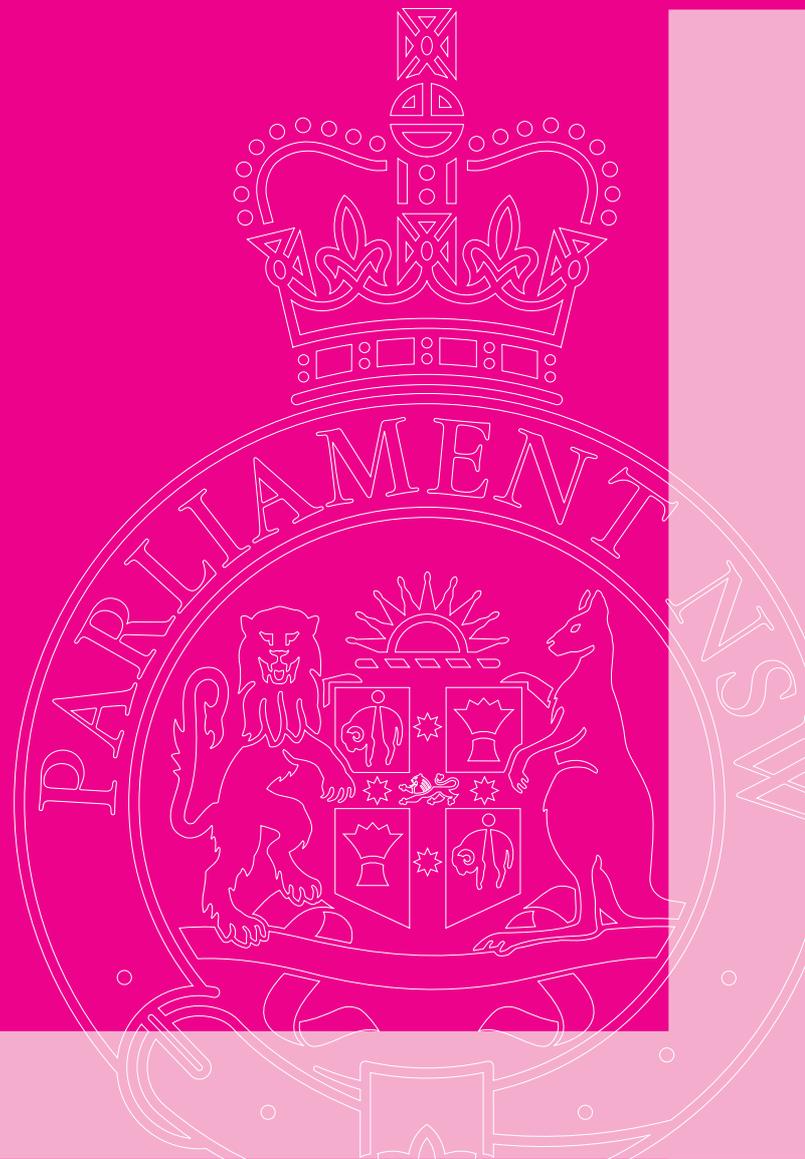




LEGISLATIVE COUNCIL

Annual Report 2000



Mission

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

Corporate Goals

- Goal 1** Provide the procedural support, advice and research necessary for the effective functioning of the House.
- Goal 2** Provide services which support members in their electoral and constituency duties.
- Goal 3** Provide effective and professional administrative support and services to Members and to other client groups and maintain appropriate reporting mechanisms.
- Goal 4** Provide a safe and healthy working environment, in which Members and staff can reach their maximum productivity.
- Goal 5** Promote public awareness of the purpose, functions and work of the Parliament.
- Goal 6** Maintain and enhance an appropriate physical environment for the conduct of Parliamentary business while preserving the heritage value of Parliament House.

Charter of Values

People are our Priority

We will respond quickly to customer demands. We will provide a service that is unfailing in satisfying customers' expectations.

Positive Attitude

We focus on getting the job done in a timely and efficient manner. We ask about your needs and we will work with you to achieve solutions.

Professional Performance

We will build and maintain a reputation for absolute impartiality and trustworthiness. We pride ourselves on being competent and cost-effective in the eyes of customers. In our organisation, excellence in performance wins rewards. We encourage innovation and initiative.

Access to Services

Located at: Parliament House
Macquarie Street
SYDNEY NSW 2000

Contact telephone & facsimile numbers

	<i>Telephone</i>	<i>Facsimile</i>
Switchboard	9230 2111	
Members	9230 2111	
Clerk's Office	9230 2773	9230 2761
Procedure Office	9230 2331	9230 2876
Committee Office	9230 3373	9230 2876
Administration Office	9230 2893	9230 2876
Attendants Reception	9230 2319	9230 2876
Standing Committees:		
Privileges & Ethics	9230 2346	9230 2761
Social Issues	9230 3078	9230 2981
Law & Justice	9230 3311	9230 3371
State Development	9230 2193	9230 2981
General Purpose	9230 3544	9230 3416

E-mail address:

council@parliament.nsw.gov.au

Legislative Council's Home Page on the Internet:

<http://www.parliament.nsw.gov.au/lc>

Office operating hours

The Legislative Council office is open weekdays, excluding public holidays, between 9.00 am and 5.00 pm on non-sitting days, and from 9.00 am until the rising of the House on sitting days.

Sitting Days

The Legislative Council normally meets at 2.30 pm on Tuesday and 11.00 am on Wednesday, Thursday and Friday. Visitors may attend the sittings at any time and observe proceedings from the public gallery.

Visits by the public

The Legislative Council Chamber and public areas at Parliament House are open for inspection by the public from 9.30 am to 4.00 pm, Monday to Friday, except public holidays. Attendants are on hand to answer questions and provide information.

Organised tours for school and community groups can be booked by telephoning 9230 2440, or the Legislative Council Attendants' Reception. Wheelchair access to the building is available.

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LEGISLATIVE COUNCIL

THE HON. DR MEREDITH BURGMANN PRESIDENT OF THE LEGISLATIVE COUNCIL

I am pleased to present to the Legislative Council the Annual Report prepared by the Clerk of the Parliaments on the operations of the Department of the Legislative Council for the year ending 30 June 2000.

A handwritten signature in black ink that reads 'Meredith Burgmann'.

Meredith Burgmann
President of the Legislative Council



LEGISLATIVE COUNCIL

OFFICE OF THE CLERK

The Honourable Meredith Burgmann
President of the Legislative Council
Parliament House
Macquarie Street
Sydney NSW 2000

Dear Madam President

I am pleased to submit for your information and presentation to the House the Annual Report of the Department of the Legislative Council for the year ended 30 June 2000.

While there is no statutory requirement to table an Annual Report, I have arranged publication of this report in the spirit of the Acts which apply to Government Departments, namely the Annual Reports (Departments) Act 1985 and the Public Finance and Audit Act 1983.

Yours sincerely

A handwritten signature in black ink that reads 'John Evans'.

John Evans
Clerk of the Parliaments

Charter

The first Legislative Council was established in 1824 by an Act of the British Parliament, Act 4 Geo IV Cap. 96. Under the New Constitution Act of 1853, Act 17 Vic. No. 41, this Council was replaced by a bicameral Parliament consisting of a nominated Legislative Council and an elected Legislative Assembly. The bicameral Parliament first met in 1856.

Since its establishment, the Legislative Council has undergone many changes in line with developments in the system of Government in New South Wales. Today, the Legislative Council comprises 42 Members, elected by the people of New South Wales on a state-wide adult franchise under a system of proportional representation. One half of the Members are elected at simultaneous elections with the Legislative Assembly each 4 years. The Council's powers with respect to the passage of Bills are set out in the Constitution Act 1902.

The Department of the Legislative Council provides procedural, administrative and support services to assist the Members of the Legislative Council in performing their parliamentary duties. These services include research and advice on parliamentary practice and procedure, the preparation of documents for use in the House, and the provision of staff and equipment. In addition, the Department is responsible, together with the Legislative Assembly, for the corporate management of all other Departments and Sections within the Parliament which provide services to Members of both Houses of the Parliament.

The Department is accountable to the President of the Legislative Council, who is elected by the Members of the Legislative Council. The Department of the Legislative Council is independent of the New South Wales public service, although many public sector policies and practices are adapted or followed by the Department.

Charter of Values

People are our priority

We will respond quickly to customer demands.

We will provide a service that is unfailing in satisfying customers' expectations.

Positive attitude

We focus on getting the job done in an accurate, timely and efficient manner.

We ask about your needs and we will work with you to achieve solutions.

Professional performance

We will build and maintain a reputation for absolute impartiality and trustworthiness.

We pride ourselves on being competent and cost-effective in the eyes of customers.

In our organisation, excellence in performance wins rewards.

We encourage innovation and initiative.

Role of the Clerk

The Clerk of the Parliaments provides expert advice and counsel to the President, Ministers and Members of the Legislative Council on parliamentary law, practice and procedure. The Clerk, as Chief Executive Officer, manages the operations of the Legislative Council. Jointly, with the Clerk of the Legislative Assembly, the Clerk is responsible for ensuring effective operation of the joint services of the Parliament.

Role and Functions of the Department

The Department of the Legislative Council provides services to Members of the Legislative Council, enabling them to perform their parliamentary duties, including their work within the House, on committees and within the community. There are three principal program areas of the Department.

* *Advisory and procedural services* including:

- advice to Members on parliamentary practice and procedure
- preparation of documentation for use in the House
- production of the records of proceedings of the House and its Committees.

* *Administrative and support services* including:

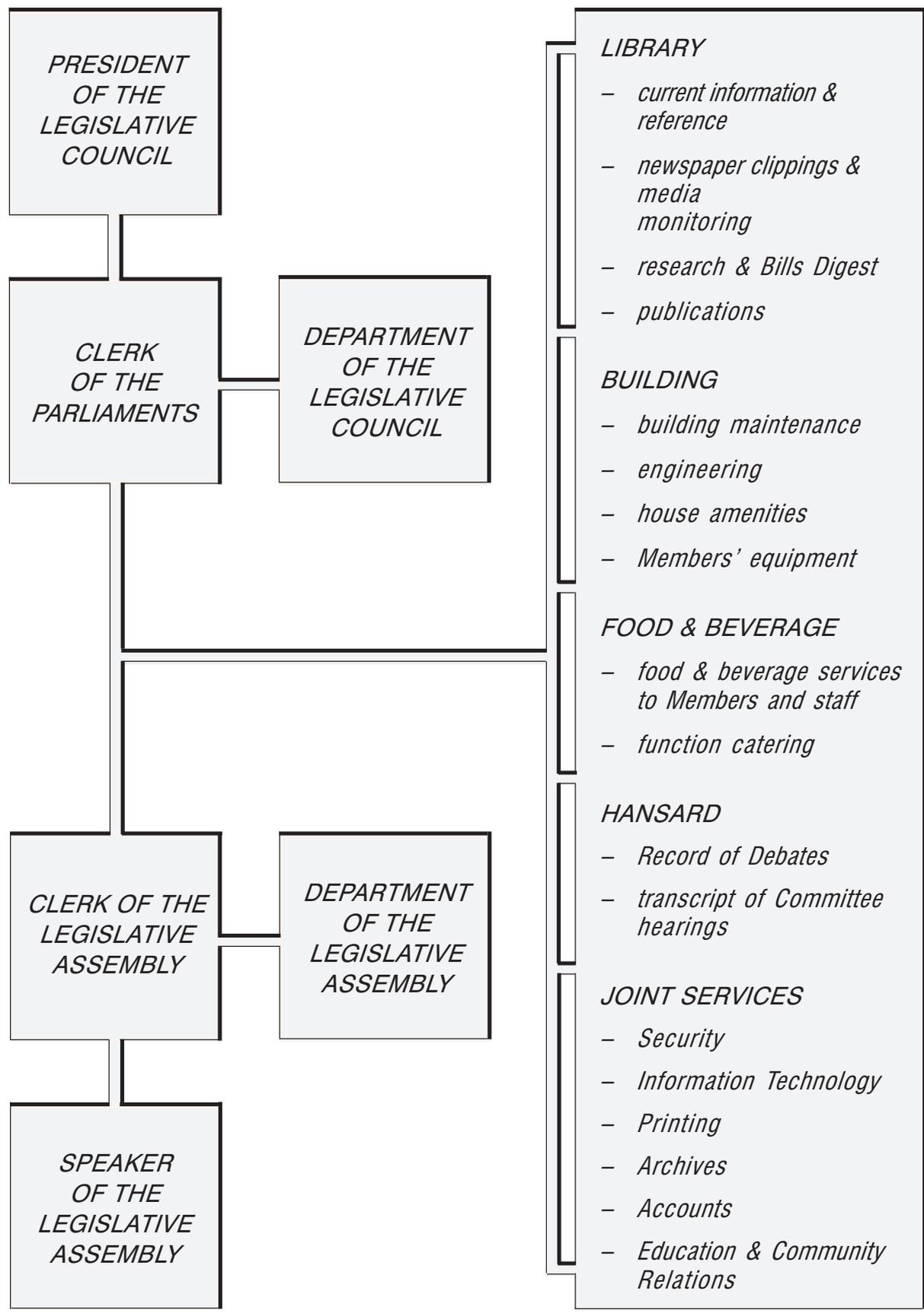
- provision of support staff and equipment for Members
- administration of Members' salaries, allowances and entitlements
- effective delivery of other services available to Members both within and outside Parliament House.
- provision of advice and staff to Committees, enabling them to carry out research and prepare reports.

* *Corporate management* including:

- corporate/strategic planning
- budget development, monitoring and reporting
- personnel and training
- industrial/employee relations
- provision of consultancy services relating to all these functions to Joint Services Departments.

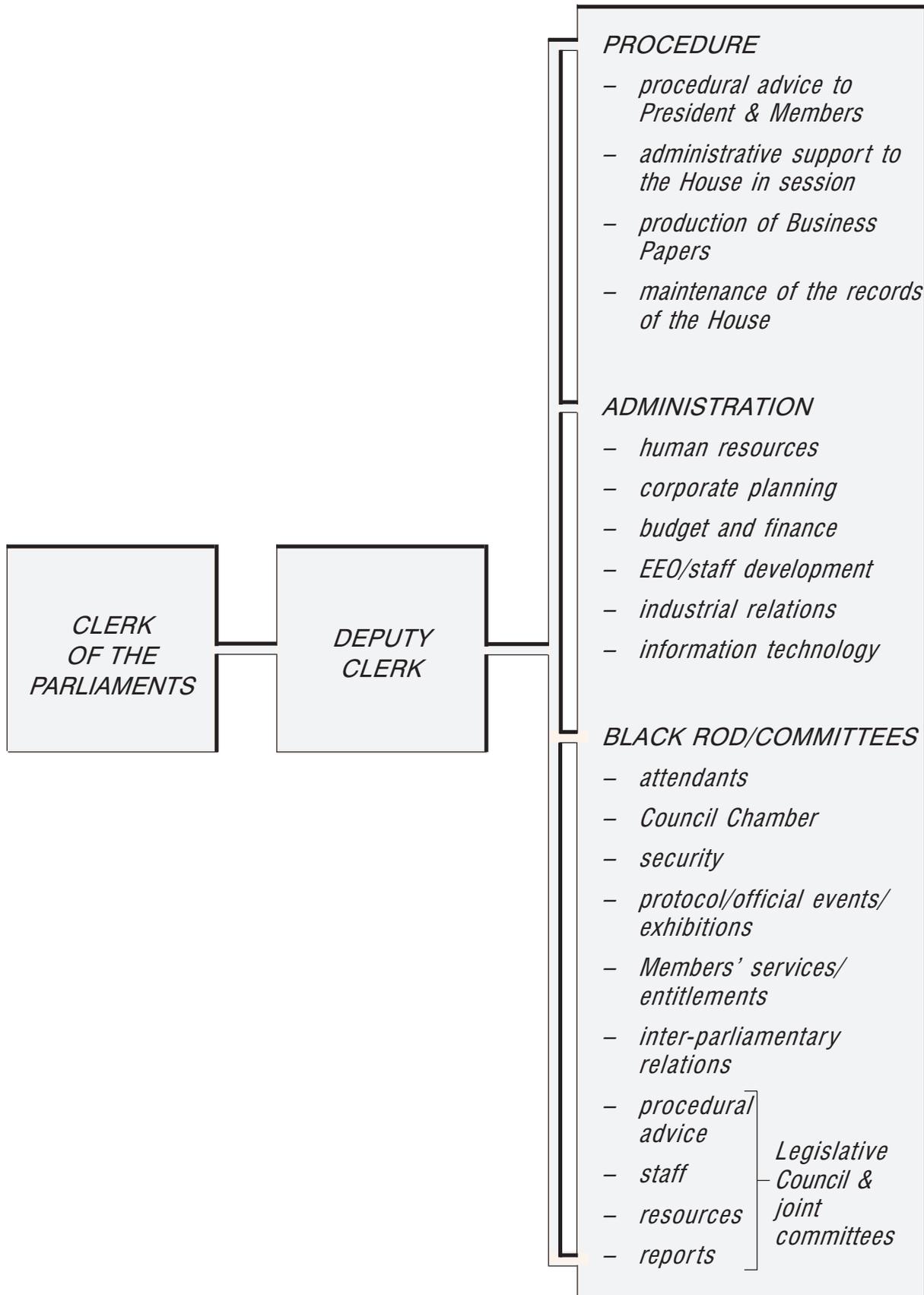
The Department of the Legislative Council also has administrative responsibility for the Departments of Parliamentary Building Services, Parliamentary Food and Beverage Services, and the Information Technology Services Section.

Organisation Chart Parliament House



Organisation Chart

Department of the Legislative Council



Clerk's Overview

Opening of Parliament

After Parliament was prorogued on 11 August 1999, a modified ceremonial opening of Parliament by His Excellency the Honourable Gordon Samuels AC, Governor of New South Wales, was held on 7 September 1999 in the presence of invited guests, prominent community leaders and dignitaries and, for the first time, included a welcome for the Governor from Aboriginal Elders representing the local Darug and Eora people. Governor Samuels addressed Members from both Houses in the Council Chamber outlining the Government's legislative and policy proposals for the Second Session of the Fifty-Second Parliament.

Private Members' Business

The House returned on 8 September 1999 from its summer recess with a heavier than usual legislative program, prompting a decision on a new system which involved extending the number of sitting days from 3 to 4 and to sit regularly on Fridays during the year. The regular day for Private Members Business was changed from Thursday to Friday. During the earlier part of the sitting period concern had been expressed that inadequate provision for the consideration of Private Members bills had been made and that such consideration needed to be differentiated from that of other matters of Private Members Business. New sessional orders were adopted in April 2000 which among other things imposed time limits on individual speeches on the question for leave to bring in a bill, and for debate on the question for second or third reading of the bill. No time limit was imposed on speeches during the Committee of the Whole stage.

Orders for Papers

Following the decisions of the High Court and the New South Wales Court of Appeal which confirmed that the House has the power to call for papers including those documents for which legal professional privilege or public immunity is claimed, several returns to orders for papers involving quite large volumes of material were made relating to controversial matters such as the contamination of the Sydney water supply, Delta Electricity, Integral Energy, the Northside Storage Tunnel, Coorabin Landfill, the Roads and Traffic Authority M2 and M5 East Motorway and the redevelopment of Walsh Bay.

Anniversary of the Legislative Council

On Wednesday 25 August 1999 the 175th anniversary of the first meeting of the Legislative Council was marked by two cake "cutting" ceremonies in the Chamber which were attended by invited students from several public and private schools.

ASPG Annual Conference

The 21st Annual Conference of the Australasian Study of Parliament Group (ASPG) was held at Parliament House from 24 - 25 September 1999. The conference was held in the Legislative Council Chamber and the Presiding Officers acted as joint patrons. The conference looked at a range of political communication issues including Parliament's communication role in a modern Westminster democracy and how well that role was fulfilled. The conference was addressed by ministers, members, political analysts and others with expertise in the field.

Changes to voting system

In response to public concerns arising from the Council periodic election held in March 1999 the Parliamentary Elections and Elections Amendment Act 1999 introduced changes to the voting system for Legislative Council elections and the requirements for registration of political parties. At the 1999 election, a record number of 264 candidates stood for the Council resulting in a "tablecloth-sized" ballot paper which many voters found daunting and confusing. Under the new system the previous group voting ticket system was abolished. The minimum number of members required for registration as a political party, was increased from 200 to 750 electors. Each party is required to have a written constitution, to be registered for 12 months before an election and to provide an application fee of \$2000.

Migration of word processing software

Parliament changed its word processing platform during the year. This was a significant project requiring conversion of many macros, along with training for all members and staff. The project was successfully completed in December 1999.

Document Production System

As a result of changing to a new word processing platform, a tender was let for the development of a new document production system for the business papers of the House, including the Minutes of Proceedings, Questions and Answers Paper, Notice Paper, President's Program and Daily Program. DocStream, the successful tenderer, worked closely with the officers who produce these papers to develop a macro based document production system which enabled the papers to be produced more quickly and reduced the potential for errors.

Web site

The Parliament's web site has continued to be enhanced to provide accurate and current information on the Parliament. The web site is now automatically updated on an hourly basis. This project is ongoing and will continue to provide a more efficient service.

Year 2000 Millennium Bug

Extensive remedial work with computer hardware and software resulted in the Legislative Council entering the year 2000 without any adverse impact on computer systems.

Committee Online Project

Legislative Council committees are now able to publish information on the internet in a standardised form as a result of the Committee Online Project, which was funded by the office of Information Technology (OIT). Reports, information about hearings and membership of committees, submissions and transcripts of hearings are now published in a consistent way. This principle has been extended to the system for producing reports for publication with the use of committee templates which have been developed to save time by automating the production of reports and to standardise their appearance.

Conclusion

Streamlining of the Legislative Council's operating procedures has again been a high priority, along with an improved information service to members and the public. Member's programs continue to be protected items of expenditure, and the difference is being met from Council's operating expenditure, including committees.

The Legislative Council has faced many challenges this year and our success has been due to staff commitment to excellence and the ability to adapt to the ever changing needs of members and public. The new millennium will I am sure bring us new challenges and I look forward to another year of meeting our goals.



Key Plans 2000–2001

In line with the Legislative Council's Corporate Goals to improve services to Members and promote efficiency within the Council, a number of activities have been planned for the coming year. These include:

- Continued development of the precedent system, procedural library, and procedural reference database.
- Prepare a Legislative Council Procedure Manual.
- Continue annual program of seminars for Members and staff on parliamentary practice and procedure.
- Compile and publish Principal Rulings of the President and Chairman of Committees 1994–95.
- Compile and publish the House business papers which include the Minutes of Proceedings, the Notices of Motions and Orders of the Day and Questions and Answers for 1st and 2nd sessions of the 52nd Parliament.
- Prepare and publish procedural highlights.
- Review and update Operations Instruction Manual for 2001 Estimates Committees.
- Implement recommendations of the Parliamentary Remuneration Tribunal.
- Implement Phase II of a computerised Help Desk for the asset management system.
- Implement Disability Action Plan recommendations.
- Conduct cultural awareness training.
- Enhance public information about the role and functions of the Legislative Council, including developing and printing public information brochures.
- Provide media broadcast infrastructure to Legislative Council Chamber.
- Enhance sound and recording capabilities of Committee room 814/815 and Jubilee Room.
- Review all “paper” practices in the procedural area and introduce IT developments to reduce paper use and distribution.
- Continue to develop the IT network as a single source of published procedural, committee and corporate services information

Information Technology Services 1999/2000

The Year 2000 project

The Year 2000 project was commenced in December 1997 to identify the impact of the Year 2000 on New South Wales Parliament's operations. This grew out of worldwide concerns in regard to the potential of computer hardware and software resources to handle dates at the end of the century and beyond.

The project was based on the methodology documented in the "Year 2000 Business Risk Analysis handbook" developed and issued by the Department of Public Works and Services. Each of the steps of the methodology was considered and only those applicable to the Parliament adopted.

Questionnaires were sent out to all stakeholders and responses were collated to obtain an inventory of all computer hardware and software. From the analysis of the information provided, the impact of the Year 2000 on Parliament was identified and estimate of costs for rectification determined.

Treasury provided funding for Year 2000 projects across 1998/99 and 1999/2000. The rectification projects completed were:

- replacement of the non-compliant financial information system Intergy and the human resources system CHRIS with an integrated financial information system SAP. The system went into production in July 1999
- replacement of the remaining non-complaint PCS and five servers.
- redevelop the in-house accounting and reporting system for the Print Shop

Other projects carried out as part of the year 2000 requirements included : the development of the IT Disaster Recovery Plan, development of the contingency plan for year 2000 date change over problems and an independent audit of Parliament's Y2K project.

Outcome: Parliament's systems and services handled the year 2000 date change roll over without any difficulties.

Migration of word processing software

As the existing word processing software in use was not year 2000 compliant, work commenced in June 1999 on a major project to change Parliament's word processing platform from WordPerfect 6.1 to MS Word 97. This project consisted of three sub-projects: conversion of business processes in the Legislative Council, Legislative Assembly and Hansard Reporting Department from WordPerfect to MS Word 97, training of Members and staff in MS Word and installation and configuration of software in the electorate offices and in Parliament.

Internet redesign

- Committee Information Online

Parliament received funding as part of the Electronic Service Delivery project of the New South Wales government to provide comprehensive information on committees and enable the general public to lodge submissions online. The project was successfully completed with all modules going “live” in June 2000.

- Parliament’s new web site

Parliament’s new web site went “live” in May 2000. The site is customer focussed, fast, responsive and information is readily accessible. The project has changed the workflow associated with publishing by making the creators of the information responsible for publishing it on the intranet and internet.

The web site has been well received by the general public and has received many positive comments through the feedback facility. Based on statistics collected, the site has about 24,000 hits on a sitting day and about 12,000 hits on a non-sitting day.



Procedural Advice and Support

GOAL 1

Provide the procedural support, advice and research necessary for the effective functioning of the House.

The primary goal of the Department of the Legislative Council is to provide services which directly support the functioning of the House and of several Parliamentary Committees.

The Legislative Council comprises 42 Members directly elected by every voter in New South Wales. The method of voting is known as optional preferential proportional representation. In order to be elected candidates need to obtain a quota which is about 4.5% of the total formal vote. Members are elected for a period of eight years. One half of the Legislative Council is elected every four years at the same time as an election for the Legislative Assembly.

Following the 1999 election, the parties represented in the Council were: Australian Labor Party [16], Liberal Party of Australia (NSW Division) [9], National Party of Australia (NSW) [4], Christian Democratic Party [2], The Greens [2], A Better Future for our Children [1], Australian Democrats [1], Outdoor Recreation Party [1], Pauline Hanson's One Nation Party [1], Reform the Legal System [1], Shooters Party [1], Unity Party [1], and Independents [2].

Since the March 1988 election, the Government of the day has been in a minority in the Legislative Council. At the most recent election in March 1999, the minor party and independent representation increased to 13 seats which is over 30% of the total membership of the House. The lack of a Government majority in the Legislative Council means that the House and its committees play an important role in the review of legislation and Government activity.

PROCEDURAL ADVICE

The Clerks-at-the-Table must ensure that proceedings in the House conform to requirements of the Standing and Sessional Orders, the Constitution Act, and other laws as they relate to Parliament. Parliamentary practice and procedure must also be followed to ensure bills pass through all the required stages of the legislative process.

Significant issues arising during the reporting period

Opening of Parliament

His Excellency the Honourable Gordon Samuels AC, Governor of New South Wales, opened the Second Session of the Fifty Second Parliament on 7 September 1999 following its prorogation on 11 August 1999. For the first time, the ceremony included representatives of the local Aboriginal community, Ms Fay Richards, Ms Patricia Jarvis, Ms Edna Watson and Ms Sylvia Scott, welcoming the Governor as he arrived at the Parliament. In order to keep costs to a minimum, a number of modifications were made to the most recent opening. Cost savings of approximately \$40,000 were achieved when taking into account that sponsorship was not sought for the occasion. The mounted police formed a guard for the Governor instead of the armed services who attended at previous openings and the invitation list for dignitaries returned to the rotation system which was formerly used until the 1990s. The President and officers of the Legislative Council for the first time did not wear the traditional dress of wig and gown.

Restoration of business

On the second sitting day of the session, the Leader of the House moved a motion to restore all Private Members business and contingent notices of motion which were interrupted by the close of the previous session to the Notice Paper. This amounted to 55 items of Private Members' business and 9 contingent notices, being restored to the business paper.

Disallowance of Statutory Instruments

With the resumption of a new session of Parliament, a question arose as to whether it was possible to disallow a statutory instrument for which a notice of motion to disallow had been given but not determined in the previous session and was now outside the 15 sitting day time limit for giving of notices of motions under Section 41 of the Interpretation Act 1987. Following receipt of advice from the Crown Solicitor that the lapsing of the original notice of motion did not preclude a subsequent motion being passed for the purposes of the Act, a member gave notice of a motion to disallow a regulation on the basis of the notice given the previous session. The notice was subsequently withdrawn.

Sitting Pattern

The House returned from its summer recess with a heavier than usual legislative program, prompting a decision by the Government to require the House to sit regularly on Fridays, increasing the number of days from two to three for government business during each sitting week. The regular day for General Business (commonly referred to as Private Members' Business) was changed from Thursday to Friday.

During the year the House sat for a total of 702 hours which equates to 88 standard working days.

Private Members' Business

Following the adoption by the House on 12 May 1999 of a new method of dealing with Private Members' Business, whereby 12 items were drawn in a ballot and given precedence for consideration by the House, a problem

developed of several items of business within the Order of Precedence being postponed on a number of occasions. This resulted in the House sometimes not being able to deal with any of the items which had been granted precedence and instead dealing with items outside the Order of Precedence. To address this problem, sessional orders were adopted to provide that if an item is postponed for a third time it is removed from the Order of Precedence and set down at the end of Private Members Business outside the Order of Precedence.

Changes were also made to the rules regarding the handling of Private Members' bills. The sessional order of 12 May 1999 allowed for three hours of debate on a bill up to the end of the third reading stage, after which the bill would be dealt with in the time allocated to Government Business. The possibility of a small number of members exhausting the time for debate on a bill on the motions to grant leave to bring in the bill, for its printing and for its first reading resulted in a number of changes being introduced. Debate on the motion for leave to bring in the bill was limited to one hour and no debate was allowed on a combined question for the first reading and printing. Under the changes no time limits were placed on the second and third reading debates as a whole but members' speeches were limited to 30 minutes for the mover and 20 minutes for other members and the mover in reply. No time limits were applied in Committee of the Whole. All stages of consideration of a Private Members' bills now takes place during time allocated for Private Members' business.

Parliamentary Ethics Adviser

In November 1999, Mr Ian Dickson, the former Electoral Commissioner of NSW, was appointed as the Parliamentary Ethics Adviser in accordance with resolutions passed by both Houses.

The function of the Parliamentary Ethics Adviser is to advise any member of Parliament, when asked to do so by that member, on ethical issues concerning the exercise of his or her role

as a member of Parliament (including the use of entitlements and potential conflicts of interest). The Ethics Adviser is to be guided in giving this advice by any code of conduct or other guidelines adopted by the House (whether pursuant to the Independent Commission Against Corruption Act or otherwise). The Ethics Adviser must meet annually with the Standing Ethics Committee of each House.

Orders for papers

Following the decisions of the High Court and the New South Wales Court of Appeal which confirmed that the Legislative Council has the power to call for papers including those documents for which legal professional privilege or public immunity is claimed, a number of orders for papers were made in the Legislative Council relating to controversial matters such as the contamination of the Sydney water supply, Delta Electricity, the RTA (M2 and M5 East Motorway) and the redevelopment of Walsh Bay.

On two occasions members submitted letters to the Clerk disputing the validity of claims of privilege for documents received relating to Delta Electricity and the M2 Motorway project. In accordance with the resolution of the House, the President appointed an independent legal arbiter to whom the Clerk released the disputed documents. The reports of the arbiter were then made available to members of the Legislative Council only but on both occasions the House resolved to make the reports public.

Joint sittings

A joint sitting of both Houses was held on Thursday, 4 May 2000 to choose a person to hold the place in the Australian Senate following the resignation of Senator David Brownhill. Sandy Macdonald (a former National Party Senator who lost his place in a recent federal election) was elected.

A joint sitting was also held in the Legislative Assembly Chamber to hear an address by Mr. Rhodri Morgan, AM MP, First Secretary for the National Assembly for Wales.

Division of a Bill

In a rare procedure the Legislative Council for the first time, divided a bill under consideration. The Minister in charge of the Industrial Relations Amendment Bill moved that the Committee [of the Whole] have the power to divide the Industrial Relations Bill into two bills so as to incorporate in a separate bill the provision of the bill relating to independent contractors. This was done to allow the passage of the main part of the bill while at the same time allowing further negotiations to occur on its provisions relating to independent contractors. The Committee divided the Bill into the Industrial Relations Amendment Bill and the Industrial Relations Amendment (Independent Contractors) Bill. The Industrial Relations Amendment Bill was then passed with amendments by the Legislative Council and returned to the Legislative Assembly while the newly formed Industrial Relations Amendment (Independent Contractors) Bill remains before the House.

Change to Legislative council voting system

The Parliamentary Elections and Elections Amendment Act 1999 introduced changes to the voting system for Legislative Council periodic elections and the requirements for registration of political parties. The Act was passed in response to public concerns arising from the Council periodic election held in March 1999. At that election, a record number of candidates stood for the Council resulting in a “tablecloth-sized” ballot paper which many voters found daunting and confusing. A significant number 264 of candidates were also from recently-registered parties seeking to rely on preference deals rather than primary votes.

Changes brought about the Act include:

- A voter can record a vote “above the line” for one or more groups in the order of their choice. Preferences are distributed in order of appearance of candidates in the group. The previous group voting ticket system, where a vote was recorded “above the line” and the voter’s preferences were distributed according to a voting ticket of

the chosen group lodged with the Electoral Commissioner, has been abolished. A group can only have a group voting square if there are 15 candidates in the group. The Act did not affect the ability to vote “below the line”, that is to record a vote for individual candidates in the order of the voter’s choice.

- The minimum number of members required for registration as a political party was increased from 200 to 750 electors, and a party must now have a written constitution.
- An application fee of \$2000 will now be required for any party that seeks registration.
- The nomination deposit for a candidate included in a group comprising more than 10 candidates (but not more than 21 candidates) is now \$5000 divided by the number of candidates in that group.
- A party will no longer be eligible for registration merely because it is represented in Parliament by one of its Members.
- Registered parties will be required to submit annual returns to ensure continuing eligibility for registration.
- A party must be registered with the Electoral Commission for 12 months to have its name placed on ballot papers.
- The Electoral Commissioner is required to prepare and distribute for each periodic Council election an information sheet about each registered party.

Development of databases

The Office of the Clerk maintains an extensive collection of procedural precedents and publications of relevance to the Legislative Council. During the year an electronic system for indexing the collection was established on Lotus Notes. The new system incorporates powerful searching facilities and direct links to information on the internet and other Lotus Notes databases, such as legislation and Hansard. When fully implemented it will significantly

enhance the speed and depth of procedural research undertaken in the Council. In addition an electronic index to legal opinions held in the Office of the Clerk was developed using Lotus Notes.

Key projects to improve effectiveness

Document production system

As a part of the Parliament’s migration from WordPerfect to Microsoft Word, a tender was let for the development of a new document production system for the business papers of the House, including the Minutes, Questions and Answers Paper, Notice Paper, President’s Program and Daily Program. DocStream, the successful tenderer, worked closely with the officers who produced the above papers to develop a macro based document production system which enabled the papers to be produced more quickly and reduced the potential for errors. By incorporating complete procedures for most events which occur in the House, the system also reduced the need to check precedents of how events should be recorded and made it easier for officers with less experience to produce the papers. In the coming year, the document production system will automatically access information, such as long and short bill titles, from the Parliament’s Lotus Notes database. This should increase the speed of production and further reduce the likelihood of error. The transition from WordPerfect to Word went smoothly, significant problems only arising with the Questions and Answers Paper because of the difficulties of using a word processing application for what is essentially data management.

Committee template report project

Following the conversion to Word late last year, Legislative Council committees developed an electronic template for committee reports. The template automates many of the tasks involved in formatting committee reports for publication, such as compiling a summary of recommendations. This will greatly reduce the time it takes to publish committee reports. The

template will also ensure that committee report layout is consistent and reflects the Legislative Council corporate identity.

New Parliament website

The Parliament released a redesigned website in April 2000. The new website was built around the Parliament's Lotus Notes database. Information which is put into that database by the various sections in the Parliament appears on the website within the hour. This enables information, such as the passage of bills, to appear on the website within hours of the event. It also reduces the amount of work required to maintain the website in that data is now only required to be update in one location.

The new website has improved information on:

- full text bills, including PDF files of the bill and the explanatory memorandum and information on the stage the bill is up to
- committees, including inquiry information, reports, transcripts and submissions
- House papers (Minutes, Notice Paper and Questions and Answers Papers)
- Hansard
- Member information
- what is on in Parliament, including sitting dates, seminars, exhibitions and hearings
- general information about the Parliament's role, history, function and operation.

Secure papers storage

The large number of orders for papers given by the Legislative Council and the practice of ordering some papers to be accessible by members of the Council only has meant that the Legislative Council has needed to store a significant amount of papers within a secure environment. In response to this need, a secure storage area was purpose built with 18 m of shelving.

Chamber upgrades

A new sessional order covering Private Members' Business which provided for a total of 3 hours debate on an item necessitated changes to the timing system in the Chamber,

so that the top row on the clock could display the overall debate time in hours and minutes. Previously the clock would only display minutes and seconds, making 99 minutes the longest period for which it could be set.

The microphones in the chamber were also upgraded and a speaker was placed in the President's rostrum to improve the audibility of members speaking in the Chamber.

Rulings of the President

The business and practices of the House are governed by standing orders, sessional orders and precedents. The Clerk and Deputy Clerk regularly compile rulings given by the President and the Chair of Committees, based on those orders and precedents. The rulings are published for use by the President, Chair of Committees and Temporary Chairs, to ensure that occupants of the Chair are aware of recent rulings. This allows for greater uniformity and consistency in directions given in the House. The Sessional Rulings are published at the end of each session and incorporated, where appropriate, into the Principal Rulings of the Chair, which date from 1856. The rulings provide a valuable educational tool for Members newly appointed to these positions.

Journals

At the conclusion of each session of Parliament all the daily Business Papers of the House are bound and published as the Journals of the Legislative Council. The Journals are the official records of the House which include: the indexed Minutes of the Proceedings; Notices of Motions and Orders of the Day; Questions and Answers; register showing the history of progress of bills, a report of the Divisions in Committee, a Register of Addresses and Orders of the House for Papers; Sessional, Standing, Joint and Select Committees appointed; abstracts of petitions presented; a return showing the attendance of Members; proclamations and reports of the Printing Committee. The Journal covering the period April 1996 to July 1997 (second session of the fifty-first Parliament) was completed.

PARLIAMENTARY COMMITTEES

Committees are integral to the Legislative Council's role of reviewing legislation and acting as an effective check and balance on the activities of Government. Committees of the House may be Standing, Sessional or Select and may be joint with the Legislative Assembly. Matters may be referred to Committees by the House or a Minister and may be generated by the Committee itself. In the case of Committees established under an Act of Parliament, the Act sets out ongoing functions to be performed.

Legislative Council Standing Committees

Standing Committees

The Standing Committees of the Legislative Council are established by resolution of the House. Paragraph 33 of the resolutions establishing the Standing Committees on Law and Justice, Social Issues and State Development, requires that a report is to be prepared on the performance of each Standing Committee each financial year for inclusion in the Annual Report of the Legislative Council. A "Report on Performance Legislative Council Committees 1 July – 31 December 1999" was published in February 2000 and is available from Procedure Office.

The Legislative Council now has nine Standing Committees. The Standing Committee on Privilege and Ethics performs a specialised role in relation to issues of parliamentary privilege and ethics and is staffed by officers from the Clerk's Office.

The Standing Committees on Law and Justice, Social Issues and State Development investigate and report on proposed legislation, government activities, and matters of public policy. These committees are each supported by a permanent secretariat. The Standing Committees on Social Issues and State Development have been in existence since 1988, as has a Standing Committee on Parliamentary Privilege. The Standing Committee on Law and Justice was established in 1995. These committees were reappointed for the fifty-second Parliament by resolution of the House on 25 May 1999.

In addition, the Legislative Council has appointed five General Purpose Standing Committees which have a majority of non-Government Members. They were originally established to inquire into the Budget Estimates. These General Purpose Standing Committees were re-appointed on 13 May 1999 and reflect Government Ministers' portfolio responsibilities.

Standing Committee on Parliamentary Privilege and Ethics

The Standing Committee on Parliamentary Privilege was established by resolution of the House in 1988. It was re-established as the Standing Committee on Parliamentary Privilege and Ethics in the fifty-first Parliament by resolution on 24 May 1995 and was re-appointed in the fifty-second Parliament on 25 May 1999.

The functions of the Committee are to:

- inquire into and report to the Legislative Council on any matters relating to parliamentary privilege which may be referred to it by the House or the President; and
- carry out certain functions relating to ethical standards applying to members of the Legislative Council under Part 7A of the Independent Commission Against Corruption Act 1988.

The Committee also considers and reports on matters referred to it under the resolution of the House of 13 November 1997 concerning citizen's right of reply.

During the reporting period the Committee held seven meetings, and tabled the two following reports:

Report on Person Referred to in the Legislative Council (Mr L R Allen), Report No. 10, October 1999.

Report on Inquiry into Statements made by Mr Gallacher and Mr Hannaford, Report No. 11, dated November 1999

Privilege matters

- **Possible abuse of freedom of speech**

The Committee dealt with one matter relating to parliamentary privilege during the year. Three

days before the September 1999 City of Sydney Council election, two members made statements in the House concerning alleged claims of sexual harassment against the Lord Mayor of Sydney. The Legislative Council referred the member's statements to the Committee for inquiry and report. The Committee was required to investigate whether the members' conduct in making the statements constituted an abuse of privilege, and what if any sanctions should be enforced in relation to that conduct.

The Committee noted that there are currently no guidelines on what constitutes an abuse of privilege or the manner in which Members should exercise their freedom of speech, apart from the rules of debate. In light of this the Committee did not find an abuse of privilege in the circumstances of the case. The Committee resolved that any information held by the two members in relation to the alleged claims be referred to the appropriate authorities for investigation, and that the Lord Mayor be informed of his citizen's right of reply with respect to the statements made. Finally, the Committee drew the House's attention to the fact that the New South Wales Parliament has not given its privileges a statutory form or provided guidelines on their scope and operation.

Ethics

Under the *Independent Commission Against Corruption Act 1988*, the Committee has the following functions in relation to Members' ethics:

- prepare for consideration by the Legislative Council draft codes of conduct for members of the Legislative Council and draft amendments to codes of conduct already adopted;
- carry out educative work relating to ethical standards applying to members of the Legislative Council;
- give advice in relation to such ethical standards in response to requests for advice by the Legislative Council, but not in relation to actual or alleged conduct of any particular person.

In the coming year, the Committee will review the code of conduct for members and consider options for the training of members in relation to ethical standards, in accordance with its obligations under the Independent Commission Against Corruption Act 1988 (s 72C(6)).

During the year the Parliamentary Ethics Adviser, Mr Ken Robson, resigned due to ill-health. In November 1999 both Houses passed joint resolutions for the appointment of a new Ethics Adviser, Mr Ian Dickson, the former Electoral Commissioner for NSW. Under the resolutions, the Ethics Adviser is required to meet annually with the Standing Ethics Committee of each House.

Citizen's Right of Reply

On 13 November 1997 the Legislative Council adopted a procedure which permits citizens to seek a right of reply to statements made about them in the House. Under that procedure, requests for a right of reply are considered by the President of the Legislative Council and if appropriate referred to the Standing Committee on Parliamentary Privilege and Ethics for consideration and report to the House.

The Committee considered one right of reply submission during the reporting period. In September 1999, Mr Mick Allen sought a right of reply to statements made in the House concerning Bega Valley Shire Council, during the period in which Mr Allen was Shire President. The Committee recommended that a response by Mr Allen be incorporated in Hansard. On 26 October 1999 the Chair of the Committee gave notice of a motion that the House adopt the report. The motion has not yet been dealt with.

Select Committees

Select Committee on the Increase in Prisoner Population

On 17 November 1999 the Legislative Council appointed a select committee to examine issues that impact upon prisoners and, in particular, the causes of the rise in inmate numbers. The committee was to report on issues in relation

to women by 1 May 2000 and remaining issues by 1 October 2000. On 12 April the House extended the initial reporting date to 9 June 2000 and on 31 May it again extended the date to 28 July 2000.

During the reporting period, the committee held 15 meetings, including eight hearings. For the first time in New South Wales and with the assistance of the Department of Corrective Services, the committee held three hearings inside correctional centres where the committee heard from both staff and inmates.

Sessional Committees

Sessional Committees, also referred to as domestic Committees, concern themselves solely with operational matters relating to the House or the Parliament. The following committees were appointed during the reporting period:

- House Committee
- Library Committee
- Printing Committee
- Standing Orders Committee

Joint Committees

Joint Standing Committees

One Joint Standing Committee was operational during the reporting period:

- Staysafe (Road Safety)

Joint Statutory Committees

There are five Joint Statutory Committees which are established by Act of Parliament. These comprise:

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



**Parliamentary Committees on which Members of the
Legislative Council serve**

LEGISLATIVE COUNCIL COMMITTEES	JOINT COMMITTEES
Standing Committees	Joint Standing Committee
General Purpose Standing Committees No. 1–5	Staysafe
Law and Justice	
Parliamentary Privilege and Ethics	Joint Statutory Committees
Social Issues	Committee on Children and Young People
State Development	Committee on the Health Care Complaints Commission
	Committee on the Independent Commission Against Corruption
Sessional Committees	Committee on the Office of the Ombudsman and Police Integrity Commission
House	Regulation Review Committee
Library	
Printing	
Standing Orders	
Select Committee	
Increase in Prisoner Population	

Summary of Activities of the House

1 July 1999 – 30 June 2000

	1999–2000
Sittings	
sitting days	58
hours of sitting	702 (Equating to 88 standard working days)
average (hours) length of sitting days	13.08
sitting after midnight	2
Bills	
initiated in Council	
– by Government	24
– by private Member	8
received from Assembly	105
bills amended in Council	34
bills passed	131
Documents tabled	
– petitions	66
– reports	363
– statutory instruments	250
Questions asked	
– without notice	1904
– on notice	440
Divisions	
– in House	51
– in Committee	133
Private Members' business	
– notice given	176
– moved	75
– resolved	66
– withdrawn/discharged	27
– adjourned/interrupted	10
– motions under SO 13 to discuss an urgent matter of public importance	3
– matters of public interest	1
– replies to adjourned matters	3
Ministerial Statements	8
Disallowance of Statutory Rules and Instruments	
– notice given	13
– moved	9
– agreed to	—
– negatived	7
– withdrawn	4
– adjourned	2
Hansard (Pages of debate)	4209

SERVICES TO MEMBERS

GOAL 2

Provide services which support members in their electoral and constituency duties.

These services are: recruitment and personnel administration of Members' staff, provision and administration of office facilities and equipment, and administration of Members' entitlements. The Legislative Council's Parliamentary Attendants also focus on assisting Members, Members' staff and visitors in Parliament House.

MEMBERS' STAFF

The Legislative Council consists of 42 members elected on a state wide franchise. Because members have heavy demands placed on them by their parliamentary, constituency and committee duties their staff have an important and demanding support role. The Council employs a Secretary/Research Assistant on behalf of each member, with an additional staff member being provided for each of the 13 cross bench members. The Council also provides recruitment, training and employment administration support in relation to members' staff. See also Goal 4 – Establishment.

MEMBERS' EQUIPMENT

The Legislative Council provides a standard issue of equipment for members to operate their Parliament House and home office. This is reviewed on an ongoing basis by the President's Technology Advisory Group (PTAG) which is a group of members supported by staff of the Legislative Council and Parliamentary Information Technology Services. The group considers technology issues as they affect members' work and advise the President and Clerk on improvements which can be implemented.

During the reporting period significant events included commencing the migration to digital photocopying facilities and the introduction of readily available scanning facilities.

MEMBERS' ALLOWANCES AND ENTITLEMENTS

As noted in the previous annual report, the introduction of the Parliamentary Remuneration Amendment Act 1998 ushered in a new regime whereby a single independent body (the Parliamentary Remuneration Tribunal) could make determinations covering both allowances and other entitlements for members of Parliament and set down clear rules for the application of its determinations.

The new provisions required that the Tribunal make an initial determination of additional entitlements for members. On 20 December 1999 the Tribunal issued an initial determination of members' additional entitlements to take effect from 1 January 2000.

On 7 February 2000 the Premier directed the Tribunal to make a special determination in relation to the date of implementation for the initial determination. The Tribunal subsequently made a special determination on 11 February 2000 varying the date of commencement of the initial determination to 1 July 2000.

Following the deferral, the Tribunal invited submissions from stakeholders to assist it in completing the review process. Submissions were presented by the major parties, members of the cross bench, individual members and the Parliament's administration.

The Tribunal had not yet made its determination on additional entitlements under the new scheme.

The administrative impact of deferring the implementation resulted in re-establishing all Members' allowances and entitlements to the pre 1 January 2000 scheme.

Members' Travel

In response to demands by the Independent Commission Against Corruption in its reports on travel by members of Parliament for greater accountability and transparency by members in the use of their entitlements, details of the total costs for Legislative Council Members' and spouse/partner/approved relative travel within Australia appears at Appendix 4.

Details of the costs of committee travel also appears at Appendix 5.

In November 1999 the Independent Commission Against Corruption published its third report "Monitoring report on the implementation of recommendations relating to the administrative systems operating within the NSW Parliament." For convenience, the details of progress on implementation of the recommendations are not included in this annual report but can be found on the ICAC website at www.icac.nsw.gov.au.

It should be noted that the Legislative Council administers and processes Members' entitlements and claims prior to them being forwarded to the Accounts Section for payment. Designated senior officers monitor this system and have always consulted directly with Members to resolve queries when necessary. This consultative process has worked to minimise the impact of any possible power

imbalance and produced a positive working relationship between Members and staff.

Members' superannuation

Members' superannuation has been brought into line with the rest of the community with the Parliamentary Contributory Superannuation Amendment Bill. The Bill provided for the deferment of payment of pension benefits to future members of parliament until at least 55 years of age and allowed for those members not re-elected or who retire before the age of 55 to rollover their lump sum entitlement into an approved scheme. The legislation also implemented new Commonwealth standards for the preservation of lump sum superannuation benefits until members satisfy the required condition of release as applies to other members of the community.

LEGISLATIVE COUNCIL ATTENDANTS

The Legislative Council Attendants provide an increasingly wide range of support services to members and their staff, staff of the Legislative Council and visitors to the Parliament. During 1999/2000, as a result of the changing demands on Attendant services, the role and structure of the Attendant staff was reviewed. New position descriptions were written and evaluated and a new structure put in place. The Attendant staff is now composed of a Manager – Attendant Services, a Deputy Manager – Attendant Services, Attendants – Chamber and Attendants. The restructure reduced the number of grades within the classification from 6 to 4. This more accurately reflects the current responsibilities and duties of the members of the Attendant staff and establishes a framework for future growth and development.



CORPORATE MANAGEMENT

GOAL 3

Provide effective and professional administrative support and services to Members and to other client groups and maintain appropriate reporting mechanisms.

SYSTEMS DEVELOPMENT

SAP Implementation Project

SAP (Systems, Applications and Products in Data Processing) is a fully integrated management information system. SAP essentially combines all of the Parliament's major corporate support systems into one, including management of human resources, payroll, assets, purchasing, plant maintenance and many other aspects of our operation. The Parliament ran its first payroll using SAP for the pay period ending 8 July 1999. Problems have continued with the configuration of some areas of the system. This has affected critical areas such as leave entitlements, group certificates, taxation and general reporting.

A plan to relocate Legislative Council and Legislative Assembly personnel staff into a common area with payroll staff was approved, to enable staff to cross train each other, increase efficiency and provide a consistent approach to the processing of human resource and payroll related matters. The Parliamentary Officer – Administration (Human Resources) and Parliamentary Officer – Administration (Projects) of the Legislative Council were relocated to an area within the Accounts section in May 2000. Reporting relationships will remain within the Legislative Council, however, staff of the 3 areas will work together as a team under the general guidance of the Financial Controller.

CORPORATE MANAGEMENT

The Legislative Council provided assistance to Members and their staff regarding employment issues, and also continued to provide assistance and advice to joint services departments, particularly Information Technology Services, Parliamentary Building Services and Food and Beverage Services. During 1999-2000, Legislative Council staff participated on at least 10 selection panels for joint service departments. Job analysis and job evaluation was conducted for 3 positions in the administration office of Parliamentary Security Services. Advice was provided on a regular basis to members, Departmental Managers and supervisors on human resources issues.

Benchmarking

On 18 February 2000, a representative (Mr Bruce Searles) from the Australia Quality Council presented a 1 day workshop to Legislative Council senior managers on "Benchmarking – Scoping for Improvement".

Flowing on from this workshop, an internal review of the Legislative Council management meeting process was suggested and is being undertaken by the Acting Director, Standing Committee on State Development and the Senior Project Officer from the Standing Committee on the Social Issues. It is expected that a report on the outcome of this review will be presented in July 2000.

A SAFE WORKING ENVIRONMENT

GOAL 4

Provide a safe and healthy working environment, in which Members and staff can reach their maximum productivity.

This goal addresses Occupational Health and Safety issues, human resource and employee relations issues.

OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety Committee

In March 2000, the Clerks approved the recommendation of the Committee, to seek nominations from electorate office staff in the Legislative Assembly, for appointment as employee representatives on the Parliament House Occupational Health & Safety Committee. Some electorate office staff had expressed concerns that they do not have adequate facilities to raise occupational health & safety concerns.

Following a ballot to elect two electorate office representatives, approval was given to appoint Ms Veronica Husted (South Coast) and Ms Carolyn Neilson (Coogee) effective 20 June 2000.

The Committee membership for Parliament House as at 30 June 2000 was:

Management Representatives

Stafford Bennett, Building Services
(Jason Reodique represents Mr Bennett at OH&S meetings)
Lyndall Davis, Legislative Assembly
Sandra Vella, Legislative Council
Ian Rasmus, Hansard

Employee Representatives

Elaine Airth, Hansard
Veronica Husted, Electorate Office
Owen McLachlan, Security Services (Chairman)
Carolyn Neilson, Electorate Office
Cheryl Samuels, Legislative Assembly (Secretary)
Jennifer Sparkes – Food & Beverage Services
Sue Wilson – Library

The OH&S Committee membership for FAI House as at 30 June 2000 was:

Management Representatives

Les Gonye, Legislative Assembly

Employee Representatives

Tanya Bosch, Legislative Assembly
Phillipa Gately, Legislative Council
Ian Thackeray, Legislative Assembly

Occupational Health and Safety Committee training

HealthQuest conducted a four day training course for ten committee members who had been elected near the end of the previous reporting period. Further training will be provided to the newly elected electorate office employee representatives in the next reporting period.

Inspection program

As part of the regular inspection program, inspections were carried out in areas such as the Press Gallery, Legislative Council procedure and administration offices, Parliamentary Archives, Parliamentary Printing Services and Level 5 facilities (including change rooms, linen room and bottle shop). Follow-up reviews were also undertaken to identify whether previous recommendations had been implemented. Problems reported by the committee and staff in the areas inspected, were mostly referred to the manager of the area or the Manager, Building Services to address the issues ranging from worn carpet, general housekeeping, trip hazards, and provision of ergonomic furniture and equipment.

Health education programs

The Rehabilitation Coordinator organised a number of courses and health screenings during the reporting period on behalf of the Committee. HealthQuest was selected as the training provider for most of the courses, which were conducted on site at Parliament House. The courses were tailored to target specific issues pertaining to different work groups and environments and were conducted as short sessions ranging up to a maximum of 3½ hours. Wherever possible, activities were scheduled during the parliamentary recess in order to maximise the attendance of staff. Spinal Screenings were conducted free of charge by the Chiropractic Association as part of Chiropractic Care Week.

Courses and health screenings held during the 1999–2000 financial year were as follows:

October 1999	Stress Management courses (71 participants)
November 1999	Health Back Program for Employees (40 participants)
November 1999	Ergonomic Information Session for VDU users (10 participants)
May 2000	Spinal Screenings

Emergency Control Organisation

A number of Legislative Council staff are nominated as members of the Parliament's Emergency Control Organisation in the positions of Zone Emergency Control Officers and area Wardens. A one-hour emergency evacuation training session was conducted in March 2000, which was attended by all staff in positions of responsibility. Subsequently, an evacuation exercise was undertaken in April 2000.

Register of injuries involving visitors to Parliament House

The Occupational Health and Safety Committee expressed concern about the lack of a recording mechanism to identify accidents involving visitors to Parliament House. A formal system of injury reporting was developed and is currently being reviewed by departmental

managers. If an injury occurs, the visitor will complete a form and this will be sent to the Risk Management Coordinators to implement actions or make recommendations to minimise similar risks occurring. It is anticipated that this system will be finalised and implemented early in the next reporting period.

EMPLOYEE RELATIONS

Salary increases

On 21 March 2000, the NSW Industrial Relations Commission made the Crown Employees (Public Sector – Salaries January, 2000) Award. The Public Sector Management Office of the Premier's Department, represented the Parliament at the Industrial Commission. The Award provides a 2% salary increase with effect from the beginning of the first pay period to commence on or after 1 January 2000, with a further 2% increase with effect from the beginning of the first pay period to commence on or after 1 January 2001.

Grievances

No formal grievances were lodged by any Legislative Council staff, however, advice was provided by Administration staff in relation to a small number of informal grievances or queries from Secretary/Research Assistants and other Legislative Council staff.

Some formal grievances were lodged by Joint Service Department staff and a complaint was received from an external applicant for an advertised position. These cases were brought to the attention of the Parliament's grievance receivers, were subsequently investigated and reported to the Clerks.

STAFF DEVELOPMENT

Training and Development

This year, most training undertaken was in the form of staff attending external seminars, conferences and courses. Two staff members

attended the inaugural conference of the Australian Chapter of the Society of Clerks at the Table, held in Adelaide. This conference provided a valuable opportunity for the Council's staff to share knowledge and experience with the staff of other Parliaments within Australia and to discuss issues of concern. A number of staff attended the Australasian Study of Parliament Group's Annual Conference, hosted by the New South Wales Parliament. The theme of the conference was political communication. The Legislative Council also sponsored a staff member to take part in the Executive Development Program run by the Premier's Department.

A variety of courses delivered by Adult Migrant English Service were offered to parliamentary staff under the Government's Skillmax Program. This program is aimed at maximising the skills of overseas trained migrants and is directed at employees who are from non-English speaking backgrounds wishing to improve their workplace communication skills.

Internal training was arranged by Parliamentary Information Technology Services for new employees in a variety of software programs such as Microsoft Word, Lotus Notes and GroupWise. Existing staff were also offered Powerpoint and advanced Microsoft Word training in-house.

The Legislative Council's Speaker's program, established to develop the senior management team, was not as active this year as most of the relevant topics of interest to staff have been covered in previous reporting periods. In April 2000, a speaker from Mission Australia was invited to address the managers, following concerns expressed by some staff that there was a noticeable number of homeless people around the parliamentary precincts at night and CBD in general.

A number of Legislative Council staff were given higher duties allowances as a way of providing development opportunities to gain experience learning different activities and management roles, for example, a number of senior staff were given the opportunity to gain procedural experience at the Table in the House.

Financial Study Assistance

The Study Assistance Policy allows staff to claim reimbursement of compulsory tertiary fees up to a maximum of \$3,000 per person. During the year, 5 employees applied and received study assistance totalling \$3,117. This compares to 15 employees who received a total of \$19,984 for the previous year. The difference in the amount of reimbursement in this reporting period may be as a result of changes made to the policy, effective 1 January 1999, where HECS fees are no longer reimbursed to staff. Courses undertaken by employees included a Bachelor of Arts, Bachelor of Social Science, Bachelor of Laws, and Master of Arts (International Relations).

HUMAN RESOURCES

Aboriginal Employment Strategies

The Legislative Council supports the Public Sector - Statement of Commitment to Reconciliation and is undertaking specific initiatives to improve Aboriginal people's outcomes in employment through 'Aboriginal Employment Strategies'.

In March 2000, a number of Aboriginal Employment Strategies were introduced to indicate the Legislative Council's commitment to providing employment opportunities to Aboriginal people. A temporary Parliamentary Attendant position was targeted for the employment of an Aboriginal person. A person was selected from suitable candidates held on the Aboriginal database at Premier's Department.

Other recruitment strategies include that prior to any vacant position being approved to advertise, consideration will be given to:

- targeting permanent positions to attract Aboriginal people to work for the Legislative Council, and
- publishing job advertisements in the Koori Mail, in addition to the Sydney Morning Herald and Telegraph.

The Legislative Council is also arranging the provision of in-house Aboriginal Cultural Awareness Training workshops for staff, to be held early in the next reporting period.

Disability Action Plan

The Legislative Assembly is coordinating the preparation of a Disability Action Plan for the Parliament, for the period 2000 to 2003. A number of senior Legislative Council staff have provided feedback on the draft plan and the document was also forwarded to the Ageing and Disability Department for review. It is currently awaiting final approval.

Employee Assistance Program

The Employee Assistance Program (EAP) was introduced to the Parliament in 1995. The annual cost of the program for 1999/2000 was \$15,000. The fee is dispersed to cost centres based upon the number of staff in each area. The current provider of this service, Davidson Trahaire, provides independent confidential counselling, to assist and support staff with respect to stress, conflict, career matters and non-work related problems.

Davidson Trahaire's annual report for the period 1 December 1998 to 30 November 1999 indicated that 24 new clients (21 employees and 3 family members) from the Parliament utilised the service, receiving a total of 55.75 hours in telephone and office counselling. Each client on average received 2.3 hours counselling time. This is a slight reduction from the previous year.

No clients reported work performance problems raised by management, however, 8 clients self-identified work related performance problems and 16 clients reported no work performance problems. The report also outlined that counselling provided by Davidson Trahaire was sufficient to fully assist 23 of the clients, with the remaining 1 client referred on for specialist or long term assistance following their counselling. The majority of clients were categorised as self-referrals from the pamphlets given to all staff.

The Parliament has made a commitment to continue providing this service to staff, by renewing the contract with Davidson Trahaire for the period 1 December 1999 to 30 November 2000.

Equal Employment Opportunity

At 30 June 2000, the Department employed 70 women or 60 % of a total of 116 staff. At the middle and senior management level (equal to or above \$48,824 per annum) women represent 62% of the people who hold these positions. Below this level women represent approximately 58% of the people who hold these positions. A detailed description of EEO statistics for the Legislative Council are provided in two tables at Appendix 6.

The Legislative Council participates in the public sector's Workforce Profile, co-ordinated by the Premier's Department. The Workforce Profile collects data and analyses the characteristics of public sector employment on a regular basis. It includes demographic information such as age, gender, EEO group membership and work location, as well as employment information such as hours worked, leave patterns, remuneration and mobility within the sector.

Establishment – Attendants

Job analysis and job evaluation processes were finalised for all Legislative Council Attendant positions in July 1999. Following consultation with staff and union representatives (Public Service Association), a restructure of the area was approved. The positions are now less restrictive in the types of duties performed within each position description and allows more scope for developing skills in a wider range of activities. The restructure reduced the number of grades within the classification from six to four and the salary rates have been brought into line with Clerical Officer salary scales, which will enable staff to move more easily between other positions in the Legislative Council or public sector generally.

Executive Positions

The Clerk of the Parliaments and Deputy Clerk positions are subject to annual salary determinations by the Statutory and Other Officers Remuneration Tribunal.

Job Analysis/Evaluation

In addition to the project to undertake job analysis and job evaluation for the Legislative Council Attendant positions, a number of other position descriptions were reviewed and updated during the year prior to advertising to ensure accuracy and consistency with other position descriptions. Legislative Council staff trained in the Hay methodology, also facilitated and participated on a number of job evaluation panels throughout the year for Legislative Assembly and joint service department positions.

Planning for the Olympics

The Parliament began planning for the Olympics period in July 1999. This involved each department reviewing and preparing service delivery plans and workforce planning, specifically for the period 11 September to 29 September 2000.

Staff have been encouraged to seek reassignment or secondment with the Olympic Coordination Authority, Olympic Roads and Transport Authority, Olympic Security Command Centre, Premier's Department, and State Rail Authority.

Parliament House will be open to the public for extended hours (9.00 am to 8.00 pm, Monday to Friday) during the Olympic Games period, so that interstate and overseas visitors can have the opportunity to visit the Parliament. A variety of flexible work arrangements are being promoted, dependent on the service delivery needs of the individual work unit.

Policy Development/Review

Legislative Council policies which were developed, reviewed or updated during the reporting period include the Methods of Filling Vacancies policy; Aboriginal Employment Strategies, Statement of Commitment to Reconciliation, Salary Determination for Secretary/Research Assistants, and Commitment to Ethical Work Practices.

Parliament-wide policies developed, reviewed or updated include Notification of Appointments for appeals to the Government and Related Employees Appeals Tribunal, Accessing Leave

Entitlements and Flexible Hours Arrangements to Observe Religious Duties and Use of Recreation Facilities.

Sick Leave

Based on the available data, staff took an average of 3.26 days sick leave in 1999-2000. This compares to an average of 3.05 in 1998-99. The figures are based on an average of 1.37 days for Members' staff, 6.08 days for procedural and administrative staff and 4.02 days per year for Committee staff. The total average sick leave taken has increased by 0.21 days per person during the reporting period. The Legislative Council continues to monitor absenteeism due to sick leave.

Under the Personal/Carer's Leave provisions, paid sick leave and time off in lieu of payment for overtime continued to be granted for the purpose of caring for a family member who is ill. During the reporting period, Legislative Council staff accessed Personal/Carer's Leave on 1 occasion totalling 1 day.

Telecentres

The Parliament offered the opportunity, to eligible staff, to nominate their interest in participating in the NSW Government Telecentres Pilot program, coordinated by Premier's Department. Trial Telecentres are to be established in the Gosford and Wollongong areas for NSW government employees.

PARLIAMENTARY SERVICE AWARDS

The 1999 Parliamentary Service Awards were held on Wednesday 24 November 1999. Presentations were made by the Presiding Officers to parliamentary staff. A total of 43 staff received recognition of their service with the Parliament, ranging from 10 to 25 years service.

Legislative Council staff to receive an award were:

Staff Member	Position	Years of Service
Sheila Fairhurst	Secretary Research Assistant for the Hon John Tingle MLC	10 years
Maurice Rebecchi	Deputy Principal Parliamentary Attendant	15 years

PROMOTING PUBLIC AWARENESS OF PARLIAMENT

GOAL 5

Promote public awareness of the purpose, functions and work of the Legislative Council.

The Legislative Council continued in 1999–2000 to provide information about the role, work and history of the Legislative Council, including its Committees. The Legislative Council continued to provide an effective enquiry service for the public, education programs for visitors to Parliament House, as well as a variety of publications.

SCHEDULE OF VISITS (Council figures)

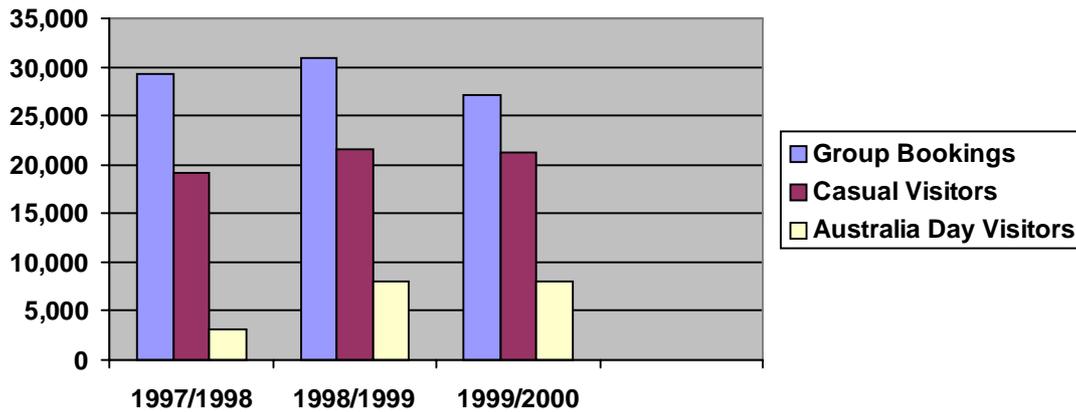
Description	1997/98	1998/99	1999/00
Casual Visitors	19,188	21,643	21,295
Bookings	29,268	30,968	27,136
Australia Day and other	3,100	8,000	8,070
Total	51,556	61,611	56,501
Official visits by His Excellency the Governor of New South Wales to Parliament House	4	2	2
Visits by delegations from foreign countries	15	12	10
Official visits by Ambassadors & Consuls General of Foreign Missions	16	14	19
Other visits, including Heads of State	15	4	6
Parliamentary attachments and fact finding missions	not listed	not listed	4

VISITS BY THE PUBLIC

The Parliament is open to the public. Casual visitors remained steady in 1999/2000, with approximately 21,300 visitors counted. In addition, room bookings, visitors to members, members' events and group tour bookings mean that an average of at least 5,000 people pass through Parliament monthly. (This figure does not include guests who attend functions in the dining room.)

Legislative Council Attendants are available to assist visitors and to show them around the Legislative Council Chamber and surrounds. For groups booked for tours of the Parliament, the Attendants provide tailored talks on the Legislative Council's role and history. These groups vary from school classes to tourists or groups from community organisations. Attendants also assist members of the public who view proceedings from the public gallery in the House.

Visits by the public for the last 3 years were:



AUSTRALIA DAY

Parliament once more opened on Australia Day, with the Council and Assembly Chambers open to the viewing public, music in the fountain court and book-marks to hand out. It is estimated that there were some 7,670 visitors. This is about a quarter of our yearly estimated casual visitor numbers. Australia Day is a great opportunity to get some first-hand concept of the level and type of knowledge that New South Wales residents have of the Legislative Council. The response this year was very positive, with many people expressing the opinion that the Legislative Council was necessary in the governance of New South Wales.

EDUCATION ACTIVITIES

in which the Legislative Council was involved

In a series of visits coordinated by the Office of the Governor, the Department of Education and Training, the Catholic Education Office and the Association of Independent Schools and the Parliamentary Education and Community Relations Section, some 1,000 school leaders from almost 500 secondary schools visited Parliament in 1999-2000. Students visit the Chambers, sit in on Committee hearings (when opportunity permits), meet with Members and are addressed by Officers of the Legislative Council.

A primary schools convention on Reconciliation in May organised by the Parliamentary Education office and the Henry Parkes Foundation resulted in positive press for the

event and for the Legislative Council with air-time on both Channel 9 and SBS news bulletins.

During 1999-2000, the President welcomed to Parliament House participants in two professional development programs for teachers organised by Parliamentary Education and Community Relations. The Clerk Assistant Committees and Usher of the Black Rod spoke to a State Government Familiarisation seminar for business on 30 May 2000 organised by Parliamentary Education and Community Relations. In addition a number of Legislative Council members and staff hosted students in University Internship and school work experience programs.

The Legislative Council featured in a new full-colour brochure on Parliament produced by Parliamentary Education and Community Relations.

PROTOCOL

The Parliament has important relationships with the consular and diplomatic corp in Sydney and Canberra. The office of the Clerk Assistant – Committees and Usher of the Black Rod coordinates and plans consular and diplomatic visits and events. These visits and events play an important role in supporting and maintaining the Parliament’s regional and international relations.

The President’s dining room continues to be made available to visiting delegations and is also available to Members of both Houses to host functions for community organisations and constituents.

Official visits by Ambassadors, Consuls-General of Foreign Missions and other foreign representatives

20 July 1999	Director General, Taipei Economic and Cultural Office
21 July 1999	Consul-General and Consul of the Republic of Korea
27 July 1999	Ambassador of Saudi Arabia
18 August 1999	Russian Ambassador
10 September 1999	German Consul-General
15 September 1999	South African High Commissioner
5 October 1999	Austrian Ambassador and Consul-General
4 November 1999	Samoan High Commissioner
11 November 1999	Consul-General of Turkey
15 November 1999	Consul-General of India
24 November 1999	New Zealand High Commissioner
8 December 1999	R.Admiral CHO Hak Jae , Korean Naval Academy Commandant
19 January 2000	Ambassador of the Republic of Czechoslovakia
9 February 2000	High Commissioner for the Republic of the Fiji Islands
29 February 2000	High Commissioner for Brunei Darussalam
29 February 2000	Canadian Consul-General
22 March 2000	Japanese Consul-General
27 March 2000	Quaestor of European Parliament
28 March 2000	Mauritian High Commissioner
29 March 2000	Consul-General of Israel
5 April 2000	Sir William Cluny and Lady Macpherson
10 April 2000	Consul-General of Thailand
	Consul-General of the Philippines
12 April 2000	Ambassador of Belgium
10 May 2000	Consul-General of Thailand
24 May 2000	Nigerian High Commissioner
29 May 2000	Yugoslav Consul-General

TOTAL: 27 visits

Vice regal visits

6 September 1999	Lady Deane — Christopher Robin Foundation
7 September 1999	Governor — Opening of Parliament
13 March 2000	Governor — Commonwealth Day celebrations
23 March 2000	Governor-General — to open a Down's Syndrome exhibition in Fountain Court

TOTAL: 4 visits

Delegations and Visits

Overseas delegations from the Legislative Council (NSW)

Limited funding permitted Legislative Council Members to undertake only one overseas visit to Japan as part of its sister-state relationships with China, Korea, California, U.S.A. and Japan.

Visits from Overseas delegations

During 1999-2000 there were 10 visits to the Legislative Council by delegations from overseas countries as listed below. (CPA = Commonwealth Parliamentary Association)

5 July 1999	Palestinian delegation
9 August 1999	Ethiopian Parliamentary delegation (CPA)
13 August 1999	Hashemite Kingdom of Jordan Parliamentary delegation (CPA)
16 August 1999	Australia/Asia Young Leader's program lunch – Chinese delegation
19 August 1999	Economic Secretary to the Treasury of Great Britain
30 August 1999	Delegation from China
8 September 1999	Namibian Parliamentary Officers
28 September 1999	Delegation from United Kingdom (CPA)
5 October 1999	Speaker of the House of Commons (Westminster)
7 October 1999	Parliamentary delegation from Mexico (CPA)
12 October 1999	Delegation from East Timor – CNRT President
22 October 1999	Vice Chair of National Committee of the Chinese People's Political Consultative Conference, Governor of Fujian Province et all.
29 October 1999	French Senator and Consul-General of France.
3 November 1999	Vietnamese Supreme People's Court Officials (through Uni of New South Wales and Parliamentary Education and Community Relations.)
28 January 2000	Japanese Parliamentary delegation
7 February 2000	French Senator and Consul-General
7 March 2000	Australia Asia Young Leaders Program luncheon
10 April 2000	Delegation by Chairman of Armenian National Assembly.

TOTAL: 18 visits

Interparliamentary Relations

The Legislative Council arranges programs for official delegations from other Parliaments and associated organisations. Interparliamentary relations facilitates the exchange of ideas on Parliamentary issues and procedures.

Attachments

There were 4 attachments or study visits during this period, though none required any substantial expenditure:

8-9 July 1999	Executive Manager, Parliamentary Services, Parliament of Western Australia
22-23 September 1999	Manager Procedure Office, Legislative Assembly of Victoria
18 February 2000	The Hon. Maree Luckins, MLC, Member for Waverley Province, Victoria, investigating Upper House Committees
10-14 April 2000	Attachment for Adi Kacaraini Kikau, Manager Hansard, Republic of Fiji Parliament

TOTAL: 4 visits

Public Relations

In 1999-2000 the position of Parliamentary Officer – Protocol was reviewed and changed to Parliamentary Officer – Public Relations. The position retained the responsibilities of the Protocol Officer such as protocol, events coordination, general administration work for the Usher of the Black Rod, and inter-parliamentary relations. The position takes on maintenance of the Legislative Council sections of the website, and a review and implementation of written information provision in the form of brochures, displays, and fact sheets and the internal newsletter.

INTERNET SITE – LEGISLATIVE COUNCIL

The Legislative Council is committed to providing a full range of information to the public on its site, which is accessible from the Parliament's home page at www.parliament.nsw.gov.au. For the new website the layout and text of the Legislative Council's pages were completely revised.

The new parliamentary website provides public access to the working information of the Legislative Council, such as Hansard for the current session, Bills, and House Papers, as well as Members' details, Committee-related information and reports, and information about the role and functions, history and structure of the Legislative Council. During sittings of Parliament the Hansard proof version in full text format is generally available a few hours after the House adjourns each day. The article version is normally available from 10:00 am the following sitting day. Internet users are able to track the progress of a Bill through both Houses and read the Questions and Answers papers. A list of Sitting Days, 'What's On' in the Parliament and links to relevant websites are also provided.

The Committees section of the website contains information about current and previous inquiries and reports, terms of reference, details of public hearings, Committee membership and contact information. The "Committees on-line"

project will further enhance this section of the Parliamentary website by providing an unprecedented level of interaction and information.

The Legislative Council is now able to refer to the website for inquirers' information, and therefore reduce the costs of faxing, postage and staff time and resources.

There have been many positive comments from the public about the website. The number of basic questions being asked has decreased, indicating that the site is easier to access and use than the previous version.

The main principles behind the revision of the Legislative Council's section of the website were readability, useability, and comprehensiveness. There is a clear division between pages about the work, history and procedures of the Chamber and pages describing the support work of the Department of the Legislative Council.

The website also contains:

- **President's Message** – a message from the President welcoming people to the pages of the Legislative Council and inviting people to come to the Parliament.
- **Role of Upper House** – describes the role of the Upper House in the system of New South Wales governance.
- **Role of a Member** – describes the role of Upper House Members, the various things that they do and how to contact them.
- **Department Structure** – describes the various roles of the department and its role as a support service to the House and to Members.
- **Corporate Information** – Information about public record, copies of the Annual reports and corporate directions of the department.
- **The President** – describes the role of the President in the Chamber and in the Parliament and provides information about the current and previous Presidents.

- **Office Holders** – biographies of the Clerks of the Legislative Council. This page is for Clerks and staff from other Parliaments, who often ask for this information.
 - **Chamber Procedures** – addresses such issues as: Powers, Passage of a Bill, Decorum in the House, Standing Rules and Orders of the Legislative Council, the role of the Clerks, some Procedure terminology, Chamber opening times, and public viewing rights.
 - **About the Chamber** – describes the history of the building that is the chamber, the furnishing and fittings and various aspects such as the busts, books, and other observable features that the public often ask about.
 - **Upper House Traditions** – describes such events as the opening of Parliament, the Usher of the Black Rod’s role, the Black Rods themselves, other traditions exclusive to an upper house in the Westminster system.
 - **History of the Legislative Council** – history of the Legislative Council from its inception in 1823 until its current form.
 - **Procedural Information** – this section is as yet not operational, but we hope in the near future to provide access to procedural information such as the President’s Rulings, Standing Orders, ethics papers and so on.
 - **Petitions** – a section outlining the correct procedures for formulating and presenting a petition to the Upper House. It provides the outline of a form for the use of Members of the public. This will shortly be available.
2. Photographic exhibition from the Mexican Consulate of works by Mark Callanan as part of the Mexican Festival
 3. Fort Street High School 150th Anniversary
 4. “Shakespeare in the Theatres of Central Europe between the two wars 1918-1938” a display from the Consulate of the Republic of Slovenia
 5. Quilt display – a quilt made by a group of staff and patients at Greenwich Hospital to commemorate the year of Older Persons.
 6. Republic of Slovenia – photo exhibit
 7. Aboriginal Reconciliation exhibition
 8. Dot Wilkin’s 4 x large paintings, sponsored by the Rev. the Hon. Fred Nile, MLC
 9. Maroota Heritage Festival Exhibition – promote reconciliation and preservation of the environment through art and festivity
 10. Corrective Services Industry Exhibition
 11. Sculptors Society – sculptures by artists who are Members of the Sculptors Society
 12. Photos of Guang Dong – China/New South Wales sister state relationship celebration, 20 years of a friendship.
 13. Royal Blind Society – Christmas Trees
 14. Nick Baldas “Kiss with Pride” – a celebration of the beauty of the Human Kiss.
 15. “The A-show” an exhibition of artwork by artists with Downs Syndrome. This exhibition was opened by His Excellency the Governor- General, Sir William Deane.
 16. Monaro Tourism Exhibition —Promoting the Monaro region as a tourism and business destination.
 17. Department of Mineral Resources “History of Geoscience mapping”.
 18. Public Transport Week — historical photos of Sydney’s trains, ferries, buses and taxis.
 19. Photos by Mr John Immig of Australian Soldiers in East Timor

EXHIBITIONS

Arrangements for the staging of exhibitions in the Parliament Fountain Court are coordinated through the Office of the Usher of the Black Rod. Members from both Houses may sponsor exhibitions to promote a department’s or community program. The following 19 exhibitions were held during the reporting period.

1. Ms Mary Clampos, painter, a constituent exhibition arranged by the Hon. Dr Andrew Refshauge, MP

WORK EXPERIENCE PROGRAM

This year the Legislative Council played host to 7 University students who wished to gain experience in the Parliament. The students came from various Universities for either a Learning Experience, Field Placement or Internship and were placed in the area of the Legislative Council which most suited their area of study. These placements were for extended periods ranging from one week to three months.

Eight secondary school students were accepted on a work experience program, which provided a valuable opportunity for students to participate in a work environment. Students are usually

placed in a number of different work environments over the period of a week, giving them an opportunity to experience how different work places operate. A typical work experience student's week would involve viewing the proceedings of the House, spending time in a Member's office, working in the Library, viewing a Committee in action and spending time in the Procedure Office.

At the end of the period the student is required to fill in a short questionnaire. Feedback from the questionnaire indicates that the program is successful, with nearly all students finding their time with the Parliament a rewarding and enjoyable experience.



PHYSICAL ENVIRONMENT

GOAL 6

Maintain and enhance an appropriate physical environment for the conduct of parliamentary business while preserving the heritage value of Parliament House.

Parliamentary Building Services is administratively attached to the Legislative Council and is responsible for the maintenance of Parliament House. This is an important and challenging task as the heritage building, which is a landmark on Macquarie Street, is of immense historical value to the people of New South Wales. The building must be preserved and maintained in excellent original condition while remaining in daily use and providing a functional home for modern political life in New South Wales.

The new Chamber audio system which was implemented during last financial year has been enhanced. New microphones were installed and

resulted in a marked improvement to the audio quality in the Council chamber and in the broadcast transmission.

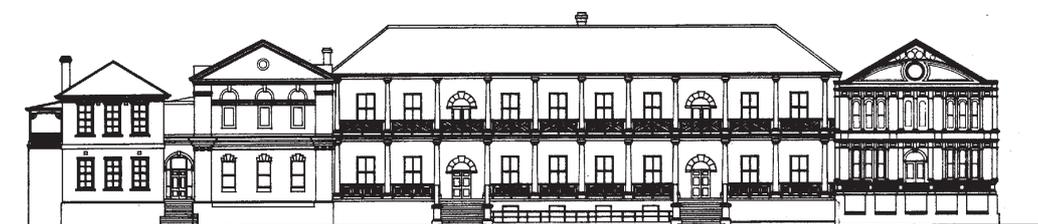
The timing system in the Chamber was upgraded to more effectively time debates.

A disabled access ramp has been approved for the area between the Fountain Court and Legislative Council foyer area. This is due for completion during the next financial year. To enable disabled access during this period a temporary disabled persons' access ramp has been installed.

Lighting was enhanced in the stairway to public gallery to ensure public safety.



Financial Statements



Year ended 30 June 2000

Commencement of Audited Accounts of the Legislature



BOX 12 GPO
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

THE LEGISLATURE

To Members of the New South Wales Parliament

Scope

I have audited the accounts of The Legislature for the year ended 30 June 2000. The Clerk of the Legislative Assembly and the Clerk of the Parliaments are responsible for the financial report consisting of the accompanying statement of financial position, operating statement, statement of cash flows, program statement - expenses and revenues and summary of compliance with financial directives, together with the notes thereto, and information contained therein. My responsibility is to express an opinion on the financial report to Members of the New South Wales Parliament. My responsibility does not extend here to an assessment of the assumptions used in formulating budget figures disclosed in the financial report.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, so as to present a view which is consistent with my understanding of The Legislature's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report of The Legislature presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of The Legislature as at 30 June 2000 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in black ink, appearing to read 'R. J. Sendt'.

R. J. Sendt
Auditor General

SYDNEY
15 November 2000

THE LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED

30 JUNE 2000

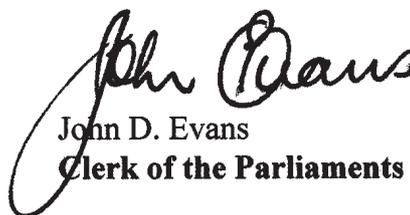
Statement by Department Heads

We state that:

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



Russell D. Grove
Clerk of the Legislative Assembly



John D. Evans
Clerk of the Parliaments

13 November 2000

THE LEGISLATURE**Operating Statement for the Year Ended 30 June 2000**

	Notes	Actual	Budget	Actual
		2000	2000	1999
		\$000	\$000	\$000
Expenses				
Operating expenses				
Employee related	2(a)	34,466	33,075	35,024
Other operating expenses	2(b)	14,233	12,344	14,790
Maintenance	2(c)	1,419	410	1,250
Depreciation and amortisation	2(d)	3,955	3,414	3,546
Other expenses	2(e)	<u>27,415</u>	<u>29,271</u>	<u>55,826</u>
Total Expenses		<u>81,488</u>	<u>78,514</u>	<u>110,436</u>
Less:				
Retained Revenue				
Sale of goods and services	3(a)	1,230	1,035	1,059
Investment income	3(b)	46	20	56
Grants and contributions	3(c)	1,528	600	1,391
Other revenue	3(d)	<u>2,636</u>	<u>965</u>	<u>1,072</u>
Total Retained Revenue		<u>5,440</u>	<u>2,620</u>	<u>3,578</u>
Gain / (loss) on sale of non-current assets	4	<u>(13)</u>	<u>-</u>	<u>66</u>
NET COST OF SERVICES	21	<u>76,061</u>	<u>75,894</u>	<u>106,792</u>
Government Contributions				
Recurrent appropriation	6	62,057	62,713	63,857
Capital appropriation	6	4,242	2,539	4,632
Acceptance by the Crown Entity of employee entitlements and other liabilities	8	<u>9,097</u>	<u>9,672</u>	<u>9,327</u>
Total Government Contributions		<u>75,396</u>	<u>74,924</u>	<u>77,816</u>
(DEFICIT) FOR THE YEAR		<u>(665)</u>	<u>(970)</u>	<u>(28,976)</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Statement of Financial Position as at 30 June 2000

	Notes	Actual 2000 \$000	Budget 2000 \$000	Actual 1999 \$000
ASSETS				
Current Assets				
Cash	20,22	1,039	477	472
Investments	20,22	700	-	-
Receivables	10,22	1,077	747	747
Inventories	11	243	-	-
Total Current Assets		<u>3,059</u>	<u>1,224</u>	<u>1,219</u>
Non-Current Assets				
Land and Buildings	12(a)	97,853	96,340	97,469
Plant and Equipment	12(b)	12,158	13,298	13,044
Other	12(c)	16,776	15,709	15,709
Total Non-Current Assets		<u>126,787</u>	<u>125,347</u>	<u>126,222</u>
Total Assets		<u><u>129,846</u></u>	<u><u>126,571</u></u>	<u><u>127,441</u></u>
LIABILITIES				
Current Liabilities				
Accounts payable	13,22	2,607	1,299	1,299
Employee entitlements	14(a)	4,101	3,889	3,789
Other	15,22	331	-	-
Total Current Liabilities		<u>7,039</u>	<u>5,188</u>	<u>5,088</u>
Non-Current Liabilities				
Employee entitlements	14(b)	230	178	178
Total Liabilities		<u>7,269</u>	<u>5,366</u>	<u>5,266</u>
Net Assets		<u><u>122,577</u></u>	<u><u>121,205</u></u>	<u><u>122,175</u></u>
EQUITY				
Reserves	1(i)	9,067	8,000	8,000
Accumulated Funds		113,510	113,205	114,175
Total Equity	16	<u><u>122,577</u></u>	<u><u>121,205</u></u>	<u><u>122,175</u></u>

The accompanying notes form part of these statements.

THE LEGISLATURE**Statement of Cash Flows for the Year Ended 30 June 2000**

	Notes	Actual	Budget	Actual
		2000	2000	1999
		\$000	\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(32,179)	(30,439)	(31,755)
Other		<u>(34,921)</u>	<u>(36,032)</u>	<u>(37,168)</u>
Total Payments		<u>(67,100)</u>	<u>(66,471)</u>	<u>(68,923)</u>
Receipts				
Sale of goods and services		1,129	1,035	1,062
Interest received		55	20	45
Other		<u>1,694</u>	<u>1,565</u>	<u>1,592</u>
Total Receipts		<u>2,878</u>	<u>2,620</u>	<u>2,699</u>
Cash Flows From Government				
Recurrent appropriation		62,057	62,713	63,857
Capital appropriation		4,282	2,539	4,632
Cash repayment to Consolidated Fund		(40)	-	-
Cash reimbursements from the Crown Entity		<u>1,177</u>	<u>1,143</u>	<u>1,069</u>
Net Cash Flows From Government		<u>67,476</u>	<u>66,395</u>	<u>69,558</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	21	<u>3,254</u>	<u>2,544</u>	<u>3,334</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of property, plant and equipment		-	-	107
Purchases of property, plant and equipment		<u>(3,022)</u>	<u>(2,539)</u>	<u>(3,223)</u>
NET CASH FLOW FROM INVESTING ACTIVITIES		<u>(3,022)</u>	<u>(2,539)</u>	<u>(3,116)</u>
NET INCREASE IN CASH		232	5	218
Opening cash and cash equivalents		472	472	254
cash equivalents	7	<u>1,035</u>	<u>-</u>	<u>-</u>
CLOSING CASH AND CASH EQUIVALENTS	20	<u>1,739</u>	<u>477</u>	<u>472</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Program Statement – Expenses and Revenues for the year ended 30 June 2000

Program Statement - Expenses and Revenues for the year ended 30 June 2000										
	Program 1.1.1.* Legislative Council		Program 1.1.2.* Legislative Assembly		Program 1.2.1.* Joint Services		Not Attributable		Total	
	2000	1999	2000	1999	2000	1999	2000	1999	2000	1999
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
THE LEGISLATURE'S EXPENSES & REVENUES										
Expenses										
Operating expenses										
Employee related	6,229	5,742	15,913	16,774	12,324	12,508	-	-	34,466	35,024
Other operating expenses	2,127	3,082	9,384	9,110	2,722	2,598	-	-	14,233	14,790
Maintenance	1	2	177	114	1,241	1,134	-	-	1,419	1,250
Depreciation and amortisation	199	177	1,141	949	2,615	2,420	-	-	3,955	3,546
Other expenses	8,303	8,014	19,112	19,455	-	28,357	-	-	27,415	55,826
Total Expenses	16,859	17,017	45,727	46,402	18,902	47,017	-	-	81,488	110,436
Retained Revenue										
Sale of goods and services	-	14	13	13	1,217	1,032	-	-	1,230	1,059
Investment income	-	-	-	-	46	56	-	-	46	56
Grants and contributions	-	-	-	-	1,528	1,391	-	-	1,528	1,391
Other revenue	520	62	541	863	1,575	147	-	-	2,636	1,072
Total Retained Revenue	520	76	554	876	4,366	2,626	-	-	5,440	3,578
Gain / (loss) on sale of non-current assets	-	(9)	-	99	(13)	(24)	-	-	(13)	66
NET COST OF SERVICES	16,339	16,950	45,173	45,427	14,549	44,415	-	-	76,061	106,792
Government contributions**	-	-	-	-	-	-	75,396	77,816	75,396	77,816
NET EXPENDITURE /(REVENUE)	16,339	16,950	45,173	45,427	14,549	44,415	(75,396)	(77,816)	665	28,976

*The purpose of each program is summarised in note 9.

**Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "not attributable" column. The accompanying notes form part of these statements.

THE LEGISLATURE

Summary of Compliance with Financial Directives for the Year Ended 30 June 2000

SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

	2000				1999			
	Recurrent Appropriation \$000	Expenditure \$000	Capital Appropriation \$000	Expenditure \$000	Recurrent Appropriation \$000	Expenditure \$000	Capital Appropriation \$000	Expenditure \$000
ORIGINAL BUDGET APPROPRIATION / EXPENDITURE								
Appropriation Act	62,713	61,068	2,539	2,199	64,452	4,200	4,200	4,200
s21A PF&AA - special appropriation	-	-	-	-	1,000	-	-	-
s24 PF&AA - transfers of functions between departments	77	77	-	-	-	-	-	-
s26 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	62,790	61,145	2,539	2,199	65,452	4,200	4,200	4,200
OTHER APPROPRIATIONS / EXPENDITURE								
Treasurer's Advance	689	689	-	-	638	-	-	163
Section 22 - expenditure for certain works and services	223	223	2,083	2,083	-	-	-	-
Transfers from another agency (s28 - Appropriation Act)	-	-	-	-	-	269	269	269
	912	912	2,083	2,083	638	269	432	432
Total Appropriations / Expenditure / (includes transfer payments)	63,702	62,057	4,622	4,282	66,090	4,469	4,632	4,632
Drawdowns from Treasury		62,057		4,340				4,632
Total Unspent Appropriation		-		(58)				-

* Under expenditure of the recurrent appropriation primarily due to less than estimated outlays on members salaries (\$1,579,000). Underexpenditure on capital appropriation due to lower than expected expenditure on IT projects, mainly Year 2000.

Capital drawdown from Treasury includes an amount of \$40,000 repaid to the Consolidated Fund.

The accompanying notes form part of these statements.

THE LEGISLATURE

Notes to and Forming Part of the Financial Statements for the Year Ended 30 June 2000

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The Legislature as a reporting entity comprises all the operating activities of the Parliament of New South Wales, including the House Committee of the Parliament of NSW, under the joint direction and control of the President of the Legislative Council and the Speaker of the Legislative Assembly. It includes all the functions of parliamentary representation undertaken by the Council and the Assembly, and their various supporting Departments and Sections.

The House Committee provides food and beverage services for Members of Parliament, their guests and staff. It also caters for functions held at Parliament House. Following adoption of a resolution by the House Committee on 8 June 2000, all assets and liabilities of the House Committee have been amalgamated with the Financial Statements of the Legislature as at 30 June 2000.

(b) Basis of Accounting

The Legislature's financial statements are a general purpose financial report which has been prepared on an accrual basis and in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), Urgent Issues Group (UIG) Consensus Views, the requirements of the Public Finance and Audit Act and Regulations; and the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under Section 9(2)(n) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed. In the absence of a specific accounting standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS6 "Accounting Policies" is considered.

The statements are prepared in accordance with the historical cost convention apart from Land, Buildings, Antiques, Archives, Artworks and Library Collections and certain items of Plant and Equipment which are recorded at valuation. All amounts shown in the statements are rounded to the nearest one thousand dollars and are expressed in Australian currency.

(c) Parliamentary Appropriations and Contributions from Other Bodies

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

From this financial year there is a change in accounting policy when appropriations are unspent at year-end. The authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

The effect of this change for the year ending 30 June 2000 is that \$58,000 which is the amount owing to the Consolidated Fund (excluding any liability in respect of transfer payments) is accounted for as a current liability and not as revenue.

This liability is disclosed in Note 15 as part of “other current liabilities”. The amount will be repaid and the liability will be extinguished next financial year.

It is impracticable to restate the comparatives for this change in accounting policy as agencies were not required to determine any final amount owed to the Consolidated Fund for the year ended 30 June 1999.

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

(d) Revenue Recognition

Revenue is recognised to the extent that it is probable that the economic benefits will flow to The Legislature and the revenue can be reliably measured. The following specific recognition criteria must also be met before revenue is recognised:

Sales of Goods and Services

Revenue arising from the sale of goods and services or the disposal of other assets is recognised when all of the following conditions have been satisfied:

- (i) The Legislature has passed control of the goods or other assets to the buyer, or The Legislature controls a right to be compensated for services rendered,
- (ii) It is probable that the economic benefits comprising the consideration will flow to the entity, and
- (iii) The amount of revenue can be measured reliably

Investment Income

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on cash balances. Rent revenue is recognised in accordance with AAS 17 Accounting for Leases.

Other Revenue

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

(e) Employee Entitlements

(i) Wages and Salaries, Annual Leave, Sick Leave and On-costs

Liabilities for wages and salaries and annual leave are recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees’ services up to that date.

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

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

(ii) Long Service Leave and Superannuation

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

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

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

(f) Insurance

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

(g) Acquisition of Assets

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

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

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

(h) Plant and Equipment

The capitalisation of other property, plant and equipment, including office equipment, furnishings and computer equipment is subject to a minimum value of \$5,000 per item.

(i) Revaluation of Physical Non-Current Assets

Buildings, plant and machinery and collection assets (excluding land) are valued on the estimated written down replacement cost of the most appropriate modern equivalent replacement facility having a similar service potential to the existing asset. Land is valued on an existing use basis with office and computer equipment shown at cost.

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

Each class of physical non-current assets is revalued every 5 years. As a result of the size and nature of the Legislature's assets this revaluation is conducted over a five year period. The last such revaluation for each class of asset was:

Land	30 June 1998
Buildings	30 June 1998
Plant & Machinery (Building Technical Services Assets)	30 June 1998
Library Collection	30 June 1999
Archives Collection	30 June 1999
Antiques	30 April 2000
Artworks	31 May 2000

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

Conversely, where assets are revalued to market value and not by reference to current prices for assets newer than those being revalued, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are increased or decreased by the revaluation increments or decrements.

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

(j) Depreciation and Amortisation

Depreciation or amortisation is provided for on a straight line basis against all depreciable or amortisable assets except land so as to write off the depreciable amount of the asset as it is consumed over its useful life. Accelerated depreciation has been applied to those computer assets which have become redundant due to technology so that they are fully depreciated as at 30 June 2000.

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

The Parliament House Building	1.64–20 percent
Plant and Machinery	5–50 percent
Office Equipment	5–20 percent
Computer Equipment	10–50 percent

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

The Legislature's Antique, Archive, Artwork and Library collections have not been depreciated as their value is expected to appreciate.

(k) Leased Assets

All leases to which The Legislature is a party are operating leases with payments being charged to the Operating Statement in the periods in which they are incurred.

(l) Inventories

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

(m) Investments

Term deposits held at year end are valued at cost.

2. EXPENSES

(a) Employee Related Expenses

	2000	1999
	\$000	\$000
Salaries and wages (including recreation leave)	28,053	27,774
Superannuation entitlements – staff	2,339	2,295
Payroll tax and fringe benefits tax	2,162	2,279
Long service leave	590	919
Workers Compensation Insurance	295	333
Redundancy payments	273	840
Other	754	584
	34,466	35,024

(b) Other Operating Expenses

	2000	1999
	\$000	\$000
Rental expense relating to operating leases	2,546	2,458
Telecommunication costs	2,428	2,865
Travel expenses	1,592	1,289
Printing and stationery	1,424	1,637
Computer costs	1,280	1,673
Postage and State Mail charges	1,080	938
Miscellaneous	1,033	953
Gas and Electricity charges	800	785
Cleaning and laundry	493	465
Contract and other fees	425	238
Stores	330	460
Consultancy fees	264	152
Legal expenses	249	574
Insurance	242	260
Auditor's remuneration	46	32
Bad or Doubtful Debts	1	11
	14,233	14,790

(c) Maintenance

	2000	1999
	\$000	\$000
Maintenance undertaken by Department of Public Works and Services	818	791
Repairs and routine maintenance	428	346
Maintenance on Legislative Assembly electorate offices	173	113
	1,419	1,250

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

(d) Depreciation and Amortisation

	2000	1999
	\$000	\$000
Depreciation on buildings	785	772
Depreciation on plant and equipment	2,739	2,418
Amortisation of leasehold costs	431	356
	3,955	3,546

(e) Other expenses

	2000	1999
	\$000	\$000
Salaries and allowances of Members of Parliament	19,469	19,302
Superannuation entitlements – members	5,655	5,574
Payroll tax & fringe benefits tax – members entitlements	1,592	1,822
Payroll tax liability – members superannuation	362	382
Special projects	337	389
Decrement on Revaluation of Assets	–	28,357
	27,415	55,826

3. REVENUES**(a) Sale of Goods and Services**

	2000	1999
	\$000	\$000
Energy recoup from Sydney Hospital and State Library	520	431
Dining room functions	438	427
Sale of publications	81	69
Parliamentary committee seminars	24	27
Miscellaneous	167	105
	1,230	1,059

(b) Investment Income

	2000	1999
	\$000	\$000
Interest on operating account	46	56
	46	56

(c) Grants and Contributions

	2000	1999
	\$000	\$000
Connect NSW Project	80	–
Public Works & Services Maintenance Work	818	791
Contribution from House Committee	630	600
	1,528	1,391

The Department of Public Works and Services met the cost of essential maintenance work undertaken on the Parliament House building as part of an ongoing arrangement (refer notes 1 (c) and 2 (c)).

(d) Other Revenue

	2000	1999
	\$000	\$000
House Committee net assets brought to account	1,431	–
Rent on Parliament House Ministerial Offices	681	–
Telecommunications rebate	302	276
Miscellaneous	222	106
Telstra ISDN refund	–	645
Assets acquired free of cost	–	45
	2,636	1,072

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

	2000	1999
	\$000	\$000
Proceeds from sale	–	107
Written down value of assets sold	13	41
Net gain/ (loss) on disposal of plant and equipment	(13)	66

5. CONDITIONS ON CONTRIBUTIONS

The “connect.NSW” grant was conditional on funding being expended on an electronic service delivery project approved by the Department of Information Technology and Management.

There were no conditions attached to the contribution received from The Legislature House Committee towards the cost of providing catering services referred to in note 3(c).

6. APPROPRIATIONS**Recurrent Appropriations**

	2000	1999
	\$000	\$000
Total recurrent drawdowns from Treasury (per Summary of Compliance)	62,057	63,857
Less: Liability to Consolidated Fund (per summary of Compliance)	–	–
Total	62,057	63,857

Comprising:

Recurrent Appropriations (per Operating Statement)	62,057	63,857
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Capital Appropriations

	2000	1999
	\$000	\$000
Total capital drawdowns from Treasury (per Summary of Compliance)	4,340	4,632
Less: Amount repaid to Consolidated Fund for Lapsed Appropriation	40	–
Less: Liability to Consolidated Fund (per summary of Compliance)	58	–
Total	4,242	4,632

Comprising:

Capital Appropriations (per Operating Statement)	4,242	4,632
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7. ABNORMAL ITEMS

	2000	1999
	\$000	\$000
Employee related – Redundancies Paid	–	840
Other expenses – Decrement on Revaluation	–	28,357
	–	29,197
Other revenue – Telstra Refund	–	645
Other revenue – bringing to account House Committee net assets (refer notes 1(a) and 3(d))	1,431	–
	(1,431)	28,552

Other revenue includes an abnormal item relating to the amalgamation of the NSW House Committee assets and liabilities on to the financial statements of the Legislature as at 30 June 2000. The abnormal amount shown of \$1,431,000 represents the value of the House Committee net assets, the details of which are disclosed below:

	\$000
House Committee stock on hand 30 June 2000	243
Receivables	303
Investments	700
Cash	335
Total Current Assets	1,581
less Current Liabilities	150
House Committee Net Assets included as other revenue	1,431

8. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE ENTITLEMENTS AND OTHER LIABILITIES

	2000	1999
	\$000	\$000
Employees		
Superannuation	2,339	2,295
Long Service Leave	590	919
Payroll Tax on superannuation	151	157
	3,080	3,371
Members		
Superannuation	5,655	5,574
Payroll tax on superannuation	362	382
	6,017	5,956
	9,097	9,327

9. PROGRAMS/ACTIVITIES OF THE LEGISLATURE

Program 1.1.1	Parliamentary Government – Legislative Council
<i>Objective:</i>	To represent the people of New South Wales in the Upper House. To support the functions of the Legislative Council and its 42 Members.
<i>Activities:</i>	<ul style="list-style-type: none"> – Members of the Legislative Council Representation – Legislative Council Ministerial salaries – Secretarial and research services for Members of the Legislative Council – Procedural and administrative support – Committee advisory, research and administrative support – Overseas delegations
Program 1.1.2	Parliamentary Government – Legislative Assembly
<i>Objective:</i>	To represent the ninety three electorates throughout New South Wales and support the functions of the Legislative Assembly.
<i>Activities:</i>	<ul style="list-style-type: none"> – Members of the Legislative Assembly Representation – Legislative Assembly Ministerial salaries – Secretarial and research services for Members of Parliament – Procedural and administrative support – Committee advisory, research and administrative support – Commonwealth Parliamentary Association – Overseas delegations
Program 1.2.1	Parliamentary Support Services – Joint Services
<i>Objective:</i>	To provide support services to both Houses of Parliament.
<i>Activities:</i>	<ul style="list-style-type: none"> – Accounting and financial services – Archival services – Building services – Catering services – Education and community relations – Hansard – Information technology services – Library services – Printing services – Security services

10. CURRENT ASSETS – RECEIVABLES

	2000	1999
	\$000	\$000
Sales of goods and services	250	149
Investment Income	61	33
Other debtors/prepayments	769	568
	<u>1,080</u>	<u>750</u>
Less: Provision for Doubtful Debts	3	3
	<u>1,077</u>	<u>747</u>

\$1,181 was written off during the year (\$11,413 in 1998/99).

11. CURRENT ASSETS – INVENTORIES

	2000	1999
	\$000	\$000
Food and Beverage Stock	243	–
	<u>243</u>	<u>–</u>

12. NON-CURRENT ASSETS**(a) Land and Buildings**

	Land	Buildings	Leasehold	Capital Works in Progress	Total
	\$000	\$000	\$000	\$000	\$000
Balance 1 July 1999					
At Valuation	50,000	60,680	–	–	110,680
At Cost	–	778	2,412	6	3,196
Additions	–	65	1,535	–	1,600
Disposals	–	–	(529)	–	(529)
Transfers between asset categories	–	–	6	(6)	–
Balance 30 June 2000					
At Valuation	50,000	60,680	–	–	110,680
At Cost	–	843	3,424	–	4,267
Total	50,000	61,523	3,424	–	114,947
Accumulated Depreciation					
Balance 1 July 1999					
At Valuation	–	14,804	–	–	14,804
Depreciation for the year	–	772	–	–	772
At Cost	–	–	1,603	–	1,603
Depreciation for the year	–	12	432	–	444
Write back on Disposal	–	–	(529)	–	(529)
Balance 30 June 2000					
At Valuation	–	15,576	–	–	15,576
At Cost	–	12	1,506	–	1,518
Total	–	15,588	1,506	–	17,094
Carrying Value					
At 30 June 2000	50,000	45,935	1,918	–	97,853
At 30 June 1999	50,000	46,654	809	6	97,469
Fully Depreciated Assets					
At cost	–	–	852	–	852
Quantity (individual items)	–	–	34	–	34

(b) Plant & Equipment

	Plant & Machinery	Office Equipment	Computer Equipment	Capital Works in Progress	Total
	\$000	\$000	\$000	\$000	\$000
Balance 1 July 1999					
At Valuation	19,558	505	222	–	20,285
Disposals	–	(27)	(166)	–	(193)
At Cost	429	3,682	5,126	1,132	10,369
Additions	–	227	64	1,575	1,866
Disposals	–	(54)	(1,158)	–	(1,212)
Transfers between asset categories	8	–	2,694	(2,702)	–
Balance 30 June 2000					
At Valuation	19,558	478	56	–	20,092
At Cost	437	3,855	6,726	5	11,023
Total	19,995	4,333	6,782	5	31,115
Accumulated Depreciation					
Balance 1 July 1999					
At Valuation	12,462	390	189	–	13,041
Depreciation for the year	892	43	24	–	959
Writeback on Disposal	–	(27)	(166)	–	(193)
At Cost	97	1,631	2,841	–	4,569
Depreciation for the year	43	564	1,173	–	1,780
Writeback on Disposal	–	(41)	(1,158)	–	(1,199)
Balance 30 June 2000					
At Valuation	13,354	406	47	–	13,807
At Cost	140	2,154	2,856	–	5,150
Total	13,494	2,560	2,903	–	18,957
Carrying Value					
At 30 June 2000	6,501	1,773	3,879	5	12,158
At 30 June 1999	7,428	2,166	2,318	1,132	13,044
Fully Depreciated Assets					
At Valuation	319	220	12	–	551
<i>Quantity (individual items)</i>	5	8	1	–	14
At Cost	–	620	382	–	1,002
<i>Quantity (individual items)</i>	–	13	19	–	32

(c) Other

	Antiques	Artworks	Library Collection	Archives Collection	Total
	\$000	\$000	\$000	\$000	\$000
Balance 1 July 1999					
At Valuation	2,114	1,258	7,608	4,702	15,682
Revaluation increment	781	286	–	–	1,067
Transfers between cost and valuation	23	4	–	–	27
At Cost	23	4	–	–	27
Transfers between cost and valuation	(23)	(4)	–	–	(27)
Balance 30 June 2000					
At Valuation	2,918	1,548	7,608	4,702	16,776
At Cost	–	–	–	–	–
Total	2,918	1,548	7,608	4,702	16,776
Carrying Value					
At 30 June 2000	2,918	1,548	7,608	4,702	16,776
At 30 June 1999	2,137	1,262	7,608	4,702	15,709

(d) Revaluation of Non-Current Assets

The entire antique collection was revalued as at 30 April 2000 by Cleary and Kennedy, Architects and Museum Consultants. The artwork collection was similarly revalued as at 31 May 2000 by the Art Gallery of NSW.

Both revaluations were based on the value to The Legislature of future economic benefits that the Parliament would forego if deprived of the asset. Consequently, the current market replacement cost was used. The resultant revaluation increments of \$781,000 for the antique collection and \$286,000 for the artwork collection have been transferred to the Asset Revaluation Reserve (refer note 16).

13. CURRENT LIABILITIES – ACCOUNTS PAYABLE

	2000	1999
	\$000	\$000
Accrued Charges	536	671
Trade Creditors	2,071	628
	2,607	1,299

14. CURRENT AND NON-CURRENT LIABILITIES – EMPLOYEE ENTITLEMENTS**(a) Current**

	2000	1999
	\$000	\$000
Recreation leave	2,379	2,319
Accrued salaries and wages	1,696	1,444
On-cost on long service leave entitlements	26	26
Aggregate employee entitlements	4,101	3,789

(b) Non-Current

	2000	1999
	\$000	\$000
On-cost on long service leave entitlements	230	178
Aggregate employee entitlements	230	178

15. CURRENT LIABILITIES-OTHER

	2000	1999
	\$000	\$000
Liability to Consolidated Fund	58	-
Crown Entity	273	-
	331	-

16. CHANGES IN EQUITY

	Accumulated Funds		Asset Revaluation Reserve		Total Equity	
	2000 \$000	1999 \$000	2000 \$000	1999 \$000	2000 \$000	1999 \$000
Balance at the beginning of the financial year	114,175	130,841	8,000	-	122,175	130,841
Deficit for the year	(665)	(28,976)	-	-	(665)	(28,976)
Increment on revaluation of land	-	-	-	8,000	-	8,000
Increment on revaluation of artworks	-	-	286	-	286	-
Increment on revaluation of antiques	-	-	781	-	781	-
Archives collection	-	4,702	-	-	-	4,702
Library collection	-	7,608	-	-	-	7,608
Balance at the end of year	113,510	114,175	9,067	8,000	122,577	122,175

17. COMMITMENTS FOR EXPENDITURE

(a) Capital Commitments

Aggregate capital expenditure contracted for at balance date but not provided for at 30 June 2000:

	2000	1999
	\$000	\$000
Not later than one year	24	1,754
Total Capital Commitments including GST	24	1,754

The total above includes input tax credits of \$2,000 that are expected to be recoverable from the A.T.O.

(b) Operating Lease Commitments

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

	2000	1999
	\$000	\$000
Not later than one year	2,236	1,699
Later than one year but not later than 5 years	3,568	1,815
Total Lease Commitments including GST	5,804	3,514

The total above includes input tax credits of \$390,000 that are expected to be recoverable from the A.T.O.

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

	2000	1999
	\$000	\$000
Not later than one year	2,177	1,640
Later than one year but not later than 5 years	3,560	1,785
Electorate Office Lease Commitments including GST	5,737	3,425

The total above includes input tax credits of \$384,000 that are expected to be recoverable from the A.T.O.

These operating lease commitments are not recognised in the financial statements as liabilities.

(c) Other Expenditure Commitments

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

	2000	1999
	\$000	\$000
Not later than one year	–	7
	–	7

18. CONTINGENT LIABILITIES

The Legislature is currently involved in five separate legal proceedings. The amounts involved cannot be accurately determined. However, costs have been estimated at \$410,600 for four of the claims. The costs for the remaining matter have not yet been assessed as it has only recently been lodged. No estimate has been given as to expected damages payable in any of these matters as they cannot be quantified.

These legal proceedings involve current and former staff and relate to:

- Two unfair contract of employment matters
- Two unfair dismissal matters
- One staff grievance

19. BUDGET REVIEW

Net Cost of Services

Net cost of services for the year exceeded the budget by \$167,000. This was due to over expenditure on employee related expenses of \$1,391,000, other operating expenses \$1,889,000, maintenance \$1,009,000 and depreciation \$541,000. These over expenditures were largely offset in savings in other expenses of \$1,856,000 and receipt of additional retained revenue of \$2,820,000.

Assets and Liabilities

Current Assets exceeded budget by \$1,835,000 primarily due to the amalgamation of the House Committee assets \$1,581,000 with those of the Parliament and an increase to cash on hand.

Non-current Assets reflect a net increase of \$1,440,000 following revaluation increments to Antiques and Artworks collections \$1,067,000 and acquisition of certain assets not budgeted for. These increments were partially offset by increased depreciation and amortisation charges of \$541,000.

Current liabilities exceeded budget by \$1,851,000 as a result of an increase in creditors at year end \$819,000, accrued capital charges \$366,000 plus House Committee creditors of \$125,000 not previously recognised in the Financial Statements. Employee entitlements, following a 2% public sector pay increase during the year, contributed \$212,000 and an amount of \$331,000 is owed to the Consolidated Fund Crown Entity.

Equity

Revaluation of the Parliament's Antique and Artwork collections during the year resulted in an increase of \$1,067,000 to the Asset Revaluation Reserve. The \$305,000 increase to accumulated funds primarily arose from the amalgamation of the House Committee accounts with the Legislature's Financial Statements which had not been budgeted for.

Cash Flows

Net cash flows from operating activities exceeded budget by \$710,000 due to cash flows from Government exceeding budget by \$1,081,000 and receipts exceeding budget by \$258,000. These favourable cash flows were partially offset by \$629,000 over expended in operating costs.

Net cash flows from investing activities exceeded budget by \$483,000 following approved supplementation during the year of \$2,083,000. This was partially offset by the need to expense \$776,000 on minor computer equipment acquisitions and rectification of year 2000 non-compliant computer systems which were funded as capital works projects by Treasury. The balance remaining of the supplementary funding is reflected in accrued capital charges of \$366,000 at year end.

Following amalgamation of the House Committee's Financial Statements with those of the Legislature a favourable cash inflow of \$1,035,000 was received which had not been budgeted for.

20. CASH AND CASH EQUIVALENTS

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at bank and investments (maturing in July 2000). Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	2000	1999
	\$000	\$000
Cash	1,039	472
Investments	700	–
	1,739	472

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

	2000	1999
	Actual	Actual
	\$000	\$000
Net Cash used on operating activities	3,254	3,334
Depreciation	(3,955)	(3,546)
Bad and Doubtful Debts	(1)	(11)
(Increase)/decrease in provisions	(131)	(249)
Decrease/(increase) in prepayments and other assets	65	112
(Increase)/decrease in creditors and other liabilities	(1,291)	(369)
Net (loss)/gain on sale of plant and equipment	(13)	66
Net Assets of House Committee	1,431	–
Assets brought to account not previously capitalised	–	45
Decrement on revaluation of non-current assets	–	(28,357)
Long Service Leave	(590)	(919)
Superannuation	(6,818)	(6,801)
Payroll tax on superannuation	(513)	(539)
Less Cash flows from Government		
Capital Allocation	(4,242)	(4,632)
Recurrent Allocation	(62,057)	(63,857)
Cash reimbursements from the Crown Entity	(1,200)	(1,069)
Net Cost of Services	(76,061)	(106,792)

22. FINANCIAL INSTRUMENTS

Financial instruments give rise to positions that are a financial asset of The Legislature and a financial liability (or equity instrument) of the other party. They include cash at bank, investments, receivables and creditors. All classes of financial instruments, including revenue, expenses or other cash flows arising from instruments, are recognised at cost on an accrual basis.

Amounts are carried in the accounts at net fair value which is considered to equate with the carrying amount as per the statement of financial position.

Interest rate risk affects cash at bank where the value of these instruments is subject to fluctuation due to changes in market interest rates.

The Legislature's exposure to interest rate risk and the effective interest rates of financial instruments at year end are:

	2000	1999	
	\$000	\$000	
Cash	1,039	472	3.79 % (1999 3.79 %)
Term Deposit	700	–	5.35%
Receivables	1,077	747	All non-interest bearing
Creditors	2,607	1,299	All non-interest bearing
Other Liabilities	331	–	All non-interest bearing

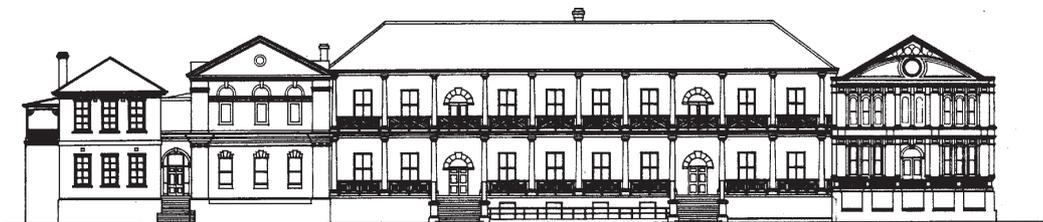
The effective interest rate during the reporting period was 4.25%.

Credit rate risk affects receivables where there is a risk of a trade debtor of The Legislature failing to meet their obligations. As at balance date, the greatest risk was represented by receivables which had been outstanding more than 90 days, totalling \$173,000 (98/99 \$31,000).

End of Audited Financial Statements



Appendices



APPENDIX 1

LIST OF MEMBERS

Fifty-Second Parliament 2nd Session as at 30 June 2000

Breen , The Honourable Peter James Dip.Law. ²	RLS	Macdonald , The Honourable Ian Michael, B.A.(Hons). ² <i>Parliamentary Secretary</i>	LP
Bull , The Honourable Richard Thomas Marshall ¹	NP	Manson , The Honourable Andrew Bruce ¹ <i>Deputy Government Whip</i>	ALP
Burgmann , The Honourable Doctor Meredith Anne, M.A.(Syd.), Ph.D.(Macq). ² <i>President</i>	ALP	Moppett , The Honourable Douglas Frederick, B.Sc.Agr. ²	NP
Burnswoods , The Honourable Janice Carolyn, B.A.(Hons), Dip.Ed. ²	ALP	Nile , The Honourable Elaine Blanche ¹	CDP
Chesterfield-Evans , The Honourable Doctor Arthur, M.B., B.S., F.R.C.S.(Eng), M.Appl.Sci.(OHS) ²	AD	Nile , The Reverend the Honourable Frederick John, E.D., L.Th. ² <i>Temporary Chair of Committees</i>	CDP
Cohen , The Honourable Ian, B.A., Dip.Ed. ¹	GRN	Obeid , The Honourable Edward Moses, O.A.M. ² <i>Minister for Mineral Resources, and Minister for Fisheries</i>	ALP
Corbett , The Honourable Alan Gordon, B.A., Dip.Ed., Dip.T.E.F.L. M.A. ¹	BFFC	Oldfield , The Honourable David Ernest ²	PHON
Della Bosca , The Honourable John Joseph, B.A. ² <i>Special Minister of State, Assistant Treasurer, Minister for Industrial Relations, Minister Assisting the Premier on Public Sector Management, and Minister Assisting the Premier for the Central Coast</i>	ALP	Pezzutti The Honourable Doctor Brian Patrick Victor, R.F.D., M.B., B.S.(Syd), F.F.A.R.A.C.S., F.A.N.Z.C.A. ¹ <i>Temporary Chair of Committees</i>	LIB
Dyer The Honourable Ronald David, Dip.Law., Dip.Crim. ¹	ALP	Primrose The Honourable Peter Thomas B.Soc.Stud.(Syd). ³ <i>Government Whip</i>	ALP
Egan , The Honourable Michael Rueben, B.A. ¹ <i>Treasurer, Minister for State Development, and Vice-President of the Executive Council</i>	ALP	Rhiannon , Ms Lee ²	G
Forsythe , The Honourable Patricia, B.A., Dip.Ed. ²	LIB	Ryan , The Honourable John Francis, B.A.(Hons), Dip.Ed. ²	LIB
Gallacher , The Honourable Michael Joseph, B.Prof.St. ⁴ <i>Leader of the Opposition</i>	LIB	Saffin The Honourable Janelle Anne ¹ <i>Temporary Chair of Committees</i>	ALP
Gardiner , The Honourable Jennifer Ann, B.Bus. ² <i>Temporary Chair of Committees</i>	NP	Samios The Honourable James Miltiadis, M.B.E., B.A., LL.B. ¹ <i>Deputy Leader of the Liberal Party</i>	LIB
Gay , The Honourable Duncan John ¹ <i>Deputy Leader of the Opposition</i>	NP	Sham-Ho The Honourable Helen Wai-Har, B.A., Dip.Soc.Wk., B.Leg.S. ¹ <i>Temporary Chair of Committees</i>	IND
Hannaford , The Honourable John Planta, LL.B. ¹	LIB	Shaw The Honourable Jeffrey William, Q.C., B.A., LL.B. ²	ALP
Harwin , The Honourable Donald Thomas, B.Ec.(Hons). ²	LIB	Tebbutt The Honourable Carmel Mary, B.Ec. ⁶ <i>Minister for Juvenile Justice, Minister Assisting the Premier on Youth, and Minister Assisting the Minister for the Environment</i>	ALP
Hatzistergos , The Honourable John, B.Ec., LL.M. ²	ALP	Tingle The Honourable John Saxon ¹	SP
Jobling , The Honourable John Hughes, Ph.C., M.P.S. ¹ <i>Opposition Whip</i>	LIB	Tsang The Honourable Henry Shiu-Lung, O.A.M., B.Arch.(NSW), Dip.Bdg., Sc.(Syd.), Fellow.(UTS). ² <i>Temporary Chair of Committees</i>	ALP
Johnson , The Honourable John Richard ¹ <i>Temporary Chair of Committees</i>	ALP	Wong The Honourable Doctor Peter, A.M., M.B.B.S.(Syd.), B.Pharm.(Syd). ²	U
Jones , The Honourable Malcolm Irving ²	ORP		
Jones , The Honourable Richard Stanley Leigh ¹	IND		
Kelly , The Honourable Anthony Bernard, A.L.G.A. ⁵ <i>Chairman of Committees</i>	ALP		
Lynn , The Honourable Charlie John Stuart, p.s.c. ²	LIB		

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

PARTY REPRESENTATION: HOUSE OF 42 MEMBERS

AD—Australian Democrats (1)
ALP—Australian Labor Party (16)
BFFC—A Better Future for our Children (1)
CDP—Christian Democratic Party (Fred Nile Group) (2)
G—The Greens (2)
IND—Independent (2)
LIB—Liberal Party of Australia (NSW Division) (9)
NP—National Party of Australia (NSW) (4)
ORP—Outdoor Recreation Party (1)
PHON—Pauline Hanson's One Nation (1)
RLS—Reform the Legal System (1)
SP—Shooters Party (1)
U—Unity (1)
Total (42)

OFFICERS OF THE LEGISLATIVE COUNCIL

President

The Honourable Doctor Meredith Anne Burgmann
MA(Syd) PhD(Macq) MLC

Chairman of Committees

The Honourable Anthony Bernard Kelly ALGA MLC

Clerk of the Parliaments

John Denton Evans BLegS

Deputy Clerk

Lynn Carole Lovelock BA(Hons) DipEd

Clerk Assistant-Procedure & Administration

Robert Michael Wilkinson BA(Hons)

Clerk Assistant-Committees & Usher of the Black Rod

Warren Cameron Cahill DipT BEdSt GradDipIM-Lib

Address all mail C/- Legislative Council, Parliament House, Macquarie St, SYDNEY 2000

PH: (02) 9230 2111 - FAX: (02) 9233 3661 - E-MAIL: council@parliament.nsw.gov.au.

Legislative Council Website : <http://www.parliament.nsw.gov.au/lc>

-
1. Elected Members whose term of service expires on dissolution or expiry of 52nd Parliament.
 2. Elected Members whose term of service expires on dissolution or expiry of 53rd Parliament.
 3. Elected (17 April 1996) to vacancy caused by the resignation of the Hon. P. F. O'Grady. Term of service expires on the dissolution or expiry of the 52nd Parliament
 4. Elected (17 April 1996) to vacancy caused by the resignation of the Hon. S. B. Mutch. Term of service expires on the dissolution or expiry of the 52nd Parliament
 5. Elected (17 September 1997) to vacancy caused by the resignation of the Hon PJ Staunton. Term of service expires on the dissolution or expiry of the 52nd Parliament
 6. Elected (30 April 1998) to vacancy caused by the resignation of the Hon EA Symonds. Term of service expires on the dissolution or expiry of the 52nd Parliament

APPENDIX 2

JOINT COMMITTEES

JOINT COMMITTEES OF THE LEGISLATIVE COUNCIL AND LEGISLATIVE ASSEMBLY

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Joint Standing Committee On Road Safety (Staysafe) 52nd Parliament	Mr Jobling Mr Manson Mr Tingle	(1) Report No. 1/52 entitled "STAYSAFE 50: Local Government and Road Safety – Speech of Grant McBride MP, STAYSAFE Chairman, in opening the 4th Local Government Road Safety Conference, Millennium Hotel, Kings Cross, 11-13 August 1999", dated February 2000.	23 Feb 2000
Committee on the Health Care Complaints Commission 52nd Parliament	DrPezzutti Mr Tsang Dr Wong	(1) Committee on the Health Care Complaints Commission – Report entitled "4th Meeting on the Annual Report of the Health Care Complaints Commission", dated April 2000.	11 Apr 2000
		(2) Committee on the Health Care Complaints Commission – Report entitled "5th Meeting on the Annual Report of the Health Care Complaints Commission and Final Briefing from Commissioner Merrilyn Walton", dated April 2000.	14 Apr 2000
		(3) Committee on the Health Care Complaints Commission – Report entitled "Study of International Jurisdictions (Japan, Germany, England and the United States of America) 24 September – 16 October 1999".	02 Jun 2000
Committee on the Independent Commission Against Corruption 52nd Parliament	Mr Hatzistergos Mr Oldfield Mr Ryan	(1) Report No. 1/52 entitled "General Meeting with the Commissioner of the ICAC: 24 September & 12 November 1999".	11 Feb 2000
		(2) Report No. 2/52 entitled "The ICAC: Accounting for Extraordinary Powers", dated May 2000.	15 May 2000
Committee on the Office of the Ombudsman and the Police Integrity Commission 52nd Parliament	Mr Breen Miss Gardiner Mr Hatzistergos	(1) Report No. 1/52 entitled "Eighth General Meeting with the NSW Ombudsman", dated December 1999.	20 Dec 1999
		(2) Report No. 2/52 entitled "Third General Meeting with the Inspector of the Police Integrity Commission", dated December 1999.	20 Dec 1999
		(3) Report No. 3/52 entitled "Fourth General Meeting with the Commissioner of the Police Integrity Commission", dated December 1999.	20 Dec 1999
Committee on Children and Young People	Ms Burnswoods Mr Corbett Mr Harwin Mr Primrose Mr Tsang	Nil	Nil

APPENDIX 3

SESSIONAL COMMITTEES

Name of Committee	LC Members on Committee
House	<p>The Hon Dr M A Burgmann (ALP) <i>The President (Chairperson)</i> The Hon A G Corbett (BFFC) The Hon J H Jobling (LIB) The Hon J R Johnson (ALP) The Hon A B Kelly (ALP) The Hon I M Macdonald (ALP) The Hon A B Manson (ALP) The Hon D F Moppett (NAT) The Hon H W Sham-Ho (IND) The Hon H S Tsang (ALP)</p>
Joint Library	<p>The Hon Dr M A Burgmann (ALP) <i>The President (Chairperson)</i> The Hon J C Burnswoods (ALP) The Hon A G Corbett (BFFC) The Hon R D Dyer (ALP) The Hon J A Gardiner (NAT) The Hon D T Harwin (LIB) The Hon J R Johnson (ALP) The Hon A B Kelly (ALP) The Hon J A Saffin (ALP) The Hon Dr P Wong (U)</p>
Printing	<p>The Hon A B Manson (ALP) <i>(Chairperson)</i> The Hon A G Corbett (BFFC) The Hon J Hatzistergos (ALP) The Hon J F Ryan (LIB) The Hon J A Saffin (ALP)</p>
Standing Orders	<p>The Hon Dr M A Burgmann (ALP) <i>The President (Chairperson)</i> The Hon R T M Bull (ALP) The Hon J J Della Bosca (ALP) The Hon M R Egan (ALP) The Hon J P Hannaford (LIB) The Revd the Hon F J Nile (CDP) The Hon E M Obeid (ALP) The Hon H W Sham-Ho (IND) The Hon J W Shaw (ALP) The Hon C M Tebbutt (ALP)</p>

APPENDIX 4

LEGISLATIVE COUNCIL MEMBERS’ TRAVEL

Details of expenditure by Members of the Legislative Council for home to Sydney travel (country based members) and other travel within Australia, including spouse/partner/approved relative travel, during the financial year is show below. There are no travel entitlements for Legislative Council Members’ staff, as in the Assembly. An asterisk (*) indicates members with home to Sydney travel entitlements.

Member	\$ Total
*Breen, P.J.	12,413
*Bull, R.M.	29,900
Burgmann, M.A.	3,032
<i>Office of the President</i>	514
Burnswoods, J.C.	3,195
Chesterfield-Evans, A	2,157
*Cohen, I	18,637
Corbett, A.G.	3,206
Della Bosca, J.J.	Nil
Dyer, R.D.	3,055
Egan, M.R.	Nil
Forsythe, P	2,803
Gallacher, M.J.	1,141
*Gardiner, J.A.	6,697
*Gay, D.J.	19,272
Hannaford, J.P.	2,635
Harwin, D.T.	5,765
Hatzistergos, J	2,787
Jobling, J.H.	475
Johnson, J.R.	1,032
Jones, M.I.	2,235
*Jones, R.S.L.	9,819
*Kelly, A.B.	17,547
Lynn, C.J.S.	2,477
*Macdonald, I.M.	24,871
Manson, A.B.	1,107
*Moppett, D.F.	23,688
Nile, E.B.	Nil
Nile, F.J.	Nil
Obeid, E.M.	Nil
Oldfield, D.E.	5,866
*Pezzutti, B.P.	33,746
Primrose, P.T.	Nil
Rhiannon, L.	2,556
Ryan, J.F.	Nil
*Saffin, J.A.	27,585
Samios, J.M.	72
Sham-Ho, H.W.	387
Shaw, J.W.	Nil
Tebbutt, C.M.	Nil
*Tingle, J.S.	14,930
Tsang, H. S.	3,080
Wong, P.	599

APPENDIX 5

EXPENDITURE RELATED TO COMMITTEE TRAVEL

During the financial year Members and staff of the Legislative Council Committees held public hearings and meetings, and undertook site visits throughout New South Wales as part of various inquiries.

Interstate study by Legislative Council Committees is subject to approval by the President. Approval was provided in one instance to attend a conference on adoption practices in Hobart.

STANDING COMMITTEE ON SOCIAL ISSUES

In November 1999 the Hon Jan Burnswoods MLC, the Hon Doug Moppett MLC, the Hon Dr Arthur Chesterfield-Evans MLC, the Hon Andy Manson MLC, the Hon Henry Tsang MLC, two committee staff members and two contract Hansard staff travelled to Newcastle as part of an inquiry into residential and support services for people with disability.

Cost: \$2,243

In March 2000 the Hon Jan Burnswoods MLC, the Hon Doug Moppett MLC, the Hon Dr Arthur Chesterfield-Evans MLC, two committee staff members and two contract Hansard staff travelled to Dubbo, Parkes and Orange as part of an inquiry into residential and support services for people with disability.

Cost: \$7,170

In March 2000 the Hon Jan Burnswoods MLC, the Hon Doug Moppett MLC, the Hon Dr Arthur Chesterfield-Evans MLC, two committee staff members and two contract Hansard staff travelled to Albury as part of an inquiry into residential and support services for people with disability.

Cost: \$5,550

In May 2000 the Hon Jan Burnswoods MLC, the Hon Doug Moppett MLC, the Hon Dr Arthur Chesterfield-Evans MLC, the Hon Andy Manson MLC, the Hon Henry Tsang MLC, two committee staff members and three parliamentary Hansard staff travelled to Wollongong as part of an inquiry into residential and support services for people with disability.

Cost: \$427

In May 2000 the Hon Jan Burnswoods MLC, the Hon Dr Arthur Chesterfield-Evans and a committee staff member travelled to Hobart, Tasmania as part of an inquiry into adoption practices. Dr Chesterfield-Evans met his own transport and accommodation expenses.

Cost: \$3,440

STANDING COMMITTEE ON STATE DEVELOPMENT

In July 1999 the Hon Tony Kelly MLC, the Hon Ian Cohen MLC, the Hon John Johnson MLC, the Hon Ian Macdonald MLC and two committee staff members travelled to Dubbo and Gunnedah as part of an inquiry into use and management of pesticides in New South Wales.

Cost: \$9,369

In August 1999 the Hon Tony Kelly MLC, the Hon Ian Cohen MLC, the Hon John Johnson MLC and two committee staff members travelled to Lismore as part of an inquiry into use and management of pesticides in New South Wales.

Cost: \$5,697

In March 2000 the Hon Dr Brian Pezzutti MLC, the Hon Tony Kelly MLC, the Hon Ian Cohen MLC, the Hon John Johnson MLC and two committee staff members travelled to Yamba and Ballina as part of inquiries into genetically modified food and opportunities for strengthening rural towns in New South Wales.

Cost: \$10,565

In June 2000 the Hon Tony Kelly MLC, the Hon Ian Cohen MLC, the Hon John Johnson MLC, the Hon Ian Macdonald MLC and two committee staff members travelled to Queanbeyan and Canberra as part of inquiries into genetically modified food and opportunities for strengthening rural towns in New South Wales.

Cost: \$6,459

STANDING COMMITTEE AND LAW AND JUSTICE

In July 1999 the Hon Peter Breen MLC travelled to Merimbula with a Departmental Officer who travelled at the Departments expense as part of an inquiry into crime prevention through social support.

Cost: \$442

In August 1999 the Hon Ron Dyer MLC, the Hon Peter Breen MLC, the Hon John Ryan MLC, the Hon John Hatzistergos MLC and two committee staff members travelled to Ballina as part of an inquiry into crime prevention through social support.

Cost: \$5,349

In August 1999 the Hon Ron Dyer MLC, the Hon John Ryan MLC, the Hon John Hatzistergos MLC and a committee staff member travelled to Moree as part of an inquiry into crime prevention through social support.

Cost: \$2,247

In March 2000 the Hon Ron Dyer MLC, the Hon Peter Breen MLC, the Hon John Ryan MLC, the Hon John Hatzistergos MLC and two committee staff members travelled to Newcastle as part of an inquiry into crime prevention through social support.

Cost: \$556

In March 2000 the Hon Ron Dyer MLC, the Hon John Ryan MLC, the Hon John Hatzistergos MLC and a committee staff member travelled to Port Macquarie as part of an inquiry into crime prevention through social support.

Cost: \$2,479

In March 2000 the Hon Ron Dyer MLC, the Hon John Ryan MLC, the Hon John Hatzistergos MLC and a committee staff member travelled to Dubbo as part of an inquiry into crime prevention through social support.

Cost: \$1,855

SELECT COMMITTEE ON PRISONER POPULATION

In March 2000 the Hon Dr Arthur Chesterfield-Evans MLC, the Hon Jenny Gardiner MLC, Ms Lee Rhiannon MLC, the Hon John Ryan MLC, two committee staff members and two contract Hansard staff travelled to Grafton as part of any inquiry into increase in prisoner population.

Cost: \$5,878

GENERAL PURPOSE STANDING COMMITTEE No. 5

In March 2000, the Hon Richard Jones MLC, the Hon Charlie Lynn MLC, the Hon John Johnson MLC, the Hon Ron Dyer MLC, the Hon Tony Kelly MLC, the Hon Richard Bull MLC, the Hon David Oldfield and three committee staff members attended Lismore as part of an inquiry into New South Wales rural fire services.

Cost: \$10,266

In March 2000, the Hon Richard Jones MLC, the Hon Charlie Lynn MLC, the Hon John Johnson MLC and two committee staff members attended Dubbo as part of an inquiry into New South Wales rural fire services.

Cost: \$5,971

APPENDIX 6

STATISTICS

HUMAN RESOURCES STATISTICS

NUMBER OF CES/SES POSITIONS

The Department of the Legislative Council is not part of the Executive Government. Accordingly, there are no CES or SES positions.

ESTABLISHMENT LIST

Legislative Council Staff Establishment for Four Years

	30/6/97	30/6/98	30/6/99	30/6/00
Chamber Officers				
Clerk	1	1	1	1
Deputy Clerk	1	1	1	1
Clerk Assistant - Procedure	1	—	—	—
Clerk Assistant - Committees and Usher of the Black Rod	1	1	1	1
Clerk Assistant - Procedure and Administration	—	1	1	1
Total	4	4	4	4
Office of the Clerk				
Executive Secretary, Office of the Clerk	1	1	1	1
Project Officer	1	1	1	1
Senior Project Officer	1	1	1	1
Administrative Assistant - Projects	1	1	1	1
Total	4	4	4	4
Procedure Office				
Manager, Procedure Office and Deputy Usher of the Black Rod	1	1	1	1
Parliamentary Officer - Bills	1	1	1	1
Parliamentary Clerical Officer	1	1	1	1
Parliamentary Officer - Papers and Procedure	1	1	1	1
Total	4	4	4	4
Office of the Usher of the Black Rod				
Parliamentary Officer - Members Services	1	1	1	1
Parliamentary Officer - Members & Committees	1	1	1	1
Parliamentary Officer - Protocol	1	1	1	—
Parliamentary Clerical Officer	1	1	1	1
Parliamentary Officer – Public Relations	—	—	—	1
Total	4	4	4	4

	30/6/97	30/6/98	30/6/99	30/6/00
Administration Office				
Clerk Assistant - Administration	1	—	—	—
Parliamentary Officer - Administration (Policy and Projects)	1	1	—	—
Parliamentary Officer - Administration (Projects)	1	1	1	1
Parliamentary Officer - Administration (Projects) (Part time)	0.5	0.5	0.5	0.5
Parliamentary Officer - Administration (Personnel and Training)	1	1	1	—
Parliamentary Officer - Administration (Finance)	1	1	1	1
Parliamentary Officer - Administration (Records)	1	1	—	—
Parliamentary Officer - Administrative Assistant	1	1	1	1
Senior Policy & Projects Officer	—	—	1	1
Parliamentary Officer – Administration (Document Management)	—	—	1	1
Parliamentary Officer – Administration (Human Resources)	—	—	—	1
Total	7.5	6.5	6.5	6.5
President's Staff				
Executive Officer	1	1	1	1
Secretary to President	1	1	1	1
General Assistant	1	—	—	—
Secretary\Research Assistant Assistant	1	1	2	2
Assistant	—	1	—	—
Total	4	4	4	4
Attendants				
Principal Attendant	1	1	1	—
Deputy Principal Attendant	1	1	1	—
Senior Chamber Attendant	1	1	1	—
Chamber Attendant	1	1	1	—
Relieving Chamber Attendant	3	3	3	—
Attendant	3	3	3	—
Manager, Attendant Services	—	—	—	1
Deputy Manager, Attendant Services	—	—	—	1
Attendant, Chamber Services	—	—	—	2
Attendant	—	—	—	6
Total	10	10	10	10
Members' Staff				
Secretary/Research Assistants	45	45	49	49
Secretary to Chair of Committees	—	—	1	1
Total	45	45	50	50
Committees Staff				
Directors	3	3	3	3
Senior Project Officer	4	4	4	4
Secretary to Chair	0.6	0.75	0.75	0.75
Committee Officer	3	3	3	3
Assistant Committee Officer	3	3	3	3
Total	13.6	13.75	13.75	13.75
Total Staff Employed by the Legislative Council	96.1	95.25	100.25	100.25

Note: The figures used in this table and graph represent the equivalent full-time number of staff employed.

Table 1 Percent of Total Staff by Level

LEVEL	Subgroup as Percent of Total Staff at each Level		Subgroup as Estimated Percent of Total Staff at each Level					
	TOTAL STAFF (Number)	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability Requiring Work-related Adjustment
< \$26,276	10	60%	50%	50%		50%	17%	
\$26,276 - \$38,582	38	45%	39%	61%				18%
\$38,583 - \$48,823	51	57%	33%	67%		17%	17%	7%
\$48,824 - \$63,137	17	53%	53%	47%		11%	11%	22%
> \$63,137 (non SES)								
SES								
TOTAL	116	53%	40%	60%		14%	11%	12%
Estimated Subgroup Totals		61	46	70		16	12	14
								4

Table 2 Percent of Total Staff by Employment Basis

EMPLOYMENT BASIS	Subgroup as % of Total Staff in each Category		Subgroup as Estimated Percent of Total Staff in each Employment Category					
	TOTAL STAFF (Number)	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability Requiring Work-related Adjustment
Permanent	73	62%	38%	62%		24%	13%	11%
Part-Time	20	30%	40%	60%				
Temporary	12	50%	33%	67%		17%	17%	17%
Contract	11	36%	55%	45%				25%
SES								
Non SES								2.2%
Casual								
TOTAL	116	53%	40%	60%		17%	10%	11%
Estimated Subgroup Totals		61	46	70		20	12	13
								4

Notes:

- Table 1 does not include casual staff.
- Figures for EEO groups other than women have been adjusted to compensate for the effects of non-response to the EEO data collection. EEO statistics reported in years prior to 1998 may not be comparable due to a change in the method of estimating EEO group representation.

APPENDIX 7 PUBLICATIONS

Various publications about the activities and functions of the Department were available to the public in 1999/2000.

Material relating to the functioning of the House and Parliamentary Committees	
Name of material	Current print run
Alphabetical List of Acts. A record of all acts passed by the Legislative Council since 1856, and whether they have been repealed, reprinted or are still in force.	(15 th edn) 1999
A Precis of Business and Procedures	(2 nd edn) Jan 1997
Guide to Occupants of the Chair	May 1995
Journal of the Legislative Council (annually produced bound volume of Minutes of Proceedings together with an index and other information related to the proceedings in the House)	1999
List of Members	June 2000
Manual for Estimates Committees	2000
Manual on Practices and Procedures for Committee Members	
Minutes of the Proceedings (record of decisions and proceedings of the House)	daily on sitting days
Notices of Motions and Orders of the Day paper	daily on sitting days
Parliamentary Record (contains details of Members since 1824 including dates of election, ministerial portfolios held, date and manner of ceasing to be a Member. Also contains information concerning the duration of Parliaments and composition of Ministries)	Vol.6 (1 st edn) 1999
Procedural Highlights	No. 8 May-July 1999
Questions and Answers Paper	daily on sitting days
Register of Members' interests (scheme of disclosure of pecuniary and other interests of Members of Parliament (explanatory Notes)	annual
Sessional Orders	as adopted 12 May 1999 & amended 5 April 2000
Sessional Resolutions	up to May 2000
Sessional Rulings of the President	currently updating
Committees Report on Performance	October 1999
Standing Committee and Select Committee Reports	various as published
Standing Orders	June 1999
Statutory Rules and Instruments paper (contains details of statutory rules or regulations which appear in the Government Gazette)	Each week during sittings. Each month during non-sitting period
The Notice Paper: How it works – manual	May 1997

Material for the Information of the Public	
Australia's First Parliament	(2 nd edition) 1995
Booklet on the Legislative Council	1997
Booklet on Black Rod	1974
"Fact sheets" (detailed information sheets about the functions and procedures of the Legislative Council.)	up-dated as procedures change
Witnesses appearing before Committees	1998
Making a Submission before a Committee	1998
Standing Committees – taking Parliament to the People	1998
Role of a Member of the Legislative Council – pamphlet	1995, new one in production
History Bulletins (nine pamphlets on historical aspects of the Parliament, the building and some of the notable people associated with it.)	various
Presiding Officers of the Legislative Council	1998 – inserts available for PO's since publication.
Parliament of New South Wales	(2 nd edn) 1995

APPENDIX 8

GUARANTEE OF SERVICE

OUR ROLE

The Legislative Council comprises 42 Members, elected by the people of New South Wales on a State-wide adult franchise.

The principal role of the Department of the Legislative Council is to provide procedural, administrative and support services to assist the Members in performing their parliamentary duties. This includes: researching and advising on parliamentary procedure; preparing documents for use in and publishing the records of the House and its Committees; and providing staff and equipment to Members. The Department is also responsible, together with the Legislative Assembly, for the corporate management of all other Departments and Sections within the Parliament.

In addition, provision of information to the public about the business before the House, the Parliament, the Legislative Council and its Committees is an important role for the Department.

OUR CLIENTS

The main clients of the Department of the Legislative Council are the Members who are elected to represent the people of New South Wales. Other client groups include:

- Ministerial and Members' staff
- Internal Parliament House staff
- Parliamentary Counsel
- The Governor and Government House
- Public sector agencies
- Educational institutions
- Community and special interest groups
- Visitors to Parliament
- The public

HOW WE WORK WITH OUR CLIENTS

As the Upper House of the New South Wales Parliament, the Legislative Council performs an important role as a House of Review in the law making process. The Department of the Legislative Council liaises with Ministerial staff, the Parliamentary Counsel and other government agencies in relation to Bills and motions before the House, and provides access for the public and other client groups in a range of areas including sittings of the House, committee hearings, exhibitions, and tours of the Chamber and other historic areas.

STANDARD OF SERVICE

The key attributes of our standards of service are:

- timeliness
- competency
- accuracy
- cost effectiveness

The staff of the Legislative Council have the following values when dealing with our Members and customers:

- honesty
- integrity
- impartiality
- professionalism
- loyalty to the interests of Members
- fairness
- conscientiousness
- compassion
- trustworthiness

SUGGESTIONS AND COMPLAINTS

The Department of the Legislative Council welcomes suggestions for improving our services and the opportunity to address complaints. Persons wishing to make suggestions or lodge complaints should contact Mr John Evans, Clerk of the Parliaments and Clerk of the Legislative Council.

OUR SERVICES

Practice and Procedure

- providing impartial advice on the practices and procedures of the Legislative Council
- providing advice and assistance concerning and facilitating the passage of legislation and other business before the Legislative Council
- drafting motions, questions and amendments
- researching parliamentary practice and procedure
- supporting the operations of the committees of the Legislative Council, including researching matters under inquiry and preparing reports

Publication of Records

- preparing and publishing a complete record of the proceedings of the Legislative Council and its committees
- providing up-to-date information on the activities of the Legislative Council and its committees
- preparing and publishing information on the history, role and operations of the Legislative Council

Administrative Support

- providing support staff and equipment to Members
- administering Members' salaries, allowances and entitlements

Protocol and Community Relations

- hosting visiting delegations and officials from other parliaments and governments from Australia and overseas
- providing tours of inspection for members of the public, school students and specific interest groups
- facilitating exhibitions in public areas
- promoting awareness and understanding of the role and functions of Parliament

APPENDIX 9

RISK MANAGEMENT AND INSURANCE

RISK MANAGEMENT

The Parliament commenced development and undertook reviews of a number of risk management strategies during the 1999/2000 year including business continuity planning, business risk, disaster recovery, fraud control, internal self assessment and codes of conduct for Parliamentary employees.

It is pleasing to report that the Parliament's Information Technology Business Continuity Plan resulted in a smooth transition to the new millennium, with no loss of services arising from non-compliant year 2000 systems.

INSURANCE

The Parliament is a Member of the NSW Treasury Managed Fund (TMF) which provides self insurance to inner budget sector government agencies for Worker's Compensation, liability, motor vehicle, property and miscellaneous (including air travel and personal accident cover for Members) insurance categories.

Worker's Compensation continues to represent the largest insurance cost for the Parliament. However, premiums decreased by 27% compared with the 1998/99 year reflecting a reduction in claims costs during the 98/99 year. Notwithstanding this reduction, the Parliament's Worker's Compensation Premium exceeds the benchmark funding provided by Treasury by \$84,000 (47%).

A total of 25 claims were lodged during the reporting year, compared with 28 lodged in the previous year. The average cost per claim lodged during the year was \$6,016 which represents a 46% decrease over the previous years average claim cost of \$11,262.

Legislative Council staff are responsible for one of these 28 claims at an estimated cost of \$3,210. This represents an excellent result for the second consecutive year and places the Legislative Council's Worker's Compensation claims experience well below both the NSW Treasury Managed Funds average claim cost and the Parliament's above mentioned average claims cost of \$6,016.

In other categories of insurance, Legislative Council Members and staff were responsible for lodging 5 property claims at an average cost of \$436. These claims primarily relate to loss or theft of mobile telephones and represents a deterioration over last year, where two claims were lodged.

Three liability claims were received by the Parliament during the reporting year from members of the public. While these claims are yet to be finalised, they are estimated to cost approximately \$3,335.

The Legislative Council lodged one motor vehicle insurance claim for minor damage during the reporting year at a cost of \$2,736, compared with five claims by the Parliament as a whole at an average cost of \$2,906.

No miscellaneous insurance claims were lodged by Legislative Council staff during the year. This compares favourably with the five claims lodged by the Parliament, which related mostly to health and medical expenses to Members and staff whilst travelling overseas.

APPENDIX 10

MISCELLANEOUS REPORTING

AMOUNT OF RECREATION/LONG SERVICE LEAVE

The Legislative Council recreation leave liability as at 30 June 2000 was \$391,116.33. The long service leave liability is not recorded in the Financial Statements of the Legislature as under existing Government Accounting Arrangements Long Service costs are reflected in The Crown Transactions Entity which is administered by Treasury. The value of the Legislative Council's long service leave included in the Crown Transactions Entity as at 30 June 2000 was \$654,073.28. This includes Legislative Council Members staff, Administrative and Committee staff.

ANNUAL REPORT INFORMATION

300 copies of the Annual Report were printed at an estimated average cost of \$10.00 per copy. In addition 400 copies of a short form version of the Annual Report were printed at an estimated average cost of \$2.00 per copy.

CODE OF CONDUCT

There were no amendments to the Department's code of conduct for staff.

CONSUMER RESPONSE

Formal statistics are not kept due to lack of financial, and consequently human resources.

CONSULTANTS

Consultants exceeding \$30,000 - No consultants exceeding \$30,000 were engaged by the Legislative Council during the year.

Consultants less than \$30,000 - Five consultants were engaged on five separate occasions at a total cost of \$8,013.70.

FREEDOM OF INFORMATION

The Legislative Council is not subject to the provisions of the Freedom of Information Act 1989 (NSW).

FUNDS GRANTED TO NON-GOVERNMENT COMMUNITY ORGANISATIONS

No funds were granted to non-Government community organisations.

LAND DISPOSAL AND MAJOR WORKS

No land or properties were disposed of and no major works were in progress during 1999/2000.

LEGAL CHANGE

Constitution Act 1902

The Constitution Act 1902 was subject to the following amendments affecting the disqualification of the Legislative Council:

- The Crimes Legislation Amendment (Sentencing) Act 1999 amended section 13A (e) to redefine crimes the conviction of which leads to the disqualification of a member to be “an infamous crime, or of an offence punishable by imprisonment for life or for a term of 5 years or more”.
- The Constitution Amendment Act 2000 further amended section 13A to allow for the determination of any appeals before a member is disqualified by the operation section 13A (e).

MAJOR ASSETS

No major assets were purchased this financial year. (A major asset is defined as assets valued at \$20,000 and above).

OVERSEAS TRAVEL

Members

In July 1999 the Hon Tony Kelly MLC (Deputy President) and Mr John Evans (Clerk of the Parliaments) attended the 30th annual Conference of Presiding Officers and Clerks held in Fiji.

Cost: \$4,847 each

Committees

There was no overseas travel by Legislative Council Committees during the financial year.

Staff

In July 1999 Mr John Evans (Clerk of the Parliaments) and the Hon Tony Kelly MLC (Deputy President) attended the 30th annual Conference of Presiding Officers and Clerks held in Fiji.

Cost: \$4,847 each

The Parliament has a history of exchanging information, ideas and training opportunities with other Parliaments. These opportunities for senior Clerks of Commonwealth Parliaments to meet people involved in the same or similar areas, exchange information, observe and participate are the only training available in the specialist field of parliamentary practice and procedure. The costs to the Council were minimised in that the staff referred to below met their own international travel.

In August 1999, Mr Mike Wilkinson, Clerk Assistant Procedure and Administration attended the Canadian Clerks Professional Development Seminar in Saskatchewan, Canada.

Cost: \$1,355

In September 1999, Mr John Evans, Clerk of the Parliaments, attended the Canadian and American Clerks Conference in Austin, Texas. Mr Evans also attended the annual meeting of the Commonwealth Parliamentary Association and the Society of Clerks-at-the-Table in Commonwealth Parliaments in Trinidad and Tobago where he delivered a paper on the functions of second chambers and their need.

Cost: \$7,574

In January 2000, Mr Warren Cahill, the Clerk Assistant Committees and Usher of the Black Rod was on an attachment to the Parliament at Westminster and also the Irish Parliament.

Cost: \$8,107

RECYCLING ACTIVITIES

Waste paper, bottles, aluminium cans, and corks (from the Department of Food and Beverages) are collected for recycling.

APPENDIX 11

LEGISLATIVE COUNCIL STAFF

AS AT 30 JUNE 2000

Chamber Officers

Clerk of the Parliaments and Clerk of the Legislative Council	Mr John Evans
Deputy Clerk	Ms Lynn Lovelock
Clerk Assistant - Procedure & Administration	Mr Mike Wilkinson
Clerk Assistant - Committees and Usher of the Black Rod	Mr Warren Cahill

Office of the Clerk

Senior Project Officer	Ms Velia Mignacca
Project Officer	Ms Roza Lozusic
Executive Officer, Office of the Clerk	Ms Jovy Cano
Administrative Assistant - Projects	Ms Janet Williams

Procedure Office

Manager, Procedure Office and Deputy Usher of the Black Rod	Mr Russell Keith
Parliamentary Officer - Bills	Mr Malvyne Jong Wah
Parliamentary Officer - Papers and Procedure	Ms Catherine Cadell
Parliamentary Clerical Officer	Ms Elizabeth Robertson

Administration Office

Senior Policy and Projects Officer	Ms Sandra Vella
Parliamentary Officer - Administration (Human Resources)	Mr Tim Growden
Parliamentary Officer - Administration (Finance)	Ms Anne Livingston
Parliamentary Officer - Administration (Document Management)	Ms Victoria Pymm
Parliamentary Officer - Administration (Projects)	Ms Jacqueline Mead
Parliamentary Officer - Administration (Projects)	Ms Judy Bartlett (Part-Time)
Parliamentary Officer - Administrative Assistant	Vacant

Office of the Usher of the Black Rod

Parliamentary Officer - Members and Committees	Mr Stuart Lowe
Parliamentary Officer - Public Relations	Ms Jillian Harding
Parliamentary Officer - Members' Services	Mr Adrian Sanders
	Ms Glenda Baker (Temporary)
Parliamentary Clerical Officer	Ms Ashley Nguyen

Parliamentary Attendants

Manager, Attendant Services	Mr Ian Pringle
Deputy Manager, Attendant Services	Mr Maurice Rebecchi
Attendant, Chamber Services	Mr Michael Santiago
Attendant, Chamber Services	Mr Michael Jarrett
Attendant	Mr George Moutsos
	Mr Charles Barden
	Ms Lucy McNeil
	Ms Katrina Jones
	Ms Erin Brady
	Mr John Ferguson (Temporary)

Committee Staff*Standing Committee on State Development*

Temporary Director	Mr Steven Carr
Temporary Senior Project Officer	Mr Robert Stefanic
Committee Officer	Ms Annie Marshall
Assistant Committee Officer	Vacant
Secretary to Chairman (Part time)	Mr Stephen Fenn

Standing Committee on Social Issues

Director	Dr Jennifer Knight (on leave)
Temporary Director	Mr Tony Davies
Senior Project Officer	Vacant
Temporary Senior Project Officer (Part-time)	Ms Beverly Duffy
Temporary Senior Project Officer (Part-time)	Ms Julie Langsworth
Committee Officer	Ms Heather Crichton
Assistant Committee Officer	Vacant
Secretary to Chairman (Part time)	Vacant

Standing Committee on Law and Justice

Director	Mr David Blunt
Senior Project Officer	Mr Stephen Reynolds
Committee Officer	Ms Phillipa Gately
Assistant Committee Officer	Vacant

General Purpose Standing Committees

Director	Ms Anna McNicol
Committee Officer	Ms Phaedra Parkins (Temporary)

Standing Committee on Privilege & Ethics

Secretary to the Chairman (Part-Time)	Vacant
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Select Committee on Increase in Prison Population

Temporary Senior Project Officer (Part-time)	Ms Alexandra Shehadie
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President's Office

Executive Officer	Ms Yvette Andrews
Secretary	Mr Andrew Beattie (part-time)
	Ms Jo Tilly (part-time)
Secretary/Research Assistant	Ms Helen Buttigieg (on leave)
	Mr Nicholas Coates (part-time)
	Mr Andrew Hansen (part-time temporary)
Secretary/Research Assistant	Ms Rose Tracey

Secretary/Research Assistants to Council Members (T = Temporary)

Ms Adriana Sammartano	Ms Pamela Ball
Mr Gary Hayes (Part-time) (T)	Ms Lisa Tait
Ms Anna Collins (Part-time)	Ms Suzanne Fosbery
Ms Edwina Pearce	Ms Melissa Nalder
Ms Melanie Stewart	Mr Benjamin Hamilton
Mr Paul Corben (Part-time) (T)	Ms Lee Findlay
Mr Geoffrey Rutledge (Part-time) (T)	Mr Carl St-Leon
Mr Simon Disney	Mr Christian Enemark (Part-time) (T)
Mr Guy Ellicott	Ms Katrina Hadjimichael
Ms Adele Doust (Part-time)	Ms Fiona Cameron
Ms Jan Barham (Part-time)	Mr Samuel Moreton (T)
Ms Karla Sperling (Part-time) (T)	Ms Louise Talbot (Part-time)
Ms Jules Bastable (Part-time)	Ms Christine Black (Part-time)
Ms Margaret Ferrara	Ms Natalie Shymko
Mr Michael Galloway-Smith	Ms Jennifer Emblem

Secretary/Research Assistants to Council Members—*continued* (T = Temporary)

Ms Katherine McFarlane (T)	Ms Cintina Blaney
Ms Sally Girgis	Mr Stephen Senise
Mr Stephen Fenn	Ms Katherine Walsh (Part-time)
Mr Morris Perkins (Part-time)	Mr Jamie Parker (Part-time)
Ms Jan Tydd	Mr Andrew Burke (Part-time)
Ms Anita Gylseth	Ms Lila Fisher
Mr Marcus Bleechmore	Ms Dominique Tubier (Part-time)
Ms Emma Watts	Ms Gloria Klyne
Ms Judith Russell	Ms Kristyn Wilson (T)
Ms Kylie Laurence (Part-time) (T)	Ms Jodie Young (T)
Ms Katherine Mandas (Part-time)	Ms Sheila Fairhurst
Mr Jeff Sorrell	Ms Jacqueline Silsbey
Ms Belinda Dover	Mr Jean-Robert Silarsah
Mr Christopher Spence (Part-time)	Ms Yuehui Wang
Ms Joanne May (Part-time)	Ms Leellen Lewis
Mr Alexander Stewart (Part-time)	

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This report was Typeset, Printed and Bound by Parliamentary Printing Services

Senior Officers

Clerk of the Parliaments and Clerk of the Legislative Council
John Evans B.Leg.S.

John was appointed Clerk of the Parliaments and Clerk of the Legislative Council in August 1989. He has served the Department of the Legislative Council for 28 years and has held various positions including Usher of the Black Rod, Clerk Assistant and Deputy Clerk. John has accumulated a wealth of knowledge and experience in the management of the Parliament, and in parliamentary practice and procedure which he brings to his roles as chief executive of the Department and principal advisor to the President, Ministers and Members on practices of the House.

Deputy Clerk

Lynn Lovelock B.A.(Hons), Dip.Ed.

Lynn joined the Department of the Legislative Council in 1987, having been previously employed in the Commonwealth Public Service and later, as a high school teacher. Prior to her appointment as Deputy Clerk in December 1990, she held the positions of Administration Officer, Usher of the Black Rod, and Clerk Assistant. Her background in research and in development of public sector policy provides a sound basis for her roles as a researcher, an advisor to Members on parliamentary practice and procedure, and in the management of the Parliament. Lynn also serves as Clerk to the Standing Committee on Parliamentary Privilege and Ethics.

Clerk Assistant – Procedure & Administration

Mike Wilkinson B.A.(Hons)

Mike joined the Department of the Legislative Council in 1991 as the Clerk Assistant – Committees after 17 years in the Commonwealth Public Service. He has worked in the Departments of Defence, Special Minister of State, and Attorney General and brings to the Legislative Council experience in public sector policy and organisation development. In November 1995 he was appointed to the position of Clerk Assistant – Procedure. In April 1998 Michael was appointed to the combined position of Clerk Assistant -Procedure and Administration.

Clerk Assistant – Committees and Usher of the Black Rod

Warren Cahill Dip.T., B.Ed.St., Grad.Dip.I.M.–Lib.

Warren was appointed Usher of the Black Rod in June 1991, having been a senior officer in the Research Services section of the Parliamentary Library for four years. Prior to his parliamentary career Warren

worked as a tutor/researcher at the University of Queensland and spent several years working in the private sector in England and Japan. In February 1996 he was appointed to the combined position of Clerk Assistant – Committees and Usher of the Black Rod.

Committee Directors

Director, Standing Committee on Law and Justice

David Blunt B.A.(Hons), M.Phil.

David was appointed to the position of Director, Standing Committee on Law and Justice in November 1995, after working for a number of Legislative Assembly and Joint Parliamentary Committees since January 1990. David brings considerable committee experience as both a Project Officer and Senior Project Officer for various committees.

Acting Director Standing Committee on Social Issues

Tony Davies B.A., LL.B.(Hons)

Tony joined the Legislative Council in May 1999. Previously he has worked for the Commonwealth Administrative Appeals Tribunal, the Office of the NSW Ombudsman, the Australian Law Reform Commission and the School of Law, Macquarie University.

Director, Standing Committee on State Development

Anna McNicol B.Sc.

Anna was appointed as Director Standing Committee on State Development, in March 1998 after performing a similar role in the South Australian Legislative Council. Anna has also worked for the South Australian Cabinet Office and Department of Treasury in both policy and operational areas.

Temporary Director, Standing Committee on State Development

Steven Carr B.Ec., M.E.L.

Commencing with the Legislative Council as a Senior Project Officer in 1997, Steven was appointed Director in August 1999 for a 12 month term. Steven brings to the Legislative Council expertise in the disciplines of sustainable development, project management and environmental economics from former employers Department of Land and Water Conservation and NSW Treasury.