAIL 2011/12	67,874.00				42,155.98				19,716.00
		EXPENDED CLAIMED	54,640.66		4,132.50		37,180.27	9.82			18,658.92
			13,233.34				4,975.71				1,057.08

## 2010/11 SYDNEY ALLOWANCE

### 54th Parliament – for the period 1 July 2010 to 25 March 2011

(May include actual expenses claimed)

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
ALBURY	GREG APLIN	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	
			25,047.00
		EXPENDED CLAIMED	18,216.00
		FUNDS REMAINING	6,831.00
BALLINA	DON PAGE	ALLOCATION 2010/11	24,509.78
		ADD *	
		LESS #	3,004.78
			21,505.00
		EXPENDED CLAIMED	21,505.00
		FUNDS REMAINING	0.00
BARWON	KEVIN HUMPHRIES	ALLOCATION 2010/11	24,509.78
		ADD *	
		LESS #	8,064.78
			16,445.00
		EXPENDED CLAIMED	16,445.00
		FUNDS REMAINING	0.00
BATHURST	GERARD MARTIN	ALLOCATION 2010/11	25,499.98
		ADD *	
		LESS #	16,644.98
			8,855.00
		EXPENDED CLAIMED	8,855.00
		FUNDS REMAINING	0.00
BEGA	ANDREW CONSTANCE	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	
			25,047.00
		EXPENDED CLAIMED	18,722.00
		FUNDS REMAINING	6,325.00
BLUE MOUNTAINS	PHIL KOPERBERG	ALLOCATION 2010/11	25,993.74
		ADD *	253.00
		LESS #	24,981.74
			1,265.00
		EXPENDED CLAIMED	1,265.00
		FUNDS REMAINING	0.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
BURRINJUCK	KATRINA HODGKINSON	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	
			25,047.00
		EXPENDED CLAIMED	15,686.00
		FUNDS REMAINING	9,361.00
CESSNOCK	KERRY HICKEY	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	
			26,059.00
		EXPENDED CLAIMED	10,879.00
		FUNDS REMAINING	15,180.00
CHARLESTOWN	MATTHEW MORRIS	ALLOCATION 2010/11	25,499.98
		ADD *	10,373.00
		LESS #	25,499.98
			10,373.00
		EXPENDED CLAIMED	10,373.00
		FUNDS REMAINING	0.00
CLARENCE	STEVE CANSDELL	ALLOCATION 2010/11	22,265.16
		ADD *	
		LESS #	10,374.16
			11,891.00
		EXPENDED CLAIMED	11,891.00
		FUNDS REMAINING	0.00
COFFS HARBOUR	ANDREW FRASER	ALLOCATION 2010/11	24,509.78
		ADD *	
		LESS #	10,088.78
			14,421.00
		EXPENDED CLAIMED	14,421.00
		FUNDS REMAINING	0.00
DUBBO	DAWN FARDELL	ALLOCATION 2010/11	24,509.78
		ADD *	
		LESS #	15,148.78
			9,361.00
		EXPENDED CLAIMED	9,361.00
		FUNDS REMAINING	0.00

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
GOSFORD	MARIE ANDREWS	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	
			26,059.00
		EXPENDED CLAIMED	0.00
	FUNDS REMAINING	26,059.00	
GOULBURN	PRU GOWARD	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	855.40
			24,191.60
		EXPENDED CLAIMED	25,047.00
	FUNDS REMAINING	-855.40	
HAWKESBURY	RAY WILLIAMS	ALLOCATION 2010/11	14,843.70
		ADD *	
		LESS #	7,000.70
			7,843.00
		EXPENDED CLAIMED	7,843.00
	FUNDS REMAINING	0.00	
HEATHCOTE	PAUL MCLEAY	ALLOCATION 2010/11	33,396.00
		ADD *	
		LESS #	
			33,396.00
		EXPENDED CLAIMED	2,024.00
	FUNDS REMAINING	31,372.00	
KEIRA	DAVID CAMPBELL	ALLOCATION 2010/11	19,481.00
		ADD *	
		LESS #	
			19,481.00
		EXPENDED CLAIMED	12,903.00
	FUNDS REMAINING	6,578.00	
KIAMA	MATTHEW BROWN	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	
			26,059.00
		EXPENDED CLAIMED	16,192.00
	FUNDS REMAINING	9,867.00	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
LAKE MACQUARIE	GREG PIPER	ALLOCATION 2010/11	19,481.00
		ADD *	
		LESS #	
			19,481.00
		EXPENDED CLAIMED	4,301.00
	FUNDS REMAINING	15,180.00	
LISMORE	THOMAS GEORGE	ALLOCATION 2010/11	22,902.94
		ADD *	
		LESS #	4,433.94
			18,469.00
		EXPENDED CLAIMED	18,469.00
	FUNDS REMAINING	0.00	
MAITLAND	FRANK TEREZINI	ALLOCATION 2010/11	33,396.00
		ADD *	
		LESS #	
			33,396.00
		EXPENDED CLAIMED	16,698.00
	FUNDS REMAINING	16,698.00	
MONARO	STEVE WHAN	ALLOCATION 2010/11	33,396.00
		ADD *	
		LESS #	
			33,396.00
		EXPENDED CLAIMED	9,361.00
	FUNDS REMAINING	24,035.00	
MURRAY-DARLING	JOHN WILLIAMS	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	13.59
			25,033.41
		EXPENDED CLAIMED	9,614.00
	FUNDS REMAINING	15,419.41	
MURRUMBIDGEE	ADRIAN PICCOLI	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	12.64
			26,046.36
		EXPENDED CLAIMED	18,469.00
	FUNDS REMAINING	7,577.36	

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
MYALL LAKES	JOHN TURNER	ALLOCATION 2010/11	9,747.69
		ADD *	
		LESS #	6,444.31
			3,303.38
		EXPENDED CLAIMED	3,303.38
	FUNDS REMAINING	0.00	
NEWCASTLE	JODI MCKAY	ALLOCATION 2010/11	33,396.00
		ADD *	
		LESS #	
			33,396.00
		EXPENDED CLAIMED	17,204.00
	FUNDS REMAINING	16,192.00	
NORTHERN TABLELANDS	RICHARD TORBAY	ALLOCATION 2010/11	32,680.20
		ADD *	
		LESS #	9,657.20
			23,023.00
		EXPENDED CLAIMED	23,023.00
	FUNDS REMAINING	0.00	
ORANGE	RUSSELL TURNER	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	
			25,047.00
		EXPENDED CLAIMED	6,325.00
	FUNDS REMAINING	18,722.00	
OXLEY	ANDREW STONER	ALLOCATION 2010/11	32,657.48
		ADD *	
		LESS #	9,106.33
			23,551.15
		EXPENDED CLAIMED	23,551.15
	FUNDS REMAINING	0.00	
PORT MACQUARIE	PETER BESSELING	ALLOCATION 2010/11	24,509.78
		ADD *	1,012.00
		LESS #	16,666.79
			8,854.99
		EXPENDED CLAIMED	8,854.99
	FUNDS REMAINING	0.00	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
PORT STEPHENS	CRAIG BAUMANN	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	
			25,047.00
		EXPENDED CLAIMED	9,361.00
	FUNDS REMAINING	15,686.00	
SHELLHARBOUR	LYLEA MCMAHON	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	
			26,059.00
		EXPENDED CLAIMED	9,108.00
	FUNDS REMAINING	16,951.00	
SOUTH COAST	SHELLEY HANCOCK	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	
			25,047.00
		EXPENDED CLAIMED	8,349.00
	FUNDS REMAINING	16,698.00	
SWANSEA	ROBERT COOMBS	ALLOCATION 2010/11	6,066.68
		ADD *	1,836.32
		LESS #	
			7,903.00
		EXPENDED CLAIMED	7,903.00
	FUNDS REMAINING	0.00	
TAMWORTH	PETER DRAPER	ALLOCATION 2010/11	25,042.89
		ADD *	
		LESS #	12,348.00
			12,694.89
		EXPENDED CLAIMED	12,694.89
	FUNDS REMAINING	0.00	
TERRIGAL	CHRIS HARTCHER	ALLOCATION 2010/11	19,495.28
		ADD *	
		LESS #	8,096.00
			11,399.28
		EXPENDED CLAIMED	11,399.28
	FUNDS REMAINING	0.00	

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
THE ENTRANCE	GRANT MCBRIDE	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	
			26,059.00
		EXPENDED CLAIMED	8,096.00
		FUNDS REMAINING	17,963.00
TWEED	GEOFF PROVEST	ALLOCATION 2010/11	19,819.43
		ADD *	
		LESS #	7,169.43
			12,650.00
		EXPENDED CLAIMED	12,650.00
		FUNDS REMAINING	0.00
UPPER HUNTER	GEORGE SOURIS	ALLOCATION 2010/11	25,047.00
		ADD *	
		LESS #	595.94
			24,451.06
		EXPENDED CLAIMED	25,047.00
		FUNDS REMAINING	-595.94
WAGGA WAGGA	DARYL MAGUIRE	ALLOCATION 2010/11	25,499.98
		ADD *	
		LESS #	7,789.98
			17,710.00
		EXPENDED CLAIMED	17,710.00
		FUNDS REMAINING	0.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
WALLSEND	SONIA HORNERY	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	
			26,059.00
		EXPENDED CLAIMED	12,903.00
		FUNDS REMAINING	13,156.00
WOLLONDILLY	PHILIP COSTA	ALLOCATION 2010/11	33,038.28
		ADD *	
		LESS #	12,545.28
			20,493.00
		EXPENDED CLAIMED	20,493.00
		FUNDS REMAINING	0.00
WOLLONGONG	NOREEN HAY	ALLOCATION 2010/11	26,059.00
		ADD *	
		LESS #	
			26,059.00
		EXPENDED CLAIMED	6,072.00
		FUNDS REMAINING	19,987.00
WYONG	DAVID HARRIS	ALLOCATION 2010/11	8,658.89
		ADD *	449.11
		LESS #	
			9,108.00
		EXPENDED CLAIMED	9,108.00
		FUNDS REMAINING	0.00

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

## 55th Parliament – for the period 26 March 2011 to 30 June 2011

(May include actual expenses claimed)

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
ALBURY	GREG APLIN	ALLOCATION 2010/11	9,108.00
		ADD *	
		LESS #	
			9,108.00
		EXPENDED CLAIMED	9,108.00
		FUNDS REMAINING	0.00
BALLINA	DON PAGE	ALLOCATION 2010/11	8,862.35
		ADD *	23.87
		LESS #	
			8,886.22
		EXPENDED CLAIMED	8,886.22
		FUNDS REMAINING	0.00
BARWON	KEVIN HUMPHRIES	ALLOCATION 2010/11	8,862.35
		ADD *	3,281.65
		LESS #	
			12,144.00
		EXPENDED CLAIMED	12,144.00
		FUNDS REMAINING	0.00
BATHURST	PAUL TOOLE	ALLOCATION 2010/11	5,903.32
		ADD *	168.68
		LESS #	
			6,072.00
		EXPENDED CLAIMED	6,072.00
		FUNDS REMAINING	0.00
BEGA	ANDREW CONSTANCE	ALLOCATION 2010/11	11,891.00
		ADD *	
		LESS #	
			11,891.00
		EXPENDED CLAIMED	9,108.00
		FUNDS REMAINING	2,783.00
BLUE MOUNTAINS	ROZA SAGE	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	4,301.00
		FUNDS REMAINING	2,783.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
BURRINJUCK	KATRINA HODGKINSON	ALLOCATION 2010/11	11,891.00
		ADD *	
		LESS #	506.00
			11,385.00
		EXPENDED CLAIMED	8,096.00
		FUNDS REMAINING	3,289.00
CESSNOCK	CLAYTON BARR	ALLOCATION 2010/11	9,108.00
		ADD *	
		LESS #	3,795.00
			5,313.00
		EXPENDED CLAIMED	2,783.00
		FUNDS REMAINING	2,530.00
CHARLESTOWN	ANDREW CORNWELL	ALLOCATION 2010/11	6,325.00
		ADD *	
		LESS #	
			6,325.00
		EXPENDED CLAIMED	6,325.00
		FUNDS REMAINING	0.00
CLARENCE	STEVE CANSDELL	ALLOCATION 2010/11	8,332.22
		ADD *	522.78
		LESS #	
			8,855.00
		EXPENDED CLAIMED	8,855.00
		FUNDS REMAINING	0.00
COFFS HARBOUR	ANDREW FRASER	ALLOCATION 2010/11	9,089.64
		ADD *	271.36
		LESS #	
			9,361.00
		EXPENDED CLAIMED	9,361.00
		FUNDS REMAINING	0.00
DUBBO	TROY GRANT	ALLOCATION 2010/11	9,089.64
		ADD *	
		LESS #	1,499.64
			7,590.00
		EXPENDED CLAIMED	7,590.00
		FUNDS REMAINING	0.00

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
GOSFORD	CHRIS HOLSTEIN	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	5,819.00
		FUNDS REMAINING	1,265.00
GOULBURN	PRU GOWARD	ALLOCATION 2010/11	11,891.00
		ADD *	
		LESS #	759.00
			11,132.00
		EXPENDED CLAIMED	11,132.00
		FUNDS REMAINING	
HAWKESBURY	RAY WILLIAMS	ALLOCATION 2010/11	
		ADD *	
		LESS #	
			0.00
		EXPENDED CLAIMED	0.00
		FUNDS REMAINING	0.00
HEATHCOTE	LEE EVANS	ALLOCATION 2010/11	
		ADD *	
		LESS #	
			0.00
		EXPENDED CLAIMED	
		FUNDS REMAINING	0.00
KEIRA	RYAN PARK	ALLOCATION 2010/11	9,108.00
		ADD *	
		LESS #	
			9,108.00
		EXPENDED CLAIMED	5,819.00
		FUNDS REMAINING	3,289.00
KIAMA	GARETH WARD	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	7,084.00
		FUNDS REMAINING	0.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
LAKE MACQUARIE	GREG PIPER	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	4,554.00
		FUNDS REMAINING	2,530.00
LISMORE	THOMAS GEORGE	ALLOCATION 2010/11	8,248.14
		ADD *	1,365.86
		LESS #	
			9,614.00
		EXPENDED CLAIMED	9,614.00
		FUNDS REMAINING	0.00
MAITLAND	ROBYN PARKER	ALLOCATION 2010/11	11,891.00
		ADD *	
		LESS #	2,024.00
			9,867.00
		EXPENDED CLAIMED	7,590.00
		FUNDS REMAINING	2,277.00
MONARO	JOHN BARILARO	ALLOCATION 2010/11	5,692.50
		ADD *	1,138.50
		LESS #	
			6,831.00
		EXPENDED CLAIMED	6,831.00
		FUNDS REMAINING	0.00
MURRAY-DARLING	JOHN WILLIAMS	ALLOCATION 2010/11	9,361.00
		ADD *	
		LESS #	
			9,361.00
		EXPENDED CLAIMED	6,578.00
		FUNDS REMAINING	2,783.00
MURRUMBIDGEE	ADRIAN PICCOLI	ALLOCATION 2010/11	11,891.00
		ADD *	
		LESS #	
			11,891.00
		EXPENDED CLAIMED	3,795.00
		FUNDS REMAINING	8,096.00

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
MYALL LAKES	STEPHEN BROMHEAD	ALLOCATION 2010/11	9,089.64
		ADD *	
		LESS #	3,270.64
			5,819.00
		EXPENDED CLAIMED	5,819.00
	FUNDS REMAINING	0.00	
NEWCASTLE	TIM OWEN	ALLOCATION 2010/11	4,427.50
		ADD *	1,644.50
		LESS #	
			6,072.00
		EXPENDED CLAIMED	6,072.00
	FUNDS REMAINING	0.00	
NORTHERN TABLELANDS	RICHARD TORBAY	ALLOCATION 2010/11	11,816.67
		ADD *	
		LESS #	1,443.67
			10,373.00
		EXPENDED CLAIMED	10,373.00
	FUNDS REMAINING	0.00	
ORANGE	ANDREW GEE	ALLOCATION 2010/11	9,108.00
		ADD *	
		LESS #	
			9,108.00
		EXPENDED CLAIMED	9,129.83
	FUNDS REMAINING	-21.83	
OXLEY	ANDREW STONER	ALLOCATION 2010/11	12,185.78
		ADD *	
		LESS #	263.27
			11,922.51
		EXPENDED CLAIMED	11,922.51
	FUNDS REMAINING	0.00	
PORT MACQUARIE	LESLIE WILIAMS	ALLOCATION 2010/11	9,089.64
		ADD *	253.00
		LESS #	3,523.64
			5,819.00
		EXPENDED CLAIMED	5,819.00
	FUNDS REMAINING	0.00	

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
PORT STEPHENS	CRAIG BAUMANN	ALLOCATION 2010/11	9,361.00
		ADD *	
		LESS #	2,277.00
			7,084.00
		EXPENDED CLAIMED	5,060.00
	FUNDS REMAINING	2,024.00	
SHELLHARBOUR	ANNA WATSON	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	5,819.00
	FUNDS REMAINING	1,265.00	
SOUTH COAST	SHELLEY HANCOCK	ALLOCATION 2010/11	10,879.00
		ADD *	
		LESS #	
			10,879.00
		EXPENDED CLAIMED	7,843.00
	FUNDS REMAINING	3,036.00	
SWANSEA	GARRY EDWARDS	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	135.46
			6,948.54
		EXPENDED CLAIMED	7,084.00
	FUNDS REMAINING	-135.46	
TAMWORTH	KEVIN ANDERSON	ALLOCATION 2010/11	8,538.75
		ADD *	
		LESS #	2,764.64
			5,774.11
		EXPENDED CLAIMED	5,774.11
	FUNDS REMAINING	0.00	
TERRIGAL	CHRIS HARTCHER	ALLOCATION 2010/11	7,069.72
		ADD *	
		LESS #	491.72
			6,578.00
		EXPENDED CLAIMED	6,578.00
	FUNDS REMAINING	0.00	

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
THE ENTRANCE	CHRIS SPENCE	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	2,277.00
			4,807.00
		EXPENDED CLAIMED	4,554.00
		FUNDS REMAINING	253.00
TWEED	GEOFF PROVEST	ALLOCATION 2010/11	8,287.57
		ADD *	820.43
		LESS #	
			9,108.00
		EXPENDED CLAIMED	9,108.00
		FUNDS REMAINING	0.00
UPPER HUNTER	GEORGE SOURIS	ALLOCATION 2010/11	11,891.00
		ADD *	
		LESS #	245.47
			11,645.53
		EXPENDED CLAIMED	11,891.00
		FUNDS REMAINING	-245.47
WAGGA WAGGA	DARYL MAGUIRE	ALLOCATION 2010/11	9,224.31
		ADD *	136.69
		LESS #	
			9,361.00
		EXPENDED CLAIMED	9,361.00
		FUNDS REMAINING	0.00

ELECTORATE	MEMBER	DESCRIPTION	SYDNEY ALLOWANCE
WALLSEND	SONIA HORNERY	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	273.41
			6,810.59
		EXPENDED CLAIMED	7,084.00
		FUNDS REMAINING	-273.41
WOLLONDILLY	JAI ROWELL	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	6,578.00
		FUNDS REMAINING	506.00
WOLLONGONG	NOREEN HAY	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	4,807.00
		FUNDS REMAINING	2,277.00
WYONG	DARREN WEBBER	ALLOCATION 2010/11	7,084.00
		ADD *	
		LESS #	
			7,084.00
		EXPENDED CLAIMED	6,578.00
		FUNDS REMAINING	506.00

\* Entitlement not previously claimed

# Late claims/Accounts Receivable

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

The Department of the Legislative Assembly is committed to ensuring the workplace health and safety of our employees as well as that of visitors. Recent legislative changes have resulted in the existing Occupational Health and Safety Committee being disbanded. However a new Work Health and Safety Committee is currently being established. The Legislative Assembly will continue to be represented in that new forum.

As part of a strategic Work, Health and Safety (WHS) framework Parliament developed an organisation wide Health and Safety policy, Policy Statement, Health and Safety Consultation Statement and Health and Safety Accountability and Authority Statement. General and Electorate Office specific fact sheets have also been published. These documents are currently being actively reviewed in line with recent legislative changes, and a parliament-wide review of all policies and guidelines. This review is due to be completed by the end of 2012.

These policies and guidelines support the Parliament's online WHS Management System which has been established in accordance with AS/NZS4801.

A review of the Parliament's intranet will also have a positive outcome for WHS online systems and information, with a new user friendly information architecture being designed. This project is due to be completed concurrently with the policy review project by the end of 2012.

### 2011/12 Incidents – Legislative Assembly

DEPARTMENT	NO. OF INCIDENTS	NO. OF LOST TIME INJURIES	NATURE OF INCIDENTS				NO. OF CLAIMS OPENED	TOTAL COST OF CLAIMS
			STF	STRAINS	JOURNEY	OTHER		
Electorate Offices	11	3	4	1	2	4	3	\$130.00
Corporate	9	4	1	0	7	1	4	\$23,721.33
Members	5	1	3	0	0	2	*	*
<b>LA Total</b>	<b>25</b>	<b>8</b>	<b>8</b>	<b>1</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>\$23,851.33</b>
<b>OVERALL PARLIAMENTARY TOTALS</b>	<b>69</b>	<b>14</b>	<b>19</b>	<b>13</b>	<b>21</b>	<b>16</b>	<b>12</b>	<b>\$32,934.53</b>

STF = Slips, Trips and Falls

Strains = includes manual handling incidents

Journey = incidents involving travel to or from, or authorised absences from work (incl lunch breaks)

Other = all other incidents not categorised.

\* Note: Members' claims are not covered by the Workers Compensation Scheme but by an alternate scheme.

Work Health & Safety is an important component of staff inductions. During the financial year a total of 10 induction courses were held (six for Members' staff of both Houses and four for Parliamentary staff). In total 101 staff attended these induction courses.

## APPENDIX I – EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

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

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

### Legislative Assembly Parliament House staff by remuneration level

REMUNERATION LEVEL OF SUBSTANTIVE POSITION	2012									
	TOTAL STAFF	RESPONDENTS	MEN	WOMEN	ABORIGINAL PEOPLE & TORRES STRAIT ISLANDERS	PEOPLE FROM RACIAL, ETHNIC, ETHNO-RELIGIOUS MINORITY GROUPS	PEOPLE WHOSE LANGUAGE FIRST SPOKEN AS A CHILD WAS NOT ENGLISH	PEOPLE WITH A DISABILITY	PEOPLE WITH A DISABILITY REQUIRING WORK-RELATED ADJUSTMENT	
\$0-\$40,662	-	-	-	-	-	-	-	-	-	
\$40,662-\$53,407	-	-	-	-	-	-	-	-	-	
\$53,407-\$59,705	7	7	2	5	-	2	2	-	-	
\$59,705-\$75,552	16	11	11	5	-	-	1	-	-	
\$75,552-\$97,702	20	14	9	11	-	3	2	-	-	
\$97,702-\$122,128	14	8	5	9	-	2	3	-	-	
>\$122,128	4	4	2	2	-	1	1	-	-	
<b>Total</b>	<b>61</b>	<b>44</b>	<b>29</b>	<b>32</b>	<b>-</b>	<b>8</b>	<b>9</b>	<b>-</b>	<b>-</b>	

### Legislative Assembly Parliament House staff benchmark statistics

EEO GROUP	BENCHMARK/TARGET	PERCENTAGE OF TOTAL STAFF		
		2010	2011	2012
Women	50.0%	58.2%	57.6%	52.5%
Aboriginal people and Torres Strait Islanders	2.6%	0.0%	0.0%	0.0%
People whose first language was not English	19.0%	18.4%	24.2%	20.6%
People with a disability	N/A	2.7%	3.0%	0.0%
People with a disability requiring work-related adjustment	1.5%	2.7%	3.0%	0.0%

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

EEO GROUP	BENCHMARK/TARGET	PERCENTAGE OF TOTAL STAFF		
		2010	2011	2012
Women	100	98	98	103
Aboriginal people and Torres Strait Islanders	100	N/A	N/A	N/A
People whose first language was not English	100	N/A	N/A	N/A
People with a disability	100	N/A	N/A	N/A
People with a disability requiring work-related adjustment	100	N/A	N/A	N/A

## Legislative Assembly electorate office staff by remuneration level

REMUNERATION LEVEL OF SUBSTANTIVE POSITION	2012								
	TOTAL STAFF	RESPONDENTS	MEN	WOMEN	ABORIGINAL PEOPLE & TORRES STRAIT ISLANDERS	PEOPLE FROM RACIAL, ETHNIC, ETHNO-RELIGIOUS MINORITY GROUPS	PEOPLE WHOSE LANGUAGE FIRST SPOKEN AS A CHILD WAS NOT ENGLISH	PEOPLE WITH A DISABILITY	PEOPLE WITH A DISABILITY REQUIRING WORK-RELATED ADJUSTMENT
\$0-\$40,662	2	1	1	1	-	-	-	-	-
\$40,662-\$53,407	24	7	11	13	1	1	1	-	-
\$53,407-\$59,705	48	16	20	28	1	1	4	-	-
\$59,705-\$75,552	154	64	35	119	-	2	3	1	-
\$75,552-\$97,702	3	1	1	2	-	-	-	-	-
\$97,702-\$122,128	-	-	-	-	-	-	-	-	-
>\$122,128	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>231</b>	<b>89</b>	<b>68</b>	<b>163</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>1</b>	<b>-</b>

## Legislative Assembly electorate office staff benchmark statistics

EEO GROUP	BENCHMARK/TARGET	PERCENTAGE OF TOTAL STAFF		
		2010	2011	2012
Women	50%	81.8%	74.0%	70.6%
Aboriginal people and Torres Strait Islanders	2.6%	1.3%	2.9%	2.8%
People whose first language was not English	19.0%	8.9%	6.5%	9.8%
People with a disability	N/A	3.8%	1.4%	1.0%
People with a disability requiring work-related adjustment	1.5%	0.0%	0.0%	0.0%

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

EEO GROUP	BENCHMARK/TARGET	2010			2011			2012		
		2010	2011	2012	2010	2011	2012	2010	2011	2012
Women	100	100	109	109						
Aboriginal people and Torres Strait Islanders	100	N/A	N/A	N/A						
People whose first language was not English	100	99	N/A	88						
People with a disability	100	N/A	N/A	N/A						
People with a disability requiring work-related adjustment	100	N/A	N/A	N/A						

Note 1. Figures shown are for actual staff numbers ie the number of respondents who responded 'yes' to an EEO category.

Note 2. A Distribution Index of 100 indicates that the centre of the distribution of the EEO Group across the salary levels is equivalent to that of other staff. Values of less than 100 mean that the EEO group tends to be concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency, the lower the index. In some cases the index may be more than 100 indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is not calculated where the EEO group or non-EEO group numbers are less than 20, indicated by N/A.

## APPENDIX J – ADDITIONAL ANNUAL REPORT INFORMATION

### Accessibility

This report is available in PDF format on the Parliament's website at: [www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au)

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

### Annual Report production – external costs

The total external costs incurred in the production of this report were \$14,135 excluding GST.

### Asset acquisitions

	2011/12 BUDGET \$000	2011/12 ACTUAL \$000	2012/13 BUDGET \$000
<b>LEGISLATIVE ASSEMBLY ACQUISITIONS</b>			
EO Fitouts & refurbishments	\$1,359	\$1,412	\$800
EO MFD – Tamworth		\$19	
LA Members PH Office MFDs	\$70	\$64	
LA Members Telephone Replacement	\$640	\$556	
Members' Self-Service via SAP (LA)			\$231
LA Members Multi-function Devices			\$139
<b>Total</b>	<b>\$2,069</b>	<b>\$2,051</b>	<b>\$1,170</b>

### Consultants

There are no consultancies to report.

### Ethical standards

The Parliament of New South Wales Parliamentary Staff Code of Conduct (May 2005) provides a framework for the department's ethical conduct. The Code is designed to help staff meet high standards of integrity and ethical behaviour, provide a basis for making day-to-day decisions and convey the behaviour expected of staff as employees of the Parliament.

The Parliament of New South Wales Members' Staff Code of Conduct (May 2006) provides a similar framework for the ethical conduct of electorate office staff.

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

### Legislation governing the Legislative Assembly

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

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

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

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



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

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

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

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

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

This section provides constitutional recognition of the Speaker as the independent and impartial representative of the Legislative Assembly. It also provides for the Speaker, when not presiding, to take part in debates or discussions and to vote on any question which arises in the House.

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

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

#### **Parliamentary Evidence Act 1901**

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

#### **Defamation Act 2005**

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

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

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

#### **Parliamentary Precincts Act 1997**

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

#### **Parliamentary Remuneration Act 1989**

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

## Legislation impacting on the Parliament during the reporting year

### Local Government Amendment (Members of Parliament) Act 2012

Notable amongst bills passed by the Parliament during the year was the Local Government Amendment (Members of Parliament) Bill 2012 which was assented to on 11 April 2012. The object of this Bill is to amend the *Local Government Act 1993* to prohibit a person holding the dual roles of a member of the Parliament of New South Wales and a councillor or mayor of a council. Despite that prohibition, the Bill:

- (a) Allows a current member of Parliament who is also a councillor or mayor, or a councillor or mayor who is elected as a member of Parliament in future, to continue to hold the office of councillor or mayor until the next ordinary election of councillors or for the period of 2 years (whichever is the shorter period)
- (b) Allows a member of Parliament to nominate for and be elected as a councillor or mayor without first resigning from Parliament. If elected, the person will need to resign from Parliament before the first meeting of the council after the election.

The legislation as amended has the potential to result in a by-election/s following the Local Government elections to be held on 8 September 2012 should any sitting Member find themselves elected as a councillor or mayor.

### Constitution Amendment (Restoration of Oaths of Allegiance) Act 2012

The Act, assented to on 5 June 2012, provides Members of Parliament in New South Wales with the choice to make an oath or affirmation of allegiance to Her Majesty Queen Elizabeth II, Her heirs and successors as an alternative to the pledge of loyalty to Australia and the people of New South Wales.

## Wage and salary movements

The *Crown Employees (Public Sector – Salaries 2008) Award* was varied to provide an increase of 2.5% from 8 July 2011 being the first full pay period to commence after 1 July 2011.

The Statutory and Other Officers Remuneration Tribunal Determination of 2011 increased the salaries of the Clerk of the Legislative Assembly and Deputy Clerk by 2.5% from 1 October 2011.

## Waste management

### Waste Reduction and Purchasing Policy (WRAPP)

The Parliament is required to report to the Office of Environment and Heritage (OEH) biennially on its statistics relating to waste recycling and the purchase of copy paper with recycled content.

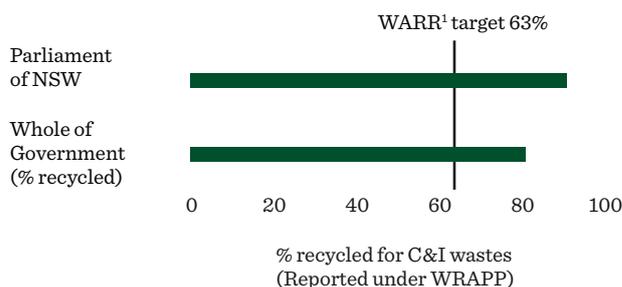
OEH is responsible for collating whole-of-government WRAPP data and has written to the Heads of each Principal Department to provide feedback on its agencies' WRAPP reports and how each reporting agency is tracking against the *NSW2021* recycling targets and whole of government trends.

The Parliament is making significant progress with waste recycling and purchasing copy paper with recycled content, and is currently tracking well above the whole-of-government average as illustrated by the charts.

OEH also works with agencies to assist them in their efforts to use the data to reduce waste, reduce bills and improve resource recovery to meet relevant recycling targets by 2014 identified in *NSW2021*.

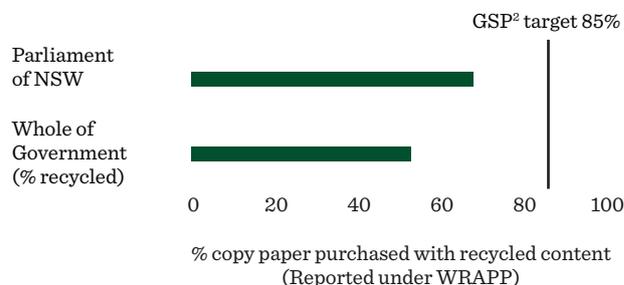
The Parliament is very active in identifying and implementing further initiatives to improve on its already enviable sustainability performance.

**NSW PARLIAMENT – % WASTE RECYCLED<sup>^</sup>**  
(Commercial/Industrial waste streams reported under WRAPP 2010–2011)



<sup>^</sup> percentage recycled – based on the total waste generated for commercial/industrial waste streams reported under WRAPP for 2010/11

**NSW PARLIAMENT – PERCENTAGE<sup>^</sup> OF COPY PAPER PURCHASED WITH RECYCLED CONTENT**  
(Reported under WRAPP 2010–2011)



<sup>^</sup> percentage based on total copy paper purchased as reported under WRAPP for 2010/11

<sup>1</sup> WARR – Waste Avoidance and Resource Recovery (WARR) Strategy target – included in *NSW 2021*

<sup>2</sup> GSP – NSW Government Sustainability Policy (2008)

# FINANCIAL STATEMENTS





## INDEPENDENT AUDITOR'S REPORT

### The Legislature

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of The Legislature, which comprise the statement of financial position as at 30 June 2012, the statement of comprehensive income, statement of changes in equity, statement of cash flows, service group statements and a summary of compliance with financial directives for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

### Opinion

In my opinion, the financial statements:

- give a true and fair view of the financial position of The Legislature as at 30 June 2012, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 45E of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2010.

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

### The Clerks' and Executive Manager's Responsibility for the Financial Statements

The Clerk of the Legislative Assembly, the Clerk of the Parliaments and the Executive Manager, Parliamentary Services are responsible for the preparation of the financial statements that give a true and fair view in accordance with Australian Accounting Standards and the PF&A Act, and for such internal control as the Clerks and Executive Manager determine is necessary to enable the preparation of the financial statements that give a true and fair view and that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I conducted my audit in accordance with Australian Auditing Standards. Those standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to The Legislature's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Legislature's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Clerks and Executive Manager, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

My opinion does *not* provide assurance:

- about the future viability of The Legislature
- that it has carried out its activities effectively, efficiently and economically
- about the effectiveness of its internal control
- about the assumptions used in formulating the budget figures disclosed in the financial statements
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about other information that may have been hyperlinked to/from the financial statements.

### Independence

In conducting my audit, I have complied with the independence requirements of the Australian Auditing Standards and relevant ethical pronouncements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- 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 of New South Wales are not compromised in their roles by the possibility of losing clients or income.

Peter Achterstraat  
Auditor-General

9 October 2012  
SYDNEY



## The Legislature

### Financial Statements for the Year Ended 30 June 2012

#### Statement by Department Heads

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We state that:

- a. the accompanying financial statements have been prepared on an accrual basis in accordance with applicable Australian Accounting Standards (which include Australian Accounting Interpretations), the requirements of the *Public Finance and Audit Act 1983* and Public Finance and Audit Regulation 2010, and the Financial Reporting Directions published in the Financial Reporting Code for NSW General Government Sector Entities;
- b. the statements exhibit a true and fair view of the financial position and financial performance of The Legislature; and
- c. there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

Ronda Miller  
Clerk of the Legislative Assembly

Date: 8 /10 /2012

David Blunt  
Clerk of the Parliaments

Date: 8 /10 /2012

Robert Stefanic  
Executive Manager  
Dept. of Parliamentary Services

Date: 8 /10 /2012

# THE LEGISLATURE

Statement of comprehensive income for the year ended 30 June 2012

## Start of audited financial statements

	NOTES	ACTUAL 2012 \$'000	BUDGET 2012 \$'000	ACTUAL 2011 \$'000
<b>Expenses excluding losses</b>				
Operating expenses				
Employee related	2(a)	57,621	64,667	56,086
Other operating expenses	2(b)	31,486	26,532	31,861
Depreciation and amortisation	2(c)	6,675	7,385	5,864
Other expenses – Members' remuneration	2(d)	36,654	38,971	38,700
<b>Total Expenses excluding losses</b>		<b>132,436</b>	<b>137,555</b>	<b>132,511</b>
<b>Revenue</b>				
Recurrent appropriation	3(a)	115,510	116,599	113,221
Capital appropriation	3(a)	8,950	8,636	11,492
Sale of goods and services	3(b)	4,907	5,285	5,100
Investment revenue	3(c)	263	120	215
Grants and contributions	3(d)	335	370	291
Acceptance by the Crown Entity of employee benefits and other liabilities	3(e)	4,078	8,400	7,864
Other revenue	3(f)	371	244	626
<b>Total Revenue</b>		<b>134,414</b>	<b>139,654</b>	<b>138,809</b>
<b>Gain / (loss) on disposal</b>	4	(3)	-	(69)
<b>Net Result</b>		<b>1,975</b>	<b>2,099</b>	<b>6,229</b>
<b>Other comprehensive income</b>				
Net increase / (decrease) in property, plant and equipment asset revaluation surplus		4,094	-	252
<b>Total other comprehensive income</b>		<b>4,094</b>	<b>-</b>	<b>252</b>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>6,069</b>	<b>2,099</b>	<b>6,481</b>

The accompanying notes form part of these statements.

# THE LEGISLATURE

Statement of financial position as at 30 June 2012

	NOTES	ACTUAL 2012 \$'000	BUDGET 2012 \$'000	ACTUAL 2011 \$'000
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash and cash equivalents	6	3,093	2,204	2,192
Receivables	7	1,510	2,345	1,935
Inventories	8	91	105	119
<b>Total Current Assets</b>		4,694	4,654	4,246
<b>Non-Current Assets</b>				
Property, plant and equipment	9			
– Land and buildings		135,563	134,178	131,033
– Plant and equipment		16,882	12,664	14,303
– Collection assets		42,629	43,125	43,155
Total property, plant and equipment		195,074	189,967	188,491
Intangible assets	10	1,888	1,813	2,038
<b>Total Non-Current Assets</b>		196,962	191,780	190,529
<b>Total Assets</b>		201,656	196,434	194,775
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Payables	11	5,853	5,211	5,670
Provisions	12	5,389	4,900	4,879
Other	13	109	-	-
<b>Total Current Liabilities</b>		11,351	10,111	10,549
<b>Non-Current Liabilities</b>				
Provisions	12	57	45	47
<b>Total Non-Current Liabilities</b>		57	45	47
<b>Total Liabilities</b>		11,408	10,156	10,596
<b>Net Assets</b>		190,248	186,278	184,179
<b>EQUITY</b>				
Asset revaluation surplus		36,900	32,806	32,806
Accumulated Funds		153,348	153,472	151,373
<b>Total Equity</b>		190,248	186,278	184,179

The accompanying notes form part of these statements.

# THE LEGISLATURE

Statement of changes in equity for the year ended 30 June 2012

	ACCUMULATED FUNDS \$'000	ASSET REVALUATION SURPLUS \$'000	TOTAL \$'000
<b>Balance at 1 July 2011</b>	151,373	32,806	184,179
<b>Net result for the year</b>	1,975	-	1,975
<b>Other comprehensive income</b>			
Net increase / (decrease) in property, plant and equipment	-	4,094	4,094
<b>Total other comprehensive income for the year</b>	-	4,094	4,094
<b>Total comprehensive income for the year</b>	1,975	4,094	6,069
<b>Balance at 30 June 2012</b>	153,348	36,900	190,248
<b>Balance at 1 July 2010</b>	145,144	32,554	177,698
<b>Net result for the year</b>	6,229	-	6,229
<b>Other comprehensive income</b>			
Net increase / (decrease) in property, plant and equipment	-	252	252
<b>Total other comprehensive income for the year</b>	-	252	252
<b>Total comprehensive income for the year</b>	6,229	252	6,481
<b>Balance at 30 June 2011</b>	151,373	32,806	184,179

# THE LEGISLATURE

Statement of cash flows for the year ended 30 June 2012

	NOTES	ACTUAL 2012 \$'000	BUDGET 2012 \$'000	ACTUAL 2011 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Payments</b>				
Employee related		(53,023)	(56,188)	(54,623)
Other		(71,750)	(69,165)	(69,121)
<b>Total Payments</b>		<b>(124,773)</b>	<b>(125,353)</b>	<b>(123,744)</b>
<b>Receipts</b>				
Recurrent appropriation		115,510	116,599	113,221
Capital appropriation		8,950	8,636	11,492
Sale of goods and services		5,842	5,007	4,831
Interest received		263	145	190
Other		4,074	3,614	5,238
<b>Total Receipts</b>		<b>134,639</b>	<b>134,001</b>	<b>134,972</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>17</b>	<b>9,866</b>	<b>8,648</b>	<b>11,228</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Purchases of land and buildings, plant and equipment		(8,965)	(8,636)	(11,493)
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>		<b>(8,965)</b>	<b>(8,636)</b>	<b>(11,493)</b>
<b>NET INCREASE / (DECREASE) IN CASH</b>				
Opening cash and cash equivalents		2,192	2,192	2,457
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	<b>6</b>	<b>3,093</b>	<b>2,204</b>	<b>2,192</b>

The accompanying notes form part of these statements.

# THE LEGISLATURE

Supplementary Financial Statements

Service group statements for the year ended 30 June 2012

THE LEGISLATURE'S EXPENSES & REVENUES	CHAMBER AND COMMITTEE SUPPORT *		MEMBERS' SUPPORT *		COMMUNITY ACCESS *		NOT ATTRIBUTABLE		TOTAL	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Expenses excluding losses</b>										
Operating expenses										
— Employee related	7,606	7,403	46,903	45,654	3,112	3,029	-	-	57,621	56,086
— Other operating expenses	4,156	4,206	25,630	25,935	1,700	1,720	-	-	31,486	31,861
Depreciation and amortisation	881	774	5,433	4,773	361	317	-	-	6,675	5,864
Other expenses — Members' remuneration	4,838	5,108	29,837	31,502	1,979	2,090	-	-	36,654	38,700
<b>Total expenses excluding losses</b>	<b>17,481</b>	<b>17,491</b>	<b>107,803</b>	<b>107,864</b>	<b>7,152</b>	<b>7,156</b>	<b>-</b>	<b>-</b>	<b>132,436</b>	<b>132,511</b>
<b>Revenue</b>										
Recurrent appropriation	-	-	-	-	-	-	115,510	113,221	115,510	113,221
Capital appropriation	-	-	-	-	-	-	8,950	11,492	8,950	11,492
Sale of goods and services	648	673	3,994	4,152	265	275	-	-	4,907	5,100
Investment revenue	35	28	214	175	14	12	-	-	263	215
Grants and contributions	44	38	273	237	18	16	-	-	335	291
Acceptance by the Crown Entity of employee benefits and other liabilities	539	1,038	3,319	6,401	220	425	-	-	4,078	7,864
Other revenue	49	83	302	509	20	34	-	-	371	626
<b>Total revenue</b>	<b>1,315</b>	<b>1,860</b>	<b>8,102</b>	<b>11,474</b>	<b>537</b>	<b>762</b>	<b>124,460</b>	<b>124,713</b>	<b>134,414</b>	<b>138,809</b>
Gain / (loss) on disposal	-	(9)	(3)	(56)	-	(4)	-	-	(3)	(69)
<b>Net Result</b>	<b>(16,166)</b>	<b>(15,640)</b>	<b>(99,704)</b>	<b>(96,446)</b>	<b>(6,615)</b>	<b>(6,398)</b>	<b>124,460</b>	<b>124,713</b>	<b>1,975</b>	<b>6,229</b>
<b>Other Comprehensive Income</b>										
Increase / (decrease) in revaluation surplus	540	33	3,333	205	221	14	-	-	4,094	252
<b>Total Other Comprehensive Income</b>	<b>540</b>	<b>33</b>	<b>3,333</b>	<b>205</b>	<b>221</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>4,094</b>	<b>252</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(15,626)</b>	<b>(15,607)</b>	<b>(96,371)</b>	<b>(96,241)</b>	<b>(6,394)</b>	<b>(6,384)</b>	<b>124,460</b>	<b>124,713</b>	<b>6,069</b>	<b>6,481</b>

\* The names and purposes of each program are summarised in note 5.

Appropriations are made on an agency basis and not to individual service groups.

Consequently, government contributions must be included in the "Not Attributable" column.

# THE LEGISLATURE

Supplementary Financial Statements  
Service group statements (continued)

THE LEGISLATURE'S ASSETS & LIABILITIES	CHAMBER AND COMMITTEE SUPPORT *		MEMBERS' SUPPORT *		COMMUNITY ACCESS *		NOT ATTRIBUTABLE		TOTAL	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Current assets</b>										
Cash and cash equivalents	-	-	-	-	-	-	3,093	2,192	3,093	2,192
Receivables	-	-	-	-	-	-	1,510	1,935	1,510	1,935
Inventories	-	-	-	-	-	-	91	119	91	119
<b>Total current assets</b>							4,694	4,246	4,694	4,246
<b>Non-current assets</b>										
Property, plant and equipment	-	-	-	-	-	-	195,074	188,491	195,074	188,491
Intangibles	-	-	-	-	-	-	1,888	2,038	1,888	2,038
<b>Total non-current assets</b>							196,962	190,529	196,962	190,529
<b>TOTAL ASSETS</b>							201,656	194,775	201,656	194,775
<b>Current liabilities</b>										
Payables	-	-	-	-	-	-	5,853	5,670	5,853	5,670
Provisions	-	-	-	-	-	-	5,389	4,879	5,389	4,879
Other	-	-	-	-	-	-	109	-	109	-
<b>Total current liabilities</b>							11,351	10,549	11,351	10,549
<b>Non-current liabilities</b>										
Provisions	-	-	-	-	-	-	57	47	57	47
<b>Total non-current liabilities</b>							57	47	57	47
<b>TOTAL LIABILITIES</b>							11,408	10,596	11,408	10,596
<b>NET ASSETS</b>							190,248	184,179	190,248	184,179

\* The names and purposes of each service group are summarised in Note 5.

The assets and liabilities of The Legislature are such that they cannot be attributed to specific service groups.

# THE LEGISLATURE

Supplementary Financial Statements  
Summary of compliance with financial directives

	2012				2011			
	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 Additional Appropriations	116,599	113,298	8,636	8,636	108,584	108,188	10,603	10,603
– s21A PF&AA – special appropriation	-	-	-	-	-	-	-	-
– s24 PF&AA – transfers of functions between departments	-	-	-	-	-	-	-	-
– s26 PF&AA – Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	116,599	113,298	8,636	8,636	108,584	108,188	10,603	10,603
<b>OTHER APPROPRIATIONS / EXPENDITURE</b>								
– Treasurer’s Advance	2,462	2,212	2,000	314	8,737	5,033	2,121	889
– Section 22 – expenditure for certain works and services	-	-	-	-	-	-	-	-
– Transfers to / from another agency (s28 – Appropriation Act)	-	-	-	-	-	-	-	-
	2,462	2,212	2,000	314	8,737	5,033	2,121	889
<b>Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)</b>	119,061	115,510	10,636	8,950	117,321	113,221	12,724	11,492
<b>Amount drawn down against Appropriation</b>		115,619		8,950		113,221		11,492
<b>Liability to Consolidated Fund*</b>		109		-		-		-

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

\*The Liability to Consolidated Fund represents the difference between the “Amount drawn down against Appropriation” and the “Total Expenditure / Net Claim on Consolidated Fund”.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 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 Catering business, under the joint direction and control of the Clerk of the Parliaments, the Clerk of the Legislative Assembly and the Executive Manager Parliamentary Services. It includes all the functions of parliamentary representation undertaken by the Legislative Council and the Legislative Assembly, and the Department of Parliamentary Services. The Catering business provides food and beverage services for Members of Parliament, their guests and staff. It also caters for functions held at Parliament House.

The Legislature is not a NSW government department. The Legislature is a not-for-profit entity (as profit is not its principal objective) and has no cash generating units. The reporting entity is consolidated as part of the NSW Total State Sector Accounts.

This financial statement for the year ended 30 June 2012 has been authorised for issue by the Clerk of the Legislative Assembly, the Clerk of the Parliaments and the Executive Manager Parliamentary Services on 8 October 2012.

### (b) Basis of preparation

The Legislature's financial statements are general purpose financial statements which have been prepared in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations)
- the requirements of the *Public Finance and Audit Act 1983* (PFAA) and Regulation
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies, or issued by the Treasurer.

Property, plant and equipment, assets (or disposal groups) held for sale and financial assets held at 'fair value through profit or loss' and available for sale are measured at fair value. Other financial report items are prepared in accordance with the historical cost convention.

Judgments, key assumptions and estimations management has made are disclosed in the relevant notes to the financial statements.

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

### (c) Statement of compliance

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

### (d) 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 claim experience.

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

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

- 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.

Cash flows are included in the statement of cash flows on a gross basis. However, the GST components of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office are classified as operating cash flows.

### (f) Income recognition

Income is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for the recognition of income are discussed below.

#### (i) Parliamentary appropriations and contributions

Except as specified below, parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as income 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.

Unspent appropriations are recognised as liabilities rather than income, as the authority to spend the money lapses and the unspent money must be repaid to the Consolidated Fund.

#### (ii) Sales of goods

Revenue from the sale of goods is recognised as revenue when The Legislature transfers the significant risks and rewards of ownership of the assets.

#### (iii) Rendering of services

Revenue is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## (iv) Investment revenue

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*. Rental revenue is recognised in accordance with AASB 117 *Leases* on a straight-line basis over the lease term.

## (v) 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.

## (g) Assets

### (i) Acquisitions of assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by The Legislature. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of other Australian Accounting Standards.

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

Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

Where payment for an asset is deferred beyond normal credit terms, its cost is the cash price equivalent, i.e. the deferred payment amount is effectively discounted at an asset-specific rate.

### (ii) Capitalisation thresholds

Property, plant and equipment and intangible assets costing \$5,000 and above individually (or forming part of a network costing more than \$5,000) are capitalised.

### (iii) Revaluation of Property, Plant and Equipment

Physical non-current assets are valued in accordance with the "Valuation of Physical Non-Current Assets at Fair Value" Policy and Guidelines Paper (Treasury Policy Paper 07-1). This policy adopts fair value in accordance with AASB 116 *Property, Plant and Equipment*.

Property, plant and equipment is measured on an existing use basis, where there are no feasible alternative uses in the existing natural, legal, financial and socio-political environment. However, in the limited circumstances where there are feasible alternative uses, assets are valued at their highest and best use.

Fair value of property, plant and equipment is determined based on the best available market evidence, including current market selling prices for the same or similar assets. Where there is no available market evidence, the asset's fair value is measured at its market buying price, the best indicator of which is depreciated replacement cost.

The Legislature revalues each class of property, plant and equipment at least every five years or with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The last revaluation for each class of asset is set out below and was based on an independent assessment.

Land	April 2012	ValuState Pty Ltd
Buildings	June 2012	D P Martin Pty Ltd
Plant & Equipment (Building Technical Services Assets)	June 2012	D P Martin Pty Ltd
<b>Collection Assets:</b>		
Library Collection	June 2009	Simon Storey Valuers
Archives Collection	June 2009	Simon Storey Valuers
Antiques	June 2012	Christies Australia
Artworks	June 2012	Stella Downer Sue Hewitt

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

Non-specialised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value.

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 are separately restated.

For other assets, any balances of accumulated depreciation 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.

Revaluation increments are credited directly to the revaluation surplus, 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 net result, the increment is recognised immediately as revenue in the net result.

Revaluation decrements are recognised immediately as expenses in the net result, except that, to the extent that a credit balance exists in the revaluation surplus in respect of the same class of assets, they are debited directly to the revaluation surplus.

As a not-for-profit entity, 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 revaluation surplus in respect of that asset is transferred to accumulated funds.

#### *(iv) Impairment of property, plant and equipment*

As a not-for-profit entity with no cash generating units, The Legislature is effectively exempted from AASB 136 *Impairment of Assets* and impairment testing. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

#### *(v) Depreciation of property, plant and equipment*

Except for the archive, antique and artwork collections, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to The Legislature.

All material separately identifiable components of assets are depreciated over their shorter useful lives.

Land is not a depreciable asset. Certain heritage assets including original artworks and collections and heritage buildings may not have a limited useful life because appropriate curatorial and preservation policies are adopted. Such assets are not subject to depreciation. The decision not to recognize depreciation for these assets is reviewed annually.

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

#### *(vi) Major inspection costs*

When each major inspection is performed, the labour cost of performing major inspections for faults is recognized in the carrying amount of an asset as a replacement of a part, if the recognition criteria are satisfied.

#### *(vii) Restoration costs*

The estimated cost of dismantling and removing an asset and restoring the site is included in the cost of an asset, to the extent it is recognised as a liability.

#### *(viii) Maintenance*

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

#### *(ix) 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 commencement of the lease term. 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 comprehensive income in the periods in which they are incurred.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## (x) Intangible assets

The Legislature recognises intangible assets only if it is probable that future economic benefits will flow to The Legislature and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

The useful lives of intangible assets are assessed to be finite.

Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for The Legislature's intangible assets, the assets are carried at cost less any accumulated amortisation.

The Legislature's intangible assets are amortised using the straight line method over a period of three years.

Intangible assets are tested for impairment where an indicator of impairment exists. If the recoverable amount is less than its carrying amount the carrying amount is reduced to recoverable amount and the reduction recognized as an impairment loss.

## (xi) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These financial assets are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are recognized in the net result for the year when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

## (xii) Inventories

Inventories held for distribution are stated at cost, adjusted when applicable, for any loss of service potential. A loss of service potential is identified and measured based on the existence of a current replacement cost that is lower than the carrying amount. Inventories (other than those held for distribution) are stated at the lower of cost and net realisable value. Cost is calculated using the "first in first out" method.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

## (xiii) Impairment of financial assets

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that The Legislature will not be able to collect all amounts due.

For financial assets carried at amortised cost, the amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the impairment loss is recognised in the net result for the year.

When an available for sale financial asset is impaired, the amount of the cumulative loss is removed from equity and recognised in the net result for the year, based on the difference between the acquisition cost (net of any principal repayment and amortisation) and current fair value, less any impairment loss previously recognised in the net result for the year.

Any reversals of impairment losses are reversed through the net result for the year, where there is objective evidence, except reversals of impairment losses on an investment in an equity instrument classified as "available for sale" which must be made through the revaluation surplus. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

## (h) Liabilities

### (i) Payables

These amounts represent liabilities for goods and services provided to The Legislature and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

### (ii) Employee benefits and other provisions

#### (a) Salaries and wages, annual leave, sick leave and on-costs

Liabilities for salaries and wages (including non-monetary benefits), annual leave and paid sick leave that fall due wholly within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

Long-term annual leave that is not expected to be taken within twelve months is measured at present value in accordance with AASB 119 *Employee Benefits*. Market yields on 2 year Australian government bonds of 2.46% (2011 4.44%) are used to discount long-term annual leave.

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 LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

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.

## (b) Long service leave and superannuation

The Legislature's liabilities for long service leave and defined benefit 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 benefits and other liabilities".

Long service leave is measured at present value in accordance with AASB 119 *Employee Benefits*. This is based on the application of certain factors (specified in NSW Treasury Circular *Accounting for Long Service Leave and Annual Leave* 12/06) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

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 (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

## (c) Other provisions

Other provisions exist when: The Legislature has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

## (i) Equity and reserves

### (i) *Revaluation surplus*

The revaluation surplus 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 property, plant and equipment as discussed in note 1(g)(iii).

### (ii) *Accumulated Funds*

The category accumulated funds includes all current and prior period retained funds.

Separate reserve accounts are recognised in the financial statements only if such accounts are required by specific legislation or Australian Accounting Standards (e.g. revaluation surplus and foreign currency translation reserve).

## (j) Budgeted amounts

The budgeted amounts are drawn from the original budgeted financial statements presented to Parliament in respect of the reporting period, as adjusted for section 24 of the PFAA where there has been a transfer of functions between departments. Other amendments made to the budget are not reflected in the budgeted amounts.

## (k) Comparative information

Except where an Australian Accounting Standard permits or requires otherwise, comparative information is disclosed in respect of the previous period for all amounts reported in the financial statements.

## (l) New Australian Accounting Standards issued but not yet effective

A number of new Accounting Standards have not been applied and are not yet effective, in accordance with NSW Treasury Circular *Mandates of Options and Major Policy Decisions under Australian Accounting Standards* 12/04. The possible impact of these Standards in the period of initial application is unlikely to result in a material adjustment.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 2. Expenses Excluding Losses

	2012 \$'000	2011 \$'000
<b>(a) Employee Related Expenses</b>		
Salaries and wages (including recreation leave)	48,077	47,434
Superannuation – defined benefit plans	645	1,051
Superannuation – defined contribution plans	3,271	3,194
Payroll tax and fringe benefits tax	2,952	2,899
Long service leave	2,299	1,079
Worker’s compensation insurance	377	429
	<b>57,621</b>	<b>56,086</b>
<b>(b) Other Operating Expenses including the following:</b>		
Auditor’s remuneration		
– Audit of the financial statements	64	74
– Audit of Members’ additional entitlements under Parliamentary Remuneration Tribunal Determination	48	54
Cost of Sales – House Committee	1,140	1,081
Operating lease rental expense – minimum lease payments	5,279	5,195
Maintenance	1,586	1,603
Insurance	268	233
Consultants	47	152
Contractors	4,179	4,382
Printing and stationery	6,303	6,541
Telecommunication costs	985	979
Travel expenses	1,958	1,723
Computer costs	3,155	2,900
Stores	271	385
Postage	573	1,258
Advertising	357	306
Energy charges	1,594	1,341
Cleaning and laundry	756	718
Contract and other fees	1,499	1,715
Other	1,424	1,221
	<b>31,486</b>	<b>31,861</b>

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

	2012 \$'000	2011 \$'000
<i>Reconciliation – Total maintenance</i>		
Maintenance expense – contracted labour and other (non-employee related), as above	1,586	1,603
Employee related maintenance expense included in Note 2 (a)	3,715	3,561
<b>Total maintenance expenses included in Note 2(a) + 2(b)</b>	<b>5,301</b>	<b>5,164</b>
<b>(c) Depreciation and amortisation expense</b>		
Depreciation:		
– buildings	2,811	2,544
– plant and equipment	3,066	3,140
– collection assets	28	28
	<b>5,905</b>	<b>5,712</b>
Amortisation:		
– intangibles	770	152
	<b>770</b>	<b>152</b>
<b>Total Depreciation and Amortisation Expense</b>	<b>6,675</b>	<b>5,864</b>
<b>(d) Other Expenses – Members’ Remuneration</b>		
Salaries and allowances of Members of Parliament	31,719	30,161
Superannuation entitlements – Members	2,726	6,127
Payroll tax & fringe benefits tax – Members’ entitlements	1,975	2,131
Special projects	234	281
	<b>36,654</b>	<b>38,700</b>

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 3. Revenue

	2012 \$'000	2011 \$'000
<b>(a) Appropriations</b>		
<i>Recurrent appropriations</i>		
Total recurrent draw-downs from NSW Treasury (per Summary of compliance)	115,619	113,221
Less: Liability to Consolidated Fund (per Summary of compliance)	109	-
	<b>115,510</b>	<b>113,221</b>
Comprising:		
Recurrent appropriations (per Statement of Comprehensive Income)	<b>115,510</b>	<b>113,221</b>
<i>Capital Appropriations</i>		
Total capital draw-downs from NSW Treasury (per Summary of compliance)	8,950	11,492
	<b>8,950</b>	<b>11,492</b>
Comprising:		
Capital appropriations (per Statement of Comprehensive Income)	<b>8,950</b>	<b>11,492</b>
<b>(b) Sale of Goods and Services</b>		
<i>Sale of Goods</i>		
House Committee sales of food and beverages	3,114	3,324
Sale of publications	6	31
	3,120	3,355
<i>Rendering of Services</i>		
Energy recoup from Sydney Hospital and State Library	443	526
Rent on Parliament House ministerial offices	1,025	924
Miscellaneous	319	295
	1,787	1,745
	<b>4,907</b>	<b>5,100</b>
<b>(c) Investment Revenue</b>		
Interest revenue on operating accounts	263	215
	<b>263</b>	<b>215</b>
<b>(d) Grants and Contributions</b>		
Twinning Project – Pacific Public Sector Linkage's Program No.1	335	291
	<b>335</b>	<b>291</b>

The NSW Parliament is twinned with the Parliaments of the Solomon Islands and the Autonomous Region of Bougainville, under the auspices of the Commonwealth Parliamentary Association. The NSW Parliament sought and received funding from AusAID to support the twinning arrangements. The 'Twinning project', or 'Strengthening parliamentary institutions in the Solomon Islands and Bougainville' is anticipated to cost \$1.17 million over three years (April 2010 to April 2013), with \$844,356 provided through AusAID's Pacific Public Sector Linkages Program. The balance is provided by the participating parliaments. The focus of the project is to strengthen parliamentary democracy by building the capacity of the parliamentary administration.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

	2012 \$'000	2011 \$'000
<b>(e) Acceptance by the Crown Entity of Employee Benefits and Other Liabilities</b>		
<b>The following liabilities and/or expenses have been assumed by the Crown Entity:</b>		
<i>Employees</i>		
Superannuation	645	1,051
Long service leave	2,077	1,126
Payroll tax on superannuation	35	58
	<b>2,757</b>	<b>2,235</b>
<i>Members</i>		
Superannuation	1,253	5,336
Payroll tax on superannuation	68	293
	<b>1,321</b>	<b>5,629</b>
	<b>4,078</b>	<b>7,864</b>
<b>(f) Other Revenue</b>		
Assets recognised for first time	52	16
Telecommunication tower rental	29	103
Workers' compensation hindsight adjustment	71	59
Televising Parliament expenditure recoupment	76	56
Staff on seconded salary recoupment	55	280
Miscellaneous items	88	112
	<b>371</b>	<b>626</b>

## 4. Gain / (Loss) on Disposal

	2012 \$'000	2011 \$'000
Written down value of assets disposed	(3)	(69)
Net gain / (loss) on disposal of plant and equipment	<b>(3)</b>	<b>(69)</b>

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 5. Service Groups of The Legislature

### **Service Group 1.1 Chamber and Committee Support**

#### *Service Description:*

This service group covers procedural support (specialist advice, information and research services to Members); chamber support (operational support for the chambers to carry out their business); committee support (the provision of a secretariat for each committee, the provision of advice and information on its operation and on its enquiry and the provision of mechanisms to allow for public consultation) and Parliamentary reporting (Hansard services to the Houses and to committees).

#### *Linkage to Results:*

This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards a range of intermediate results that include the effective functioning of the Parliament and its committees and supporting Members of Parliament to fulfill their Parliamentary roles.

### **Service Group 1.2 Members' Support**

#### *Service Description:*

This service group covers Members' services (the provision of human resources services to Members and the administration of Members' entitlements), facilities management (maintenance of Members' offices, the Parliament House building and associated services such as security, catering, building services) financial services and information services. With regard to the Legislative Assembly Members, it includes management of electorate offices lease, fitout and maintenance of equipment and amenities.

#### *Linkage to Results:*

This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards a range of intermediate results that include the effective functioning of the Parliament and its committees and supporting Members of Parliament to fulfill their Parliamentary roles.

### **Service Group 1.3 Community Access**

#### *Service Description:*

This service group covers community education services such as school tours, visitor tours and open days and education in service sessions for teachers; exhibition services (historical displays, art exhibitions, expositions); public events and functions, particularly utilising the building's function rooms; webstreaming of the proceedings in both Houses and Members' newsletters to constituents.

#### *Linkage to Results:*

This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards the intermediate result of Community access and awareness of the role and functions of the Parliament.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 6. Current Assets – Cash and Cash Equivalents

For the purposes of the statement of cash flows, cash and cash equivalents include cash at bank and cash on hand.

Cash and cash equivalents assets recognized in the statement of financial position are reconciled at the end of the financial year to the statement of cash flows as follows:

	2012 \$'000	2011 \$'000
Cash at bank and on hand	3,093	2,192
	<b>3,093</b>	<b>2,192</b>

Refer to Note 17 for details regarding credit risk, liquidity risk and market risk arising from financial statements.

## 7. Current Assets – Receivables

	2012 \$'000	2011 \$'000
Sales of goods and services	559	1,040
Less: Allowance for impairment	18	19
	541	1,021
GST recoverable from ATO	682	621
Other debtors	67	62
Prepayments	70	123
Investment income	150	108
	<b>1,510</b>	<b>1,935</b>
<i>Movement in the allowance for impairment</i>		
Opening balance	19	36
Amounts written off during the year	-	-
Amounts recovered during the year	(19)	(28)
Increase / (decrease) in allowance recognised in profit or loss	18	11
	<b>18</b>	<b>19</b>

## 8. Current Assets – Inventories

	2012 \$'000	2011 \$'000
<b>Held for resale</b>		
Food and beverage stock at cost	91	119
	<b>91</b>	<b>119</b>

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 9. Non-Current Assets – Property, Plant and Equipment

	LAND AND BUILDINGS \$'000	PLANT AND EQUIPMENT \$'000	COLLECTION ASSETS \$'000	TOTAL \$'000
<b>At 30 June 2011 – fair value</b>				
Gross carrying amount	186,785	56,535	52,672	295,992
Accumulated depreciation and impairment	55,752	42,232	9,517	107,501
Net Carrying Amount	131,033	14,303	43,155	188,491
<b>At 30 June 2012 – fair value</b>				
Gross carrying amount	194,823	57,048	52,173	304,044
Accumulated depreciation and impairment	59,260	40,166	9,544	108,970
Net Carrying Amount	135,563	16,882	42,629	195,074

### Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

<b>Year ended 30 June 2012</b>				
Net carrying amount at start of year	131,033	14,303	43,155	188,491
Additions	5,534	3,085	52	8,671
Disposals	-	(3)	-	(3)
Net revaluation increments less revaluation decrements	3,085	1,559	(550)	4,094
Reclassification to intangibles	(1,278)	1,004	-	(274)
Depreciation Expense	(2,811)	(3,066)	(28)	(5,905)
Net carrying amount at end of year	135,563	16,882	42,629	195,074
<b>At 30 June 2010</b>				
Gross Carrying Amount	180,983	51,304	52,713	285,000
Accumulated depreciation and impairment	51,622	39,219	9,488	100,329
Net Carrying Amount	129,361	12,085	43,225	184,671
<b>At 30 June 2011</b>				
Gross Carrying Amount	186,785	56,535	52,672	295,992
Accumulated depreciation and impairment	55,752	42,232	9,517	107,501
Net Carrying Amount	131,033	14,303	43,155	188,491

### Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

<b>Year ended 30 June 2011</b>				
Net carrying amount at start of year	129,361	12,085	43,225	184,671
Additions	4,881	4,899	23	9,803
Disposals	-	-	(65)	(65)
Net revaluation increments less revaluation decrements	252	-	-	252
Reclassification to intangibles	(917)	459	-	(458)
Depreciation Expense	(2,544)	(3,140)	(28)	(5,712)
Net carrying amount at end of year	131,033	14,303	43,155	188,491

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 10. Intangible Assets

SOFTWARE LICENCING AND UPGRADE	\$'000
<b>At 1 July 2011</b>	
Cost (gross carrying amount)	4,632
Accumulated amortisation and impairment	2,594
Net carrying amount	2,038
<b>At 30 June 2012</b>	
Cost (gross carrying amount)	5,252
Accumulated amortisation and impairment	3,364
Net carrying amount	1,888
<b>Reconciliation</b>	
<b>Year ended 30 June 2012</b>	
Net carrying amount at start of year	2,038
Additions	346
Disposals	-
Reclassification to intangibles	274
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	(770)
Net carrying amount at end of year	1,888
<b>At 1 July 2010</b>	
Cost (gross carrying amount)	2,468
Accumulated amortisation and impairment	2,441
Net carrying amount	27
<b>At 30 June 2011</b>	
Cost (gross carrying amount)	4,632
Accumulated amortisation and impairment	2,594
Net carrying amount	2,038
<b>Reconciliation</b>	
<b>Year ended 30 June 2011</b>	
Net carrying amount at start of year	27
Additions	1,705
Reclassification to intangibles	458
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	(152)
Net carrying amount at end of year	2,038

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 11. Current Liabilities – Payables

	2012 \$'000	2011 \$'000
Accrued wages, salaries and on-costs	2,614	2,087
Trade creditors	2,586	2,508
Other payables	653	1,075
	<b>5,853</b>	<b>5,670</b>

## 12. Current / Non-Current Liabilities – Provisions

	2012 \$'000	2011 \$'000
<b>Employee benefits and related on-costs</b>		
Recreation leave	4,085	3,780
On-cost on employee benefits	1,361	1,146
	<b>5,446</b>	<b>4,926</b>
<b>Aggregate employee benefits and related on-costs</b>		
Provisions – Current	5,389	4,879
Provisions – Non-Current	57	47
Accrued salaries, wages and on-costs (note 11)	2,614	2,088
	<b>8,060</b>	<b>7,014</b>

Of employee benefits for recreation leave \$3.142M is expected to be settled within twelve months and \$943,000 is expected to be settled after twelve months. All accrued wages and salaries are expected to be settled within twelve months.

## 13. Current Liabilities – Other

	2012 \$'000	2011 \$'000
Liability to Consolidated Fund	109	-
	<b>109</b>	<b>-</b>

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 14. Commitments for expenditure

	2012 \$'000	2011 \$'000
<b>(a) Operating Lease Commitments</b>		
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than one year	3,879	3,662
Later than one year but not later than five years	6,299	4,035
Later than five years	95	233
<b>Total (including GST)</b>	<b>10,273</b>	<b>7,930</b>

The Legislature is the lessee of 96 properties throughout NSW, 95 being electorate offices and 1 being office accommodation for parliamentary committee staff. The leases are mostly standard commercial leases based on the Law Society template and are generally for four years with a four year option.

The above total includes GST input tax credits of \$918,000 (\$707,000 – 2011), which will be recoverable from Australian Taxation Office (ATO).

Legislative Assembly Electorate Offices included in the above figures represent the following commitments:		
Not later than one year	3,677	3,224
Later than one year but not later than five years	6,299	3,833
Later than five years	95	233
<b>Electorate Office Lease Commitments (including GST)</b>	<b>10,071</b>	<b>7,290</b>

The above total includes GST input tax credits of \$900,000 (\$649,000 – 2011), which will be recoverable from the ATO.

<b>(b) Capital Commitments</b>		
Aggregate capital expenditure contracted for the completion of security works and replacement of the cooling tower at Parliament House at balance date and not provided for:		
Not later than one year	326	2,231
<b>Total (including GST)</b>	<b>326</b>	<b>2,231</b>

The above total includes GST input tax credits of \$29,636 (\$202,819 – 2011), which will be recoverable from the ATO.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 15. Contingent Liabilities and Contingent Assets

The Legislature had no contingent assets or contingent liabilities at reporting date (2011: nil).

## 16. Budget Review

### Net result

The net result of \$1.975M was below budget (\$2.099M) by \$124,000 reflecting lower than budgeted employee related expenses (\$7.046M), depreciation and amortisation (\$710,000) and other expenses – Members' remuneration (\$2.317M). This was offset by higher than budgeted other operating expenses (\$4.954M) and lower revenue (\$5.24M).

Employee related expenses were \$7.046M less than the budget of \$64.667M and other expenses – Members' remuneration was less than the budget of \$38.971M by \$2.317M. These two items taken together reflect a variation of \$9.363M lower than the budget of \$103.638M and should be considered together, as aggregated they represent total employment related costs of Members and staff. The primary reasons for the variation were the reclassification of temporary employment agency staff as contractors (\$4.149M) and a lower factor used to calculate the liability of members' defined benefits superannuation. This significantly reduced the superannuation expense by \$4.083M compared with 2010/11.

Actual total employment related costs included a component for payment of termination payments and related costs for Members' staff opting to take separation payments following the election in March 2011. These costs were fully funded by an additional appropriation of \$2.12M.

Other operating expenses were higher than the budget of \$26.532M by \$4.954M mainly due to the reclassification of contractors from employee related expenses to this budget item.

Depreciation and amortisation expenses were \$710,000 less than the budget of \$7.385M. This variation arose from later than estimated completion dates for capital projects undertaken during the 2011/12 financial year.

Revenue from the sale of goods and services was \$378,000 lower than the budget of \$5.285M due to the impact of security glazing works on the earnings from external functions and room hire. AusAID grants of \$335,000 were received in relation to work undertaken as part of a parliamentary "Twinning" arrangement. Other revenue was higher than the budget of \$244,000 by \$127,000 mainly due to a refund for workers compensation premium as a hindsight adjustment, salary recoupment for seconded staff and recoupment of expenditure for televising Parliament.

### Assets and liabilities

Total current assets of \$4.694M were higher than the budget of \$4.654M by \$40,000 due to higher than budgeted cash holdings offset by lower receivables. Current assets were \$448,000 higher than the prior year current assets for similar reasons.

Total non-current assets of \$196.962M were higher than the budget of \$191.78M by \$5.182M primarily due to the revaluation of property, plant and equipment. Capital works programs were \$8.965M for the year.

Total liabilities of \$11.408M were higher than the budget of \$10.156M by \$1.252M due to higher payables and an increase in provisions for employee benefits. Liabilities were higher than prior year total liabilities by \$812,000.

### Cash flows

Net cash flows from operating activities were \$1.218M higher than the budget of \$8.648M due to an additional appropriation for capital works received during the financial year of \$314,000 and less than budgeted payments from operating activities of \$580,000.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## 17. Reconciliation of cash flows from operating activities to net result

	2012 \$'000	2011 \$'000
Net cash used in operating activities	9,866	11,228
Depreciation	(6,675)	(5,864)
(Increase) / decrease in provisions	(520)	579
(Decrease) / increase in receivables, inventories and other assets	(453)	153
(Increase) / decrease in creditors and other liabilities	(292)	186
Gain / (Loss) on sale of non-current assets	(3)	(69)
Assets recognised for first time	52	16
Net Result	1,975	6,229

## 18. Financial Instruments

The Legislature's principal financial instruments are outlined below. These financial instruments arise directly from The Legislature's operations or are required to finance The Legislature's operations. The Legislature does not enter into or trade financial instruments, including derivative financial instruments, for speculative or any other purposes.

The Legislature's main risks arising from financial instruments are outlined below, together with The Legislature's objectives, policies and processes

for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout these financial statements.

The Clerks and the Executive Manager have overall responsibility for the establishment and oversight of risk management and review and agree policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by The Legislature, to set risk limits and controls and to monitor risks.

### (a) Financial instrument categories

FINANCIAL ASSETS	NOTE	CATEGORY	CARRYING AMOUNT 2012 \$'000	CARRYING AMOUNT 2011 \$'000
<b>Class:</b>				
Cash and cash equivalents	6	N/A	3,093	2,192
Receivables <sup>1</sup>	7	Loans and receivables (at amortised cost)	828	1,191
<b>FINANCIAL LIABILITIES</b>				
<b>Class:</b>				
Payables <sup>2</sup>	11	Financial liabilities measured at amortised cost	3,348	3,583

#### Notes

1. Excludes statutory receivables and prepayments (i.e. not within scope of AASB 7 *Financial Instruments: Disclosures*).
2. Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7 *Financial Instruments: Disclosures*).

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## (b) Credit risk

Credit risk arises when there is the possibility of The Legislature's debtors defaulting on their contractual obligations, resulting in a financial loss to The Legislature. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from the financial assets of The Legislature, including cash, receivables and authority deposits. No collateral is held by The Legislature. The Legislature has not granted any financial guarantees.

Credit risk associated with The Legislature's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards. Authority deposits held with NSW TCorp are guaranteed by the State.

## 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 NSW Treasury.

## Receivables – trade debtors

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 uncollectible are written off. An allowance for impairment is raised when there is objective evidence that the entity will not be able to collect all amounts due. This evidence includes past experience, and current and expected changes in economic conditions and debtor credit ratings. Interest is earned on food and beverage sales after 60 days at 2% per month. No interest is charged on any other debtors. Food and beverage sales are made on 30-day terms. Other sales are made on either 14 or 30-day terms.

The only financial assets that are past due or impaired are "sales of goods and services" in the "receivables" category of the statement of financial position.

	\$'000		
	TOTAL <sup>1,2</sup>	PAST DUE BUT NOT IMPAIRED <sup>1,2</sup>	CONSIDERED IMPAIRED <sup>1,2</sup>
<b>2012</b>			
< 3 months overdue	196	194	2
3 months – 6 months overdue	95	87	8
> 6 months overdue	81	73	8
<b>2011</b>			
< 3 months overdue	194	192	2
3 months – 6 months overdue	26	21	5
> 6 months overdue	41	29	12

## Notes

1. Each column in the table reports "gross receivables".
2. The ageing analysis excludes statutory receivables, as these are not within the scope of AASB 7 (Financial Instruments: Disclosures) and excludes receivables that are not past due and not impaired. Therefore, the "total" will not reconcile to the receivables total recognised in the statement of financial position.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## (c) Liquidity Risk

Liquidity risk is the risk that The Legislature will be unable to meet its payment obligations when they fall due. The Legislature continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets

The Legislature has the following banking facilities as at 30 June 2012:

- Cheque cashing authority of \$20,000, which is the total encashment facility provided to enable recoupment of advance account activities.
- Tape negotiation authority of \$3M. This facility authorised the bank to debit The Legislature's operating bank account up to the above limit when processing the electronic payroll and vendor files.
- MasterCard facility of \$550,000.

During the current and prior year, there were no defaults of loans payable. No assets have been pledged as collateral. The Legislature's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The 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 unsecured), with the exception of Members Entitlements, are settled in accordance with the policy set out in NSW Treasury Circular *Payment of Accounts 11/12*. If trade terms are not specified, payment is made no later than 30 days from the receipt of a correctly rendered invoice.

The table below summarises the maturity profile of The Legislature' financial liabilities, together with the interest rate exposure.

## Maturity analysis and interest rate exposure of financial liabilities

	\$'000								
	Weighted Average Effective Int. Rate	Nominal Amount <sup>1</sup>	Interest Rate Exposure			Maturity Dates			
			Fixed Interest Rate	Variable Interest Rate	Non-interest bearing	< 1yr	1-5 yrs	> 5 yrs	
<b>2012</b>									
Trade Payable	-	3,348	-	-	3,348	3,348	-	-	
Total Financial Liabilities	-	3,348	-	-	3,348	3,348	-	-	
<b>2011</b>									
Trade Payables	-	3,583	-	-	3,583	3,583	-	-	
Total Financial Liabilities	-	3,583	-	-	3,583	3,583	-	-	

## Notes

1. The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities based on the earliest date on which The Legislature can be required to pay. The tables include both interest and principal cash flows and therefore will not reconcile to the statement of financial position.

# THE LEGISLATURE

Notes to and forming part of the Financial Statements  
for year ended 30 June 2012

## (d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Legislature's exposures to market risk are primarily through interest rate risk on The Legislature's borrowings and other price risks associated with the movement in the unit price of the Hour Glass Investment Facilities. The Legislature has no exposure to foreign currency risk and does not enter into commodity contracts.

The effect on profit and equity due to a reasonably possible change in risk variable is outlined in the information below, for interest rate risk. A reasonably possible change in risk variable has been determined after taking into account the economic environment in which The Legislature operates and the time frame for the assessment (i.e. until the end of the next annual reporting period). The sensitivity analysis is based on risk exposures in existence at the statement of financial position date. The analysis is performed on the same basis as for 2011. The analysis assumes that all other variables remain constant.

## Interest rate risk

Exposure to interest rate risk arises primarily through The Legislature's interest bearing liabilities. This risk is minimised by undertaking mainly fixed rate borrowings, primarily with NSW TCorp. The Legislature does not account for any fixed rate financial instruments at fair value through profit or loss or as available-for-sale. Therefore, for these financial instruments, a change in interest rates would not affect profit or loss or equity. A reasonably possible change of +/- 1% is used, consistent with current trends in interest rates. The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility. The Legislature's exposure to interest rate risk is set out below.

	\$'000				
	Carrying Amount	-1%		1%	
		Profit	Equity	Profit	Equity
<b>2012</b>					
<i>Financial assets</i>					
Cash and cash equivalents	3,093	(31)	(31)	31	31
<b>2011</b>					
<i>Financial assets</i>					
Cash and cash equivalents	2,192	(22)	(22)	22	22

## 19. Events After Reporting Period

No events have occurred subsequent to balance date which would have a material financial effect.

## End of audited financial statements

## SUPPLEMENTARY FINANCIAL INFORMATION

Statement of comprehensive income for the year ended 30 June 2012

### Start of unaudited financial statements

#### Legislative Assembly Consolidated 2011/12

	2012 ACTUAL \$000	2012 BUDGET \$000	2011 ACTUAL \$000
<b>Expenses excluding losses</b>			
Operating expenses			
– Employee related	29,205	32,619	29,647
– Other operating expenses	19,264	16,292	18,844
Depreciation and amortisation	3,330	3,687	2,031
Other expenses – Members’ remuneration	25,457	27,048	26,670
<b>Total Expenses excluding losses</b>	<b>77,256</b>	<b>79,646</b>	<b>77,192</b>
<b>Revenue</b>			
Sale of goods and services	500	483	468
Grants and contributions	167	185	146
Other revenue	143	151	414
<b>Total Revenue</b>	<b>810</b>	<b>819</b>	<b>1,028</b>
<b>Net Cost of Services</b>	<b>76,446</b>	<b>78,827</b>	<b>76,164</b>

#### Legislative Assembly Operation 2011/12

	2012 ACTUAL \$000	2012 BUDGET \$000	2011 ACTUAL \$000
<b>Expenses excluding losses</b>			
Operating expenses			
– Employee related	6,328	7,360	5,840
– Other operating expenses	963	932	930
Depreciation and amortisation	90	100	70
<b>Total Expenses excluding losses</b>	<b>7,381</b>	<b>8,392</b>	<b>6,840</b>
<b>Revenue</b>			
Sale of goods and services	5	16	16
Other revenue	56	0	230
<b>Total Revenue</b>	<b>61</b>	<b>16</b>	<b>246</b>
<b>Net Cost of Services</b>	<b>7,320</b>	<b>8,376</b>	<b>6,594</b>

## SUPPLEMENTARY FINANCIAL INFORMATION

Statement of comprehensive income for the year ended 30 June 2012

### Legislative Parliamentary Representation 2011/12

	2012 ACTUAL \$000	2012 BUDGET \$000	2011 ACTUAL \$000
<b>Expenses excluding losses</b>			
Operating expenses			
– Employee related	22,754	25,164	23,741
– Other operating expenses	17,997	14,934	17,565
Depreciation and amortisation	3,240	3,587	1,961
Other expenses – Members’ remuneration	25,459	27,048	26,670
<b>Total Expenses excluding losses</b>	<b>69,450</b>	<b>70,732</b>	<b>69,937</b>
<b>Revenue</b>			
Sale of goods and services	495	467	453
Other revenue	87	150	173
<b>Total Revenue</b>	<b>582</b>	<b>617</b>	<b>626</b>
<b>Net Cost of Services</b>	<b>68,868</b>	<b>70,115</b>	<b>69,311</b>

### Legislative Assembly Special Projects 2011/12

	2012 ACTUAL \$000	2012 BUDGET \$000	2011 ACTUAL \$000
<b>Expenses excluding losses</b>			
Operating expenses			
– Employee related	123	96	66
– Other operating expenses	301	427	350
<b>Total Expenses excluding losses</b>	<b>424</b>	<b>523</b>	<b>416</b>
<b>Revenue</b>			
Grants and contributions	167	185	146
Other revenue	0	0	11
<b>Total Revenue</b>	<b>167</b>	<b>185</b>	<b>157</b>
<b>Net Cost of Services</b>	<b>257</b>	<b>338</b>	<b>259</b>

End of unaudited financial statements

# INDEX

<b>A</b>		Equipment for Members	24
Accessibility	75	Ethical standards	75
Achievements	2	External audit	35
Activities of the House	8	<b>F</b>	
Annual reporting	112	Financial commentary	36
ANZACATT	19	Financial Statements, audited	81
Asset acquisitions	75	Financial Statements, unaudited	108
Assets	89	Fit-out, maintenance and leasing of electorate offices	23
Audit and Risk Committee report	35	Five years at a glance	113
Auditor-General	79	Friendship Groups	51
<b>B</b>		<b>G</b>	
Bougainville	45	Governance framework	32
Budget review	103	Group tours statistics	27
<b>C</b>		<b>H</b>	
Children and Young People, Committee on	14	Health Care Complaints Commission, Committee on	15
Clerk's letter	4	<b>I</b>	
Committee activity, Overview of	11	Independent Commission Against Corruption, Committee on	15
Committee operations, Individual (statistics)	13	Induction of Members' staff	23
Committee reports	12	Injury management	72
Committee staffing	11	Inquiry administration process, Refinement of (Committees)	12
Committees	11	Insurance	35
Committees case studies	19	Internal audit	35
Committees office return to Parliament House	12	International student accommodation	19
Community Recognition Notices	9	Intra-departmental working groups	31
Community Services, Committee on	14	Intranet review	33
Conference papers	10	<b>K</b>	
Consultants	75	Key performance indicators	6
Corporate identity	32	<b>L</b>	
Corporate priorities	ii	Law and Safety, Committee on	15
Cross-parliamentary collaboration	32	Leadership training	33
<b>E</b>		Leasing activity	23
Economic Development, Committee on	14	Legal Affairs Committee	15
Electoral Matters, Joint Standing Committee on	14	Legislation governing the Legislative Assembly	75
Electorate Offices	23	Legislation impacting on the Parliament during the reporting year	77
Electorate office contact details	38	Legislation Review Committee	15
Electorate office contact visits	24	Liabilities	91
Electorate Officers' Reference Group	23		
Electorate office staffing	23		
E-manual, Administration (Committees)	12		
Energy generation, workshop on alternative forms of	19		
Environment and Regulation, Committee on	14		
Equal Employment Opportunity	73		

<b>M</b>		<b>S</b>	
Members' Entitlements	52	Scrutiny of Legislation Conference	20
Members' satisfaction ratings	6	Security Committee	26
<b>N</b>		Sessional orders	8
Newsletters	34	Senior appointments	32
<b>O</b>		Service awards	34
Official visitors	47	Social Policy, Committee on	17
Ombudsman and the Police Integrity Commission, Committee on	16	Solomon Islands	46
Organisation chart	29	Speaker, Advice and briefings to the	10
<b>P</b>		Speaker's foreword	5
Parliamentary Budget Office, Joint Select Committee on the	16	Staff	30
Parliamentary Remuneration Tribunal	52	Staff, Induction of Members'	23
Police Integrity Commission, Committee on (Ombudsman)	16	Staff training	34
Policy review	33	State and Regional Development, Committee on	18
Privilege and Ethics, Standing Committee on Parliamentary	16	Strategic planning	32
Procedural publications	10	Structure	29
Procedural statistics	10	Supplementary financial information	108
Procedural training for staff	10	Supporting the sittings of the House	8
Procedure	10	Sydney Allowance 54th Parliament	64
Production – external costs, Annual Report	75	Sydney Allowance 55th Parliament	68
Projects and goals, Electorate offices	24	<b>T</b>	
Public Accounts Committee	16	Transport and Infrastructure, Committee on	18
Publications	42	Travel, Parliamentary supported	49
Public Interest Disclosures	33	Twinning	27
Purpose	ii	<b>V</b>	
<b>R</b>		Valuer-General, Joint Standing Committee on the Office of the	18
Records management	34	Values	ii
Road Safety (Staysafe), Joint Standing Committee on	17	Visitor Experience Group	26
Russell Grove, Retirement of	31	<b>W</b>	
		Wage and salary movements	77
		Waste management	77
		Wentworth Room, The	26
		Work health and safety	72

## 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 determine the contents of the report. A number of these requirements are not applicable to the Legislative Assembly including reporting of legislative changes and judicial decisions, freedom of information requests, funds granted to non-government community organisations, and land disposal.

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# 5 YEARS AT A GLANCE

## Procedural statistics

	2007/08	2008/09	2009/10	2010/11	2011/12
Sitting days	62	59	64	55	72
Total sitting hours	469.2	430.8	475.4	443.2	626.4
Average hours per sitting	7.6	7.3	7.4	8.1	8.7
Entries in Votes	1332	1457	1592	1435	1722
Divisions in House	159	170	178	99	132
Written questions	3005	3518	3869	2203	2077
Written questions (answers)	3113	3320	3197	2270	2022
Oral questions	482	480	517	472	736
Petitions	1016	918	1052	427	461
Petitions 500+	N/A	N/A	100†	78	89
Petitions 10,000+	N/A	N/A	N/A	N/A	24*
Debates on petitions 10,000+	N/A	N/A	N/A	N/A	20*
Bills introduced	118	103	114	110	103
Bills passed	118	96	101	103	101
Bills lapsed/disposed of	0/9#	10	15	5	5
Committees	14	15	15	20	19
Committee reports tabled	38	40	49	32	30
Committee meetings	141	121	145	100	191
Committee hearings	32	32	33	13	27
Committee witnesses	218	255	286	90	223

# No bills lapsed; 9 negatived at Agreement in Principle stage

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

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

