



DEPARTMENT OF THE LEGISLATIVE COUNCIL

Annual Report 2016

PARLIAMENT OF NEW SOUTH WALES DEPARTMENT OF THE LEGISLATIVE COUNCIL ANNUAL REPORT 2016



Letter of transmittal

The Honourable Don Harwin MLC
President of the Legislative Council
Parliament House
Macquarie Street
SYDNEY NSW 2000

Dear Mr President

It is with pleasure that I submit for your information and presentation to the House the annual report for the Department of the Legislative Council for the year ended 30 June 2016.

As you are aware, the Department of the Legislative Council is not legislatively required to table an annual report. However, as has been customary over previous years, the opportunity to provide information on the performance of the Department is embraced.

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

I commend the report and hope you find it informative.

Yours sincerely



David Blunt
Clerk of the Parliaments

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Access to the Legislative Council

The Legislative Council Chamber and public areas of Parliament House are open to members of the public from 9.00 am to 5.00 pm, every weekday (excluding public holidays). During sitting days, public access to the Chamber is restricted to the visitor's gallery, where visitors can watch the proceedings of the House. A calendar specifying sitting days is available from the Parliament's [website](#).

The year at a glance

	2015/2016	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
Department staff	37.8FTE*	39FTE	39FTE	38FTE	38FTE	41FTE
Secretary Research Assistants	46FTE	48FTE	47FTE	46FTE	47FTE	52FTE
Sitting days	51	39	51	60	71	48
Sitting hours	405	305	393	460	544	409
Bills passed	89	64	97	107	102	92
Amendments to bills (circulated)	714	478	659	471	527	573
Amendments to bills (agreed to)	99	121	124	78	88	127
Orders for papers received	4	19	26	8	14	22
Notices of motion given	683	592	617	678	663	286
Committee inquiries	40	42	30	28	30	26
Committee reports tabled	16	26	18	18	20	18
Submissions to committees	1,121**	1202	1,882	2,362	2,153	700
Inquiry witnesses (hearings and forums)	705	471	592	547	850	302

* Of an allocation of 39 FTE. The Department also employs an Indigenous cadet, a position partly-funded by the Australian Government. During the reporting period there was a reduction in two permanent positions and the creation of part time casual position.

** Note: An additional 201 pro-forma responses were also received by the inquiry into Local Government in New South Wales. These responses were not processed or published and are not included in this total of 1,121.

Financial summary

	2015/2016	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
Net cost of services for the Legislative Council*	\$24,968,384	\$25,562,020	\$23,366,183	\$23,005,304	\$23,634,825	\$23,532,000
Operational, Committees and other costs**	\$5,939,355	\$5,758,091	\$5,557,983	\$5,314,629	\$5,936,596	\$5,203,000



President's foreword

It is with pleasure that I present to the House the 2015-2016 annual report of the Department of the Legislative Council. The Department has once again had a busy and productive year in supporting the House, its committees and its members as well as contributing to the numerous parliament-wide projects that have been undertaken during this very busy year. The Department would have been unable to achieve these results without the commitment and dedication of its staff.

I would like to take this opportunity to express my condolences following the passing of Dr John Kaye in May 2016. Dr Kaye was a widely-respected member and advocate, and his passing was a significant loss for the Legislative Council.

During the 2015-16 the 56th Parliament continued its busy legislative program with 88 Bills passed, 599 amendments moved and 99 agreed to. A number of important committee inquiries have also been completed.

As a keen historian I am particularly pleased that this report includes information about a number of significant projects undertaken by the Department, including the digitisation of the records of the colonial Legislative Council and the Annotated Standing Orders project – which is providing analysis of the operation, history, development and rationale of each of the Council's 234 standing orders. This work is due for publication in late 2016. The oral history

project also continued, with the second stage of the project focused on the reconstitution of the Legislative Council as a directly elected body in 1978, and the third stage will deal with the Egan cases which enabled the courts to consider a number of important issues regarding the relationship of the Executive to the Parliament. A monograph of the 1978 reconstitution is due to be published in late 2016.

The Department of the Legislative Council also continued in 2015-2016 to enhance the Parliament's engagement with the community by being an active part of the Parliament's Visitor Experience Group. This group coordinated a number of outstanding events throughout the year, including Sydney Open, the Family Fun Day, Australia Day and ANZAC Day, as well as management of the Fountain Court exhibition space and school talks conducted by our Chamber Support team. The Rum Hospital Exhibition in April showcased the rich history of the Parliament building. Each of these initiatives provided opportunities to share with, and educate visitors on the important historic building and the work of the Parliament and its members. In addition to the open days, a number of other exhibitions attracted the community to Parliament including the Plein Air art prize as well as individual exhibitors curated from the Department's Office of the Black Rod.

2016 also saw the departure of two highly-valued and long-standing employees of the Department; Mr Charles Barden and Mrs Lucy Smith, and I would like to congratulate and thank them for their combined 46 years of service to the Parliament.

On behalf of all members I would like to express my appreciation to the Clerk and his team for their hard work in supporting me and the Legislative Council throughout the year.

A handwritten signature in black ink that reads "Don Harwin". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

The Honourable Don Harwin MLC

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Mr David Blunt, Clerk of the Parliaments. The Clerk provides expert advice on parliamentary law, practice and procedure to the President, ministers and members of the Legislative Council. The Clerk is also responsible to the President for the efficient and effective administration of the Department of the Legislative Council.

Clerk's review

An important, but not always immediately apparent, duty of parliamentary officers and Presiding Officers is the preservation of the history of the parliamentary institution. Parliaments are the holders of important information about the political life, governance and social development of their jurisdictions. A study of this history can inform future policy and its accessibility can provide a valuable resource for historians, scholars and the public.

This was the theme of a paper I had the privilege of contributing to and presenting jointly with President of the Legislative Council, the Hon Don Harwin, in July of this year. President Harwin commenced by outlining the vast array of scholarly works that are the legacy of the celebration of the sesquicentenary of responsible government in New South Wales in 2006. He then detailed three whole of parliament initiatives which he has championed:

- The commemoration of the centenary of ANZAC, including the 2015 exhibition and continuing World War I centenary statements delivered in both Houses at the start of each sitting week
- The restoration of the Jubilee Room and the preservation of the Rum Hospital building, the oldest part of the Parliament House complex of buildings
- The digitisation of the records of the first Legislative Council from 1824 to 1856, and the colonial Parliament from 1856 to 1901.

I then went on to describe two initiatives of the Department of the Legislative Council:

- The oral history project, which re-commenced in 2015 with a series of interviews exploring the 1978 reconstitution of the Legislative Council, and the 1990s Egan cases
- The drafting of the Annotated Standing Orders of the Legislative Council, for publication in the forthcoming reporting period.

The full paper is accessible on the Department's web page on the New South Wales Parliament website under the heading Articles on the Council. The latter two projects are outlined more fully later in this report and together with a range of other projects are highlighted in the Key Projects 2015-2016 section of this report (pages 13 and 19). Each of these projects is aimed at enhancing the capacity of the Department of the Legislative Council to support Members perform their roles in the House and its Committees.

The 2015-2016 reporting year saw a return to more usual levels of legislative activity, including the sorts of numbers of amendments to bills circulated and agreed to, although the numbers of orders for papers fell to levels not seen since

the 1990's (page 28). In early 2016 a significant procedural reform was implemented by the Procedure Office, with the inclusion on a trial basis of details of proceedings in committee-of-the-whole in the Minutes of Proceedings. The trial proved successful and will continue to be standard practice going forward (pages 32)

Following the 2015 election period the level of Committee activity rapidly returned to peak levels, with 40 inquiries under way and 16 reports tabled during the reporting period. These included significant reports into subjects ranging from inquiry into local government to childhood overweight and obesity issues (pages 41 and 45). A key area of committee activity was issues of particular concern to the Aboriginal community, including Reparations for the Stolen Generation and Economic Development in Aboriginal Communities. Members serving on, and secretariat staff supporting, both of those inquiries undertook cultural awareness training before the commencement of the inquiries (page 42)

During the past 12 months a Select Committee has been carefully considering the future of the Legislative Council system. The outcomes of this important inquiry will no doubt be a major theme of next year's annual report

During the reporting period considerable staff resources were devoted to the whole-of-parliament "Sharepoint" project. This involved the migration of data from the previous Lotus Domino databases to a modern, supported framework. The intense collaboration between the three parliamentary departments on this challenging project has resulted in the NSW Parliament now having a contemporary web platform where Hansard records are published within 3 hours of the spoken word, the fastest rate of publication of any parliament in Australia. The recent involvement of a reference group of Legislative Council Members' Secretary Research Assistants in providing feedback to various iterations of the new public website has been much appreciated.

On 3 May 2016 staff of the Department of the Legislative Council, along with all members, were greatly saddened by the passing of Dr John Kaye, only the third serving member to die in office since reconstitution of the Council in 1978. Dr Kaye was a very active parliamentarian and many staff had served and interacted with this dedicated and always thoughtful and supportive member. Later that day the House adjourned as a mark of respect and many members later spoke in a very moving condolence debate. On behalf of the Department of the Legislative Council I take this opportunity to formally add our condolences on his untimely passing.

On Dr Kaye's last day in the House on 19 November 2015 he gave a Notice of Motion on a matter of considerable significance to the powers of the House to hold statutory bodies to account (page 29). The ultimate resolution of this matter, since the end of the reporting period, will be discussed in next year's annual report.

Another important matter that will be dealt with in detail in next year's report, is the work currently underway in response to an important exchange of correspondence between Premier Baird and the Presiding Officers, tabled in both Houses on 22 June 2016. The Premier's letter indicated that the Government supported in principle the 2014 recommendations of the Privileges Committees of both Houses concerning an Ethics/Standards Commissioner, Code of Conduct for Members, and pecuniary interest disclosure requirements. The Premier requested the development of a set of recommendations that could be applied across both Houses. In reply the Presiding Officers advised that they would be pleased to develop such a set of recommendations as well as proposing a number of other initiatives designed to also enhance the operations, accountability and transparency of Parliament.

The work of the staff of the Department of the Legislative Council on this matter has been superb. It has had to be carried out in addition to the business as usual support given to the House and its Committee. That is the case with all of the projects outlined on pages 13.

I therefore take this opportunity to commend the professionalism and dedication of the staff of the

Department. This report is a testament to their hard work and significant achievements during 2015-2016. In particular I would like to express my gratitude for the service and commitment to the Legislative Council shown by Mr Charles Barden and Mrs Lucy Smith, who both departed during the year, after a combined 46 years of service to the Parliament.

Since the end of the reporting period my esteemed colleague the Clerk of the Legislative Assembly, Ronda Miller, has retired. This continued a period of change at the department head level as in late 2015 the Executive Manager, Parliamentary Services, Rob Stefanic was appointed to the position of Secretary, Department of Parliamentary Services at the Australian Parliament. Prior to becoming Executive Manager, Rob had been a valued officer serving in a variety of roles in the Department of the Legislative Council and Department of Parliamentary Services. In May 2016 Mark Webb was appointed to the position of Executive Manager, Parliamentary Services. It has been a pleasure to be able to welcome Mark and to be able to continue the collaborative working relationships established between the departments in recent years.

A handwritten signature in black ink, appearing to read 'D. Blunt', with a stylized flourish at the end.

David Blunt
Clerk of the Parliaments

At a glance

The Legislative Council has a traditional role as the House of Review, acting as a check and balance on the Executive Government through such procedures as questions to ministers and orders for the production of documents. The Council also has an active committee system.

The Legislative Council

The Legislative Council was established in 1823 and is the oldest legislative body in Australia.

The Legislative Council is also referred to as a House of Review. This title originates from the Legislative Council's traditional role of acting as a check and balance on the Executive Government through such procedures as questions to ministers, orders for the production of documents and a robust committee system which allows members to examine public affairs, including the administration of government, in more detail.

There are 42 members of the Legislative Council, elected according to a system of proportional representation with the entire State as a single electorate. Members serve an eight-year term, with one half of the Council elected every four years at a periodic election.

Our purpose

The Department provides services to ensure:

- the effective functioning of the House and its committees
- that members of the Legislative Council are supported to fulfil their parliamentary roles
- the community has access to the Legislative Council and information about the role and function of the Council and of the Parliament as a whole.

The Department of the Legislative Council

The role of the Department of the Legislative Council is to support the sittings of the House and the activities of its committees. This includes the provision of procedural, analytical and administrative support services to enable members of the Council to effectively perform their parliamentary duties.

The three principal program areas of the Department are the Procedure Office, the Committee Office and the Office of the Black Rod. The Department has an establishment of 41 full time equivalent (FTE) staff. There are also 51 FTE staff working as Secretary/Research Assistants to members.

The Department is accountable to the President of the Legislative Council, who is elected by the members of the House at its first sitting after each election. The Hon Don Harwin MLC was re-elected President following the 2015 State election.

Our values

We take pride in serving the New South Wales Parliament.

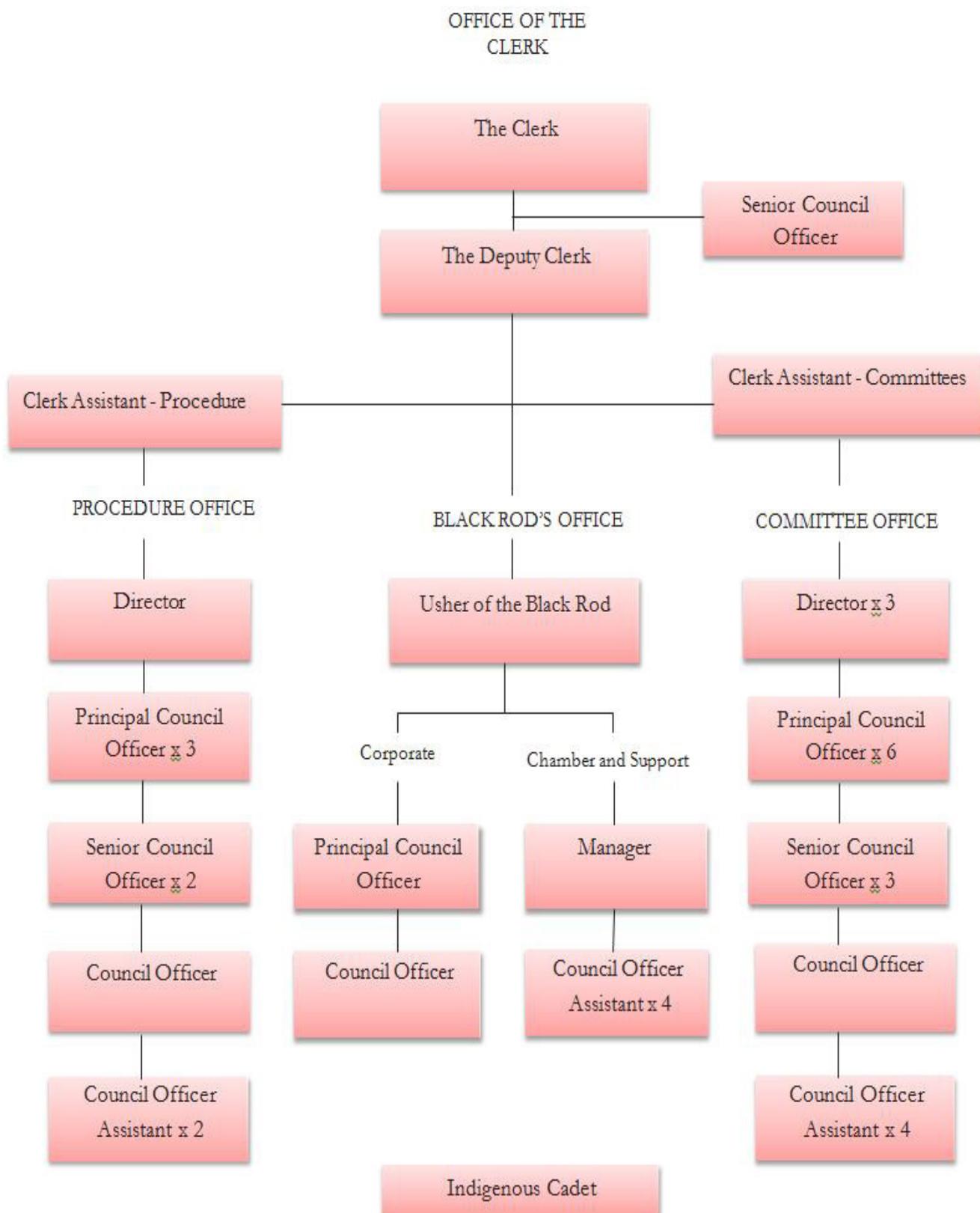
We believe in the importance of parliamentary institutions and the democratic process and we work to strengthen and foster respect for them.

We make great efforts to preserve the corporate memory and ensure institutional continuity, while continuing to innovate.

We work together to provide professional, responsive and impartial support to the members of the Legislative Council and to other stakeholders.

Organisational structure

DEPARTMENT OF THE LEGISLATIVE COUNCIL ORGANISATIONAL CHART (as at 30 June 2016)



Executive Team



David Blunt, M Phil, LLB (Hons)
Clerk of the Parliaments and Clerk of the Legislative Council

The Clerk of the Parliaments is the administrative head of the Department of the Legislative Council. The Clerk is responsible to the President of the Legislative Council for the efficient and effective administration of the Department. The Clerk provides expert advice on the proceedings of the Council to the President, Deputy President, ministers and members of the Council and committees on parliamentary law, practice and procedure.



Steven Reynolds, BEc, LLB, MPS
Deputy Clerk

The Deputy Clerk manages the Office of the Clerk and assists the Clerk to manage the planning, development, direction and performance of the Department of the Legislative Council to ensure its effective operation, within budgetary constraints. The Deputy Clerk supports the Clerk in the provision of expert advice to the President, Deputy President, members and committees of the Legislative Council on parliamentary law, practice and procedure.



Beverly Duffy, BSW (Hons)
Clerk Assistant - Committees

The Clerk Assistant - Committees provides strategic direction to the Committee Office to facilitate best practice in project management of inquiries and the production of high quality reports that contribute to the development of good public policy and effective scrutiny of the executive.



Steven Frappell, BEc (Soc Sci), BA (Hons), LLM
Clerk Assistant - Procedure

The Clerk Assistant - Procedure supports the President, ministers and other members through the provision of authoritative advice on Legislative Council procedure to enable them to undertake the legislative process effectively. The Clerk Assistant - Procedure provides strategic direction and procedural advice to the Procedure Office across its table, procedural research and training functions.

Leadership Team

Our Leadership Team is comprised of the members of the Executive Team, and the Directors who manage the Procedure Office, Committee Office and Office of the Black Rod.



Ms Susan Want
Usher of the Black Rod



Mr Stewart Smith
Director - Table Office



Ms Teresa McMichael
Director - Committees



Ms Madeleine Foley
Director - Committees



Ms Rebecca Main
Director - Committees

Strategic planning

2015-2019 Strategic Outlook for the New South Wales Parliamentary Departments

The New South Wales Parliament consists of two Houses, the Legislative Council and the Legislative Assembly, the members of which are directly elected by and accountable to the people of New South Wales.

The Houses and their members are supported by three departments: the Departments of the Legislative Council, and Legislative Assembly, which provide procedural, analytical and administrative support to the respective Houses and their committees; and the Department of Parliamentary Services (which has stewardship of Parliament House and provides a broad range of corporate support services to members directly and to the House departments).

The 2015-2019 Strategic Outlook for the NSW Parliamentary Departments details the strategic objectives for the administration as being:

- respond to the evolving role of members and the parliamentary institution
- increasing involvement and awareness of NSW citizens about the Parliament and the parliamentary process
- better engaging with stakeholders
- promote strong stewardship and robust organisational resilience
- optimise the Parliament's physical infrastructure
- development of inter-parliamentary relationships and education.

The Strategic Outlook for the NSW Parliamentary Departments informs the strategic planning processes undertaken individually by each department.

Department of the Legislative Council Strategic Plan 2015-2019

The Department of the Legislative Council Strategic Plan 2015-2019 reinforces the Department's commitment to the Parliament's strategic objectives. In addition, the Strategic Plan elucidates the core business of the Department as providing advisory, research and support services to the House and its committees.

The Department also undertakes a range of longer term projects with the aim of continually improving our ability to undertake our core work. Each of the key projects which are set out in the Strategic Plan are framed within the Parliament's strategic objectives. As part of planning processes, key projects are determined yearly to ensure they remain relevant to the needs of members, community, stakeholders, and the House and its committees.

During the reporting year, the Department undertook a variety of key projects, each with the aim of continually improving the Department's ability to service the House, its committees and its members. A full list of key projects for 2015-2016 follows, along with a summary of accomplishments. Additional information on these activities is provided throughout the report under relevant sections.



Key Projects 2015-2016

Respond to the evolving role of members and the parliamentary institution: by undertaking consultation and analysis of members' support requirements; providing effective infrastructure, systems and services to respond to the needs of members and the institution; improving timely information delivery to members through technology; and promoting professional development opportunities for members.

Targeted training for members and staff

In April and May 2016, targeted training was provided to two new Temporary Chairs to assist them when taking the Chair either in the House or in Committee.

Annotated Standing Orders

During 2015-2016 the first draft of the Annotated Standing Orders of the Legislative Council was completed. This publication is a key project in the Legislative Council's Strategic Plan 2015-2019, providing analysis of the operation, history, development and rationale of each of the Council's 234 standing orders. The project analysed a large volume of material spanning 150 years of the proceedings of the Council and its committees. The draft will be comprehensively reviewed and finalised before publication, expected by the conclusion of 2016.

New South Wales Legislative Council Practice

Work continued on the second edition of New South Wales Legislative Council Practice, with the review and rewrite of the chapter on parliamentary privilege finalised. The Committee Office also updated two committee related chapters for Book 2.

Oral history project

In mid-2015 work commenced on the second

and third stages of the oral history project, with the topics being: the reconstitution of the Legislative Council as a directly elected body in 1978, and the Egan cases which enabled the courts to consider a number of important issues regarding the relationship of the Executive to the Parliament.

To date eight interviews have been conducted with transcripts now available on the Council's webpage. A monograph on the 1978 Reconstitution will be published following additional interviews scheduled for the second half of 2016. A monograph on the Egan Cases is scheduled to be published in late 2016 or early 2017.

SharePoint implementation

The Department was heavily engaged with the project to implement the migration from the Parliament's existing LotusNotes information technology platform to a new Microsoft SharePoint platform in 2015-2016, including the launch of the new website in April 2016, development of a new 'ministerial portal' for ministers and their officers dealing with matters raised in the Houses, and the development of new user interfaces for managing information in various databases.

Incorporation of Committee of the Whole in the minutes

At the beginning of 2016, the Procedure Office commenced a trial of the practicality of recording proceedings in committee of the whole in the Minutes of Proceedings. Following the successful trial the practice has continued.

Increase involvement and awareness of NSW citizens about the Parliament and the parliamentary process: by enhancing our community engagement strategy including use of social media and emerging technologies to communicate information; continuing to enhance the experience of visitors to Parliament House; enhancing outreach and education services; enhancing electronic access to parliamentary information; and fostering scholarship on the Parliament and parliamentary process.

Parliament and Democracy Course, University of Sydney

After the success of the Parliament and Democracy course in the second semester in 2015, the course is set to be run again in the second semester of 2016 in collaboration with Professor Rodney Smith. Small adjustments have been made to the course program in 2016.

Facebook

The Department has contributed content to the New South Wales Parliament's Facebook page and will continue to work with the Parliamentary Education to develop new material and story ideas.

Publication of digitised records 1824-1901

The digitisation project which commenced in 2014 is nearing completion. The digital library, will be finalised and made available when user testing has been completed, and new SharePoint databases implemented.

All original documents of the First Council of 1824 to 1855 and the Legislative Assembly and Legislative Council from 1856 to 1901 were transferred to the care of State Records where they can be accessed by members of the public.

Secondary school roleplay in the House

In October 2015, the Legislative Council Chamber and Support team, in conjunction with the Legislative Assembly, commenced offering a role play to secondary school

students when they visit Council Chamber. The role play scenario was developed in consultation with the Legislative Assembly and Parliamentary Education and involves a mock sitting at which the 'Alcohol Drinking Age (21 Years) Amendment Bill' is debated in both houses. It builds on the longstanding 'Extension of School Hours Bill' role play scenario that has been offered to primary school student visitors. The bill begins in the lower house where the government has the numbers for it to pass. The students then move to the upper house to consider amendments to the bill with the government not having the numbers and thus having to negotiate with the cross-bench and opposition.

The students spend approximately 1.5 hours in the role play scenario with 45 minutes spent in each chamber. Students use prepared scripts to act out the various roles involved in the passage of a bill.

Feedback on the role play scenario has been very positive and it will continue to be offered to secondary school students that visit the Legislative Council Chamber.

Rum Hospital Exhibition and Sydney Open 2015

The Rum Hospital exhibition which was on display through April was a great success and received very positive feedback. The story boards created for the exhibition will be used for the rest of the year to continue the celebration of the 200th anniversary of the Rum Hospital.

The Parliament has again been invited to participate in Sydney Open which this year was held on 6 November 2016. The story boards created for the Rum Hospital exhibition will enhance the visitor experience during Sydney Open.

Fostering scholarship

The following papers were published this year by Departmental staff:

- D Blunt and A Stedman, 'The New

South Wales Legislative Council's oral history project; Australasian Parliamentary Review, Winter 2016, Vol. 31, No.1.

- D Blunt, V Mignacca and S Ohnesorge, 'Parliamentary privilege: New South Wales still on the cutting edge', Legalwise Seminar 2016, June 2016
- T McMichael, 'Support for vulnerable witnesses', ANZACATT 2016, January 2016
- S Frappell, 'A Case for a Parliamentary Privileges Act for New South Wales', Australasian Parliamentary Review, Winter 2015, Vol. 30, No.1
- B Duffy and S Ohnesorge, 'Out of Step? The New South Wales Parliamentary Evidence Act 1901', Public Law Review, 27/1 2016.

Better engagement with stakeholders: by developing targeted education programs for public sector agencies and other major stakeholders; and continuing to enhance Executive Government awareness and understanding of parliamentary proceedings.

Public sector training on parliamentary privilege

On 10 June 2016, the Clerk presented a paper, co-authored by Velia Mignacca, Principal Council Officer-Procedure and Sharon Ohnesorge, Principal Council Officer-Procedure to a Legalwise seminar (a provider of continuing legal education and legal-related continuing professional development) attended by a number of public service lawyers. The paper examined three instances where the lack of a comprehensive statutory definition of parliamentary privilege in New South Wales has left room for debate about its boundaries.

Review of committee report format and House in Review format

The aim of the committee report format review was to maximise the impact of committee reports by ensuring that they are concise, relevant and to the point.

The project compared Legislative Council committee reports with those produced by other parliaments. The conclusion was that our reports compare well overall and do not require significant change. However a number of minor changes were recommended to increase useability, including compressing the initial sections, moving more important content upfront and reducing the number of appendices. The final phase of the project will take place in the second half of 2016. A focus group session will be held to seek key stakeholders' views on our reports. A staff report writing workshop will be held to discuss strategies for writing shorter, more focused reports. The Chairs' Committee will also be briefed on the project and the move towards concise, relevant and therefore influential reports.

In early 2016, the content and format of House in Review was revised to make it a more accessible and readable document. However, further changes to the format of House in Review have been delayed until full implementation of the new SharePoint environment.

Revised format for committee presentations to community organisations

The aim of this project is to update the videos of members used in presentations, such as the NSW Council of Social Service (NCOSS) workshops, because several of the current videos feature members that have since left Parliament. In proposing to update the videos, it is suggested that they be less formal than the previous videos, to include inquiry case studies and be filmed in diverse locations. A trial has commenced, using predominantly in house equipment and expertise. The Hon Greg Pearce and the Hon Mick Veitch were filmed together talking about the role of committees. The final edited video was successfully used at the Legislative Council in Practice Seminar on 15 June 2016. Further filming of other members will be undertaken during the second half of 2016.

Promote strong stewardship and robust organisational resilience: by continuing to advocate for appropriate funding as an independent entity consistent with the separation of powers; implementing strong fiscal discipline following reductions in operational funding; continuing to examine innovative and cost effective ways to deliver services to members; and enhancing our corporate risk management and resilience in a changing environment.

Implementation of the Parliament's ethics regime

On 1 June 2016, the Premier wrote to the Speaker and the President, indicating the Government's broad agreement with the directions for reform contained in two recent reports of the Legislative Assembly's Standing Committee on Parliamentary Privilege and Ethics and the Legislative Council's Privileges Committee. The reports examined a number of matters regarding a proposed Parliamentary Ethics/Standards Commissioner, the Members Code of Conduct, and the interest disclosures regime. The Premier also expressed a preference for uniform agreements across both Houses and requested that the Parliament develop an approach for reform.

On 21 June 2016, the Speaker and the President responded to the Premier noting that some legislation will be required to give effect to the recommendations of the committees, and that this represents an opportunity to progress a number of integrity-based measures as well as certain administrative reforms at the Parliament. These include:

- Parliamentary Privilege legislation (NSW is the only Australian jurisdiction without such legislation)
- Modernisation of the *Parliamentary Evidence Act 1901* as it relates to the operation of committees

- Parliamentary service legislation providing a legislative basis for the employment of the staff of the three parliamentary departments.

The Speaker and the President have noted that consistent with the doctrine of the separation of powers, the above matters should be dealt with by the Presiding Officers. The President will primarily oversee the preparation of relevant exposure drafts, while the Speaker will primarily oversee a review of the Members Code of Conduct. The Speaker and the President are committed to a collaborative approach and work on these matters will be prioritised during the latter half of 2016.

Furthering secondment opportunities

Following participation in the Australian Senate's secondment program, over the past year officers of the Legislative Council have undertaken secondments to the Department of Premier and Cabinet (Panel of Experts - Political Donations), the Department of Justice (Tink Review into Police Oversight) and the Royal Commission into Institutional Responses to Child Sexual Abuse.

During 2015-2016 Teresa McMichael, Director in the Committee Office was seconded to the Department of Premier and Cabinet from July to August 2015 to provide secretariat support to a review of police oversight in New South Wales, led by former shadow Attorney-General Andrew Tink. Ms McMichael found the short secondment to be a great learning experience and opportunity to broaden her skills.

Madeleine Foley, Director in the Committee Office will be undertaking a six month secondment in 2016-2017 to the Royal Commission into Institutional Responses to Child Sexual Abuse.

Optimise the Parliament's physical infrastructure: by continually assessing security risks and improving systems, infrastructure and culture to ensure a secure environment while maintaining

public accessibility; effectively managing a capital works program for Parliament House and other offices to function effectively as contemporary, safe and accessible workplaces; preserving; restoring; and enhancing the heritage of Parliament House; and continuing to innovate and adopt environmentally sustainable practices.

Refurbishment of member's offices in the tower block

In 2015-2016 Parliamentary Facilities Branch oversaw the refit of the Tower Block offices, including the offices of Legislative Council members and their staff to replace 1980s furniture, fittings and equipment, which were no longer serviceable and did not meet work health and safety requirements

Better utilisation of the Departmental workspace on level 8

In May and June 2016 the Department's common area on level 8 was refurbished, with a wall being removed to open space and provide natural light from the Fountain Court to the area.

Development of inter-parliamentary relationships and education: by continuing our relationship, including capacity building with the National Parliament of the Solomon Islands and the Bougainville House of Representatives, as well as sharing our experience to advance parliamentary institutions generally; and supporting sister-state relationships and NSW trade opportunities through parliamentary diplomacy.

Ongoing programs to support the Solomon Islands and Bougainville

Due to a decrease in Commonwealth funding from the Department of Foreign Affairs and Trade (DFAT) and the subsequent cessation of the Twinning Co-ordinator role there was a reduction in activity levels for the reporting period. Nonetheless a number of important activities were undertaken, including:

- 2 July 2015: Official visit to the New South Wales Parliament by the Speaker and Clerk of the National Parliament of Solomon Islands and the Deputy Speaker of the Autonomous Region of Bougainville House of Representatives.
- 27 November 2015: A meeting of Pacific Parliamentary Development Practitioners was held at the New South Wales Parliament. Representatives attended from the United Nations Development Program (UNDP) and the Australian (state and federal) and New Zealand parliaments.
- 30 March-1 April 2016: Representatives from New South Wales Parliament travelled to Buka to assist with a UNDP funded induction program for new members of the Autonomous Region of Bougainville's House of Representatives elected at the 2015 general election.
- 4-6 April 2016 and 6-8 June 2016: the New South Wales Parliament supported and facilitated the delivery of a customised version of the Parliamentary Law, Practice and Procedure (PLPP) Program in Honiara.
- 30 May-June 2016: The four women parliamentarians in the House of Representatives of the Autonomous Region of Bougainville, including the Deputy Speaker, the Hon Francesca Semoso visited the New South Wales Parliament.
- 27-30 June 2016: Mr Stephen Frappell, Clerk Assistant-Procedure and Ms Jenelle Moore, Principal Council Officer in the Council together with Ms Rachel Simpson, Director - Table & Chamber Services in the Legislative Assembly travelled to Honiara to deliver a procedure workshop for parliamentary staff.

The funding allocated to twinning by DFAT for 2015-2016 was at a reduced level than previous years. This necessitated the abolition of the Twinning Co-ordinator role, and the transfer of management of the project on 1 July 2015 to the Senior Management Group. On 30 June 2016, the funding provided by

the Department of Foreign Affairs and Trade to administer the Twinning Program ceased completely.

The Parliament of NSW remains committed to the twinning relationship with the National Parliament of Solomon Islands and the Bougainville House of Representatives. Efforts are underway to secure new sources of funding to enable the continuation of institution building programs. Further to this initiative, links to these parliaments will continue to also be developed through delegation visits.

Transfer of the administration of the NSW Branch of the Commonwealth Parliamentary Association to the Legislative Council

The Commonwealth Parliamentary Association (CPA) is made up of parliamentarians united by a commonality of interest, respect for the rule of law and the rights and freedom of individual citizens, and the pursuit of positive ideals of parliamentary democracy.

The Association's mission is to promote the advancement of parliamentary democracy by enhancing knowledge and understanding of democratic governance. This mission is achieved through a range of programs and activities for parliamentarians and parliamentary staff.

Administrative support is provided to the NSW Branch by the Honorary Assistant Secretary-Treasurer. Under the Constitution of the NSW Branch, the positions of Honorary Secretary-Treasurer and Assistant Honorary Secretary-Treasurer rotate between the Legislative Assembly and Legislative Council each parliament. Although, for the last 30 or more years, the NSW Branch of the CPA had been the responsibility of the Legislative Assembly.

The Clerk of the Parliaments assumed the position of Honorary Secretary-Treasurer following the first annual general meeting of the CPA NSW Branch in the 56th Parliament

on October 2015.

Delegation visits to and from sister states

A delegation from the Seoul Metropolitan Council was received in early May 2016. This successful visit included a site visit to a Centrelink office in Ryde, meetings with the Federal Department of Social Services and the Department of Family and Community Services, a briefing by parliament staff and lunch hosted by the President.



Planning ahead for the Department of the Legislative Council

The Department recently updated its Strategic Plan to detail key priorities for the period 2016-2017. The core business of the Department of providing advisory, research and support services remains the same. Several projects from the 2015-2016 year will be continued and further developed. Key projects to be initiated are:

- Provide targeted training for members and staff, particularly Temporary Chairs and new members. Training to include Friday ‘debriefs’ on sitting weeks and a review of the online learning modules in early 2016
- Engage professional editing and publishing of *The Annotated Standing Orders of the Legislative Council* by the end of 2016
- Continue work towards the publication of the second edition of the *New South Wales Legislative Council Practice* in 2017-2018
- Review the on-line procedural training modules made available to members and their staff
- Publish the monograph of Stage 2 of the Oral History project, relating to the 1978 reconstitution of the Council as a directly elected body, and beginning Stage 3: The Egan Cases
- Work with the other parliamentary departments in the implementation of SharePoint and the preparation of the business case for a ‘Table Office Production System’ similar to the Commonwealth Parliament
- Undertake wholesale review of the content and production of the Journals, with a view to progressing the preparation of the Journals of the 55th Parliament
- Improve access to information about the Legislative Council including continued participation in the delivery of a new undergraduate course on Parliament and Democracy at the University of Sydney
- Develop a new course for the private sector legal profession on parliamentary privilege
- In consultation with Department of Parliamentary Services and the Legislative Assembly continue to build the Legislative Council Twitter account and enhancing engagement through other social media platforms, the intranet and Parliament internet page news items
- Publish online the recently digitised parliamentary records from 1824-1901, and audit relevant metadata
- Working with the Departments of Parliamentary Services, and Legislative Assembly to contribute to the Women in Parliament exhibition in 2017
- Participate in the Sydney Open 2016.
- Expand training for public sector agencies, including offering seminars on parliamentary privilege, and continue to run “Legislative Council in Practice” session
- Complete the review of the format of committee reports and review the format of House in Review
- Support the implementation of reforms to the Parliament’s ethics regime for members arising from the recommendations of the Legislative Council and Assembly Privileges Committees
- Investigate further opportunities for training and secondments for staff to facilitate their ongoing professional development
- Contribute to ongoing programs for strengthening parliamentary institutions with our twinned parliaments in the Solomon Islands and Bougainville, including through secondments, training and mentoring programs in the areas of procedure, administration and committees. Examine alternative sources for funding to support these activities following the end of the DFAT grant.
- Host the Presiding Officers and

- Clerks Conference in July 2017 and the Australian and Pacific Regional CPA Conference in November 2017
- Support and coordinate delegation visits to and from sister states.

The Legislative Council's Strategic Plan and the Parliament's Strategic Outlook are both available on the Parliament's website.

Legislation

Constitution Act 1902

The principal Act governing the Legislative Council is the Constitution Act 1902. The key sections of the Act are:

- section 3 – Definitions
- section 5 - General legislative powers of the Legislature
- section 7A - Referendum for Bills with respect to Legislative Council and certain other matters
- section 10A - Prorogation of Parliament
- section 14A - Disclosure of pecuniary interests and other matters by Members
- section 15 - Standing Rules and Orders to be laid before the Governor
- part 3, Division 2 - Special provisions relating to the Legislative Council.

Other legislation impacting on the Legislative Council includes:

Parliamentary Evidence Act 1901

Parliamentary Electorates and Elections Act 1912

Imperial Acts Application Act 1969

Parliamentary Papers (Supplementary Provisions Act) 1975

Election Funding, Expenditure and Disclosures Act 1981

Public Finance and Audit Act 1983

Interpretation Act 1987

Independent Commission Against Corruption Act 1988

Parliamentary Remuneration Act 1989

Subordinate Legislation Act 1989

Public Interest Disclosures Act 1994

Parliamentary Precincts Act 1997

Defamation Act 2005

Election Funding, Expenditure and Disclosures Amendment Act 2012

Local Government Amendment (Members of Parliament) Act 2012

Members of Parliament Staff Act 2013

The above legislation and all New South Wales acts, regulations, planning instruments and other statutory instruments are published online at **www.legislation.nsw.gov.au**. This site is maintained by the Parliamentary Counsel's Office.

In the House

Providing support to enable the Legislative Council to fulfil its role as a representative and legislative body.

Providing services to ensure members of the Legislative Council are supported to fulfil their parliamentary duties.

Enhancing knowledge of the standing orders and procedures of the House.



Overview

The core business of the Department is to provide advisory, research and support services to the House and its committees. When the House is sitting staff from across the Department – the Office of the Clerk, the Procedure Office, the Committee Office and the Office of the Black Rod – are focused on supporting members and the House.

Clerks-at-the-Table provide expert advice on Council procedures to the President and members and record the proceedings of the House. Chamber and Support staff convey messages between ministers and their advisers and convey messages and papers to members.

Outside of the Chamber, Procedure Office staff provide procedural advice and support services to the House and its members.

Passing of Dr John Kaye MLC

In May 2016 Dr John Kaye MLC, a widely respected and admired member of the House passed away.

On 3 May 2016, on the President formally reporting Dr Kaye's death to the House, the House immediately adjourned as a mark of respect.

On 1 June 2016, the Leader of the Government in the Legislative Council moved a condolence motion placing on record the deep sense of loss sustained to the State and the House by the death of Dr Kaye, a member of the House since March 2007. In speaking to the motion, members remembered Dr Kaye for his passion, his energy, his intellect and humour, and his many causes including support of public education and TAFE funding, opposition to privatization of major public infrastructure, electoral and donations law reform, support

for action on climate change, opposition to Tillegra Dam and opposition to greyhound racing. Members of Dr Kaye's family, friends, colleagues and staff were present in the galleries for the debate.



Dr John Kaye MLC, a member of the House from 24 March 2007 to his passing on 3 May 2016

In accordance with the provisions of section 22G (8) of the Constitution Act 1902, His Excellency the Governor was notified that the seat of Dr Kaye had become vacant prior to the expiration of his term of service. The notification was subsequently acknowledged by His Excellency in a message to the Legislative Council. As a result of this process, the procedure for filling the vacancy in the seat previously held by Dr Kaye subsequently commenced and was completed early in the next reporting period.

The Procedure Office

The principle role of the Procedure Office is to support the sittings of the House.

The Legislative Council Procedure Office comprises the Table Office and the Procedural Research and Training team. The

Table Office is primarily responsible for providing procedural advice and support to the President, members and Clerks during sitting days. The Procedural Research and Training team undertakes high-level procedural research and manages a number of training initiatives.

During sitting weeks some of the services provided by the Procedure Office include:

- preparing for sittings of the House through the preparation of notices of motions and other procedural scripts
- managing all bills and amendments in the House
- managing all papers tabled in the House
- managing questions, both written and taken on notice during Question Time
- preparing the official records of the House, including the Minutes of Proceedings and the Notice Paper, but excluding Hansard
- preparing other records of the House, including the live Running Record and weekly House in Review
- preparing and publishing statistics about the Council.

The Procedure Office also provides a range of other support services during both sitting and non-sitting weeks, including:

- providing administrative, research and procedural support to the Privilege and Procedure Committees
- maintaining the records of the House including tabled papers
- providing high level procedural advice on complex constitutional, procedural and privilege matters arising in relation to the House and committees
- coordinating the delivery of training for members and their staff, and other broader audiences
- enhancing community awareness of the role of the Legislative Council through various community access and engagement initiatives such as school outreach visits.

The Procedure Office has 10 established

positions and is led by the Clerk Assistant – Procedure.

Underpinning the Procedure Office's work is a commitment to providing the best possible environment for members to effectively discharge their parliamentary duties and to increase public recognition and awareness of the role of members and the Council.

Support for the new Parliament

Each sitting day the Procedure Office prepares for sittings of the House by assisting members with notices of motions, procedural scripts for complex procedures, amendments to motions and interpretation and clarification of the standing orders.

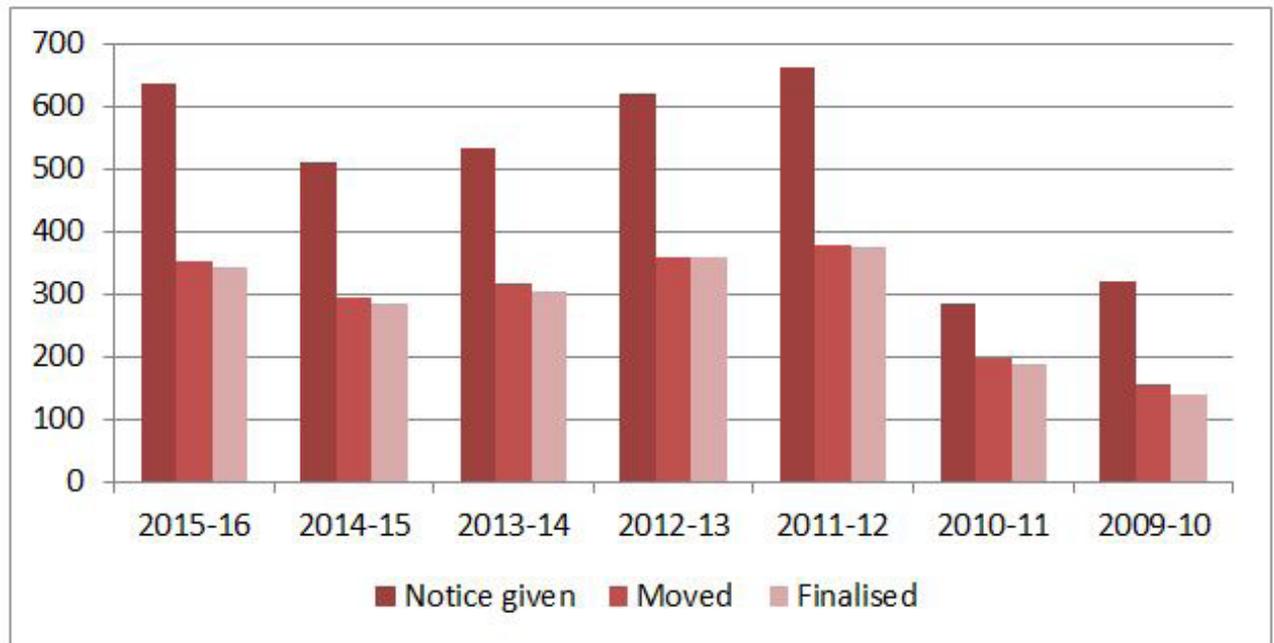
Notices of motion

This year saw an increase in the number of notices of motions given by government, opposition and cross bench members, up from 592 in 2014-2015 to 680 this year. This increase is attributable to the greater number of sitting days in 2015-2016 compared with the previous year, and is in line with the trend in recent years.

The majority of notices of motions given in the House are given by private members. In 2015-2016, 637 notices, representing 94 per cent of the total number of notices given during the year, were given by private members. Of those notices, 351 were considered by the House and 342 were finalised. The volume of private members' business brought before the House remains high and contributes to a heavy workload for the Procedure Office, both in the preparation of notices and in recording their consideration by the House in the Minutes of Proceedings and Running Record.

Private members' business in the Legislative Council

	2015/2016	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
Notice given	637	511	533	620	663	286
Moved	351	293	316	359	379	198
Finalised	342	285	304	360	374	189



Bills

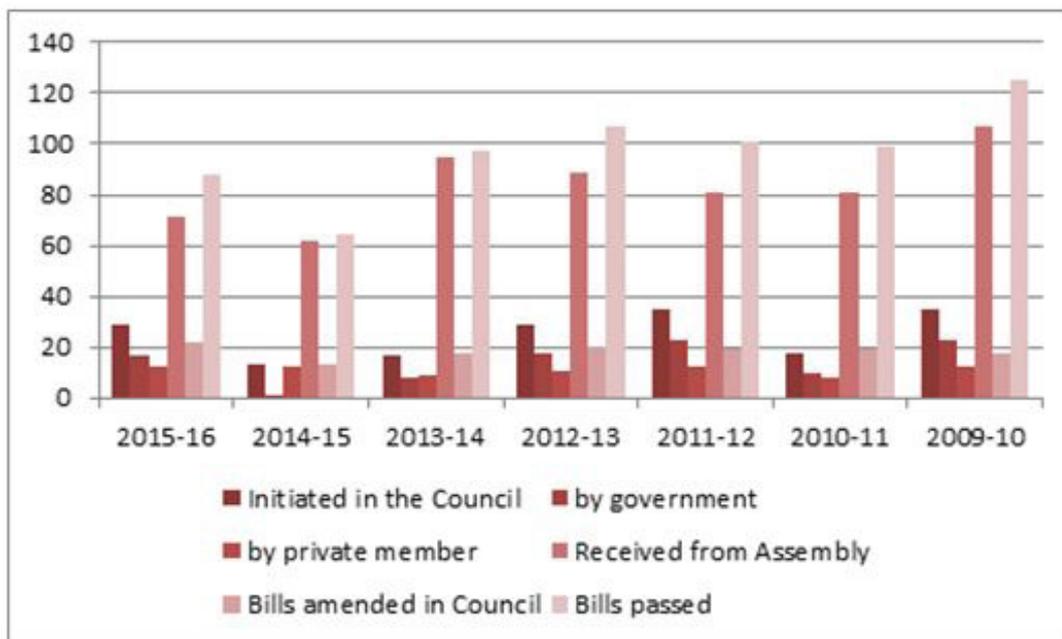
The Procedure Office assists members and their staff with the procedures for the introduction, passage and amendment of bills in the House and by preparing procedural scripts for use by members. The Procedure Office also manages the process for the assent to and registration of bills introduced in the Council and agreed to by both Houses.

The Procedure Office, jointly with the Legislative Assembly, also maintains a bills database which is available on the Parliament's website. As a bill passes each stage, the database is updated, ensuring the most current information is available to members and the public. Amendments to bills are attached to individual bill web pages, allowing members and others who are not in the chamber to access amendments online.

During 2015–2016, 71 bills were received from the Legislative Assembly (all government bills) and 29 were introduced in the Council. Of those bills introduced in the Council, 17 were introduced by the government and 12 were introduced by private members.

	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
Initiated in the Council	29	13	17	29	35	18
- by government	17	1	8	18	23	10
- by private member	12	12	9	11	12	8
Received from Assembly	71	62	95	89	81	81
Bills amended in Council	22	13	18	20	19	19
Bills passed	88	64	97	107	101	99

The Council passed 88 bills during the reporting period. All these bills were government bills.



Amendments to bills

The Procedure Office processes all amendments to bills received from members. Procedure Office staff examine the amendments to ensure their admissibility and to support the Clerk and the Chair of Committees in the management of the committee of the whole process. Amendments are loaded on the Parliament's bills database and circulated to members. Not all amendments circulated are subsequently debated but all are processed prior to the bill being considered in committee of the whole. For more complex bills, the Procedure Office also produces running sheets of amendments to assist the Chair of Committees and members with the order of moving and debating amendments.

During 2015–2016, the House considered 55 bills in committee of the whole, to which 599 amendments were proposed and 99 agreed to by the House.

In total, 16 Legislative Assembly bills were amended by the Council:

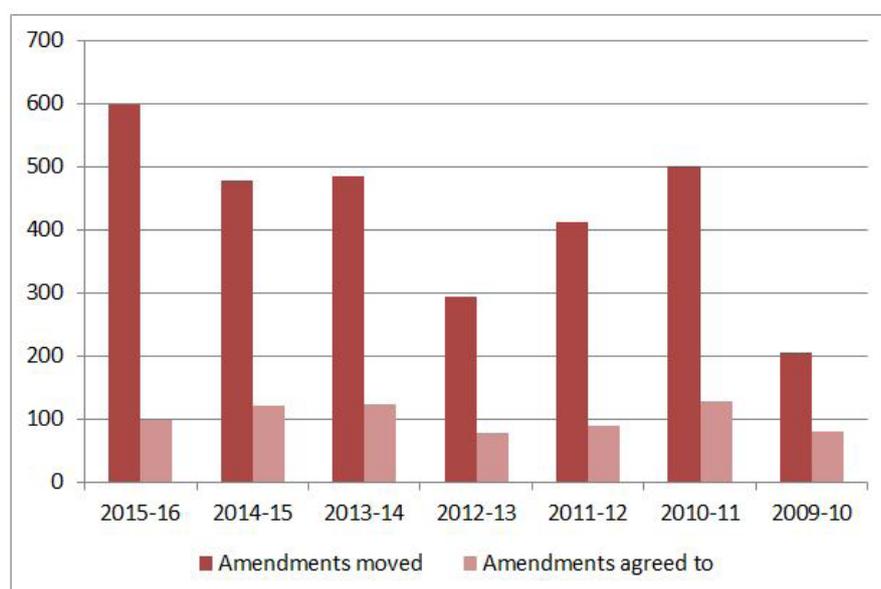
- Assisted Reproductive Technology Amendment Bill 2016

- Associations Incorporation Amendment (Review) Bill 2016
- Biofuels Amendment Bill 2016
- Child Protection Legislation Amendment Bill 2015
- Courts and Other Justice Portfolio Legislation Amendment Bill 2015
- Gaming Machines Amendment (Centralised Monitoring System) Bill 2015
- Government Sector Employment Legislation Amendment Bill 2016
- Greater Sydney Commission Bill 2015
- Impounding Amendment (Unattended Boat Trailers) Bill 2015
- Inclosed Lands, Crimes and Law Enforcement Legislation Amendment (Interference) Bill 2016
- Privacy and Personal Information Protection Amendment (Exemptions Consolidation) Bill 2015
- Residential Tenancies and Housing Legislation Amendment (Public Housing—Antisocial Behaviour) Bill 2015
- State Insurance and Care Governance Bill 2015
- Strata Schemes Development Bill 2015
- Strata Schemes Management Bill 2015
- Workers Compensation Amendment Bill 2015.

Five Council bills were amended in the Council during the reporting period: Biosecurity Bill 2015, Retail Trading Amendment Bill 2015, Statute Law (Miscellaneous Provisions) Bill (No 2) 2015, Data Sharing (Government Sector) Bill 2015 and Coastal Management Bill 2016.

Amendments to bills moved and agreed to by the Legislative Council

	2015/2016	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
Amendments moved	599	478	484	294	412	502
Amendments agreed to	99	121	124	78	88	127



Presentation of the Address-in-Reply to the Governor

At the opening of the Parliament on 5 May 2015, the Governor attended the Legislative Council and gave a speech to members of both Houses which outlined the Government's legislative program for the 56th Parliament. The Address-in-Reply expresses the thanks of members for the Governor's speech. Debate on the Address-in-Reply, which commenced on 6 May, was concluded on 15 September 2015. The Address was presented to His Excellency the Governor by the President and members of the Legislative Council at Government House on 14 October 2015. The Address expressed the thanks of members for His Excellency's speech, and their loyalty to Australia and the people of New South Wales. The members assured His Excellency the Governor that they will faithfully carry out the important duties entrusted to them by the people of New South Wales and join His Excellency in the hope that their labours may be so directed as to advance the best interests of all sections of the community.

On returning, the President reported to the Council on the presentation and the reply of the Governor.



Tabled documents

The Procedure Office assists ministers, members and the Clerk with the tabling of papers in the House. The Procedure Office also ensures that the details of each document are entered in the Minutes of Proceedings and in the tabled papers database. The database forms part of a tabled papers series which contains all documents presented to the House since 1856.

During 2015-2016, 1190 documents were tabled in the Legislative Council, the majority of which were annual reports of government departments and agencies, and statutory instruments. Other types of papers tabled in the House included returns to orders for the production of State papers, petitions, reports from parliamentary committees and messages from the Governor of New South Wales and the Legislative Assembly.

Orders for papers

In 2015-2016 there was a significant reduction in the number of orders for the production of papers agreed to, in contrast to previous years. Only five orders were agreed to in the reporting period, with the number agreed to during the past five years of the Coalition Government peaking at 26 in 2013-2014. Of the five orders agreed to, two were initiated by The Greens and three by the Opposition. Four of the orders were agreed to as formal business, without debate, and one was agreed to after priority was afforded to the motion following the suspension of standing and sessional orders.

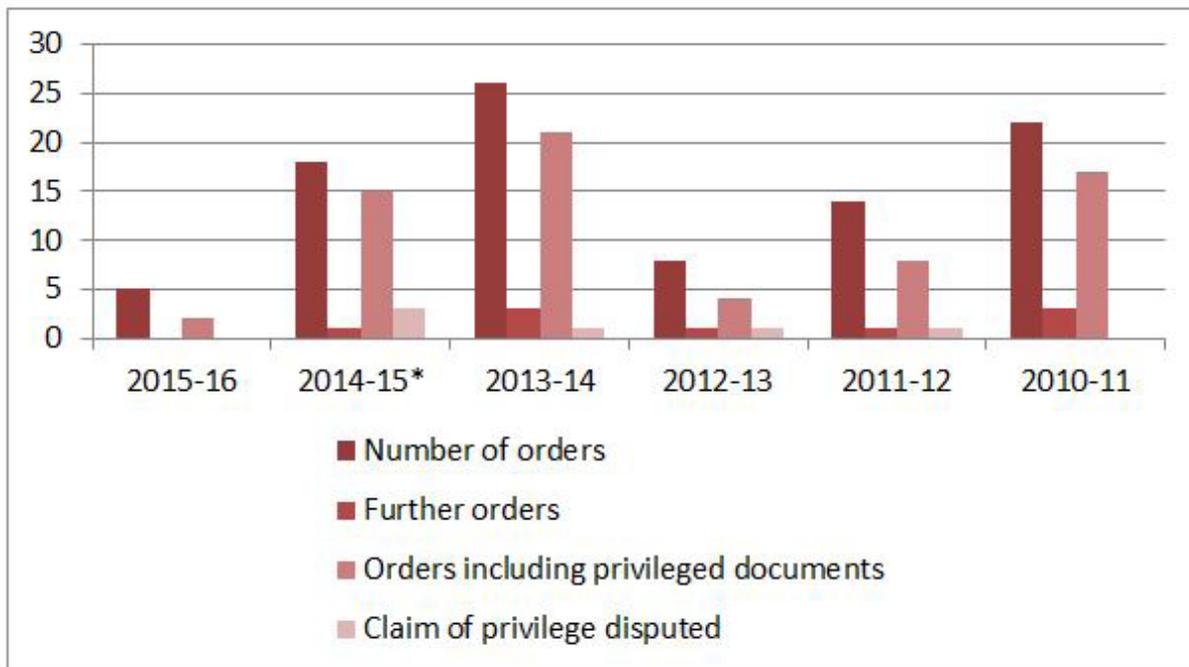
The orders related to the following issues:

- greyhound welfare
- the Learning Management and Business Reform Report
- the under-dosing of chemotherapy patients
- budget finances for 2016-2017
- the 2016-2017 Budget.

During the reporting period 26 boxes of papers were returned and processed by the Procedure Office, three of which contained documents over which privilege was claimed and which were only available to be viewed by members of the Legislative Council. While standing order 52 makes provision for members to dispute the validity of a claim of privilege made over documents received, no such disputes were received by the Clerk during the 2015-2016 reporting period. This similarly stands in contrast to trends over previous reporting periods.

Orders for Papers	2015/16	2014/15*	2013/14	2012/13	2011/12	2010/11
Number of orders	5	18	26	8	14	22
Further orders	0	1	3	1	1	3
Orders including privileged documents	2	15	21	4	8	17
Claim of privilege disputed	0	3	1	1	1	0

*Includes returns received on 9 and 10 July 2014 in accordance with orders made during the reporting period.



Orders for papers from statutory bodies – Greyhound Racing NSW

While there was a significant drop in the overall number of orders for papers in 2015, one of the orders raised significant issues in relation to the power of the House to order the production of state papers.

On 9 September the Legislative Council agreed to an order for the production of papers from Greyhound Racing NSW. Whereas other orders for the production of papers are routinely complied with, on this occasion no return was received. Correspondence from the Department of Premier and Cabinet noted that Section 5 of the *Greyhound Racing Act 2009* states that Greyhound Racing NSW does not represent the Crown and is not subject to direction or control by or on behalf of the Government. This was possibly the second time that Greyhound Racing NSW had failed to provide papers in response to an order of the House.

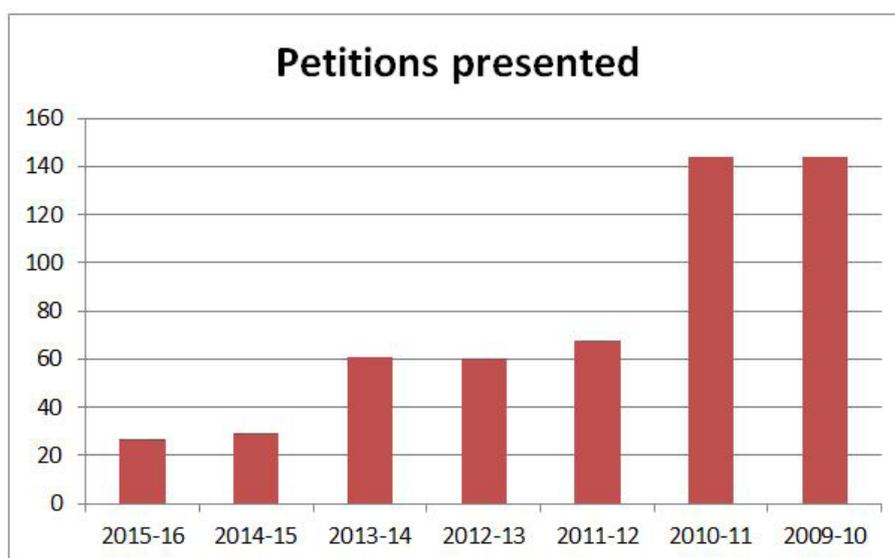
On 18 November 2015, the President made a statement in the House concerning the matter, noting the seriousness of non-compliance with an order of the House and advising that the Clerk, with his concurrence, had sought advice from Mr Bret Walker SC on the legal issues raised. The President then tabled the advice of Mr Walker, which argued that bodies with public functions, such as Greyhound Racing NSW, are amenable to orders for papers addressed to them directly by the Council, and are compelled to comply with such an order. Failure to do so would result in the responsible officer being in contempt of Parliament.

The next day Dr John Kaye (The Greens) gave notice of a motion reaffirming the original order for papers and ordering that the Clerk communicate the terms of the order for papers directly to the Chief Executive Officer of Greyhound Racing NSW. The matter has since been resolved in the next reporting period and will be reported on fully in next year's annual report.

Petitions

During 2015-2016, 27 petitions were presented to the House relating to 19 different issues. Six petitions were presented on more than one occasion. The petitions comprised over 155,000 signatures.

	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
Petitions presented	27	29	61	60	68	144



As in previous years the petitions received by the House varied substantially in subject matter, frequency and the number of signatories. In the last three reporting periods the presentation of petitions with a greater number of signatories was noted. Despite the significant reduction in the overall number of petitions presented the trend towards petitions supported by a greater number of people continued in 2015-2016, with nine petitions presented with more than 1,000 signatures.

As reported in the previous financial year, the Procedure Committee had tabled a report recommending that the House amend standing order 68 to require a minister to table a response to petitions presented to the House with 500 or more signatories. A temporary sessional order was readopted in the first session of the 56th Parliament to require a government response to petitions with 500 or more signatures. Responses were received to the 16 petitions presented during the reporting period that met this requirement.

A full list of petitions presented in the 56th Parliament and information regarding the preparation and presentation of petition is available on the Legislative Council's website. Information regarding petitions requiring responses and due dates for responses and links to published responses are published on the Parliament's website.

Questions and answers

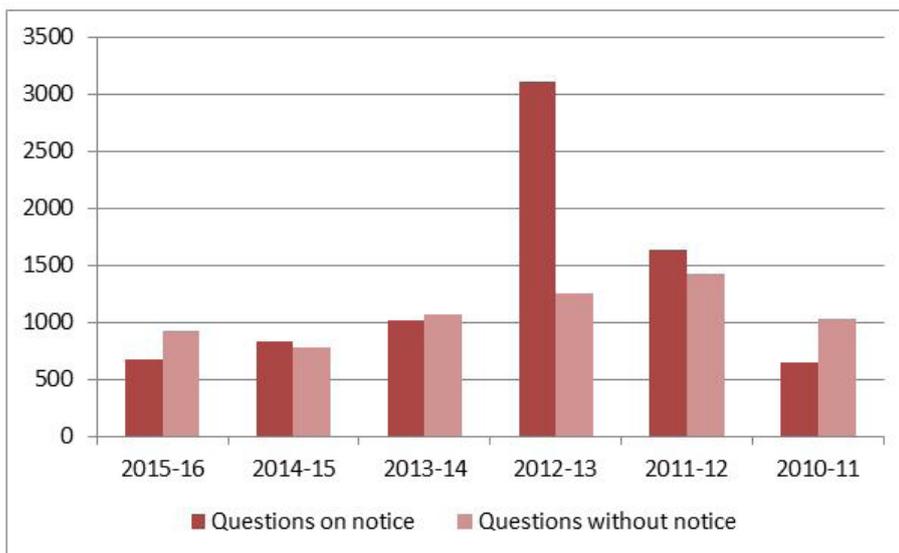
During 2015-2016, a total of 1597 questions were asked by members of the Legislative Council.

A total of 670 questions on notice were lodged during the reporting period, a decrease of 160 questions on the previous year. This decrease occurred notwithstanding the fact that the House sat for 51 days this reporting period and only 39 sitting days in 2014-2015. The average number of questions lodged per day was 13, which represents an average decrease of eight questions per day compared to the two previous reporting periods.

A total of 927 questions without notice were asked in Question Time during the reporting period. This was an increase of 147 from 2014-2015. However, the average number of questions asked each Question Time was 19, which was a decrease of two questions per day compared to the two previous reporting periods.

Questions in the Legislative Council

	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
Questions on notice	670	830	1,011	3,108	1,637	649
Questions without notice	927	780	1,072	1,255	1,423	1,031



Recording the proceedings of the LC

In 2015-2016, the Procedure Office continued to ensure that draft editions of the House business papers – the Minutes of Proceedings, the Notice Paper and the Questions and Answers Paper – were completed within a short time after the adjournment of the House each sitting day and made available on the Parliament's website.

Final versions of the business papers were also produced following thorough proof reading and verification of relevant material.

The Procedure Office continued to prepare the Statutory Rules and Instruments Paper, which is published weekly during sittings and monthly when Parliament is in recess. The Paper is available on the Parliament's website.

The records of each session of Parliament including the indexed Minutes of Proceedings and certain other records and documents of the House are bound and published as the official journal of the Legislative Council. During the reporting period, the Procedure Office finalised the Journals of the Minutes of Proceedings for the 54th Parliament.

In 2015-2016, the Procedure Office continued to publish on the Parliament's website the Running Record, a real-time record of proceedings in the House. Feedback on the Running Record remains positive. Similarly, the Procedure Office continued each sitting week to publish on the Parliament's website the House in Review, providing a summary of the key events that week, including the passage of legislation and interesting procedural developments.

Recording proceedings in committee of the whole in the Minutes of Proceedings

In 2016, the Procedure Office commenced a trial of the capture of proceedings in committee of the whole in the official Minutes of Proceedings. While proceedings in committee of the whole are published in Hansard, they had previously never been included in the official Minutes of Proceedings. Rather they have historically been published in a separate volume known as the Legislative Council Proceedings in Committee of the Whole, which is not readily available publicly.

The trial was undertaken in order to increase the accessibility of the proceedings in committee of the whole to members and their staff, officers of the Parliament, public sector agencies and the public.

During the trial period, the House considered twenty bills in committee of the whole, with a total of 176 amendments being moved in the House. The Procedure Office managed the additional workload of capturing these proceedings in the Minutes of Proceedings without any significant delay to the publication of the Minutes each sitting night.

The trial was very positively received by all stakeholders, and the capturing of committee of the whole proceedings in the Minutes has now been adopted as standard practice, subject only to the caveat that very complex committee of the whole proceedings that conclude late into the night or early morning may not be ready for publication in the draft Minutes, but will be included in the Minutes of Proceedings that are finalised at the conclusion of the sitting week.

Providing research and support on procedural matters

In 2015-2016, the Procedure Office continued to provide high level procedural research and advice, both during sitting weeks and in non-sitting weeks. Issues addressed in research material produced during the reporting period included:

- Background to standing orders 226(2) and (3) concerning the inclusion in committee reports of draft bills, and the engagement of the Parliamentary Counsel's Office in the preparation of such bills
- The status of the Office of the President and the administration of the Parliament during the 2015 election period, together with related correspondence to the Premier
- Orders for papers from statutory corporations and other such bodies
- The scope of a parliamentary privileges bill
- The sessional orders of particular interest to the role of a whip in the House
- Matters of privilege connected with proceedings in the Supreme Court in the matter of *Obeid & Ors v Ipp and Ors*
- Questions concerning orders for papers and claims of executive privilege in New South Wales.

The Procedure Office also coordinated responses to posts on the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) list server. These requests related to a wide range of topics including:

- Pairing arrangements
- Publication of documents provided to a committee
- Cognate bills and the same question rule
- E-petitions
- Parliament's participation in court proceedings
- Sitting hours and organisation of business
- Citizen's right of reply.

Responses were prepared by staff from across the Department.

In addition, as in previous years, the Procedure Office continued to contribute to and coordinate the Council's entry in the ANZACATT journal and the journal of the Society of Clerks-at-the-Table in Commonwealth Parliaments.

Key Projects contributed to by the Procedure Office in 2015-16

The Annotated Standing Orders of the LC

The second draft of the Annotated Standing Orders has been finalised. A comprehensive proofreading exercise is now being undertaken and queries and edits are being addressed in a third draft. The third draft will be submitted for professional editing and publication before the end of 2016.

Second edition of New South Wales Legislative Council Practice

During the reporting period, work continued on the second edition of New South Wales Legislative Council Practice, with the review and rewrite of the chapter on parliamentary privilege finalised.

Developments concerning the Code of Conduct for Members, a Commissioner for Standards and the interest disclosure regime

In 2014 the Privileges Committee tabled a report entitled 'Recommendations of the ICAC regarding aspects of the Code of Conduct for Members, the interest disclosure regime and a parliamentary investigator'. The report made significant recommendations for reform of the ethics regime for members, picking up recommendations made by the ICAC in its report entitled *The Assembly Privileges and Ethics Committee published a report with similar but not the same recommendations.*

The [Legislative Council Privileges Committee report](#) and the [Legislative Assembly Parliamentary Privilege and Ethics Committee report](#) can be viewed on the Parliament House website.

On 22 June 2016, the President tabled correspondence from the Premier advising that the Government agreed in principle with the recommendations of the Legislative Council and Legislative Assembly Privileges Committees. However, the correspondence went on to note that the recommendations differed in some respects and to request that the two Houses work together to provide a single set of recommendations. The correspondence also indicated that the Government was open to considering other reforms that may assist in improving the integrity, transparency or operations of Parliament.

The President further tabled correspondence in reply to the Premier from the Presiding Officers agreeing to the Premier's request and outlining their proposed approach. The correspondence noted that in view of the likelihood that recommendations arising from the two committees will necessitate legislative change, the Presiding Officers were of the view that the opportunity should also be taken to address and resolve a number of related areas of uncertainty in respect to parliamentary privilege, in particular the absence of comprehensive legislation concerning the application of privilege in New South Wales.

Collectively, these matters will be a primary focus of the Legislative Council and the Procedure Office throughout 2016-2017.

Procedural Training

During the reporting period, the Procedure Office was heavily involved in the preparation and delivery of induction training for members and staff.

Training for new Chairs of Committee

One of the key projects identified in the Department's Strategic Plan for 2015-2019 was the provision of targeted training for Temporary Chairs. In March and May 2016, the Procedure Office provided two training sessions in the procedures of the House and committees for newly appointed Temporary Chairs. The training sessions canvassed the key functions of the Chair such as maintaining order, allocating the call and putting the question on procedural motions, and involved a detailed role play on procedure in committee of the whole. The sessions were well received by the Temporary Chairs.

Training in committee of the whole procedures for staff

In 2016 the Clerk of the Legislative Council held a training seminar on procedure in committee of the whole for Clerks at the Table. The seminar provided an opportunity to discuss the practical operation of recent changes on procedure, following a move to the consideration of bills 'as a whole' (see 2014-15 annual report), and to consolidate a unified practice in committee. The seminar also provided an opportunity for the Procedure Office to roll out a new online training resource, which has been made available to all senior staff.

School outreach presentations

The Procedure Office continues to liaise with the Committee Office to identify opportunities to participate in school outreach programs. A school outreach program comprising of two sessions was held on 26 May 2016 with commerce and legal studies from Narooma High School.

University of Sydney 'Parliament and Democracy' course

In the second half of 2015, the University of Sydney and the two Houses collaborated in the delivery of a new unit of study for second and third year undergraduate students entitled 'GOVT3997 Parliament and Democracy'. The unit is designed to place parliament within democratic theories, but also to expose students to the realities of parliamentary practice.

As part of the course, four of the 13 lectures in the unit were delivered at the Parliament over September and October 2015, and were led by parliamentary staff and current and former Members. The sessions covered:

- An overview of the business of Parliament.
- Dealing with legislation.
- The relationship between Government, Opposition and the crossbench.
- The role of parliamentary committees.

Twenty-seven students enrolled in the first offering of the unit and the feedback on the sessions held at the Parliament was overwhelmingly positive.

Professor Rodney Smith from the University, with the assistance of the Parliament, will be offering the course again in the second semester of 2016.

Privileges Committee and Procedure Committee

The Procedure Office provides administrative, research and procedural support to the Privileges Committee and the Procedure Committee.

Privileges Committee

The Privileges Committee considers matters relating to parliamentary privilege referred to it by the House or the President. The Committee also considers requests for a right of reply to statements made in the House by members and undertakes functions relating to members' ethical standards under Part 7A of the *Independent Commission Against Corruption Act 1988*.

Members

The Hon. Matthew Mason-Cox (Chair)

The Hon. Peter Primrose (Deputy Chair)

The Hon. Greg Donnelly

Dr Mehreen Faruqi

The Hon. Trevor Khan

The Hon. Natasha Maclaren-Jones

Reverend the Hon. Fred Nile

The Hon. Dr Peter Phelps

Inquiries undertaken

The Privileges Committee can only consider matters referred to it by the House or the President, and consider requests for a right of reply. During the reporting period, no referrals were made to the Committee, and no requests were received for a right of reply.

Under paragraph 10 of the resolution appointing the Parliamentary Ethics Advisor, the Privileges Committee is required to meet with the Advisor (Mr John Evans) annually. The Committee met with Mr Evans on 19 November 2015.

Further information on the Privileges Committee is available on the [website](#).

Procedure Committee

The Procedure Committee is required by standing order to consider any amendments to the standing orders, propose changes in practice and procedures of the House and consider any matters relating to procedures referred to it by the House or the President.

Members

The Hon Don Harwin, President and Chair

The Hon Trevor Khan, Deputy President

Revd the Hon Fred Nile, Assistant President

The Hon Duncan Gay, Leader of the Government

The Hon John Ajaka, Deputy Leader of the Government

The Hon Adam Searle, Leader of the Opposition

The Hon Walt Secord, Deputy Leader of the Opposition

The Hon Dr Peter Phelps, Government Whip (to 22 March 2016)

The Hon Natasha Maclaren-Jones, Government Whip (from 21 April 2016)

The Hon Shaoquett Moselmane, Opposition Whip

The Hon Robert Borsak

Dr John Kaye (to 30 May 2016)

Dr Mehreen Faruqi (from 30 May 2016)

The Hon Ben Franklin, Deputy Government Whip

Inquiries undertaken

In 2015-2016, the Procedure Committee commenced one inquiry into whether the standing orders should be amended to allow a member with a child under four years of age to bring that child into any part of the House reserved for members while the House is sitting, and whether there were alternative mechanisms for recording the votes of members in divisions that could be adopted to better accommodate the needs of members caring for young children

The inquiry was referred to the committee by the President on 23 February 2016. It was initiated in response to an incident in August 2015 when a member who had care of her daughter was initially prevented from taking part in a division in the House.

The inquiry received submissions from twelve other parliamentary jurisdictions – nine Australian parliaments and from the parliaments of New Zealand, Scotland and Wales. A number of these parliaments have also recently examined the issue of allowing young children in the care of Members to accompany them onto the floor of the House.

The Inquiry was finalised in the next reporting period and the outcome will be discussed in the 2016/17 annual report.

Further information on the Procedure Committee is available on the [Parliament House website](#).

Looking ahead

The Procedure Office will be working towards achieving a number of priorities in 2015-2016, including those that have been identified as key projects in the Department's 2015-2019 Strategic Plan.

The following activities will be priorities during 2016-2017:

- the publication of the Annotated Standing Orders of the Legislative Council
- work with the other parliamentary departments in the implementation of SharePoint
- assisting with reform of the Members Code of Conduct, the interest disclosure regime, and the establishment of a Commissioner for Standards, together with the drafting of parliamentary privileges legislation in New South Wales.

Staff from the Procedure Office will also continue to contribute to the Parliament's training and development activities with the National Parliament of Solomon Islands and the Bougainville House of Representatives. This work seeks to support and develop parliamentary democracy within the Asia-Pacific region.

In Committees

Supporting members' participation in committee work.

Increasing public awareness and debate on issues under consideration by the Parliament.



Overview

Legislative Council committees are one of the Council's key mechanisms to scrutinise executive activity and to examine issues in the public interest. This is achieved by undertaking inquiries.

Committee inquiries enable members to examine an issue in more detail than if the matter was considered by the House as a whole. Inquiries also enable members to obtain expert opinions and advice on complex policy matters. Importantly, inquiries allow members of the public and interested groups to participate in the parliamentary process.

Most members of the Council (excluding ministers) are members of one or more of its committees. Members may also be on one or more of the joint standing, statutory and select committees administered by the Legislative Assembly.

Legislative Council committees operate under the authority of the House and share its privileges. In addition, committees are regulated by the provisions of several Acts, such as the *Parliamentary Evidence Act 1901*.

During 2015-2016 there were 14 Legislative Council committees in operation, comprised of five standing committees, six general purpose standing committees (GPSCs) and three select committees, including one joint select committee. Thirteen of these committees were supported by the Legislative Council Committee Office.

In addition, two standing committees, the Privileges Committee and the Procedure Committee, were supported by the Procedure Office. The activities of these committees are discussed on page 36 of this report.

Notable issues examined during the reporting period included the inquiry into reparations for the Stolen Generations in New South Wales, vocational education and training in

New South Wales and an inquiry into the Legislative Council committee system.

The Committee Office

The Committee Office, which currently has 16 staff, provides secretariat support to committees. This involves liaising with stakeholders, organising hearings, preparing the Chair's draft report and providing procedural advice to members. The Committee Office has a flexible structure which means officers are allocated according to inquiry workload instead of being permanently attached to a particular committee. Staff are therefore employed as generalists, who use their diverse backgrounds in law, social policy, economics and political science to support challenging inquiries and prepare effective reports.

The Clerk Assistant Committees is responsible for the Committee Office, supported by three Directors who oversee all of the inquiries. Each inquiry is managed by one of six Principal Council Officers, assisted by one of two Senior Council Officers who provide research support to committees. Each inquiry is administered by one of three Council Officer Assistants and the Council Officer.

The Committee Office was very busy during 2015-2016. As well as managing 75 hearings and forums involving 705 witnesses and preparing 16 committee reports for consideration by the chairs and committee members, the Committee Office also contributed to a number of innovations in enhancing the committee process, including stage one of the review of the format of committee reports and committee presentations to community organisations, and the continued exploration of online consultation methods for committee inquiries, including surveys and social media forums.

Review of the format of committee reports

This year the committee office reviewed the structure and content of committee reports. The aim of the project is to maximise the impact of committee reports by ensuring that they are concise, relevant and to the point.

The first stage of the project implemented minor changes to the report format to improve useability, such as by reducing the initial sections and appendices, and introducing a new section summarising the key issues. The second stage of the project will involve consulting key stakeholders about their views on committee reports, to identify what they value about our reports and what could be improved. The aim of this second stage of the project is to increase the use of plain English writing and implement strategies to write shorter, more focused reports.

Review of the format of committee presentations to community organisations

The committee office undertook a project to update the videos of members used in presentations, as several of the videos featured members that have since left Parliament. A trial commenced, using predominantly in house equipment and expertise. The Hon Greg Pearce and the Hon Mick Veitch were filmed together talking about the role of committees. The final edited video was successfully used at a Legislative Council in Practice seminar on 15 June 2016. Further filming of other members will be undertaken in stage two of the project, with the aim of using completed videos at future National Council of Social Service (NCOSS) workshops.

#WATERINQUIRY

Upper House Committees

Water management and storage matters, particularly in rural and regional areas.

The water augmentation inquiry will examine current and future management of water systems, with a focus on Menindee Lakes, Broken Hill, North Western NSW and South Western NSW.

The terms of reference for this inquiry are available at bit.ly/WaterInquiry.

Submissions

Submissions close 14 August 2016

Submissions can be made at bit.ly/WaterInquiry

Use the Terms of Reference to guide your submission

Committee Membership

The Hon Robert Brown MLC (Chair)	SFF
The Hon Mick Veitch MLC (Deputy Chair)	ALP
Mr Jeremy Buckingham MLC	Greens
The Hon Rick Colless MLC	NAT
Mr Scot MacDonald MLC	LIB
The Hon Matthew Mason-Cox MLC	LIB
The Hon Penny Sharpe MLC	ALP

The committee can be contacted via the secretariat at gpcc5@parliament.nsw.gov.au

www.parliament.nsw.gov.au
 @nsw_upperhouse

Infographic created for Twitter for the inquiry into water

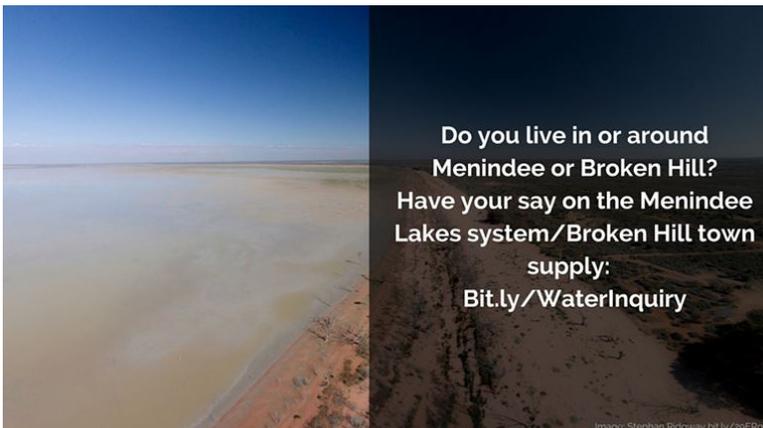
Online consultation methods for committee inquiries

During the financial year the Committee Office has continued to use various forms of social media platforms to promote committee activities, including Twitter, Storify, YouTube and Facebook. These communication methods have been successful in engaging with and seeking feedback from a greater number of community members.

In 2015-2016 the Committee Office explored the use of an online questionnaire to consult with community members during the GPSC No. 6 inquiry into Local Government for New South Wales. The questionnaire generated almost 800 responses from community members that informed the

committee's report and recommendations. The Committee Office will continue to use online questionnaires to consult with community members, if agreed to by the committee.

For the current GPSC No. 5 inquiry into water augmentation the secretariat used Canva, a free online program, to create social media content. This incorporated fonts, images and icons into an infographic that was attached to a tweet advertising the committee's inquiry. The tweet received seven retweets, six favourites and one reply from members, staffers and activists. As Canva includes all the dimensions needed for different social media platforms it is quick for Committee Office staff to create visual content. Infographics will continue to be created within Canva and uploaded to other social media platforms to inform the community of committee activities.



Legislative Council key projects for 2015-2016

A number of committee staff worked on other Legislative Council key projects for 2015-2016. These included contributing to the Annotated Standing Orders project, scanning of Legislative Council documents from 1856 to 1901 for the digitisation project, work on the oral history project and planning for the refurbishment of the department's common area on level 8, which has now been completed.

Parliament-wide projects and working groups

As well as supporting the operations of committees, Committee Office staff also participated in a number of parliament-wide projects, steering committees and working groups. For example, committee staff were heavily engaged with the SharePoint project in 2015-2016, including the migration of Lotus Notes to SharePoint and the launch of the new website in April 2016.

Chairs' Committee

The Chairs' Committee, which is comprised of the chairs of all of the Council's standing, joint standing and select committees, has become an important vehicle to discuss and implement initiatives to improve the functioning of Council committees.

The committee, which was first established in the second half of the 55th Parliament, met on five occasions during that Parliament. Issues discussed by the committee during that time included advertising inquiries in the print media, the trial of a pilot social media strategy, legacy reports and various procedural issues.

During the 55th Parliament there were no Opposition or Greens chairs, so these parties were not represented on the committee. However, with the election of Mr Donnelly and Ms Barham as chairs of GPSC Nos. 2 and 3 respectively at the beginning of the 56th Parliament, both parties are now represented on the Chairs' Committee.

The Chairs' Committee met twice in the reporting year (in August 2015 and March 2016). At these meetings the committee primarily discussed the Select Committee on the Legislative Council Committee System and general issues of interest to chairs, such as the importance of Indigenous cultural awareness training for members.

Overview of committee activity (excluding activities undertaken by the Privileges and Procedure Committees)

Activity	2015/16	2014/15	2013/14	2012/13	2011/12
Meetings	165	139	135	98	143
Inquiries	40	42	30	28	30
Submissions	1121*	1202	1882**	2362***	2153
Hearings and Public Forums	75	56	71	63	86
Witnesses (hearings and public forums)	705	471	592	547	850
Duration of hearings (hours)	279	250	261	276	341
Reports tabled	16	26	18	18	20

*An additional 201 pro-forma responses were also received by the inquiry into Local Government in New South Wales. These responses were not processed or published and are not included in this total of 1,121.

**An additional 1,529 pro forma responses were also received by the inquiry into Greyhound racing in New South Wales. These responses were not processed or published and are not included in this total of 1,882.

***This number does not include an additional 5,224 responses received by the inquiry into same-sex marriage. These additional responses were not processed or published because it was beyond the capacity of the committee to do so within the timeframe for the inquiry.

Detailed information regarding committee report numbers, committee membership and travel and other statistics is provided in Appendices three to seven.



Committee activity

Subject standing committees

The Legislative Council has three subject standing committees that conduct detailed inquiries into complex matters of public policy. These are the standing committees on Law and Justice, Social Issues and State Development. The membership of these committees for both the 55th and 56th Parliaments are listed in Appendix X.

Standing Committee on Law and Justice

Scope

The Standing Committee on Law and Justice conducts inquiries into matters concerned with legal and constitutional issues including law reform, parliamentary matters, criminal and administrative law and the criminal justice system, police, corrective services and juvenile justice, industrial relations, emergency services and fair trading. The committee also has responsibility under section 27 of the State Insurance and Care Governance Act 2015 to supervise the operation of the insurance and compensation schemes established under New South Wales workers compensation and motor accidents legislation.

Inquiries undertaken

The committee completed its inquiry into remedies for the serious invasion of privacy in New South Wales in March 2016. The committee found that the existing statutory and common law framework did not provide adequate protection or remedies for people who have suffered from such invasions, particularly victims of the distribution of intimate images without the subject's consent, commonly referred to as 'revenge pornography'. The report contained seven recommendations – the key one being that legislation be introduced to allow people to sue for serious invasions of privacy.

In April 2016 the committee completed an inquiry into the security classification and management of inmates sentenced to life imprisonment. This inquiry was established in August 2015, soon after it became publicly known that some inmates sentenced to life imprisonment had been reclassified to a medium or minimum security level.

The committee recommended the establishment of a new classification for life imprisonment for those sentenced life imprisonment, as the current security classification system was deemed not to be appropriate for these inmates. In addition, the committee recommended that Corrective Services NSW develop and action a comprehensive communication strategy to educate the public on the operation of the correctional system, and that it introduce a range of measures to improve communication with victims of lifers.

In April 2016, the committee also commenced its first review of the Compulsory Third Party insurance scheme, in accordance with its statutory obligations under the State Insurance and Care Governance Act. The committee received 12 submissions and held one public hearing. The committee reported on 19 August 2016.

Standing Committee on Social Issues

Scope

The Standing Committee on Social Issues conducts inquiries into matters concerned with the social development of the people of New South Wales, including health, education, housing, ageing, disability, children's and community services provided by the government and non-government sector, citizenship, social relations, cultural diversity, recreation, gaming, racing and sporting matters.

Inquiries undertaken

In June 2015, Deputy Premier, the Hon Troy Grant MP, referred terms of reference to the committee for an inquiry into service

coordination in communities with high social needs.

The committee received 50 submissions, held three public hearings and conducted site visits to Mount Druitt, Claymore and Bourke. The committee tabled its report on 11 December 2015, which contained 19 recommendations aimed at better service coordination and a more holistic approach to addressing the needs of individuals and communities across the state.



Welcome message from Bourke High School during the committee's site visit.



Committee members and secretariat in Bourke during the inquiry into service coordination in communities with high social needs.

An inquiry into childhood overweight and obesity was referred to the committee in June 2016 by the Minister for Health, the Hon Jillian Skinner MP. The terms of reference require the committee to examine the current approaches to reduce childhood overweight and obesity in New South Wales, including the coordination between government agencies and the potential for collaboration on strategies with non-government and private sectors. The committee is also required to give consideration to strategies to support children and their parents and carers in making healthier food and lifestyle choices and strategies to support health professionals to identify and address childhood overweight and obesity.

The committee intends to hold public hearings and site visits before tabling its final report by the due date of 3 February 2017.

Standing Committee on State Development

Scope

The Standing Committee on State Development conducts inquiries into matters concerned with state, local and regional development, planning, infrastructure, finance, industry, the environment, primary industry, natural resources, science, local government, emergency services and public administration.

Inquiries undertaken

The committee commenced an inquiry into economic development in Aboriginal communities in August 2015. The inquiry is considering options for the sustainability and capacity building of Aboriginal communities and enterprises, including by leveraging existing networks and structures, and maximising economic development support.

The committee has received 36 submissions and three supplementary submissions, and held public hearings and conducted site visits across the state including in Sydney, the Central Coast, Dubbo, Brewarrina, Tamworth, Guyra and the Far South Coast.

The committee released a discussion paper in July 2016 that drew on the inquiry's evidence to-date to ask for further submissions about what specific actions can be taken to develop strong, self-sustainable Aboriginal communities. The closing date for submissions was 5 August 2016 and the committee will hold a roundtable with inquiry participants and table its final report in Parliament later this year.

The committee is also conducting an inquiry into regional planning processes in New South Wales. The inquiry was established in August 2015 and the committee will be looking at how government measures help stimulate regional development. The committee has conducted hearings in Sydney and regional New South Wales and will report in late 2016.

General Purpose Standing Committees

The Legislative Council currently has six general purpose standing committees, with each committee allocated responsibility for overseeing specific government portfolios where they examine the expenditure, performance or effectiveness of any government department, statutory body or corporation.

These accountability-oriented committees were first appointed by the House in 1997. A distinguishing feature of these committees is that, in addition to receiving references from the House, they have the power to self-refer matters for inquiry and have a majority of non-government members.

The annual budget estimates inquiry is undertaken by the general purpose standing committees. During this reporting period General Purpose Standing Committees Nos 1 to 6 completed the annual examination of the Budget Estimates and related papers for the financial year 2015-2016 with the each committee holding hearings for each of the

portfolios for which it is responsible.

The membership of these committees for both the 55th and 56th Parliaments are listed in Appendix five.

General Purpose Standing Committee No. 1

Scope

In the 56th Parliament General Purpose Standing Committee No. 1 is responsible for the portfolios of Premier, Western Sydney, Treasury, Industrial Relations, Finance, Services and Property, and The Legislature.

Inquiries undertaken

With the exception of Budget Estimates, no inquiries were undertaken in the reporting period.

General Purpose Standing Committee No. 2

Scope

In the 56th Parliament General Purpose Standing Committee No. 2 is responsible for the portfolios of Roads, Maritime and Freight, Transport and Infrastructure, Family and Community Services, Social Housing, Ageing, Disability Services, and Multiculturalism.

Inquiries undertaken

The inquiry into elder abuse was self-referred in September 2015. The committee received 122 submissions and held four public hearings. The committee also pursued a new approach to indigenous engagement, by holding a consultation with Aboriginal Elders conducted as a joint initiative with the Law Society of New South Wales' Indigenous Issues Committee. The consultation was successful and further joint initiatives may be pursued in future. The report was tabled in June 2016. The 11 recommendations are

designed to provide a strong foundation for a comprehensive approach to preventing, investigating and responding to abuse of older people. The recommendations included legislative reform to improve safeguards against financial abuse, and to enable allegations to be investigated by a new Public Advocate.

On 12 May 2016 the committee self-referred an inquiry into child protection. The committee will be looking at how to improve procedures, practices and systems that operate in the area of child protection in New South Wales.

General Purpose Standing Committee No. 3

Scope

In the 56th Parliament General Purpose Standing Committee No. 3 is responsible for the portfolios of Education, Health, Early Childhood Education, Aboriginal Affairs, Mental Health, Medical Research, Women, and Prevention of Domestic Violence and Sexual Assault.

Inquiries undertaken

The committee conducted an inquiry into registered nurses in New South Wales nursing homes. The committee tabled its report in October 2015 and made 17 recommendations to strengthen the regulatory framework governing aged care facilities. The key recommendation was that the New South Wales Government retain the legislative requirement for registered nurses to be on duty in high care facilities (nursing homes) at all times.

Case Study - Inquiry into reparations for the Stolen Generation

Between the late 1800s and 1970s, thousands of Aboriginal children were forcibly removed from their families and communities by the New South Wales Aborigines Welfare Board or the Aborigines Protection Board. Some children were placed in government controlled training homes, or non-government or religious institutions, whereas others were fostered or adopted into white families.

The devastation and trauma caused by these removals was documented in detail in the 1997 *Bringing Them Home* report, from the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children. The report recommended that all those affected by the government's forcible removal policies be provided with financial and non-financial reparations, including an apology and monetary compensation. Following that report, the Federal Government and various state governments, including the New South Wales Government, responded with various measures to address the impacts of forcible removals.

The inquiry into reparations for the Stolen Generations was referred to the committee by the House on 25 June 2015 to consider the implementation of the New South Wales Government's response to the *Bringing Them Home* report and whether more reparations are needed for those who were affected by forcible removals.

Shortly after the commencement of the inquiry, the committee and secretariat staff participated in Aboriginal cultural awareness and inter-cultural communication training. This assisted members and staff to consider the ways in which Aboriginal people and communities could best be engaged

throughout the inquiry.

The committee held 10 public hearings across the state, including in Wagga Wagga, Grafton, Kempsey, Broken Hill, Walgett and Bomaderry. The committee also visited the former Cootamundra Aboriginal Girls' Training Home, Kinchela Aboriginal Boys' Training Home and Bomaderry Aboriginal Children's Home, accompanied by members of the Stolen Generations who were placed in these homes after they were removed from their families.

In an unprecedented step, the committee resolved to commission original Aboriginal artwork for the cover of the report, to capture the unique nature of the inquiry. Indigenous artist Kim Healey provided her artwork entitled 'Trees of Home' for the cover of the report and gave permission for the artwork to be used throughout the report in creative ways.

On 23 June 2016 the committee tabled its unanimous report in the House. Immediately afterwards, members and officers stood to observe a minutes silence in honour of members of the Stolen Generations. The Chair then proceeded to move and speak to the motion to take note of the report. Stolen Generation survivors and their family members, along with other inquiry participants and the Hon Leslie Williams MP, Minister for Aboriginal Affairs, were present in the President's and public gallery during the debate.

The committee recommended that various measures of reparation be provided to those who were forcibly removed under the government's past policies and practices, including monetary payments, healing and memorials. The committee acknowledged the devastating impacts that arose as a result of Aboriginal children being stolen from their family, including their loss of culture, identity and connection to Country.

Members of the committee all spoke in support of the motion. They stressed the need for reparations and emphasised the unanimous agreement that had been reached on the report's 35 recommendations. Following the debate, Stolen Generation survivors and other inquiry participants, including Minister Williams, joined the committee in a morning tea to

mark the conclusion of an important and unique inquiry.

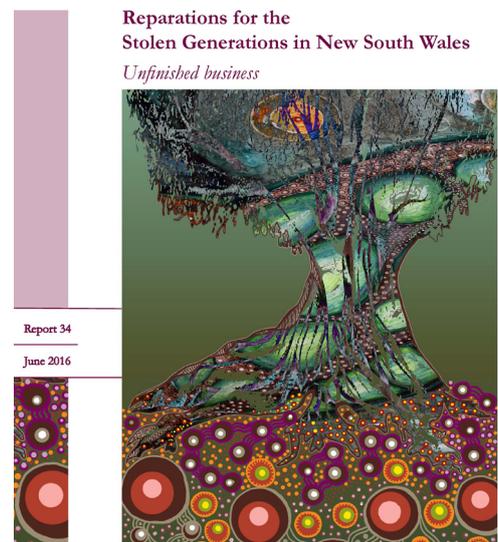


The committee and members of the Stolen Generations during the site visit to the former Kinchela Boys' Home.



LEGISLATIVE COUNCIL

GENERAL PURPOSE STANDING COMMITTEE NO. 3



Committee members with representatives of the Coota Girls Corporation and Kinchela Boys' Home Aboriginal Corporation.

General Purpose Standing Committee No. 4

Scope

In the 56th Parliament General Purpose Standing Committee No. 4 was responsible for the portfolios of Justice and Police, Arts, Racing, Planning, Attorney General, Trade, Tourism and Major Events, and Sport.

Inquiries undertaken

In June 2016, the committee commenced a self-referred inquiry into museums and galleries in New South Wales. The committee will look at state government policy, funding and support for museums and galleries, the proposed sale of the Powerhouse Museum site in Ultimo and relocation to Parramatta, and access to museum collections. It is anticipated that the committee will report by 24 November 2016.

In 2015, following a select committee's inquiry into the Ombudsman's investigation 'Operation Prospect' in February, the committee tabled its report on the progress of the Ombudsman's investigation 'Operation Prospect' on 25 August. The inquiry found that the Ombudsman's investigation was likely to face further delays as a result of the departure of Mr Bruce Barbour on 30 June 2015, the former Ombudsman who had carriage of the investigation since 2012.

General Purpose Standing Committee No. 5

Scope

In the 56th Parliament General Purpose Standing Committee No. 5 is responsible for the portfolios of Industry, Resources and Energy, Primary Industries, Lands and Water, Environment, and Heritage.

Inquiries undertaken

On 22 March 2016, the committee commenced an inquiry into the augmentation

of water supply for rural and regional New South Wales. The committee will look at issues such as the suitability of existing water storages and technologies to mitigate flood damage, as well as issues for specific regions. Hearings commenced in the second half of 2016. It is anticipated that the committee will report by 27 October 2017.

The committee also commenced an inquiry in June 2016 into aspects of the evidence given by the Office of Environment and Heritage to the committee's earlier inquiry into the Wambelong fire, completed in February 2015.

General Purpose Standing Committee No. 6

Scope

In the 56th Parliament General Purpose Standing Committee No. 6 was responsible for the portfolios of Local Government, Regional Development, Skills, Small Business, Innovation and Better Regulation, Corrections, Emergency Services and Veterans Affairs.

Inquiries undertaken

The inquiry into Local Government in New South Wales commenced in May 2015 and examined the government's 'Fit for the Future' reform agenda for local government. The committee received over 200 submissions and held six hearings, including at Cobar, Wagga Wagga and Armidale, and held two public forums. The committee also received almost 800 responses to its innovative online questionnaire seeking feedback from community members. The report was tabled in October 2015 and included a number of findings and recommendations. The key recommendation was that the government commit to a policy of no forced amalgamations, except where a council is severely financially unsustainable or cannot maintain appropriate service provision.

The committee also completed its inquiry into vocational education and training (VET)

in New South Wales, which commenced in June 2015. The inquiry examined numerous issues facing the state's VET system, however a key focus was the government's Smart and Skilled reform and the shift to a contestable training market. The inquiry received a total of 278 submissions and held eight public hearings, five of which took place in various regional areas around the state.

The committee tabled its report on 15 December 2015, finding that a contestable training market will benefit all parts of the sector over time. The committee made 25 recommendations aimed at making Smart and Skilled fairer for both students and providers, as well as improving access to VET more broadly, including for students with a disability and those living in regional, rural and remote areas. The committee also recommended the abolition of the TAFE IT system known as SALM/EBS.

In June 2016, the committee commenced an inquiry into Crown land in New South Wales. The inquiry is considering the management and use of Crown land prior to the government introducing wide-ranging reforms, including new proposed legislation. The inquiry is due to report by 13 October 2016.

Engage
Examine
Inform



Engage
Examine
Inform



Engage
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Inform



Select Committees

Select committees are appointed by the House to examine specific matters. Once a select committee has presented its final report to the House it ceases to exist. The membership of these committees is listed in Appendix five.

Select Committee on the Legislative Council Committee System

Inquiry undertaken

The select committee was established on 25 June 2015 to ensure that the Legislative Council committee system continues to enable the Council to effectively fulfil its role as a House of Review. The inquiry follows the recent commemoration in September 2013 of 25 years of the modern Legislative Council committee system.

Before calling for submissions, the committee published a discussion paper in November 2015 to provide a starting point for stakeholders. The committee subsequently received 20 submissions, conducted one public hearing and held a private roundtable meeting with the President of the Legislative Council and the Clerk of the Parliaments. A second roundtable meeting was held in August 2016. The committee will release its report in the next reporting period.

Select Committee on the Closure of Public Schools in New South Wales

Inquiry undertaken

The select committee was established in June 2015 to inquire into and report on the closure of public schools in New South Wales. The inquiry predominantly focussed on the closure process for Wollombi Public School and the proposed closure of Martins

Creek Public School. The committee received 43 submissions and held one hearing. The report was tabled on 22 October 2015 and contained 10 recommendations. A key recommendation, to keep Martins Creek Public School open until 2019 to support a student with significant special needs was subsequently agreed to by the government.

Joint Standing, Statutory and Select Committees

Members of the Legislative Council also serve on several joint standing and statutory committees, which are administered by the Legislative Assembly. These joint committees are the:

- Committee on Children and Young People (Joint Statutory)
- Committee on Electoral Matters (Joint Standing)
- Committee on Health Care Complaints Commission (Joint Statutory)
- Committee on the Independent Commission Against Corruption (Joint Statutory)
- Legislation Review Committee (Joint Statutory)
- Committee on the Ombudsman, the Police Integrity Commission and the Crime Commission (Joint Statutory)
- Staysafe Committee, also known as the Road Safety Committee (Joint Standing)
- Committee on the Office of the Valuer-General (Joint Standing).

Joint Select Committee on Companion Animal Breeding Practices in New South Wales

Inquiry undertaken

The joint select committee was established on 13 May 2015 to inquire into companion animal breeding practices in New South

Wales, including proposals to limit the number of animals allowed to be kept by breeders, calls to implement a breeders' licensing system and the implications of banning the sale of dogs and cats in pet stores. The committee reported on 27 August 2015.

The committee was administered by the Legislative Assembly committee office.

Appendix six contains a table of the membership of joint committees by Legislative Council members from both the 55th and 56th Parliaments.

Information on the inquiries undertaken by the joint committees can be found in the annual report of the Legislative Assembly and on the New South Wales Parliament's website.

Budget Estimates 2015-2016

The Budget Estimates and related papers have been referred to the GPSCs for inquiry and report each financial year since 1997. The Budget Estimates and related papers include the amounts to be appropriated from the Consolidated Fund for government programs and spending initiatives.

The hearings occur following the passage of the Appropriation bills and are conducted by the GPSCs according to their portfolio responsibilities, with the initial round of hearings attended by the relevant ministers and accompanying departmental officials. The Legislative Council referred the 2015-2016 Budget Estimates inquiry to the GPSCs on 24 June 2015. As the 56th Parliament saw the establishment of a sixth GPSC (in addition to the five that had been established in 1997) a redistribution of the 23 ministerial portfolios occurred between the six committees.

The initial round of Budget Estimates

hearings were held in the week commencing 31 August 2015. Four days were allocated in October 2015 for any supplementary hearings.

Twenty three hearings were held during the initial round of hearings, involving 118 witnesses. One supplementary hearing was held in October 2015. This was consistent with the one supplementary hearing held the previous year.

A trend has emerged over the last few years for government members not to ask questions during Budget Estimates hearings. In 2013-2014, government members chose not to ask questions in 19 out of 24 hearings, while in 2014-2015 the number increased significantly with government members not asking questions in 21 out of 23 hearings. In 2015-2016 all six GPSCs resolved that government members would not ask questions at any of the hearings.

In 2015-2016, there were 5,452 questions taken on notice or submitted as supplementary questions, compared with 4,017 questions in 2014-2015. This is the highest number ever since the current process for supplementary questions was introduced in 2006.

The Budget Estimates inquiry for 2016-2017 was referred to the GPSCs on 1 June 2016. Initial hearings were held from 29 August to 2 September 2016, with supplementary hearings scheduled for October 2016.

Working in the Legislative Council program

The Working in the Legislative Council program is a 12-week, professional development initiative offered to departmental officers who want to gain first-hand experience of the operations of Parliament, including Legislative Council committees and the annual budget estimates process. The program runs from July to

October each year.

Ms Claire Armstrong from Ageing, Disability and Home Care, Family and Community Services and Ms Melissa Watt from the Department of Premier and Cabinet took part in the 2015 program. Both participants provided very positive feedback about their experience in the program.

Looking ahead

The Committee Office will be working towards achieving a number of priorities in 2016-2017, including those that have been identified as key projects in the department's 2015-2019 Strategic Plan.

The following activities will be undertaken during 2016-2017:

- complete stage two of the review of the format of committee reports
- complete stage two of the review of the format of committee presentations to community organisations, including filming of new videos featuring members discussing the role of committees
- contribute to the preparation of the Parliamentary Privilege legislation and modernisation of the *Parliamentary Evidence Act 1901*.

Staff from the Committee Office will also continue to contribute to the Parliament's training and development project activities with the National Parliament of Solomon Islands and the Bougainville House of Representatives. This work seeks to support and develop parliamentary democracy within the Asia-Pacific region.

Engaging with the community

Strengthening our links with the community and our stakeholders and ensuring access to the Legislative Council.

Providing education and outreach programs that are informative, creating awareness of the role and functions of the Legislative Council and encouraging participation in the parliamentary process.



Overview

The Department of the Legislative Council is committed to strengthening our links with members of the community and other stakeholders. The Department aims to provide education and outreach programs that are informative and encourage participation in the parliamentary process.

The Department continues to enhance the access of the community and stakeholders to its services, facilities and resources through staff participation in Parliament-wide events and activities, as well as our own initiatives.

Office of the Black Rod

The Office of the Black Rod is responsible for the delivery of a range of protocol, community, ceremonial and corporate activities, and the provision of chamber support services. The Office consists of the Usher of the Black Rod, a Principal Council Officer and a Council Officer. Chamber and Support consists of a Council Officer and four Council Officer Assistants.

The Usher of the Black Rod is the most senior protocol position in the Council. When the House is in session, the Usher's main responsibility in the Chamber is assisting the President to maintain order in the House. The Usher's other Clerk-at-the-Table duties include recording proceedings and providing procedural advice and support to members. The Usher also manages Chamber and Support Services.

Outside the Chamber, the Usher has ceremonial responsibility in the relation to visits by the Governor and other dignitaries, security management, and the use of the public areas at Parliament House. The Usher also manages a range of corporate projects, responds to new initiatives and contributes to strategic planning and corporate governance.

During the year the Office of the Black Rod's projects included: progress reporting against the Department's Strategic Plan; coordinating the performance development program; managing Fountain Court exhibitions; drafting the annual report; administering the oral history project (page 13); and presenting the Rum Hospital Exhibition (page 14). The Office was also responsible for representing the Department on the Policy Review Steering Committee, and participating in and providing secretariat support to the Visitor Experience Group, Records Management, Work Health and Safety and Security Committees and participated in a number of working groups connected to the SharePoint project including a new room booking system. The Office of the Black Rod also managed the Council's participation in planning for the Women in Parliament Exhibition to be held in the first half of 2017.

Chamber and Support Services

Legislative Council Chamber and Support staff provide a wide variety of support services to members, members' staff and staff of the Legislative Council. During sittings of the House, Chamber and Support prepare the chamber each day, provide administrative assistance in the Chamber and manage the public gallery. The Chamber Support team also assists in protocol and ceremonial occasions, receive official guests and dignitaries, manage committee rooms, and provide support services during Budget Estimates and other committee hearings.

Chamber and Support staff deliver talks on the functions and history of the Legislative Council to primary and secondary schools and conduct role plays and to groups including special interest groups and visiting dignitaries. During the reporting year, approximately 418 schools and other groups visited the Parliament and 17,039 participants undertook tours delivered by Chamber and Support staff. Chamber and Support staff

also manage meeting rooms and provide administrative support to the Department.

Looking ahead

The Office of the Black Rod will be working towards a number of key projects identified in the Department's 2015-2019 Strategic Plan, including:

- the publication of the Annotated Standing Orders of the Legislative Council by the end of 2016
- the review of the second edition of New South Wales Legislative Council Practice.
- the publication of the monograph of Stage 2: (The 1978 Reconstitution) of the Oral History Project and begin Stage 3 the Egan cases
- the implementation of Sharepoint, including crucially the user interfaces for key House procedures and documents.
- the augmentation and correction of metadata relating to the digitised parliamentary records dated from 1824 to 1855
- continued development of public tours
- the development of the Legislative Council's social media presence by contributing to the Council's twitter account and enhancing engagement through other social media platforms and the intranet and website news sliders
- the preparation for the Women in Parliament exhibition in 2017
- contribution to the ongoing work of the New South Wales Parliament with our twinned parliaments in the Solomon Islands and Bougainville (the Twinning Project), including secondments, training and mentoring programs in the areas of procedure, administration and committees
- Preparation for the hosting of the Presiding Officers and Clerks Conference in July 2017 and the CPA Australian and Pacific Region Conference in November 2017
- Facilitate delegation visits to and from sister states.

Visitor Experience Group

With construction having commenced in 1811, the Rum Hospital is arguably the oldest public building in Australia in continuous use. The old hospital's northern wing is now the core of Parliament House. The Parliamentary precinct also neighbours a number of Sydney's biggest attractions, such as the State Library, the Mint, Hyde Park Barracks and the Art Gallery of New South Wales. With over 160,000 visitors a year to this historic precinct, we have a responsibility to contribute to their experience, both with regard to the building's historic and cultural significance and its central role in politics in New South Wales.

The Visitor Experience Group was established by the Presiding Officers in early 2012. The Department's Deputy Clerk is a Co-Chair of VEG and the Usher of the Black Rod is a member of the Group, which is comprised of senior managers from the three Parliamentary departments. Visitor Experience projects have continued over the past 12 months and have been designed to: enhance the visitor experience to the Parliament; create new and interesting reasons for the community to visit the Parliament; better inform and educate visitors about the history and role of the Parliament; and enhance the Parliament's general service delivery to the people of NSW. Some of the recent projects include:

- Reviewing and updating the policies and marketing of the Fountain Court Exhibition space and the Reconciliation Wall exhibition space
- Delivery of an exhibition commencing in April 2016 to mark the 200th Anniversary of the Rum Hospital
- Delivery of the parliamentary art prizes – the Plein Air Painting Prize, Aboriginal Art Prize and the Landscape Photography Prize (held in association with the Head On Photo Festival)
- Commencing a pilot program of enhanced public tours including the

review of information about the historic building, artworks and other items of interest in the public areas of Parliament House.

In addition, the Visitor Experience Group has contributed to the organisation of a range of events, including the Family Fun Day, which are described in the following pages.

Looking ahead

The Visitor Experience Group will continue to develop and implement initiatives including:

- Preparing for the Women in Parliament exhibition commencing in January 2017 hosted by the Parliament
- Ongoing development of the Parliament's social media profiles
- Enhancing the public spaces and facilities in Parliament House.

Community engagement activities

Throughout the reporting period the Department participated in a wide variety of community engagement activities, some of which are described below.

Young Women's Leadership Seminar

The Young Women's Leadership Seminar, organised by Parliamentary Education, gives female Year 11 students the opportunity to engage with a variety of women in leadership roles and discuss the issues that they face. It exposes students to role models to inspire them and encourage confidence to participate in public life.

Four programs were held during the reporting period - 20 August and 22 October 2015, 10 March (to coincide with International Women's Day) and 12 May, 2016 attracting approximately 420 students. Members of the Legislative Council and/or Legislative Council staff addressed participants at these sessions.

Legislative Council in Practice seminars

The Legislative Council in Practice seminar is delivered to public sector employees who wish to develop their knowledge and understanding of the functions of the House. The seminar provides practical information on how the Council performs its legislative, representative and scrutiny functions. Seminar sessions focus on the interactions between the Executive Government and the Legislative Council including the ways in which the Council holds the Government



David Blunt, Clerk of the Parliaments presenting at the Legislative Council in Practice Seminar

accountable and the effects from that process on government departments and other organisations.

The seminars are presented by department heads and senior officers including the Clerk and Deputy Clerk of the Legislative Council and are introduced by the President of the Legislative Council. A highlight for many participants is the visit to the Council chamber and the interactive members' panel where Legislative Council members discuss their backgrounds and roles in the Parliament and answer participants' questions.

Seminar participants are drawn from a diverse range of government agencies and their departments. Feedback is always very good and has resulted in the seminars always being fully booked. During the reporting period, five seminars were held.

Further seminars are scheduled for the next reporting period.

Effective participation in parliamentary inquiries

Committee staff continued the very successful program of workshops run in conjunction with the Council of Social Service of NSW (NCOSS) aimed at improving non-government stakeholders' understanding of parliamentary inquiries and their skills in participating in them. Three workshops were conducted during the reporting period, including one in the Macarthur region. In total, 35 people from the community sector took part. The feedback received from all sessions was positive.

In addition to the NCOSS workshops 15 committee staff delivered 21 presentations to a range of stakeholders on the role and functions of Legislative Council committees. The audiences included university and TAFE students, the Public Interest Advocacy Centre, Community Legal Centres and official delegations visiting from overseas.

Privileges training

In June 2016, the Clerk of the Parliaments presented a paper, co-authored by Velia Mignacca, Principal Council Officer – Procedure and Sharron Ohnesorge, Principal Council Officer – Procedure, to a Legalwise seminar (a provider of continuing legal education and legal-related continuing professional development) attended by a number of public service and private sector lawyers. The paper examined three instances where the lack of a comprehensive statutory definition of parliamentary privilege in New South Wales has left room for debate about its boundaries.

School Outreach Program

The School Outreach Program involves staff from the Procedure Office accompanying parliamentary committees conducting regional hearings to provide information sessions to local high school students. The sessions last approximately an hour and a half and include:

- an overview of the role and functions of the Parliament and the Legislative Council
- a discussion of the purpose and operation of Legislative Council committee inquiries
- a short address by one or more of the committee members
- observation of proceedings of the committee during the public hearing.

A school outreach session was held on 26 May 2016 to Year 10 Commerce students and Year 11 Legal Studies students from Narooma High School. Students participated in a role play, which resulted in a lively debate about regional tourism, and discussed a case study relevant to topics studied in class. The students also observed the committee's hearings, which related to the inquiries into regional planning and economic development in Aboriginal communities, and met with members of the committee, a particular

highlight of the day for both groups of students.

Fountain Court Exhibitions

The Fountain Court is a venue for free monthly art exhibitions which are relevant to New South Wales and hosted by a member of Parliament. The exhibitions are coordinated through the Office of the Black Rod. Information about holding an exhibition, including the application form is available on the Parliament's website.

The following exhibitions were displayed throughout the year in the Fountain Court exhibition space:

- 3 to 28 August 2015 – Illawarra Association for the Visual Arts – entitled 'Made in the Illawarra' – Sponsored by Mr Gareth Ward MP and Mr Ryan Park MP
- 31 August to 25 September 2015 – NSW Visual Art Teachers exhibition – Sponsored by the Hon. Adrian Piccoli MP
- 2 November to 18 December 2015 – 'James Gleeson – Painter, Poet, Pioneer' exhibition – Sponsored by Mr Bryan Doyle MP
- 29 February to 1 April 2016 – Blue Mountain Artist Network – Entitled 'Infinity in Blue' – Sponsored by Ms Trish Doyle MP
- 4 to 28 April 2016 – Australian Culture and Commerce Association – Australian Chinese Exhibition entitled 'Review and Prospect' – Sponsored by the Hon. Ernest Wong MLC
- 13 June to 22 July 2016 – Max Employment – 2016 National Indigenous Art Exhibition – Sponsored by the Hon. Leslie Williams MP.

As in previous years, the Aboriginal Art Prize, UnderSTATED Exhibition, Head on Art Prize and Plein Air Art Prize were also exhibited.

A total of 10 exhibitions were held in the



Parliament House Fountain Court

Fountain Court during the reporting period.

YMCA Youth Parliament

Each year the Legislative Council helps facilitate the YMCA's NSW Youth and Junior Parliaments, including opening up the Legislative Council chamber to the program. The 14th edition of the Youth Parliament was held 6-10 July 2015 with 100 participants in the Legislative Council and Assembly chambers. The Junior Parliament was held in the Chambers on the 23-24 September 2015 and the 20-21 April 2016 with 80 participants each time. The NSW Youth Parliament is primarily coordinated through Parliamentary Education in the Department of Parliamentary Services.

Family Fun Day

Each year, Parliamentary Education organises an open day at the Parliament during the October school holidays. The event attracts around 800 visitors, mostly families with children. The program for the day includes tours of the Chambers, Presiding Officers' Dining Rooms, and the Press Gallery, children's craft and trail, and a barbeque in the Speakers Garden. Each year an historical event relevant to the Parliament is the focus of the day. In 2015, the signing of the Magna Carta was re-enacted to celebrate 800 years since the first signing by King John at Runnymede. The short performance was preceded by story-telling in the Jubilee

Room to assist children to understand the significance of the Magna Carta.

Australia Day

The Parliament was again open to the public on Australia Day this year. Due to the construction of the CBD and South East Light Rail project along George Street, the traditional commemorative Australia Day activities on Macquarie Street were relocated. Although numbers were down, 1,200 visitors were still drawn to the Parliament.

The Legislative Assembly and Legislative Council Chambers as well as the Parkes and Wentworth Rooms were all open to the public. Visitors enjoyed the opportunity to view these heritage parts of the building.

Visitors also had the opportunity to view the works of a number of iconic Australian artists featured in the Parliament's "underSTATED 2016" exhibition in the Fountain Court. The exhibition featured pieces from the Parliament's collection by artists including Brett Whiteley, Lloyd Rees, Martin Sharp, Carl Plate, Cressida Campbell, Peter Kingston, Badger Bates and Roy Kennedy.

Commonwealth Day

Commonwealth Day is celebrated on the second Monday in March each year. The Commonwealth Day Council held their annual luncheon on Monday, 14 March 2016 at Parliament House.

His Excellency General The Honourable David Hurley AC DSC (Ret'd), Governor of New South Wales, as Patron of the Commonwealth Day Council of New South Wales Inc, was represented at the luncheon by Mr Michael Miller RFD, Official Secretary to the Governor.

Sydney Open

Parliament House opened its doors on Sunday 1 November 2015 between 10.00 am and 4.00 pm for the Sydney Living Museums Sydney Open. Staff from the three departments were on duty to guide and answer questions from people who visited Parliament House.

Articles on the Parliament's website about the Legislative Council

The staff of the Department of the Legislative Council take a keen interest in examining matters of parliamentary practice and procedure and the various functions of the Council. This is demonstrated by the numerous papers prepared by staff for presentation at professional development seminars or publication in journals such as the Australasian Parliamentary Review. All papers are made available on the Council's public website.

Papers prepared this year looked at topics such as parliamentary privilege, the Council's oral history project, supporting vulnerable witnesses appearing before committee

inquiries, and the Parliamentary Evidence Act 1901.

Social Media Initiatives

Twitter Account



Since 2013 the Department has managed the Legislative Council Twitter account which as at June 2016 had over 1,750 followers. The Twitter account is used to inform members, the media and the public about Council activity.

Storify

The Department also manages a Storify account which summarises the progress of Legislative Council committee inquiries. It brings together content concerning each inquiry from the Legislative Council Twitter account, the inquiry webpages, as well as content from other sources. To date, nine committee inquiries have been documented on the Storify account attracting over 3,762 visitors.



Parliamentary relations

Working to strengthen and foster respect for parliamentary institutions and the democratic process.

Welcoming visitors, dignitaries, officials and delegations from around the world.

Supporting the Twinning Project and our colleagues in the parliaments of the Autonomous Region of Bougainville and the Solomon Islands.



Overview

The New South Wales Legislative Council, through the Office of the Clerk and the Office of the Black Rod, takes an active approach to engaging with parliamentary visitors. The Parliament welcomes official visitors, foreign dignitaries and delegations from around the world, as well as parliamentary colleagues from around the country, embracing opportunities to share knowledge and exchange ideas.

The Legislative Council is also represented on several inter-parliamentary groups and associations. As part of the New South Wales Parliament, the Legislative Council is a committed participant in the Commonwealth Parliamentary Association's Twinning Program.

Hospitality and Visitors

The following visits and delegations occurred during the reporting period.

Delegations and official visits

Official visitors from Solomon Islands and Autonomous Region of Bougainville Thursday 2 July 2015

Official visit by the Honourable Ajilon Jasper Nasiu, Speaker of the National Parliament of Solomon Islands, the Honourable Francesca Semoso, Deputy Speaker of the Autonomous Region of Bougainville House of Representatives and Mr Clezy Rore, Clerk of the National Parliament of Solomon Islands.



Speaker and Clerk of the National Parliament of the Solomon Islands, Deputy Speaker of the Autonomous Region of Bougainville the Clerks of the NSW Legislative Council and Legislative Assembly, and Ms Anne Watson MP

Delegation from Republic of Korea**Thursday 13 August 2015**

Seven delegates from the Republic of Korea through the Australian Political Exchange Council.

Delegation from the Vietnam National Assembly's Committee on Social Affairs**Friday 14 August 2015**

Six delegates from the Vietnam National Assembly's Committee on Social Affairs, accompanied by the Consul General of Vietnam.

Delegation from the Shura Council of the Kingdom of Saudi Arabia Monday 17 August 2015

Ten delegates from the Shura Council of the Kingdom of Saudi Arabia led by the Speaker, His Excellency Dr Abdullah bin Mohammed Al-Alsheikk, accompanied by the Ambassador of the Kingdom of Saudi Arabia.

Delegation from the Yunnan Provincial Government in the People's Republic of China Thursday 22 October 2015

Ten delegates from the Department of Finance of the Yunnan Provincial Government in the People's Republic of China.

Delegation from the Tokyo Metropolitan Assembly Friday 23 October 2015

Seven delegates from the Tokyo Metropolitan Assembly accompanied by two delegates from the Council of Local Authorities for International Relation in Sydney.

Delegation from California State Legislature Monday 26 October 2015

Twelve delegates from the Californian State Senate and California State Assembly.

Delegation from Hainan Province, People's Republic of China Friday 30 October 2015

25 delegates from the Hainan Province, People's Republic of China.

Delegation of parliamentarians from ASEAN Member States Thursday 5**November 2015**

Six parliamentarians from the ASEAN Member States, arranged through the International and Parliamentary Relations Office, Parliament of Australia.

Delegation from New Zealand Thursday 26 November 2015

Seven parliamentarians from New Zealand, arranged through the Australian Political Exchange Council.

Delegation from Shanghai People's Congress Friday 27 November 2015

Delegation led by Mr Shi Kai, Vice-Chairman of the Legislative Affairs Commission of the Shanghai People's Congress, accompanied by four officials from the Research, Legislative Affairs, Budget and Agricultural Offices.

Visit by Minority Leader of Parliament of Ghana Tuesday-Thursday 5 to 7 January 2016

Visit by the Minority Leader in the Parliament of Ghana, accompanied by his secretary, Ms Dinah Hammond.

Visit by Clerk of Legislative Assembly of Saskatchewan Tuesday-Friday 2 to 5 February 2016

Visit by Ms Iris Lang, Principal Clerk, Legislative Assembly of Saskatchewan.

Delegation from Sri Lanka Office for National Unity and Reconciliation Tuesday 16 February 2016

Delegation from Sri Lanka Office for National Unity and Reconciliation through the Australian Human Rights Commission, led by Mr Velayuthan Sivaganasothy, Sri Lankan Ministry of Rehabilitation, Resettlement and Hindu Affairs.

Visit by members of New Zealand Parliament Thursday 3 March 2016

Visit by members of the Government Administration Committee of the New

Zealand Parliament, arranged through the International and Parliamentary Relations Office, Parliament of Australia.

**Delegation from Uttar Pradesh State
Friday 1 April 2016**

Visit by 20 members from the Parliament of Uttar Pradesh, arranged through the Consulate General of India in Sydney.

**Delegation from Seoul Metropolitan
Council Friday 6 May 2016**

Visit by a delegation led by Mr. Park Neahak, Chairman of the Seoul Metropolitan Council, and accompanied by 10 Council members and three secretariat staff.

**Delegation from United Arab Emirates
Monday 9 May 2016**

Visit by a delegation from the United Arab Emirates led by His Excellency Ahmed Bin Meshar and three Directors of the Supreme Legislation Committee.

**Vietnam National Assembly Monday 9
May 2016**

Visit by a delegation from the Vietnam National Assembly led by the head of the Law and Justice Committee and accompanied by the Vietnam Consul General in Sydney.

**Delegation from Incheon Metropolitan
Council, South Korea Wednesday 11 May
2016**

Visit by a delegation led by Mr Cha Jun-taek, Chair of the Planning and Administration Committee, Incheon Metropolitan Council, South Korea, and accompanied by eight Council members.

**Visit by parliamentarians from
Bougainville House of Representatives
Monday-Wednesday 30 May to 1 June
2016**

Visit by four women parliamentarians from the Bougainville House of Representatives of the Autonomous Region of Bougainville, including the Deputy Speaker, the Honourable Francesca Semoso.

Official visits

Official calls are made to the President of the Legislative Council by diplomats of ambassadorial status. A list of official calls made during 2015-2016 appears below:

- Ambassador of Norway
- High Commissioner of Pakistan
- High Commissioner of South Africa
- Ambassador of Italy
- High Commissioner of India
- Consul General of France
- Ambassador of Japan
- Ambassador of Belarus
- Ambassador of the Kingdom of Thailand
- High Commissioner of Mauritius
- Consul General of Germany
- Ambassador of Spain
- Ambassador of the United Arab Emirates
- High Commissioner of Fiji
- High Commissioner of Canada
- Ambassador of Guatemala
- High Commissioner of Bangladesh
- Ambassador of the Republic of Slovenia.

Vice Regal visits

His Excellency General The Honourable David Hurley AC DSC (Retd), Governor of New South Wales, visited the Parliament on 10 occasions in his capacity as patron or guest of honour.

Address to Her Majesty the Queen on becoming the longest serving monarch of the United Kingdom and Australia

On 9 September 2015, the House agreed to an Address to Her Majesty Queen Elizabeth the Second, on Her Majesty becoming the longest serving monarch of the United Kingdom and Australia and to authorise the President to sign the Address on behalf of the Legislative Council, in conjunction with the Speaker of the Legislative Assembly, on behalf of the Legislative Assembly:

‘We, the Members of the Legislative Council of New South Wales, in Parliament assembled, desire to offer to Your Majesty our sincere congratulations on this day becoming the longest serving monarch of the United Kingdom and Australia. We assure Your Majesty of our loyalty and extend to you and His Royal Highness the Prince Philip, Duke of Edinburgh our good wishes for continued health and well-being.’

The Assembly moved an Address in the same terms on 9 September 2015 which was agreed to on 10 September 2015.



Usher of the Black Rod and Serjeant-at-Arms delivering to the Official Secretary to the Governor the Address from members of the Legislative Council and Legislative Assembly on Monday 14 September 2015.

On Monday 14 September 2015, the Serjeant-at-Arms and the Usher of the Black Rod hand delivered the Address to the Official Secretary to the Governor.

Commonwealth Parliamentary Association

The Commonwealth Parliamentary Association (CPA) is made up of parliamentarians united by a community of interest, respect for the rule of law and the rights and freedom of individual citizens, and the pursuit of positive ideals of parliamentary democracy.

The Association’s mission is to promote the advancement of parliamentary democracy by enhancing knowledge and understanding of democratic governance. This mission is achieved through a range of programs and activities for parliamentarians and parliamentary staff.

Administrative support is provided to the NSW Branch by the Honorary Secretary/Treasurer. For over 30 years the NSW Branch has been professionally administered by the Department of the Legislative Assembly. In 2012, the Constitution of the NSW Branch was amended to provide that the positions of Honorary Secretary/Treasurer and Honorary Assistant Secretary/Treasurer (and hence primary administrative responsibility) rotate between the Departments of the Legislative Council and Legislative Assembly each parliament.

Following the first annual general meeting in the 56th Parliament, held in October 2015, primary administrative responsibility for the NSW Branch moved to the Department of the Legislative Council, with the Clerk of the Parliaments taking on the role of Honorary Secretary/Treasurer.

At time of reporting there were 38 Members of the Legislative Council and 88 Members of the Legislative Assembly are members of the NSW Branch of the CPA. In addition,

there are 141 former members who are associate members of the Branch.

CPA Twinning Program

The New South Wales Parliament has a partnership arrangement with the Bougainville House of Representatives and the National Parliament of Solomon Islands. The partnership arrangements are part of the Commonwealth Parliamentary Association's twinning program, established in June 2007. Every Australian state and territory parliament is twinned with one or more parliaments in the Pacific region. The CPA partnership arrangements involve Members and staff of all three institutions.

The New South Wales Parliament initially received funding to support the partnership arrangements from the Australian Agency for International Development (AusAID), under its Pacific Public Sector Linkages Program (later called the Governance Partnership for Development Program and run by the Department of Foreign Affairs and Trade – DFAT). The initial funding period was from April 2010 to June 2013.

An application was successful for the most recent funding period from July 2013 to June 2016. The funding enabled the New South Wales Parliament to undertake a range of activities and provide practical support for strengthening the institution of parliament in Bougainville and Solomon Islands. Under the funding grants the focus has been on strengthening the capacity of the secretariats through staff placements, secondments and other activities.

Although the funding from DFAT continued to 30 June 2016, the level of funding available in 2015-2016 was at a reduced level from previous years. This necessitated the cessation of the Twinning Co-ordinator role.

While some secondments and other activities were possible, there was a reduction in activity compared to previous years.

On 30 June 2016, the funding provided by DFAT to administer the Twinning Program ceased completely. The New South Wales Parliament remains committed to the twinning relationship with the National Parliament of Solomon Islands and the Bougainville House of Representatives. At the time of reporting efforts were underway to secure new sources of ongoing funding to enable the continuation of institution building programs into the future. These efforts will be accompanied in future years by furthering the development of links between members of the three twinned parliaments through initiatives such as delegation visits.

Some highlights for the year included:

Official visit to the NSW Parliament by the Honourable Ajilon Jasper Nasiu, Speaker of the National Parliament of Solomon Islands

Thursday 2 July 2015: An official visit to the New South Wales Parliament by the Honourable Ajilon Jasper Nasiu, Speaker of the National Parliament of Solomon Islands, the Honourable Francesca Semoso, Deputy Speaker of the Autonomous Region of Bougainville House of Representatives and Mr Clezy Rore, Clerk of the National Parliament of Solomon Islands, en route to the Presiding Officers and Clerks Conference in Hobart.

Meeting of the Pacific Parliamentary Development Practitioners

Friday 27 November 2015: A meeting of the Pacific Parliamentary Development Practitioners meeting was held at the NSW Parliament. The meeting brought together representatives from the United Nations Development Program (UNDP) and the Australian (state and federal) and New Zealand parliaments. The meeting was called to share information about parliamentary strengthening activities and initiatives.

Induction program for new members of the Bougainville House of Representatives

30 March-1 April 2016: Dr Geoff Lee, Member for Parramatta, Mr Steven Reynolds, Deputy Clerk, Legislative Council and Mr Les Gonye, Serjeant-at-Arms and Clerk Assistant-Procedure, Legislative Assembly travelled to Buka to assist with a UNDP funded induction program for new members of the Bougainville House of Representatives of the Autonomous Region of Bougainville elected at the 2015 general election. During the visit Mr Reynolds and Mr Gonye met with staff of the local parliament to discuss future Twinning activities for 2016.

Parliamentary Law, Practice and Procedure (PLPP) Program in Honiara

4-6 April 2016 and 6-8 June 2016: At the request of the Clerk of the National Parliament of Solomon Islands, the New South Wales Parliament supported and facilitated the delivery of a customised version of the Parliamentary Law, Practice and Procedure (PLPP) Program in Honiara. The PLPP, delivered under the auspices of the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT), is a course designed to provide students with an in-depth understanding of the law, procedure and practice of parliaments and other related public law topics, such as the relationship of parliament to the executive and the courts. In this instance it was delivered by Professor Richard Herr and Dr Peter Patmore from the University of Tasmania to approximately 20 staff from the National Parliament of Solomon Islands and four staff from the Bougainville House of Representatives. The Clerk of the Legislative Assembly co-presented part of the program during the first session April, while the Clerk of the Parliaments co-presented during the second session in June.

Visit to the New South Wales Parliament by four women members of the Bougainville House of Representatives

30 May to 1 June 2016: The four women parliamentarians in the Bougainville House of Representatives of the Autonomous Region of Bougainville, including the Deputy Speaker, the Honourable Francesca Semoso, visited the New South Wales Parliament.

Procedure workshop for parliamentary staff

27-30 June 2016: Mr Stephen Frappell, Clerk Assistant-Procedure, Legislative Council and Ms Jenelle Moore, Principal Council Officer together with Ms Rachel Simpson, Director - Table & Chamber Services, Legislative Assembly travelled to Honiara to deliver a procedure workshop for parliamentary staff. This was attended by 12 staff from the National Parliament of Solomon Islands and three from the Bougainville House of Representatives, whose travel to Honiara was facilitated by the New South Wales Parliament.

Looking ahead

The parliamentary departments remain fully committed to our twinned parliaments. Ongoing initiatives will draw on the experience and recommendations of staff of the parliament who have previously been involved in Twinning activities. Administrative support will be provided by the House departments as required. The intensive project coordination between 2010-2015 has established strong relationships that should ensure continued effective collaboration into the future.

Efforts will continue to secure new sources of ongoing funding to enable the consolidation of institution building programs into the future. This will be accompanied in future years by furthering the development of links between members of the three twinned parliaments through initiatives such as delegation visits.

Commonwealth Women Parliamentarians Australia

The Australian Region of the Commonwealth Parliamentary Association's Commonwealth Women Parliamentarians Steering Committee (CWP Australia) comprises one female parliamentarian from each region branch. The committee plans the work of CWP Australia in the region.

Since 2013 the Hon Catherine Cusack MLC has been the elected Chair of CWP Australia. In that role Ms Cusack has represented CWP Australia in a number of international forums. Ms Jenny Aitchison MP is Chair of the CWP NSW Branch. Administrative support has been provided to the CWP Australia as well as the NSW Branch of the CWP by the Department of the Legislative Assembly and details of CWP activities may be found in the Department of the Legislative Assembly annual report.

Parliamentary Friendship Groups

Parliamentary Friendship Groups are established by members of Parliament to provide a forum for a shared cause or interest, or to arrange events and assist delegations associated with countries and regions.

A Parliamentary Friendship Group Policy was adopted in May 2011 to regulate the establishment and operation of Parliamentary Friendship Groups. In early 2015 a revised policy was adopted to further enhance the role and accountability of Friendship Groups. The adoption of the revised policy followed a review which examined best practice models in other jurisdictions, including the Australian Federal Parliament, the Victorian Parliament and in the United Kingdom.

At the time of reporting 25 Parliamentary Friendship Groups were in operation. The Office of the Black Rod processes applications

to form a new group and coordinates the annual reports from Parliamentary Friendship Groups which are required by 31 March each year.

The following Parliamentary Friendship Groups were in operation during the reporting period

- Armenia-Australia Parliamentary Friendship Group
- Parliamentary Friends of Duke of Edinburgh's Award
- Parliamentary Friends of Israel
- LGBTIQ
- Parliamentary Friends of Rugby Union Group
- Parliamentary Friends of Turkey
- Parliamentary Friends of Landcare
- Asia Pacific Friendship Group
- Parliamentary Friends of the European Union
- Parliamentary Friends of Dementia
- Parliamentary Friends of Palestine Group
- Parliamentary Friends of the Assyrians
- Ambassador of the United Arab Emirates
- Parliamentary Friends of Rugby League
- Parliamentary Friends of Surf Lifesaving
- NSW Parliamentary Taiwan Friendship Group
- Australasian Study of Parliament Group (NSW Chapter)
- Parliamentary Friends of Asthma Foundation NSW
- NSW Parliamentary Friends of Cricket
- NSW Parliamentary Friends of Mental Health
- Parliamentary Friends of an Australian Head of State
- Parliamentary Friends of Reconciliation
- Parliamentary Friends of the United States of America
- Parliamentary Friends for the Prevention of Domestic Violence and Sexual Assault
- NSW Parliamentary Diabetes Support Group
- Parliamentary Friends of Defence

Corporate governance

Committed to continuous organisational capacity building.



Overview

The Department of the Legislative Council works collaboratively with the Department of the Legislative Assembly and the Department of Parliamentary Services to ensure that the New South Wales Parliament is supported by a strong governance framework. The Departments each contribute to the provision of support and services to members and work together to ensure the institution of the Parliament is advanced.

The three Departments have developed a *Strategic Outlook for the NSW Parliamentary Departments 2015-2019* that defines a shared purpose, values and strategic objectives. Following from this, the Legislative Council developed its Department of the *Legislative Council Strategic Plan 2015-2019* which encompasses the strategic objectives of the Parliament and defines the key projects the Department will be involved in during this period. The key projects are updated each reporting year.

Parliament-wide groups

The three Departments have established several groups and committees that provide for joint consideration and decision making on issues that affect the Parliament as a whole.

Management groups

There are two principle management groups:

- the 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 applicable to the Parliament as a whole.

Other committees and their activities are described in the following pages.

Audit and Risk Committee

The Parliament's Audit and Risk Committee ("Committee") and Committee Charter were established in accordance with Treasury Policy Paper (TPP 09-05), Internal Audit and Risk Management Policy for the NSW Public Sector. The Committee's Charter sets out the objective of the Committee as follows: "to provide independent assurance to the Clerk of the Parliaments, the Clerk of the Legislative Assembly ("the Clerks") and the Executive Manager Parliamentary Services by overseeing and monitoring Legislature's governance, risk and control frameworks and its external accountability requirements".

The current Chair and Members of the Audit and Risk Committee (the Committee) are Ms. Carol Holley, Chair, Mr. Alex Smith, Member and Mr. David Antaw, Member. All members are independent and were appointed with effect from 1 June 2015.

The Committee meeting dates and attendance in 2015- 16 were:

- 7 August 2015 (Carol Holley, Alex Smith and David Antaw)
- 18 September 2015 (Carol Holley, Alex Smith and David Antaw)
- 28 September 2015 (Carol Holley, Alex Smith and David Antaw)
- 7 December 2015 (Carol Holley, Alex Smith and David Antaw)
- 22 April 2016 (Carol Holley, and Alex Smith)
- 2 May 2016 (Carol Holley, and Alex Smith)
- 27 June 2016 (Carol Holley, Alex Smith and David Antaw).

Additionally the Parliament's management and the Committee approved the Committee's new charter in 2016, and the creation of an Internal Audit Charter. Both charters are based on the requirements

of NSW Treasury policy, with necessary adjustments performed to recognise the unique role of the Legislature.

Internal audit

The Parliament's updated risk weighted annual Internal Audit Plan for 2015 was endorsed in August 2015 by the Committee. At each meeting in 2015-16 the ARC considered progress against the internal audit plan; internal and external audit reports and the implementation of internal and external audit recommendations.

Other activities the Committee oversaw and monitored included:

- internal financial performance reports
- the Parliament's Early Close Procedures
- The Parliament's End of Year Financial Statements
- The Audit Office of NSW's Client Services Report and Management Letter
- Management's Representation Letter to the Audit Office of NSW
- business continuity planning project implementation
- business risk assessment and updated risk register
- new strategic internal audit plan for 2016-2017.

During the course of 2015-2016, the Committee received audit reports and management responses for the following internal audits:

- Payroll Operations
- Catering
- Workplace Health & Safety
- Records Management
- Special Security Review; and
- Member's Entitlements.

Four additional audits – were commenced in 2015-2016 and final reports will be submitted to the Audit and Risk Committee in 2016-17.

External audit

The Committee noted the NSW Audit Office's opinion that the 2014–2015 financial statements were a true and fair view of the Parliament's financial position. The Committee has worked with Parliament's management and the NSW Audit Office to advance the planning and timetable for the 2015–2016 financial statements.

Enterprise Risk Management

In June 2016 the Parliament conducted an annual refresh of its Strategic Risk Profile, at a workshop facilitated by internal auditors BDO, which involved senior management from all three parliamentary departments. The outputs of the workshop included an updated Corporate Risk Register, and 2016-2017 Internal Audit Plan both of which were endorsed by the Committee. The Corporate Risk Register will be subject to formal quarterly review by management and the Committee, as will the efficacy of the approved risk mitigations.

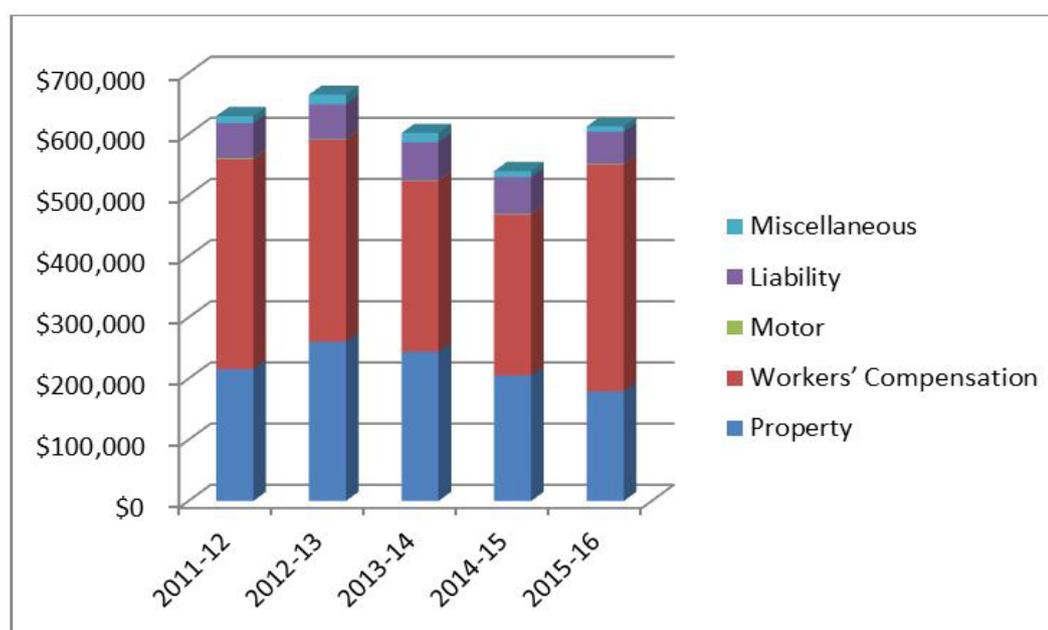
Business Continuity Management

Parliament has made significant progress in implementing its Business Continuity Management System in 2015-2016, highlights include:

- o Establishment of an off-site Business Recovery Site
- o Desktop testing of Business Recovery Plans
- o Testing at the Business Recovery Site
- o Development of Emergency SMS texting;
- o Development of Memorandum of Understanding with commercial hotels to serve as additional Business Recovery Sites; and
- o Regular meetings of the Business

Deposit Premiums paid to the Treasury Managed Fund over the last 5 years

	2015-16	2014-15	2013-14	2012-13	2011-12
Property	\$179,100	\$205,080	\$244,170	\$260,520	\$215,570
Workers' Compensation	\$371,276	\$263,575	\$279,059	\$330,130	\$343,410
Motor	\$750	\$800	\$940	\$790	\$1,470
Liability	\$52,420	\$60,060	\$62,350	\$57,360	\$57,510
Miscellaneous	\$9,030	\$9,890	\$15,220	\$15,560	\$11,530
Total	\$612,576	\$539,405	\$601,739	\$664,360	\$629,490



Note: the movement in workers compensation premiums paid between 2014-15 and 2015-16 principally reflects an increase in the cost of sourcing insurance in the market place, as well as a minor increase in Parliament's payroll expenditure, both of which were netted against a small reduction generated by Parliament's favourable claims history.

Continuity Governance Group. **Insurance**

The Parliament's insurance requirements are managed as part of the Treasury Managed Fund portfolio. The Parliament has been allocated GIO for all business insurance and Employers Mutual for Workers Compensation insurance requirements.

Policy Steering Review Committee

The Policy Review Steering Committee, comprised of representatives from all three Parliamentary departments, was established in 2012 to review the Parliament's corporate policies, guidelines and forms. There are well in excess of 200 documents to be analysed, amended, reformatted and finalised.

A number of policies were finalised during the reporting year, including policies regarding recruitment and support for staff

experiencing domestic violence.

The Department of Legislative Council representatives on the Committee are Mr Alex Stedman, Principal Council Officer, Deputy Usher of the Black Rod and Ms Susan Want, Usher of the Black Rod.

Security Committee

The Security Committee consists of the Serjeant-at-Arms, the Usher of the Black Rod, the Director Facilities Branch and the Security Manager Facilities Branch. During the reporting period the committee met 5 times. The committee reviews security and emergency response policies and procedure; reviews security incidents within the precincts; and works towards enhancing the security of the Parliament House, its occupants and its visitors.

Emergency Evacuation Exercise

On 10 March 2016, the Parliament conducted an emergency evacuation exercise. The exercise was conducted at a time both Houses of Parliament were meeting. This was to enable sitting day only users of the building to become more familiar with building evacuation procedures.

The co-operation and participation of all members and their staff was appreciated.

Broadcast Camera Operator

The Department engaged the services of G K Productions Pty Ltd to provide television coverage in the Chamber until September 2015. G K Productions Pty Ltd had provided a high level of broadcasting services to the Parliament for a number of years, but given the cost in annual consultancy fees it was decided that for the 56th Parliament

a joint tender process should be entered into to determine the service provider for both Houses. The successful tenderer was Corporate Technology Services Pty Ltd (CTS) and they commenced providing broadcasting services in October 2015.

Both House Departments and Building Facilities had regular meetings for the first six months to help CTS adjust into the new environment and interpretation of the filming requirements of both Houses.

Records management committee

In 2015-2016 an internal audit of Records Management in the Parliament was conducted by BDO Australia to review the effectiveness and completeness of records management policies and procedures, the application of State Records legislation, the orderly disposal of records, and the adequacy of protective measures for physical records.

The report of the audit, delivered in November 2015, was generally positive, noting that the Parliament's records management and archives policies were appropriate for their purpose, that processes for the sentencing and disposal of records under the Parliament's disposal authority were effective and that considerable work had been undertaken in managing the physical storage of records and the transition from paper based to digitised records management. The report also identified opportunities for the improvement of the current controls and management of records. Following the review additional training was provided to staff in the requirements of the records and archives policies and in the use of Parliament's electronic records management system – HPRM; implementation of scheduled audits of records; and improvements made in internal workflow of memoranda and records.

Parliament-wide projects

Legislative Council staff also contributed to the major project managed by the Department of Parliamentary Services or the decommissioning of the ageing LotusNotes technology platform which did not have the capacity to service the needs of a modern parliament, and was unable to support browsing on mobile devices, and the development of the new Microsoft SharePoint platform. The project provided the opportunity to improve the way information is accessed and shared by members, staff and the public and includes new Members, Committee, Hansard and House Papers webpages.

As part of the project the Parliament's new look website was launched in March 2016 with several new features to help make it a more dynamic and user-friendly source of parliamentary information. The site is now fully accessible from mobile devices, a news slider on the homepage helps point people in the direction of key news and events, new 'Live' links appear on the menu bar on sitting days providing direct access to webcasts, and links to 'Get Involved', 'Committees' and 'For Students' featured on the homepage highlight commonly sought information.

A new Parliament House room booking system was also development which operates more effectively alongside the Parliament's new web and mobile platforms and has several enhancements that increase the usability of the system.

Staff of the Legislative Council will continue to work with the other Parliamentary departments to develop user interfaces to support the new SharePoint website as the Parliament phases out LotusNotes in the coming year.

Briefings on Building Works

Throughout the year briefing sessions were conducted by Building Facilities to update the Presiding Officers and staff of the House Departments on the planning, logistics and progress of the many building works and their impact (for example on the availability of meeting rooms) in order to minimise the inconvenience for House and committee operations.

In 2015-2016 Parliamentary Facilities Branch oversaw the refit of the Tower Block offices, including the offices of Legislative Council members and their staff to replace 1980s furniture, fittings and equipment, which were no longer serviceable and did not meet work health and safety requirements.

Digitisation project

The project to digitise the records of the Parliament of New South Wales 1824 to 1901 continued throughout 2015-2016 and is due to be finalised by the end of 2016. The project commenced in 2014-2015.

The first documents to be digitised were the records of the colonial legislature between 1824 and 1856. This collection includes papers tabled in Parliament, correspondence with the Imperial parliament, documents of important historical figures, and records of the early society of New South Wales. Many of these documents were hand written and as they had not been stored in optimum conditions many were deteriorating.

The second batch was records of the Legislative Council and Legislative Assembly from the establishment of responsible government in 1856 until the establishment of the Commonwealth in 1901. These papers are generally in better condition than the older documents and as they are mainly typewritten will be converted into computer readable text.

Once scanned all original documents were transferred to the care of the State Records Authority under an agreement signed by the Clerk of the Parliaments for the care but not control of documents the Legislative Council.

The project has included staff from the three departments with the Usher of the Black Rod representing the Legislative Council.



Industrial Matters

Staffing

Legislative Council staff provide advisory, research and support services to the House and its committees and to members individually, through the principal program areas of the Office of the Clerk, the Procedure Office, the Committee Office and the Office of the Black Rod.

The Department of the Legislative Council has an establishment of 41 full time equivalent (FTE) staff members. At the time of reporting the Department recorded 33 full-time and three part-time staff members.

The Department also employs an Indigenous cadet.

Staffing changes and restructure of Chamber and Support Services

In April 2016 the Department farewelled Mrs Lucy Smith and Mr Charles Barden, two highly valued and long serving members of the Chamber and Support team. Lucy and Charles had served the Legislative Council for a combined 46 years and will be missed by departmental officers and members alike. The Department also welcomed two new starters, Ms Shaza Barbar and Ms Liz Clark to positions in the Committee Office. In addition, the Department's newest Indigenous cadet, Mr Ron Perkins, came on board.

Salary movements

The Crown Employees (Public Sector – Salaries 2008) Award was varied in July 2015 to provide a 2.5 per cent salary increase for the next 12 months which applies to the *Crown Employees (Parliament House Conditions of Employment) Award 2010*. The Parliament House Award contains the pay rates for parliamentary department staff.

An identical increase was also applied to members' staff via an increase to salaries contained in the *Members' Staff Conditions of Employment – Determination of the Presiding Officers*.

The Statutory and Other Officers Remuneration Tribunal Determination of 20 May 2016 also increased the salaries of the Clerks, Executive Manager, DPS and Deputy Clerks by 2.5 per cent effective from 1 July 2016 to 30 June 2017.

Public Interest Disclosures

Under section 31 of the *Public Interest Disclosures Act 1994*, all public authorities must report on any public interest disclosures

made by public officials.

During the reporting period, no public official made a disclosure under the Act to the Department of the Legislative Council. The Parliament encourages the disclosure, in the public interest, of corrupt conduct and maladministration. The Department's Public Interest Disclosure Policy 2011 is accessible on the intranet and the Department ensures that all staff are aware of the policy. In addition, the Human Services team of the Department of Parliamentary Services delivers a session on Public Interest Disclosures at the Induction Program for new staff.

People Matters Survey

As per previous years all parliamentary staff, including those in the Department of the Legislative Council were invited to participate in the People Matter Employee Survey 2016. This survey is conducted biannually and seeks the views of approximately 400,000 New South Wales Public Sector employees. The survey provides an opportunity for staff to have their say on matters relating to the

administration and working environment of the Department.

The Department uses the valuable insights given by staff to enhance governance and the working environment of the Department.

Parliamentary Service Awards

Since 1986 the Presiding Officers have presented Parliamentary Service Awards to staff who have reached significant milestones of service to the Parliament. At a function held in the Macquarie Room on Thursday 12 November 2015, the Presiding Officers and Joint Clerks presented awards. The recipients of awards from the Department of the Legislative Council on this occasion were:

- David Blunt, LC Office of the Clerk, 25 years
- Charles Barden, LC Chamber and Support, 25 years
- Michael Jarrett, LC Chamber and Support, 25 years
- John Ferguson, LC Chamber and Support, 15 years
- Rebecca Main, LC Committees, 10 years

Trends in the representation of EEO Groups in the Legislative Council at 30 June 2016

Representation	Benchmark / Target	2016	2015	2014
Women	50 %	67.4 %	66 %	64.6 %
Aboriginal or Torres Strait Islanders	2.6 %	7.0 %	4.3 %	4.2 %
People whose language first spoken as a child was not English	19 %	2.3 %	6.4 %	6.3 %
People with a disability	N/A	2.3 %	2.1 %	2.1 %
People with a disability requiring work-related adjustments	1.5 %	0 %	0 %	0 %

In previous annual reports the Department has reported on trends in the distribution of the EEO or Workforce Diversity Groups. These details are not included in this report as the Workforce Profile does not calculate the distribution index where Workforce Diversity group or non-Workforce Diversity group numbers are less than 20. All EEO groups in the Legislative Council, except Women, have fewer than 20 in number.

- Rhia Victorino, LC Committees, 10 years
- Cathryn Cummins, LC Committees, 10 years
- Jenelle Moore, LC Procedure, 10 years.

Equal Employment Opportunity

The Department of the Legislative Council is committed to providing a workplace that provides equal employment opportunity (EEO) for potential and existing employees. The Department's commitment is evidenced by:

- Merit selection – the Department's recruitment processes are underpinned by the principles of merit selection, including fairness, equity, and open competition
- Flexible work practices – the Department provides employees with access to a range of flexible work practices to assist staff to achieve a balance between their professional and personal life. Many of our staff have returned from maternity leave on a part-time basis. Other flexible work practices and family friendly conditions of employment used by staff from time to time include working from home arrangements, variations to working hours, family and community service leave and flex time
- Fair work practices and procedures – the Department has a range of policies in place that provide for a harassment free workplace, grievance mechanisms, performance development and workplace diversity. The implementation of these policies has been supported through training for staff and managers.

In addition to the above, the Parliament supports women returning to work following maternity leave who are breastfeeding. Our employees are provided with a clean, private room with appropriate facilities and are able to use lactation breaks to express breast milk or feed their babies. Women are well represented in the Department and occupy five of the nine management or supervisory

positions the Department has in its establishment.

The Department contributes EEO data for the Department of Premier and Cabinet's Workforce Profile, which measures performance in meeting New South Wales Government employment benchmarks for employees from EEO minority groups. The Department's EEO trends are outlined in the table below.

Indigenous cadetship program

The Department's latest Indigenous cadet, Ron Perkins, commenced in January 2016. Ron is currently undertaking a Bachelor of Laws at the University of Newcastle. While at university Ron will spend 12 weeks per year working the Department. During his cadetship Ron will undertake rotations to each of the Department's principal program areas: Committee Office, Procedure Office and Office of the Black Rod.

Two highlights for Ron in his first stint included helping draft a script to be used in the delivery of public tours of the Parliament, and his work supporting the secretariat managing the Standing Committee on State Development inquiry into Economic development in Aboriginal communities.

Parliament House Internship Program

The Parliament House Internship Program provides an opportunity for tertiary students to undertake work placements with members, committees and other functional areas within the Parliament that can provide relevant work.

The placements are promoted through partnerships with universities as part of their program of study. During the reporting year, 13 were placed within the Legislative Council, undertaking a range of projects, research and other related work.

Work Health and Safety

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

Summary of workplace health and safety incidents

	2015-16	2014-15	2013-14
No. of incidents	1	3	3
Near miss/hazards	1	1	0
Strains & overuse	0	1	1
Slip trips & falls	0	1	0
Other (not categorised)	0	0	2
Lost time injuries	0	1	1
Claims	0	1	2
New Claims cost	\$0.00	\$2,339.95	\$1,567.25

The Work Health and Safety (WHS) Committee met regularly throughout the reporting period and the Department of Legislative Council is represented by Ms Susan Want, Usher of the Black Rod and Ms Lynn Race, Council Officer Assistant.

In July 2016 the Parliament implemented a new WHS reporting system. The system provides a means through which members and staff can report injuries, near-misses and hazards in the workplace. The aim of the new system is to improve injury management at the Parliament and ensure we continue to prioritise WHS for all members, staff and visitors. It builds on the Parliament-wide Work Health and Safety Policy, which was adopted in December 2014, with the objective of providing for a proactive, reasonably practicable risk management approach to identify, assess, control, monitor and review hazards in the workplace, in compliance with work health and safety legislation, regulation and codes of practice established by WorkCover NSW.

The table above indicates that in 2015/2016 there was a decrease in reported incidents compared to the previous year. The

Department will continue to work with the Department of Parliamentary Services to offer a number of measures, including ergonomic assessments to maintain as safe a workplace as possible.

Employee Assistance Program

In conjunction with the Legislative Assembly and the Department of Parliamentary Services, the Department of the Legislative Council engages the services of Davidson Trahaire Corpsych to provide counselling and support for staff who are experiencing personal or work related problems. The service is completely confidential and voluntary.

Performance Development Program

The Department's Performance Development Program administered by the Office of the Black Rod, provides an opportunity for managers and their staff members to work together to identify performance and career goals and acquire the skills necessary to achieve them.

Performance Development Program

This year's program is a continuation of a new program implemented last year. A formal 12 month review must be conducted

for each employee with the option of an informal six month review.

All staff participated in the Performance Development Program this year.

In summarising the responses received, staff indicated that they would like: to participate in professional development seminars, be involved with whole-of-parliament projects, undertake courses offered by the Institute of Public Administration Australia, and learn more about the procedures of the House.

Parliamentary Ethics Advisor

On 2 July 2015, the Joint Clerks renewed the agreement with Mr John Evans PSM (former Clerk of the Parliaments) concerning his appointment as the Parliament's Ethics Advisor. Under the contract of engagement for the provision of services as Parliamentary Ethics Adviser, the sum of \$20,000 was paid to Mr Evans for the period 2015-2016 and was shared equally between the Houses.

Professional development and training

The Department of the Legislative Council is committed to cultivating a workplace that is professionally and personally rewarding for staff. The Department provides opportunities for development through internal and external training programs. During the reporting year, the Department spent \$25,546 on staff training and development which included: InDesign essentials training, first aid courses, writing training and staff attendance at professional development seminars in New Zealand (see below).

Parliamentary Law, Practice and Procedure Program

The Australian New Zealand Clerks at the Table (ANZACATT), the professional development body for Australasian parliamentary officers, sponsors the Parliamentary Law, Practice and Procedure

Program (PLPP) run in conjunction with the University Tasmania. The program is a university accredited professional development opportunity for parliamentary staff from around Australia and New Zealand that develops participants' understanding of the fundamental principles of parliamentary law, practice and procedure, and of the place of parliaments in the systems of government of Australia and New Zealand. In addition to a sound theoretical grounding, the program provides an opportunity to learn from the practical experiences of officers from the different parliaments. The Legislative Council supported the participation of Ms Rhia Victorino, A/Principal Council Officer, Committees, and Ms Tina Higgins, Principal Council Officer, Committees in July 2015. Both participants achieved distinctions in their end of course long papers.

ANZACATT Professional Development Seminar 2016

The 2016 seminar was hosted by the New Zealand Parliament in Wellington from 19-21 January 2016. Several staff attended the seminar which had the theme Keeping Parliament Relevant: Building Relationships and Meeting Challenges. The program included presentations, workshops and panel discussions on topics concerning engaging Indigenous people with Parliament, Courts and Parliament, the Executive and Parliament, the emergence of ePlebiscites, and the next generation's vision for a modern Parliament. Following the seminar, New South Wales Parliament participants presented their papers and learnings at an ASPG seminar.

Australasian Study of Parliament Group (ASPG) Annual Conference 2015

The ASPG is a politically non-partisan body which was established in 1979 to encourage and stimulate research, writing, teaching and discussion about parliamentary institutions, particularly those in Australasia and the South Pacific. The ASPG has Chapters in all States and Territories of Australia and in New Zealand. Its membership consists of parliamentarians, parliamentary officers, academics, teachers, journalists, students and other interested individuals.

The ASPG annual conference was held in Wellington from 30 September-2 October 2015 and had the theme Modernising Parliament: Rethinking Parliament for the Next Generation. The conference was attended by several staff and considered issues such as Youth MPs presenting their vision for a modern Parliament, enhancing public confidence in Parliament – ethics, transparency and MPs’ professional development, and parliamentary committees as the vehicle for modernisation. Beverly Duffy and Sharon Ohnesorge presented the paper ‘Out of Step - The New South Wales Parliamentary Evidence Act 1901’.

Multicultural policies and services

The Department respects the cultural diversity of our staff, members and visitors. It participates in the Community Relations Commission’s Community Language Allowance Scheme and has two staff members who receive this allowance because of their ability to speak a second language and willingness to use their language skills in the workplace to assist clients and visitors. The two staff members are Maurice Rebecchi, who has Italian language skills, and Shu-Fang Wei, who has Mandarin language skills.

An information brochure about the Parliament is available in a range of languages including Greek, Japanese, Korean, Italian, Indonesian, Arabic, Chinese, French, Hindi and Dinka.

The Department will continue to develop initiatives that will provide the greatest opportunity for all individuals to participate in the activities and programs of the Parliament and will make provision for the culture, language and religion of individuals where necessary.

Code of conduct

The New South Wales Parliament has a strong ethical framework which includes separate codes of conduct for members, departmental staff and members’ staff. Each of the codes, while different, incorporates the common principles of honesty, integrity, confidentiality, and requires the appropriate use of public resources. All new members and staff are provided with copies of the relevant code of conduct.

Travel expenditure

Overseas travel

The Department expended approximately \$23,440.82 on overseas travel during the reporting year, excluding Twinning related activity.

2015 Association of Serjeant-at-Arms Professional Development Conference

In July 2015, Ms Susan Want, Usher of the Black Rod, attended the 2015 Association of Serjeant-at-Arms Professional Development Conference, Westminster, London, United Kingdom. Total cost: approximately \$3,308.69.

ASPG Conference

In September/October 2015, Mr Stephen Frappell, Clerk Assistant – Procedure, Ms Beverly Duffy, Clerk Assistant – Committees, Ms Sharon Ohnesorge, A/Principal Council Officer, Committees and Mr John Young, Principal Council Officer, Procedural Training (attending the conference in his capacity as the NSW Chapter Secretary/Treasurer) attended the 2015 Australasian Study of Parliament Group 2016 Conference at Parliament House, Wellington, New Zealand. Total cost approximately: \$8,139.58 (inclusive of seminar fees).

ANZACATT Professional Development Seminar

In January 2016, Ms Madeleine Foley, Director, Committees, Ms Teresa McMichael, Director, Committees, Ms Merrin Thompson, Principal Council Officer, Committees, Ms Jenelle Moore, Principal Council Officer, Procedure, Mr Alex Stedman, Principal Council Officer, Office of the Black Rod and Ms Shu-Fang Wei, Council Officer, Committees attended the Australia and New Zealand Association of Clerks-at-the-Table 2016 Professional Development Seminar in Wellington, New Zealand. Total cost approximately: \$11,387.34 (inclusive of seminar fees).

Domestic travel

The Department expended approximately \$10,643 on domestic travel by staff during the reporting year:

- July 2015—Mr Steven Reynolds, Deputy Clerk traveled to Melbourne for interviews as an independent panel member for the position of Assistant Clerk-Committees of the Legislative Council of the Parliament of Victoria. Total cost: \$1,168
- July 2015—Principal Council Officers in Committees, Ms Rhia Victorino and

Ms Tina Higgins, travelled to Hobart for ANZACATT PLPP course. Total cost: \$7,581 (inclusive of course fees)

- September 2015—Ms Teresa McMichael, Director, Ms Jenelle Moore, Principal Council Officer, and Ms Christine Nguyen, Council Officer – Secretariat of the Inquiry into the family response to the murders in Bowraville conducted by the Standing Committee on Law and Justice, attended a Handing over of Memorial Plaques ceremony in Bowraville at the invitation of Aboriginal Affairs in the Department of Education. Total cost: \$1,894.

CPA - parliamentary supported travel

During the reporting period, the following members undertook CPA travel:

- October 2015—The Hon Penny Sharpe MLC attended the Commonwealth Parliamentary Association/United Nations Environment Program Legislators' Experts Workshop on Climate Change held in London, United Kingdom. Total cost: \$6,337.10
- February 2016—The Hon. Lynda Voltz travelled to Indonesia and Singapore for a Commonwealth Parliamentary Association study tour. Total cost: \$5,480
- May 2016—The Hon. Don Harwin MLC, President (in his capacity as Joint President of the NSW Branch) and Mr David Blunt, Clerk of the Parliaments (in his capacity as Honorary Secretary/Treasurer of the CPA NSW Branch) attended a meeting of the CPA Australian Region Management Committee in Brisbane, Queensland. Total cost: \$1,467
- June/July 2016—The Hon. Shaoquett Moselmane to the United Kingdom, France and The Netherlands for a Commonwealth Parliamentary Association study tour. Total cost: \$14,660.

46th Presiding Officers and Clerks' conference

Each year the Presiding Officers and Clerks of Australian and Pacific Parliaments meet. In alternative years the conference is held in either an Australian or Pacific jurisdiction, on rotation. In July 2015 the 46th conference was held in Hobart. The Legislative Council was represented by The Hon. Trevor Khan MLC, Deputy President, and Mr Steven Reynolds, Deputy Clerk. Total cost: \$5,826. Steven Reynolds delivered the paper 'Asserting the Inquiry Power; Parliamentary Privilege Trumps Statutory Secrecy in New South Wales'.

Communications

The Department of the Legislative Council is committed to strong communication throughout the department and the Parliament as a whole. A number of strategies are utilised to ensure that staff are kept abreast of information and developments relevant to their roles including staff meetings, a fortnightly departmental newsletter Elucidations and contributions to the Parliament's active news feed on the Intranet.

General staff meetings

General staff meetings are held on a regular basis. The meetings are conducted by the Clerk of the Parliaments and allow staff from within the department to come together to hear and exchange information about what is occurring in the Legislative Council and Parliament generally.

Elucidations

Elucidations is an electronic newsletter

issued under the signature of the Clerk and aims to promote a collaborative working environment within the Department by keeping staff informed of activities and news from all areas of the Department.

Use of consultants, contractors and legal services

The Department expended approximately \$84,802.90 on consultancy, contractor and legal services, the detail of which is provided below.

Television Coverage and other filming services

The Legislative Council engaged the services of G K Productions Pty Ltd to provide television coverage in the Chamber until September 2015 (total cost \$9,900). From October 2015 to the end of the reporting period this service provided by Corporate Technology Services Pty Ltd (total cost \$27,885). For further detail on the change in service provider please see page 73.

Legal services

The Department engaged Mr Bret Walker SC for legal conference and opinion services regarding orders for papers from bodies not subject to the direction or control by the government, incurring expenditure of \$12,100.

Professional services

The Department spent \$5,662.20 on professional photography services. These costs were primarily attributable to the 2016 'House in Session' photograph and the need to develop a sepia print for the new

Chairman of Committees (Deputy President) in keeping with previous photographs on the photo board. All previous portraits of former Chairman of Committees are displayed with sepia toning.

Shared expenditure

The Department contributes to the cost of services delivered across the Parliament, including:

- the Employee Assistance Program (\$6,667)
- Flu vaccine program (\$1,454)
- professional fees charged by the independent members of the Parliament's Audit and Risk Committee (\$2,682.02)
- Mr John Evans PSM, provision of services Parliamentary Ethics Advisor (\$10,000)
- Audit Office of NSW, compliance review of Additional Entitlements for Members of the Parliament of NSW for the financial year end 30 June 2015 (\$8,452.88).

Total: \$29,255.90.

Credit card certification

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

The Department has 14 credit cards issued with individual limits ranging from \$5,000 up to \$20,000 and a total combined limit of \$90,000. Any expenditure must be authorised by a supervisor. Any expenditure by the Clerk

is authorised by the Executive Manager, Parliamentary Services or the Clerk of the Legislative Assembly.

Sustainability

The Parliament through its 'Environmental Sustainability Policy' has for a number of years worked towards achieving sustainability and efficiency outcomes. The Department of Parliamentary Services' Facilities Branch has principal responsibility for promoting sustainability outcomes.

Over the past 12 months, the following milestones were reached, achieving a significant increase on the figures from the previous financial year:

- 8.79 tonnes of cardboard, 41.6 tonnes of paper and 11.32 tonnes of aluminium, plastic and glass were recycled
- the solar panels on the roof delivered approximately 29,000kWh of energy.

The Parliament's ongoing capital works program has also ensured sustainability is incorporated into projects so as to promote the use of recycled products wherever possible, and achieve further savings in water, energy and ventilation.

Annual report

This report is available on the New South Wales Parliament website: <http://www.parliament.nsw.gov.au/>.

The overall production of this 2015-2016 annual report was completed in-house.



Financial performance



Department of the Legislative Council

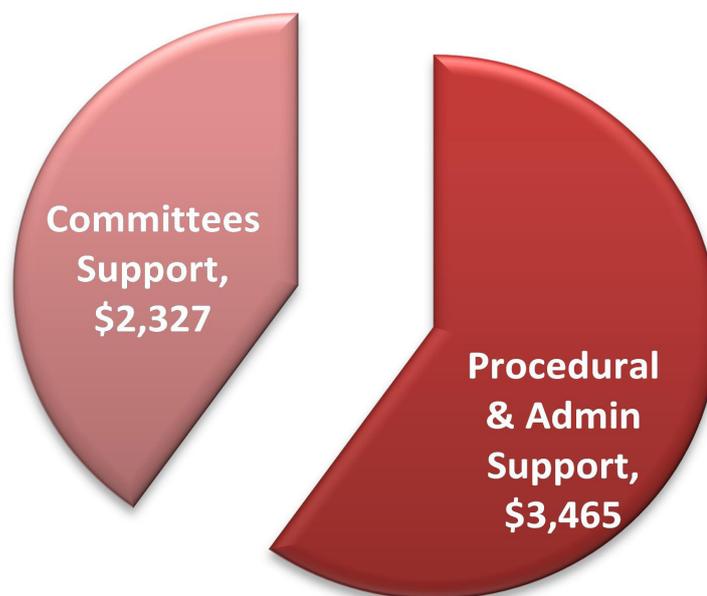
The net cost of services of the Legislative Council, including members' programs was \$24.981 million, representing 18.3% of the total net cost of services of the Parliament for the 2015-16 financial year. This compares to a budget of \$25.553 million reflecting a favourable variance against budget of \$572,000 or 2.2%.

The main components of this variation include:

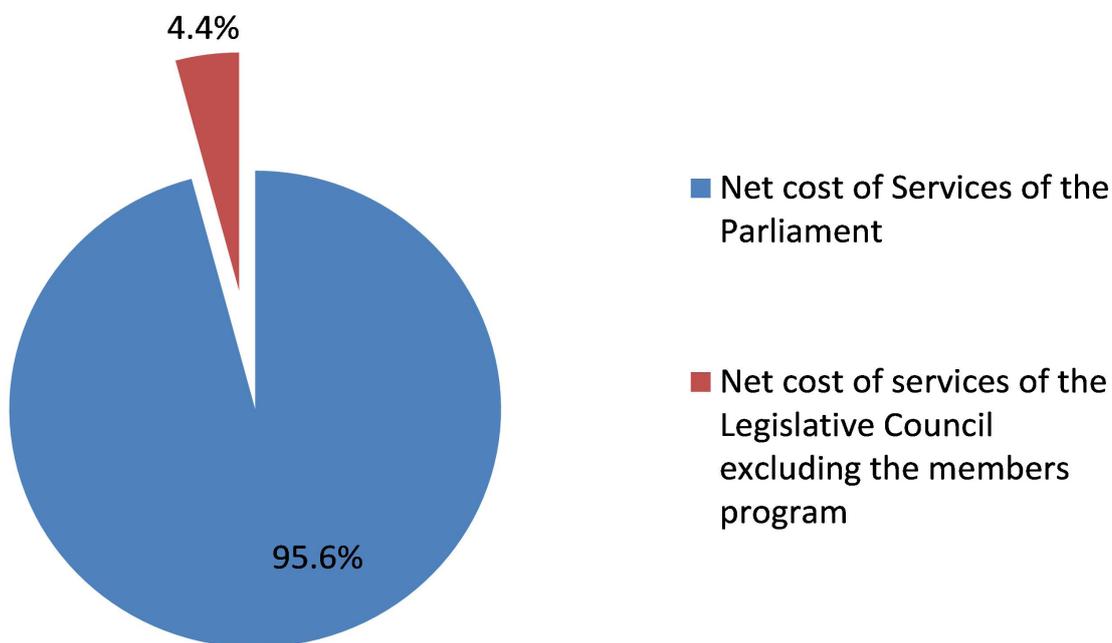
- Employee related expenses being higher than budget by \$191,000 mostly due to redundancy payments made during the year that were recouped from Treasury and recognised as revenue;
- Members remuneration being \$465,000 below budget for Members' salaries and other allowances; and
- Revenue being \$311,000 higher than budget mostly attributable to Ministerial rents and additional grants and contributions received.

The net cost of services for the Council, excluding expenditure on the Members' program, was \$5.944 million which equates to 4.4% of the total net cost of service for the Parliament and 23.8% of the Legislative Council's total net cost of service. The two main operational activities within the Council are Procedural and Administrative Support and Committee Support.

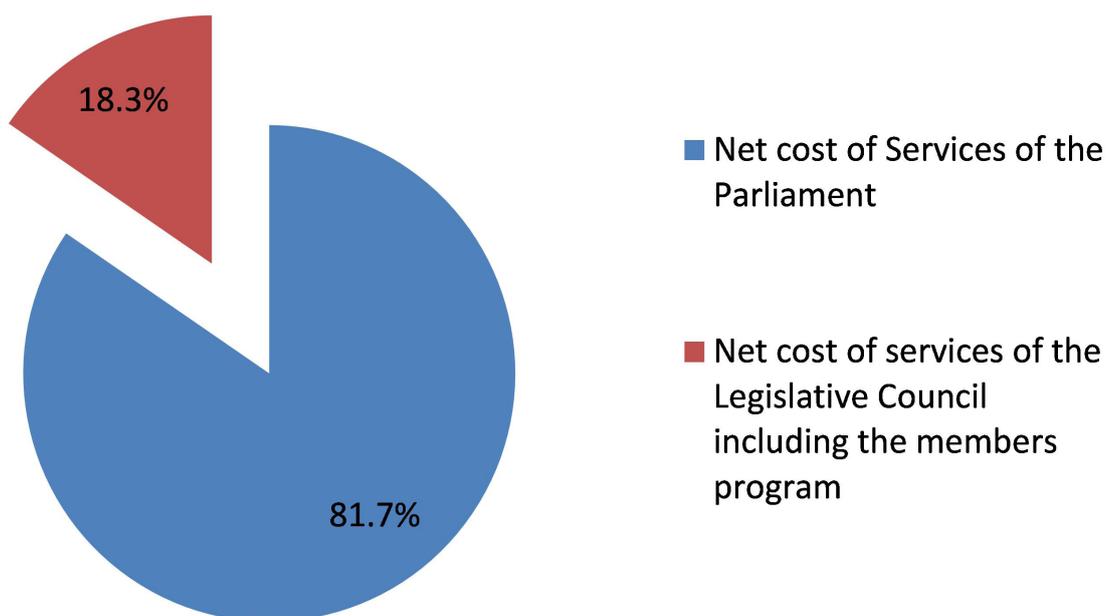
Legislative Council Operations \$'000



Net cost of services of the Legislative Council, excluding Members Program, as a proportion of total cost of services of Parliament



Net cost of services of the Legislative Council, including Members Program as a proportion of total cost of services of Parliament



Start of unaudited financial statements

Legislative Council Supplementary Financial Information

Legislative Council Total (including members' program and the Department) Statement of comprehensive income for the year ended 30 June 2016

	Actual 2016 \$'000	Budget 2016 \$'000	Actual 2015 \$'000
Expenses excluding losses			
Operating expenses			
Employee related	11,419	11,228	11,426
Other operating expenses	2,497	2,481	3,523
Depreciation and amortisation	40	44	131
Other expenses - Members' remuneration	11,896	12,361	11,470
Total Expenses excluding losses	25,852	26,114	26,550
Revenue			
Sale of goods and services	639	517	611
Grants and contributions	144	-	309
Other revenue	88	44	68
Total Revenue	871	561	988
Net Cost of Services	24,981	25,553	25,562

Legislative Council - Parliamentary Representation (members' program only) Statement of comprehensive income for the year ended 30 June 2016

	Actual 2016 \$'000	Budget 2016 \$'000	Actual 2015 \$'000
Expenses excluding losses			
Operating expenses			
Employee related	6,048	6,188	6,149
Other operating expenses	1,735	1,722	2,692
Depreciation and amortisation	9	10	117
Other expenses - Members' remuneration	11,896	12,361	11,470
Total Expenses excluding losses	19,688	20,281	20,428
Revenue			
Sale of goods and services	639	517	611
Other revenue	13	-	13
Total Revenue	652	517	624
Net Cost of Services	19,036	19,764	19,804

Legislative Council - Operations (the Department only)
Statement of comprehensive income for the year ended 30 June 2016

	Actual	Budget	Actual
	2016	2016	2015
	\$'000	\$'000	\$'000
Expenses excluding losses			
Operating expenses			
Employee related	5,362	5,034	5,111
Other operating expenses	619	589	613
Depreciation and amortisation	31	34	14
Total Expenses excluding losses	6,012	5,657	5,738
Revenue			
Grants and contributions	144	-	-
Other revenue	76	44	55
Total Revenue	220	44	55
Net Cost of Services	5,792	5,613	5,683

Legislative Council - Special Projects
Statement of comprehensive income for the year ended 30 June 2016

	Actual	Budget	Actual
	2016	2016	2015
	\$'000	\$'000	\$'000
Expenses excluding losses			
Operating expenses			
Employee related	9	6	166
Other operating expenses	143	170	218
Total Expenses excluding losses	152	176	384
Revenue			
Grants and contributions	-	-	309
Total Revenue	-	-	309
Net Cost of Services	152	176	75

End of unaudited financial statements



Appendices



Appendix 1

Members of the Legislative Council as at 30 June 2016

Ajaka, The Honourable John George <i>Minister for Ageing, Minister for Disability Services, and Minister for Multiculturalism</i>	LIB	* Graham, The Honourable John	ALP
Amato, The Honourable Lou	LIB	Harwin, The Honourable Donald Thomas BEC(Hons) <i>President</i>	LIB
Barham, Ms Jan <i>Temporary Chair of Committees</i>	G	Houssos, The Honourable Courtney	ALP
Blair, The Honourable Niall Mark <i>Minister for Primary Industries and Minister for Lands and Water</i>	NAT	Khan, The Honourable Trevor John B Juris LLB (UNSW) <i>Deputy President and Chair of Committees</i>	NAT
Borsak, The Honourable Robert B Bus FCPA JP	SFF	MacDonald, Mr Scot <i>Parliamentary Secretary</i>	LIB
Brown, The Honourable Robert Leslie	SFF	Maclaren-Jones, The Honourable Natasha BN, MHSM <i>Government Whip</i>	LIB
Buckingham, Mr Jeremy	G	Mallard, The Honourable Shayne <i>Temporary Chair of Committees</i>	LIB
Clarke, The Honourable David <i>Parliamentary Secretary</i>	LIB	Mason-Cox, The Honourable Matthew Ryan	LIB
Colless, The Honourable Richard Hargrave HD App Sci(Agric) <i>Parliamentary Secretary</i>	NAT	Mitchell, The Honourable Sarah <i>Parliamentary Secretary</i>	NAT
Cusack, The Honourable Catherine Eileen BEC(SocSc) <i>Parliamentary Secretary</i>	LIB	Mookhey, The Honourable Daniel	ALP
Donnelly, The Honourable Gregory John BEC MIR <i>Deputy Opposition Whip</i>	ALP	Moselmane, The Honourable Shaoquett Chaher <i>Opposition Whip</i>	ALP
Farlow, The Honourable Scott	LIB	Nile, The Reverend the Honourable Frederick John Ed LTh <i>Assistant President</i>	CDP
Faruqi, Dr Mehreen PhD MEngSc BE	G	Pearce, The Honourable Gregory Stephen BA LLB	LIB
* Field, Mr Justin ⁴	G	Pearson, The Honourable Mark	AJP
Franklin, The Honourable Ben <i>Deputy Government Whip</i>	NAT	Phelps, The Honourable Dr Peter	LIB
Gallacher, The Honourable Michael Joseph BProfSt	LIB	Primrose, The Honourable Peter Thomas B SocStud(Syd)	ALP
Gay, The Honourable Duncan John <i>Minister for Roads, Maritime and Freight, and Vice-President of the Executive Council</i>	NAT	Searle, The Honourable Adam <i>Leader of the Opposition</i>	ALP
Green, The Honourable Paul BNursing <i>Temporary Chair of Committees</i>	CDP	Secord, The Honourable Walt <i>Deputy Leader of the Opposition</i>	ALP
		Sharpe, The Honourable Penelope Gail	ALP

Shoebridge, Mr David	G	Voltz, The Honourable Lynda Jane	ALP
Taylor, The Honourable Bronnie <i>Parliamentary Secretary</i>	NAT	Wong, The Honourable Ernest <i>Temporary Chair of Committees</i>	ALP
Veitch, The Honourable Michael Stanley	ALP		

** Elected to the Legislative Council in the following reporting period*

QUORUM — 8 MEMBERS (in addition to the PRESIDENT or other MEMBER presiding)

PARTY REPRESENTATION: HOUSE OF 42 MEMBERS

AJP-Animal Justice Party	1
ALP-Australian Labor Party	12
CDP-Christian Democratic Party (Fred Nile Group)	2
G-The Greens	5
LIB-Liberal Party of Australia (NSW Division)	13
NAT-The Nationals	7
SFP-Shooters, Fishers and Farmers	2
Total	42

OFFICERS OF THE LEGISLATIVE COUNCIL

President

The Honourable Donald Thomas Harwin

Deputy President and Chair of Committees

The Honourable Trevor John Khan

Assistant President

The Reverend the Honourable Frederick John Nile

Clerk of the Parliaments

David Michael Blunt M Phil LLB (Hons)

Deputy Clerk

Steven Reynolds BEc LLB MPS

Clerk Assistant - Procedure

Stephen Frappell BEc (Soc Sci) BA(Hons) LLM

Clerk Assistant - Committees

Beverly Duffy BSW (Hons)

Usher of the Black Rod

Susan Want B (Soc Sci) MPS

Appendix 2

2015-2016 Legislative Council members' allowances and expenditure (56th Parliament)

Note: The figures reported are accurate as at the closing date for the 2015 - 2016 financial accounts. Any adjustments to data by subsequent reconciliation processes will be reported in the following year's annual report.

This table includes information about members serving in the Legislative Council in this financial year and excludes adjustments that may have taken place this year for individuals who ceased to be members in the last financial year.

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
John Ajaka	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			29,119.25 7,138.32 36,257.57 1,100.00 35,157.57			
Lou Amato	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			25,390.00 6,068.01 31,458.01 216.50 31,241.51			
Jan Barham	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		9,576.72	41,233.00 5,879.48 47,112.48 23,821.82 23,290.66	7,498.50		
Niall Blair	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			41,233.00 10,074.36 51,307.36 2,384.11 48,923.25	734.45		
Robert Borsak	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			28,268.00 3,790.59 32,058.59 12,710.55 19,348.04	8,172.34		
Robert Brown	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			28,268.00 4,193.43 32,461.43 32,458.13 3.30	25,255.21	1,266.94	
Jeremy Buckingham	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		23,720.10	37,625.00 6,217.96 43,842.96 43,638.27 204.69	9,628.34		2,065.67
David Clarke	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			28,268.00 4,118.68 32,386.68 32,032.77 353.91	2,442.30	1,167.51	
Rick Colless	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		9,091.28	41,233.00 3,899.48 45,132.48 34,683.49 10,448.99	23,935.74	3,492.83	

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Sophie Cotsis	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 3,189.46 27,849.46 13,301.68 14,547.78			
Catherine Cusack	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		18,688.99	41,233.00 4,035.27 45,268.27 38,531.98 6,736.29	15,221.69	4,241.45	
Greg Donnelly	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			28,268.00 2,297.44 30,565.44 22,631.33 7,934.11	2,609.15		
Scott Farlow	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 897.43 25,557.43 16,597.73 8,959.70	4,697.33		94.50
Mehreen Faruqi	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 1,476.78 26,136.78 26,136.78 0.00	9,676.10		2,794.04
Ben Franklin	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		20,407.18	41,233.00 1.28 41,234.28 26,336.74 14,897.54	13,875.24		1,566.88
Michael Gallacher	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			25,390.00 5,988.53 31,378.53 6,165.87 25,212.66	759.55	682.35	
Duncan Gay	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			41,233.00 8,882.58 50,115.58 12,335.57 37,780.01	4,513.60	4,107.04	
Paul Green	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		10,084.58	41,570.53 5,325.67 46,896.20 43,209.28 3,686.92	8,215.63	1,486.95	
Don Harwin	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			52,936.25 10,279.66 63,215.91 31,363.40 31,852.51	6,325.25		1,505.34
Courtney Houssos	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 3,247.57 27,907.57 22,789.62 5,117.95	6,551.24	175.91	482.13
John Kaye	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed			24,660.00 4,541.87 29,201.87 15,253.88	3,494.79		

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Trevor Khan	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		21,381.31	41,233.00 6,574.12 47,807.12 33,129.63 14,677.49	13,684.54	9,833.79	1,867.70
Scot Macdonald	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		26,071.62	41,233.00 3,603.65 44,836.65 40,159.13 4,677.52	23,950.54	2,928.03	
Natasha Maclaren-Jones	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		5,785.23	41,356.81 2,029.96 43,386.77 38,514.53 4,872.24	6,950.33		
Shayne Mallard	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			25,162.75 3,889.37 29,052.12 22,993.56 6,058.56	5,990.13	647.60	340.40
Matthew Mason-Cox	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		14,222.51	41,233.00 9,601.58 50,834.58 10,023.03 40,811.55	4,891.66		
Sarah Mitchell	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		25,935.13	41,233.00 7,180.85 48,413.85 28,916.13 19,497.72	17,168.19	4,412.01	1,579.65
Daniel Mookhey	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 3,552.76 28,212.76 16,411.82 11,800.94	4,315.12		
Shaoquett Moselmane	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			28,906.25 3,546.65 32,452.90 17,085.35 15,367.55	946.88		544.78
Fred Nile	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			28,268.00 4,868.63 33,136.63 9,202.41 23,934.22			
Gregory Pearce	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			28,268.00 3,288.15 31,556.15 24,319.33 7,236.82	9,351.31	3,655.18	
Peter Phelps	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		25,197.55	25,390.00 2,970.39 28,360.39 25,306.94 3,053.45	8,265.29	487.12	
Peter Primrose	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 4,866.84 29,526.84 22,284.75 7,242.09	5,188.06		1,516.28

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Adam Searle	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			36,444.25 8,424.12 44,868.37 21,069.35 23,799.02	3,303.71		
Walt Secord	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			29,473.75 4,022.94 33,496.69 28,733.00 4,763.69	3,054.58		135.91
Penny Sharpe	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 0.00 24,660.00 21,312.65 3,347.35	7,715.94		164.87
David Shoebridge	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 130.87 24,790.87 24,677.04 113.83	16,746.71		493.19
Bronnie Taylor	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		17,538.33	41,233.00 2,503.88 43,736.88 27,507.15 16,229.73	18,152.96	411.57	957.40
Michael Veitch	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining		11,950.70	37,625.00 5,525.50 43,150.50 30,056.06 13,094.44	6,478.84		1,482.26
Lynda Voltz	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 2,459.43 27,119.43 27,050.79 68.64	7,419.79		552.55
Ernest Wong	Allocation for 2015/16 C/Forward from 2014/15 Total available 2015/16 Expended claimed Funds Remaining			24,660.00 1,150.18 25,810.18 23,442.48 2,367.70			

2014/2015 Sydney Allowance for Members of the Legislative Council (56th Parliament)

Note: The Sydney Allowance is reported on retrospectively to capture reconciliation processes and ensure the figures accurately reflect final expenditure. Consequently, the following data is representative of the 2014-2015 financial year.

55th Parliament - 1 July 2014 to 27 March 2015

56th Parliament - 28 March 2015 to 30 June 2015

Member	Description	Sydney Allowance 2013/2014 (may include actual expenses claimed)
Lou Amato	56th Parliament	
	Allocation for 2014/15 (Daily)	7,506
	Expended claimed	2,780
	Funds Remaining	4,726
Jan Barham	55th Parliament	
	Allocation for 2014/15 (Daily)	27,522
	Expended claimed	27,522
	Funds Remaining	0.00
	56th Parliament	
	Allocation for 2014/15 (Daily)	9,730
Expended claimed	5,004	
	Funds Remaining	4,726
Niall Blair	55th Parliament	
	Allocation for 2014/15 (Daily)	28,634.00
	Expended claimed	15,846
	Funds Remaining	12,788
	56th Parliament	
	Allocation for 2014/15 (Daily)	12,788
Expended claimed	9,730	
	Funds Remaining	3,058
Jeremy Buckingham	55th Parliament	
	Allocation for 2014/15 (Daily)	27,522
	Expended claimed	26,966
	Funds Remaining	556
	56th Parliament	
	Allocation for 2014/15 (Daily)	9,730
Expended claimed	6,394	
	Funds Remaining	3,336
Richard Colless	56th Parliament	
	Allocation for 2014/15 (Annual)	30,579.96
	Add: Entitlement not previously allocated	278.04
	Less: Late claims/ Accounts Receivable	
Expended claimed	30,858	
	Funds Remaining	0.00
Catherine Cusack	55th Parliament	
	Allocation for 2014/15 (Daily)	28,670.64
	Expended claimed	28,670.64
	Funds Remaining	0.00
	56th Parliament	
	Allocation for 2014/15 (Daily)	10,091.10
Expended claimed	10,091.10	
	Funds Remaining	0.00

Member	Description	Sydney Allowance 2013/2014 (may include actual expenses claimed)
Ben Franklin	56th Parliament	
	Allocation for 2014/15 (Daily)	8,896
	Expended claimed	8,896
	Funds Remaining	0.00
Michael Gallacher	55th Parliament	
	Allocation for 2014/15 (Daily)	21,406
	Expended claimed	21,406
	Funds Remaining	0.00
	56th Parliament	
	Allocation for 2014/15 (Daily)	7,506
Expended claimed	6,116	
	Funds Remaining	1,390
Jenny Gardiner	55th Parliament	
	Allocation for 2014/15 (Daily)	28,634
	Expended claimed	24,742
	Funds Remaining	3,892
Duncan Gay	56th Parliament	
	Allocation for 2014/15 (Annual)	50,040
	Expended claimed	50,040
	Funds Remaining	0.00
Paul Green	55th Parliament	
	Allocation for 2014/15 (Daily)	28,634
	Expended claimed	12,232
	Funds Remaining	16,402
	56th Parliament	
	Allocation for 2014/15 (Daily)	9,730
Expended claimed	5,004	
	Funds Remaining	4,726
Don Harwin	56th Parliament	
	Allocation for 2014/15 (Annual)	50,040
	Expended claimed	50,040
	Funds Remaining	0.00
Trevor Khan	55th Parliament	
	Allocation for 2014/15 (Daily)	28,634
	Expended claimed	26,132
	Funds Remaining	2,502
	56th Parliament	
	Allocation for 2014/15 (Daily)	10,564
Expended claimed	8,340	
	Funds Remaining	2,224
Charlie Lynn	55th Parliament	
	Allocation for 2014/15	28,634
	Expended claimed	26,132
	Funds Remaining	2,502
Scot MacDonald	56th Parliament	
	Allocation for 2014/15 (Annual)	37,788
	Expended claimed	37,788
	Funds Remaining	0.00
Natasha Maclaren-Jones	56th Parliament	
	Allocation for 2014/15 (Annual)	38,919.95
	Add: Entitlement not previously allocated	414.17
	Less: Late claims/ Accounts Receivable	414.17
	Expended claimed	38,505.78
	Funds Remaining	0.00
Matthew Mason-Cox	55th Parliament	
	Allocation for 2014/15 (Daily)	36,974
	Expended claimed	33,638
	Funds Remaining	3,336

Member	Description	Sydney Allowance 2013/2014 (may include actual expenses claimed)
Sarah Mitchell	55th Parliament	
	Allocation for 2014/15 (Daily)	28,634
	Expended claimed	8,618
	Funds Remaining	20,016
	56th Parliament	
	Allocation for 2014/15 (Daily)	10,008
Expended claimed	5,282	
Funds Remaining	4,726	
Melinda Pavey	55th Parliament	
	Allocation for 2014/15 (Annual)	28,771.48
	Add: Entitlement not previously allocated	
	Less: Late claims/ Accounts Receivable	5,419.48
Expended claimed	23,352	
Funds Remaining	0.00	
Mark Pearson	56th Parliament	
	Allocation for 2014/15	7,506
	Expended claimed	5,282
Funds Remaining	2,224	
Peter Phelps	55th Parliament	
	Allocation for 2014/15 (Daily)	28,634
	Expended claimed	21,406
	Funds Remaining	7,228
	56th Parliament	
	Allocation for 2014/15 (Daily)	11,120
Expended claimed	7,784	
Funds Remaining	3,336	
Adam Searle	56th Parliament	
	Allocation for 2014/15 (Annual)	23,630.04
	Add: Entitlement not previously allocated	2,779.96
	Less: Late claims/ Accounts Receivable	
Expended claimed	26,410	
Funds Remaining	0.00	
Bronnie Taylor	56th Parliament	
	Allocation for 2014/15 (Daily)	9,730
	Expended claimed	6,950
Funds Remaining	2,780	
Michael Veitch	55th Parliament	
	Allocation for 2014/15 (Daily)	27,522
	Expended claimed	27,522
	Funds Remaining	0.00
	56th Parliament	
	Allocation for 2014/15 (Daily)	9,730
Expended claimed	9,730	
Funds Remaining	0.00	
Steve Whan	55th Parliament	
	Allocation for 2014/15 (Daily)	27,522
	Expended claimed	13,900
Funds Remaining	13,622	

Appendix 3

Committee reports and Government responses

Committee	Report no.	Report name	Report Date	Government response due	Government response received
GPSC1	43	Budget Estimates 2015/16	17/11/2015	N/A	N/A
GPSC2	43	Budget Estimates 2015/16	17/11/2015	N/A	N/A
	44	Elder abuse in New South Wales	24/06/2016	9/01/2017	Pending
GPSC3	32	Registered nurses in New South Wales nursing homes	29/10/2015	29/04/2016	29/04/2016
	33	Budget Estimates 2015/16	17/11/2015	N/A	N/A
	34	Reparations for the Stolen Generations in New South Wales	23/06/2016	23/12/2016	Pending
GPSC4	30	Fair Trading Amendment (Ticket Reselling) Bill 2014	19/02/2015	19/08/2015	25/08/2015
	31	Progress of the Ombudsman's investigation 'Operation Prospect'	25/08/2015	25/02/2016	22/02/2016
	32	Budget Estimates 2015/16	17/11/2015	N/A	N/A
GPSC5	40	Performance of the NSW Environment Protection Authority	13/02/2015	13/08/2015	13/08/2015
	41	Wambelong fire	20/02/2015	20/08/2015	31/03/2016
	42	Budget Estimates 2015/16	17/11/2015	N/A	N/A
GPSC6	1	Local government in New South Wales	29/10/2015	29/04/2016	29/04/2016
	2	Budget Estimates 2015/16	17/11/2015	NA	NA
	3	Vocational education and training in New South Wales	15/12/2015	15/06/2016	21/06/2016
Law and Justice	57	Remedies for the serious invasion of privacy in New South Wales	3/03/2016	5/09/2016	5/09/2016
	58	Security classification and management of inmates sentenced to life imprisonment	4/04/2016	4/10/2016	Pending
State Development	Nil reports tabled in the financial year from this committee.				
Social Issues	50	Service coordination in communities with high social needs	11/12/2015	14/06/2016	15/06/2016
Select Committee	1	Closure of public schools in New South Wales	22/10/2015	22/04/2016	7/03/2016
Select Committee	1	The conduct and progress of the Ombudsman's inquiry 'Operation Prospect'	22/02/2015	22/08/2015	22/02/2016
Select Committee	1	Leasing of electricity infrastructure	2/06/2015	2/02/2015	1/12/2015
Select Committee	1	The supply and cost of gas and liquid fuels in New South Wales	25/02/2015	25/08/2015	21/08/2015
Select Committee	1	Home schooling	5/12/2014	5/06/2015	13/07/2015
Select Committee	1	Loose Fill Asbestos Insulation	17/12/2014	15/07/2015	15/07/2015

Note – In most of the cases of a delayed response correspondence has been received from the Government noting its reasons for not providing a response or for the response being delayed.

Appendix 4

Committee travel expenses 2015/2016

Standing Committee on State Development

Date	Inquiry	Destination	Activity	In attendance	Expenses
14/03/16	Economic development in Aboriginal communities	Singleton, Williamstown and Watanobbi	Three site visits and briefings	Pearce, Veitch, Colless, Green, Maclaren-Jones, Wong, Secretariat (3), Hansard (2)	\$2,009.89
5-6/04/16	Economic development in Aboriginal communities and regional planning processes in NSW	Dubbo and Brewarrina	Two site visits and a public hearing	Pearce, Veitch, Colless, Green, Maclaren-Jones, Wong, Secretariat (3), Hansard (2)	\$19,493.14*^
27-28/04/16	Economic development in Aboriginal communities and regional planning processes in NSW	Guyra and Tamworth	Two site visits and a public hearing	Pearce, Veitch, Colless, Green, Maclaren-Jones, Wong, Secretariat (3), Hansard (2)	\$13,170.15^
25-26/05/16	Economic development in Aboriginal communities and regional planning processes in NSW	Eden and Narooma	Two site visits and a public hearing	Pearce, Veitch, Colless, Green, Maclaren-Jones, Wong, Secretariat (3), Hansard (2)	\$17,132.96^
				TOTAL	\$51,806.14

Standing Committee on Law and Justice

Date	Inquiry	Destination	Activity	In attendance	Expenses
7/09/15	Family response to the murders in Bowraville	Bowraville	Unveiling of memorial plaque	Secretariat (3)	\$1,726.43
16/02/16	Security classification and management of inmates sentenced to life imprisonment	Long Bay Prison	Site visit	Maclaren-Jones, Voltz, Shoebridge, Taylor, Secretariat (3),	\$157.80
				TOTAL	\$1,884.23

Standing Committee on Social Issues

Date	Inquiry	Destination	Activity	In attendance	Expenses
5/11/15	Service coordination in communities with high social needs	Bourke	Site visit and briefings	Taylor, Donnelly, Mallard, Nile, Phelps, Sharpe, Secretariat (4)	\$16,613.76*
7/10/15	Service coordination in communities with high social needs	Mount Druitt and Claymore	Two site visits and briefings	Taylor, Donnelly, Mallard, Nile, Phelps, Sharpe, Secretariat (4)	\$1,458.81
				TOTAL	\$18,072.57

General Purpose Standing Committee No. 3

Date	Inquiry	Destination	Activity	In attendance	Expenses
6/11/15	Reparations for the Stolen Generations in New South Wales	Wagga Wagga and Cootamundra	Site visit and public hearing	Barham, Mitchell, Franklin, Houssos, Moselmane, Nile, Secretariat (4), Hansard (2)	\$11,453.73
7-8/12/15	Reparations for the Stolen Generations in New South Wales	Grafton and Kempsey	Site visit and two public hearings	Barham, Maclaren-Jones, Franklin, Houssos, Mitchell, Moselmane, Nile, Secretariat (4), Hansard (2)	\$17,675.69
17-18/02/16	Reparations for the Stolen Generations in New South Wales	Broken Hill and Walgett	Two public hearings	Barham, Maclaren-Jones, Franklin, Houssos, Mitchell, Moselmane, Nile, Secretariat (4), Hansard (2)	\$29,111.17*
2/03/16	Reparations for the Stolen Generations in New South Wales	Bomaderry	Site visit and public hearing	Barham, Maclaren-Jones, Houssos, Mitchell, Moselmane, Nile, Secretariat (4), Hansard (2)	\$3,289.15
				TOTAL	\$61,529.74

General Purpose Standing Committee No.5

Date	Inquiry	Destination	Activity	In attendance	Expenses
3-4/09/14	Wambelong Fire	Coonabarabran	Hearing	Brown, Colless, Donnelly, Faruqi, MacDonald, Phelps, Voltz, Secretariat (4), Hansard (2)	\$1,064.12**
				TOTAL	\$1,064.12

General Purpose Standing Committee No. 6

Date	Inquiry	Destination	Activity	In attendance	Expenses
17-18/08/15	Local government in New South Wales	Cobar, Armidale and Wagga Wagga	Three public hearings	Green, Amato, Cusack, Shoebridge, Franklin, Primrose, Moselmane, Borsak, Secretariat (3), Hansard (2)	\$27,497.59*
11/09/15	Vocational education and training in New South Wales	Wollongbar and Lismore	Two site visits and two public hearings	Green, Amato, Cusack, Donnelly, Farlow, Kaye, Mookhey, Secretariat (2)	\$6,243.13
18/09/15	Vocational education and training in New South Wales	Belmont and Newcastle	Two site visits and a public hearing	Green, Amato, Cusack, Donnelly, Farlow, Kaye, Secretariat (2)	\$2,493.36
12/10/15	Vocational education and training in New South Wales	Nowra and Wollongong	Two site visits and two public hearings	Green, Amato, Farlow, Houssos, Kaye, Voltz, Secretariat (2)	\$5,155.33
3/11/15	Vocational education and training in New South Wales	Dubbo	Two site visits	Green, Amato, Donnelly, Farlow, Kaye, Mookhey, Secretariat (2)	\$4,923.36
				TOTAL	\$46,312.77

* Charter flights.

** A visit conducted in 2014 but invoice paid within the 2015/2016 financial year.

^ A visit that involved events/activities in relation to two inquiries.

Appendix 5

Membership of all Legislative Council committees

Standing Committee membership - 56th Parliament

Member	Party	Social Issues Committee	State Development Committee	Law and Justice Committee
Clarke, David	LIB			Member
Colless, Richard	NAT		Member	
Cotsis, Sophie	ALP		Member *	
Donnelly, Gregory	ALP	Deputy Chair		
Green, Paul	CDP		Member	
Maclaren-Jones, Natasha	LIB		Member	
Mallard, Shayne	LIB	Member		Chair
Mookhey, Daniel	ALP			Member
Nile, Frederick	CDP	Member		
Pearce, Gregory	LIB		Chair	
Phelps, Peter	LIB	Member		
Sharpe, Penelope	ALP	Member		
Shoebridge, David	G			Member
Taylor, Bronnie	NAT	Chair		Member
Veitch, Michael	ALP		Deputy Chair	
Voltz, Lynda	ALP			Deputy Chair
Wong, Ernest	ALP		Member	

* Mr Wong replaced Ms Cotsis on 7 March 2016.

AJP Animal Justice Party

N The Nationals

ALP Australian Labor Party

SFF Shooters, Fishers and Farmers Party

CDP Christian Democratic Party

LIB Liberal Party

G The Greens

General Purpose Standing Committee membership - 56th Parliament

Member	Party	GPSC1	GPSC2	GPSC3	GPSC4	GPSC5	GPSC6
Amato, Lou	LIB						Deputy Chair
Barham, Jan	G			Chair			
Borsak, Robert	SFF				Chair		
Brown, Robert	SFF					Chair	
Buckingham, Jeremy	G					Member ²	
Clarke, David	LIB				Member ³		
Colless, Richard	NAT					Member	
Cotsis, Sophie	ALP		Member ⁴				
Cusack, Catherine	LIB						Member
Donnelly, Gregory	ALP		Chair				
Farlow, Scott	LIB	Member					Member ⁵
Faruqi, Mehreen	G		Member ⁶				
Franklin, Ben	NAT	Deputy Chair		Member ⁷			Member ⁸
Green, Paul	CDP		Deputy Chair				Chair
Houssos, Courtney	ALP			Member			
Kaye, John	G	Member ⁸					
Khan, Trevor	NAT	Member					
MacDonald, Scot	LIB					Member	
Maclaren-Jones, Natasha	LIB			Deputy Chair			
Mallard, Shayne	LIB				Member		
Mason-Cox, Matthew	LIB		Member				

2 *Dr Faruqi substituted for Mr Buckingham as a member of General Purpose Standing Committee No. 5 for the duration of the inquiry into aspects of the evidence given to the General Purpose Standing Committee No. 5 inquiry into the Wambelong fire.*

3 *Mr Pearce substituted for Mr Clarke as a member of General Purpose Standing Committee No. 4 for the duration of the inquiry into the progress of the Ombudsman's Investigation "Operation Prospect".*

4 *Mr Mookhey substituted for Ms Cotsis as a member of General Purpose Standing Committee No. 2 for the duration of the inquiry into child protection.*

5 *Mr Franklin substituted for Mr Farlow as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into local government in New South Wales.*

6 *Ms Barham substituted for Dr Faruqi as a member of General Purpose Standing Committee No. 2 for the duration of the inquiry into Elder Abuse and the inquiry into child protection.*

7 *Mrs Taylor substituted for Mr Franklin as a member of General Purpose Standing Committee No. 3 for the duration of the inquiry into registered nurses in New South Wales nursing homes.*

8 *Mr Buckingham replaced Dr Kaye as a member of General Purpose Standing Committee No. 1.*

Mitchell, Sarah	NAT			Member			
Mookhey, Daniel	ALP						Member ⁹
Moselmane, Shaoquett	ALP				Member ¹⁰		
Nile, Fred	CDP	Chair		Member			
Pearce, Gregory	LIB					Member ¹¹	
Phelps, Peter	LIB		Member				
Primrose, Peter	ALP	Member					
Searle, Adam	ALP	Member					
Secord, Walt	ALP			Member ¹²			
Sharpe, Penny	ALP					Member	
Shoebridge, David	G				Deputy Chair		Member ¹³
Taylor, Bronnie	NAT		Member		Member ¹⁴		
Veitch, Michael	ALP					Deputy Chair	
Voltz, Lynda	ALP				Member ¹⁵		
Wong, Ernest	ALP						Member ¹⁶

- 9 Mr Primrose substituted for Mr Mookhey as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into local government in New South Wales and the inquiry into Crown land.
- 10 Mr Searle substituted for Mr Moselmane as a member of General Purpose Standing Committee No. 4 for the duration of the inquiry into the progress of the Ombudsman's Investigation "Operation Prospect".
- 11 Mr Mason-Cox substituted for Mr Pearce as a member of General Purpose Standing Committee No. 5 for the duration of the inquiry into water augmentation.
- 12 Mr Moselmane substituted for Mr Secord as a member for General Purpose Standing Committee No. 3 for the duration of the inquiry into reparations for the Stolen Generations in New South Wales.
- 13 Dr Kaye substituted for Mr Shoebridge as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into vocational education and training in New South Wales.
- 14 Mrs Taylor substituted for Mr Franklin as a member of General Purpose Standing Committee No. 3 for the duration of the inquiry into registered nurses in New South Wales nursing homes.
- 15 Mr Secord substituted for Ms Voltz as a member of General Purpose Standing Committee No. 4 for the duration of the inquiry into museums and galleries.
- 16 Mr Veitch substituted for Mr Wong as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into Crown land. Mr Donnelly substituted for Mr Wong as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into vocational education and training in New South Wales.

Select Committee Membership - 56th Parliament

Member	Party	GPSC1	GPSC2	GPSC3
Amato, Lou	LIB		Member	
Borsak, Robert	SFF	Member	D Chair	
Clark, David	LIB	D Chair		
Cusack, Catherine	LIB	Member		
Donnelly, Gregory	ALP		Member	Member
Farlow, Scott	LIB			Chair
Franklin, Ben	NAT		Member	
Green, Paul	CDP		Chair	
Houssos, Courtney	ALP		Member	
Kaye, John	G	Member	Member	Member ¹⁷
Khan, Trevor	NAT	Member		Member
Maclaren-Jones, Natasha	LIB		Member	
Nile, Frederick	CDP	Chair		Member
Pearce, Gregory	LIB			Member
Phelps, Peter	LIB	Member		Member
Primrose, Peter	ALP	Member		
Searle, Adam	ALP	Member		
Veitch, Mick	ALP			D Chair

Procedure Committee Membership - 56th Parliament

Member	Party	Young Children accompanying members into the House
Ajaka, John	LIB	Member
Borsak, Robert	SFF	Member
Faruqi, Mehreen	G	Member
Franklin, Ben	NAT	Member
Gay, Duncan	NAT	Member
Harwin, Don	LIB	Chair
Khan, Trevor	NAT	Member
Maclaren-Jones, Natasha	LIB	Member
Moselmane, Shaoquett	ALP	Member
Nile, Frederick	CDP	Member
Searle, Adam	ALP	Member
Secord, Walter	ALP	Member

Procedure Committee Membership - 56th Parliament

Member	Party	Young Children accompanying members into the House
Donnelly, Gregory	ALP	Member
Faruqi, Mehreen	G	Member
Khan, Trevor	NAT	Member
Maclaren-Jones, Natasha	LIB	Member
Mason-Cox, Matthew	LIB	Chair
Nile, Frederick	CDP	Member
Phelps, Peter	LIB	Member
Primrose, Peter	ALP	Deputy Chair

Appendix 6

Legislative Council membership of Joint Committees - 56th Parliament

Member	Party	Children and Young People	Companion Animal Breeding Practices in NSW	Electoral Matters	Health Care Complaints	ICAC	Legislation Review	Office of the Ombudsman and PIC	Road Safety (Staysafe)	Office of the Valuer-General
Amato, Lou	LP				Member					
Barham, Jan	G				Member					
Borsak, Robert	SFF			Deputy Chair						
Donnelly, Greg	ALP	Member								
Farlow, Scott	LP							Member		
Faruqi, Mehreen	G								Member	
Franklin, Benjamin	N			Member						
Green, Paul	CDP	Member								
Houssos, Courtney	ALP			Member						
Khan Trevor	N							Member		
MacDonald Scot	LP		Member							
Mookhey, Daniel	ALP								Member	
Moselmane, Shaoquett	ALP						Member			
Nile, Frederick	CDP									
Pearce, Gregory	LP						Member			Member
Pearson, Mark	AJP		Member							
Phelps, Peter	LP			Member						
Primrose, Peter	ALP			Member						
Searle, Adam	ALP							Member		
Secord, Walter	ALP				Member					
Shoebridge, David	G						Member			
Taylor, Bronnie	N	Member	Member							
Veitch, Michael	ALP		Deputy Chair							
Voltz, Lynda	ALP									
Wong, Ernest	ALP					Member				Member

Note: The joint committees are administered by the Legislative Assembly.

ALP - Australian Labor Party

AJP - Animal Justice Party

CDP - Christian Democratic Party

G - The Greens

LP - Liberal Party

N - The Nationals

SF - Shooters, Fishers and Farmers Party

SFF - Shooters, Fishers and Farmers Party

SF - Shooters, Fishers and Farmers Party

SF - Shooters, Fishers and Farmers Party

SF - Shooters, Fishers and Farmers Party

Appendix 7

Inquiry statistics as at 30 June 2016

Inquiry Name	Submissions received	No. of hearings	Witnesses	Reports
General Purpose Standing Committee No. 1				
Budget Estimates 2015/16	0	4	17	1
Budget Estimates 2016/17	0	0	0	0
General Purpose Standing Committee No. 2				
Budget Estimates 2015/16	0	5	34	1
Budget Estimates 2016/17	0	0	0	0
Elder Abuse in New South Wales	143	5	43	1
Child protection	49	0	0	0
General Purpose Standing Committee No. 3				
Budget Estimates 2015/16	0	4	29	1
Budget Estimates 2016/17	0	0	0	0
Reparations for the Stolen Generations in New South Wales	53	10	106	1
Registered nurses in New South Wales nursing homes	168	3	32	1
Registered nurses in NSW nursing homes	0	0	0	0
General Purpose Standing Committee No. 4				
Budget Estimates 2015/16	0	4	31	1
Budget Estimates 2016/17	0	0	0	0
Fair Trading Amendment (Ticket Reselling) Bill 2014	N/A	N/A	N/A	1
Progress of the Ombudsman's investigation "Operation Prospect"	6	0	0	1
Museums and galleries	2	0	0	0
General Purpose Standing Committee No. 5				
Budget Estimates 2015/16	0	3	18	1
Budget Estimates 2016/17	0	0	0	0
Wambelong fire	N/A	N/A	N/A	1
Performance of the NSW Environment Protection Authority	N/A	N/A	N/A	1
Water augmentation	23	0	0	0
General Purpose Standing Committee No.6				
Budget Estimates 2015/16	0	4	22	1
Budget Estimates 2016/17	0	0	0	0
Local government in New South Wales	171	8	115	1
Vocational education and training in New South Wales	230	8	82	1
Crown land	0	0	0	0
Law and Justice				
Remedies for the serious invasion of privacy	33	2	28	1
Security classification and management of inmates sentenced to life imprisonment	33	1	17	1
First review of Compulsory Third Party insurance scheme	12	1	13	0
Social Issues				
Service coordination in communities with high social needs	50	3	37	1
Childhood overweight and obesity	0	0	0	0
State Development				
Economic development in Aboriginal communities	36	4	23	0
Regional planning processes in NSW	49	4	30	0

Inquiry Name	Submissions received	No. of hearings	Witnesses	Reports
Select Committees				
Legislative Council committee system	20	1	10	0
Closure of public schools in New South Wales	43	1	18	1
The conduct and progress of the Ombudsman's inquiry "Operation Prospect"	N/A	N/A	N/A	1
Leasing of Electricity Infrastructure	N/A	N/A	N/A	1
Supply and cost of gas and liquid fuels in NSW	N/A	N/A	N/A	1
Home schooling	N/A	N/A	N/A	1
Joint Select Committee				
Loose fill asbestos insulation	N/A	N/A	N/A	1
TOTAL	1121	72	705	24

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