



Department of the Legislative Council NSW

ANNUAL REPORT

2012



Letter of transmittal

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

Dear Mr President

It is with pleasure that I submit for your information and presentation to the House the annual report for the Department of the Legislative Council for the year ended 30 June 2012.

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

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

I commend the report and hope you find it informative.

Yours sincerely



David Blunt
Clerk of the Parliaments

Contact us

**Legislative Council
Parliament House
Macquarie Street
Sydney NSW 2000**

www.parliament.nsw.gov.au

Email council@parliament.nsw.gov.au

Switchboard • (02) 9230 2111

**(Between 9.00am and 5.00pm weekdays,
excluding public holidays)**

Fax • (02) 9230 2876

Access to the chamber

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

The year at a glance

	2011/2012	2010/2011	2009/2010	2008/2009	2007/2008
Department staff	38FTE ¹	41FTE	39FTE	39FTE	49FTE
Secretary Research Assistants	47FTE	52FTE	51FTE	46FTE	46FTE
Sitting days	71	48	51	47	47
Sitting hours	544	409	389	377	343
Bills passed	102	92	125	115	128
Amendments to bills (circulated)	527	573	226	355	374
Amendments to bills (agreed to)	88	127	80	78	62
Orders for papers	14	22	35	20	15
Private members' notices of motion given	663	286	319	310	262
Committee inquiries	30	26	27	26	29
Committee reports tabled	20	18	18	19	22
Submissions to committees	2153	700	2273	1491	681
Inquiry witnesses (hearings and forums)	850	302	581	668	622

¹ The Department has an establishment of 41 positions. However, as at 30.6.2012, the Department had 38 full-time equivalent staff members, which is indicative of staff who may work less than full time hours or who may be on leave.

Legislative Council financial summary

	2011/2012	2010/2011	2009/2010	2008/2009	2007/2008
Net cost of services for the Legislative Council*	23,631,000	23,532,000	23,767,000	23,350,000	23,271,000
Operational, Committees and other costs	5,943,000	5,202,000	5,450,000	5,545,000	5,380,000

*This includes members' salaries and allowances and the salaries of members' staff.





The Hon Don Harwin MLC, President of the Legislative Council. The President is the Presiding Officer of the Legislative Council, who is recognised as its independent and impartial representative. The principal role of the President is to preside over the House.

President's foreword

The 2011/12 reporting period has been a year of both continuity and change for the Legislative Council.

In the space of just one year, the role of each Clerk-at-the-Table has become vacant and been filled.

And yet this very significant change has been almost seamless. The Members of the Legislative Council have been well served by the continuation of an outstanding level of support by the Department of the Legislative Council, without which the House could not discharge its duty as an effective House of Review.

In particular, the Department has met the challenge of a significant increase in parliamentary sittings, whilst maintaining the extremely high standard of committee work supporting an increased number of inquiries.

During the year, the Department was fortunate to receive funding that enabled a complete upgrade of the Legislative Council chamber broadcast system. The new system was successfully implemented just prior to the end of the financial year and I am satisfied that we will see significant improvements in the quality of the audio and visual feeds available to members, staff, broadcasters and the public.

In accepting this 2011/12 Annual Report for the Department of the Legislative Council, I would like to pay tribute to our staff and thank them for their integrity, professionalism and hard work, reflected in this report. It is a privilege to work with them and I look forward to achieving great outcomes with them in the year ahead.

A handwritten signature in black ink, appearing to read 'Don Harwin'. The signature is stylized and written in a cursive-like font.

The Hon Don Harwin MLC
President

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

Clerk's review

Readers of this annual report of the Department of the Legislative Council will notice some differences. Those reading this report in hard copy will note that it is somewhat slimmer than recent years. A conscious effort has been made to make the text more concise, while at the same time enhancing the accessibility of performance information, with the inclusion of the URLs for information available through the Parliament's public website: www.parliament.nsw.gov.au. For those reading this report electronically, links embedded within the report ensure that a range of databases, statistics, reports and other procedural information, some of which may not have been previously widely known, is just one click away.

At the start of 2012 the Legislative Council, together with the Legislative Assembly, returned to a traditional three day sitting week pattern (with proceedings interrupted for the moving of the adjournment of the House if desired at 7.00 pm on Tuesdays, 10.00 pm on Wednesdays and 3.30 pm on Thursdays). Both Houses sat for an increased number of sitting weeks and there was an overall increase in the number of sitting days from an average of around 50 to 71 this year.

The major procedural change during the year was the introduction of time limits on debate on government legislation. A number of major items of legislation were subsequently dealt with under these new time limits, and a number of bills were the subject of lengthy and complex proceedings in committee-of-the-whole House.

As always, there was a close link between the work of committees and the operations of the House, illustrated by the referral of both the Election Funding, Expenditure and Disclosures Amendment Bill, and the Education Amendment (Ethics Classes Repeal) Bill, for inquiry and report, and the appointment of a joint select committee on the NSW workers compensation scheme, as a prelude to the introduction and passage of legislation.

A number of committee inquiries attracted a high degree of public interest. The inquiry into coal seam gas attracted nearly 1,000 submissions and 130 witnesses gave evidence at hearings throughout the state. Another notable feature of the work of committees this year has been the increasing use of select committees appointed by the House for specific inquiries.

Current trends in committees and the impact of time limits on debate were the subject of papers that the President and I presented at the 43rd Presiding Officers and Clerks Conference in July. These papers can be accessed [here](#).

Ongoing feedback from members and other stakeholders confirms that the staff of the Department of the Legislative Council have, once again, provided excellent services in support of both the sittings of the House and the work of committees. Detailed statistics about the sittings of the House and the performance of the Procedure Office is provided on pages 18-31. Detailed information about the work of committees and the performance of the Committee Office is set out on pages 32-45. In future years we will endeavour to quantify and report on the satisfaction levels of members and others with the work of the department measured by regular surveys.

During the reporting year a new senior management team was put in place within the Department of the Legislative Council. I would like to express my gratitude to the Deputy Clerk, Steven Reynolds, the Clerks Assistant and Directors, and all of the staff of the department for their dedication and professionalism throughout the year.

Details of the senior management team as at 30 June 2012 are set out on pages 11-12. During the year a review of senior management was undertaken. A new management structure has been trialled, and the structure will be finalised during the next reporting period. A new strategic plan has been developed for the department for the period 2012-15 which can be accessed here.

A number of cross-departmental project teams are now working to implement operational imperatives for 2012/13, on which I look forward to reporting in next year's report.

Since the end of the reporting period there have been some further changes to the senior management team, with the departure of Ms Julie Langsworth to take up a new position as Deputy Executive Manager in the Department of Parliamentary Services, and Ms Rachel Simpson to take up a position as Committee Manager in the Department of the Legislative Assembly. Julie and Rachel have each made valuable contributions to the work of the Legislative Council. Whilst they will be greatly missed, I am confident that in their new roles they will make significant contributions for the benefit of the entire parliamentary service. Following Julie's departure, Ms Beverly Duffy was appointed Clerk Assistant – Committees.

The last year has seen the governance framework for the Parliament of NSW entrenched, with regular monthly meetings of the Parliament's Executive Group (consisting of the President, Speaker, the two Clerks and the Executive Manager of Parliamentary Services) and the Senior Management Group (consisting of the two Clerks and the Executive Manager). One early outcome of the work of the Parliament's Executive Group was the development and publication of the Strategic Outlook for the three parliamentary departments for 2012/15 which can be accessed here.

The Parliament continues to face a number of challenges, some of which are in common with other organisations throughout the public sector (eg budgetary constraints) and others of which are quite unique (eg as a consequence of the parliamentary precinct and its heritage values). In seeking to address these challenges, it has been invaluable to have a close, collaborative working relationship with my colleagues, the Clerk of the Legislative Assembly, Ms Ronda Miller, and the Executive Director, Parliamentary Services, Mr Robert Stefanic. With the support and advocacy of the Presiding Officers we have achieved some wins this year and will continue to work together in the best interests of the Parliament as a whole in the year ahead.

During the past year I have sought to develop improved internal communication systems within the Department of the Legislative Council. One initiative has been regular whole-of-staff meetings for the sharing of information. Additional communication methods will be developed during the next reporting period. I have also sought to further enhance the accessibility of information about the work of the Legislative Council, for example by including information about committee activities in the regular House in Review publication.

I trust this annual report, with its direct links, will further build on these initiatives and enhance the accessibility of information about the Legislative Council.



David Blunt
Clerk of Parliaments

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At a glance

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



The Legislative Council

The Legislative Council is the oldest legislative body in Australia, first established in 1823. The Legislative Council is also referred to as the Upper House, the second chamber, the State Senate, or the House of Review.

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

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

The Legislative Council currently consists of 19 Government members (Liberal and National Party), 14 Opposition members (Australian Labor Party), 5 members of The Greens, 2 Christian Democratic Party members and 2 members of the Shooters and Fishers Party.





The Department of the Legislative Council

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

The three principal program areas of the Department are the Procedure Office, the Committee Office and the Office of the Black Rod. The Department has an establishment of 38 full time equivalent (FTE) staff. There are also 47 FTE staff working as Secretary/Research Assistants to members.

The Department is accountable to the President of the Legislative Council, who is elected by the members of the House at its first sitting after each election. The Hon Don Harwin MLC was elected President following the 2011 State election.

The staff of the Legislative Council have the role of supporting the House, its committees and the Council's engagement with the public.



Our purpose

The Department provides services to ensure:

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

Our values

We take pride in serving the Parliament of New South Wales.

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

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

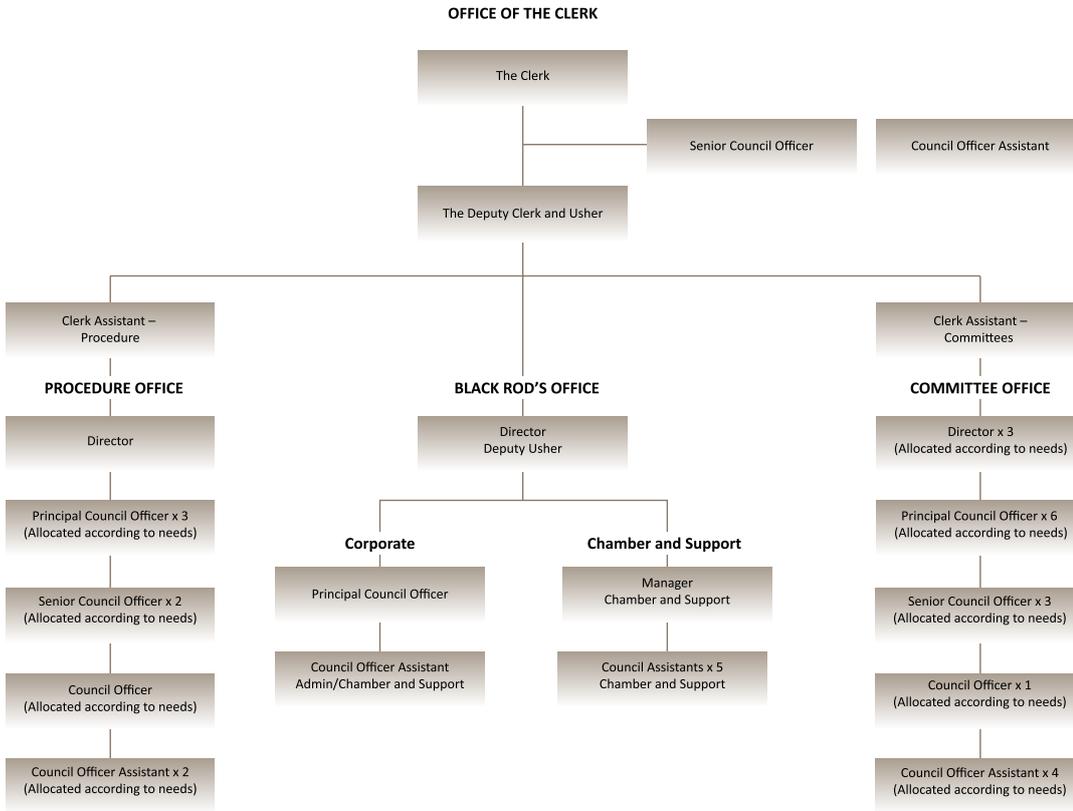
We work together to provide professional, responsive and impartial support to the members of the Legislative Council and to other stakeholders.

The staff of the Department of the Legislative Council, together with their colleagues in the Department of the Legislative Assembly and the Department of Parliamentary Services, take great pride in servicing the Parliament of New South Wales.





Organisational structure and senior management team



The Legislative Council senior management team plays a key role in supporting the House and ensuring the efficient and effective administration of the Department. Left to right: Ms Madeleine Foley, Director – Committees, Ms Susan Want, Director – Procedure, Mr Stephen Frappell, Clerk Assistant – Procedure, Ms Beverly Duffy, Director, Deputy Usher of the Black Rod, Mr David Blunt, Clerk of the Parliaments, Ms Rachel Simpson, Director – Committees, Mr Steven Reynolds, Deputy Clerk and Usher of the Black Rod, Ms Rachel Callinan, Director – Committees, and Ms Julie Langsworth, Clerk Assistant – Committees.



Executive team



David Blunt, M Phil, LLB (Hons)

Clerk of the Parliaments and Clerk of the Legislative Council

Role:

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



Steven Reynolds, B Ec, LLB, MPS

Deputy Clerk and Usher of the Black Rod

Role:

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

As Usher of the Black Rod, the Deputy Clerk undertakes official duties including planning and implementing ceremonial and community events.



Julie Langsworth, BA(Hons), BA Applied Communication Studies

Clerk Assistant – Committees

Role:

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



Steven Frappell, BEc (Soc Sci), BA (Hons), LLM

Clerk Assistant – Procedure

Role:

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

Strategic planning

Strategic priorities for the Department of the Legislative Council

The Department of the Legislative Council's Strategic Plan 2009-2011 specifies the following strategic priorities for the period 2009-2011:

Procedural, analytical and administrative support

Enhancing procedural knowledge and skills

Community access and engagement

Capacity building to strengthen parliamentary democracy

To fulfil these priorities, key projects were assigned to each of the Department's principal program areas and the activities undertaken and outcomes achieved are described in the relevant sections of this report.

Strategic planning for the Parliament

The Parliamentary Administration, comprised of the Department of the Legislative Council, the Department of the Legislative Assembly and the Department of Parliamentary Services, are collectively responsible for the effective functioning of the Parliament. The Administration recently developed a Strategic Plan 2012-2015 for the Parliament that will provide direction to the organisation as it works to fulfil its role as a representative and legislative body in the years ahead. The Strategic Plan for the Parliament as a whole is designed to be consistent with and complementary to the strategic planning undertaken by each Department.

Planning ahead for the Department of the Legislative Council

The Department of the Legislative Council has developed a Strategic Plan for the period 2012-2015. The Plan, based on the strategic objectives for the Parliament, outlines the key projects the Department will focus on in the coming reporting year.

The Strategic Plan of the Department of the Legislative Council and the Strategic Outlook for the three departments are both accessible on the Parliament's website by clicking here.

Mr Charles Barden, Council Officer Assistant, Chamber and Support. Chamber staff ensure the Chamber is physically and administratively prepared for sittings and respond to urgent information needs during proceedings of the House.

Operational imperatives 2011/2012

The Department identified several imperatives to be achieved during 2011 and 2012. A summary of our accomplishments during the reporting period follows with more information contained throughout this Report.

Training and support for new members and their staff

Deliver comprehensive and ongoing induction training for new members and their staff following the general election.

ACHIEVEMENT

Staff organised and delivered several seminars and training sessions for members and their staff during the reporting year. Further information is available on pages 28-29.

Staff training and development

Deliver a seminar program to all Department staff on procedural developments and committee activities and provide staff with training to develop their presentation skills.

ACHIEVEMENT

Committee and Procedure Office staff presented several in house seminars for staff. Staff were also given the opportunity to attend and participate in a range of professional development opportunities, including the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT) Parliamentary Law, Practice and Procedure Program (PLPP), seminars on leadership and management, and presentation skills. Further information is available on pages 67-68.



Support the establishment of standing committees for the 55th Parliament

Support the establishment of the standing committees for the new Parliament by reviewing the resolutions establishing the committees, updating committee documentation, reviewing systems, briefing committee members and developing best practice for the use of the new dedicated committee hearing room – the Macquarie Room.

ACHIEVEMENT

Committee staff successfully reviewed and redrafted the resolutions establishing the standing committees and the General Purpose Standing Committees for the 55th Parliament in the 2010/2011 reporting period.

The first committee hearing was held in the Macquarie Room in September 2011. The Macquarie Room has since been used for numerous committee meetings, including public hearings and roundtable discussions.

Council publications and resources

Continue to review, update and promote Legislative Council publications and improve access to resources by moving towards the digitisation of records, tabled papers and returns to orders, and establishing a procedural reference service.

ACHIEVEMENT

The Procedure Office actively worked at enhancing the accessibility and effectiveness of our resources and information through various means. The digitisation of minutes of proceedings project continued throughout the year and further information on this activity can be found at page 27.

New NSW Parliament website

Support the work of a web steering committee in developing a new design for the Parliament's website.

ACHIEVEMENT

The Department was a significant contributor to the development of the Parliament's new website which was successfully launched in July 2011.



Implementation of new administrative systems for the Parliament

Support the implementation of new operating systems such as Electronic Document and Records Management System (EDRMS) for records management and SAP software for the management of finances and employee self service.

ACHIEVEMENT

The Department provided strong support and cooperation to facilitate the successful implementation of EDRMS and SAP. Our staff members have embraced the new business systems and continue to use them to enhance work practices and information management.

Community access and engagement

Improve access to information about the Legislative Council, including visitor materials such as audio-visuals and touch-screen displays, new technologies to enhance broadcasting from the Council chamber, and new ways to engage new audiences.

ACHIEVEMENT

The Legislative Council chamber broadcasting system was replaced during the reporting year, resulting in improved vision and audio feeds. In addition, two monitors were installed in the lower public gallery. Further information on this initiative is provided on page 21. Work continued on the establishment of a touchscreen kiosk planned for the Legislative Council foyer. Further information can be found at page 49.

Stakeholder participation in inquiries

Enhance stakeholder participation in inquiries through a range of measures including surveying stakeholders, streamlining submission processes, providing stakeholder workshops and identifying new ways to engage stakeholders.

ACHIEVEMENT

Committee staff delivered four workshops on maximising participation in the inquiry process in conjunction with the Council of Social Services of NSW (NCOSS). Staff also delivered workshops to a range of other parties, including the Cancer Council (NSW), the Public Interest Advocacy Centre, and social policy students.

Guidelines on how to write effective submissions are now available on the NSW Parliament's website. Committee staff also streamlined the online facility for lodging a submission to an inquiry.

Twinning

Implement programs funded by the three-year AusAid grant to the NSW Parliament for the Strengthening Parliamentary Institutions in the Solomon Islands and Bougainville project, including secondments, training and mentoring programs in the areas of procedure, administration and committees.

ACHIEVEMENT

The Department participated in many Twinning activities during the reporting year and welcomed the opportunity to work with and support our colleagues from the Solomon Islands and Bougainville. A full report on Twinning is available at pages 58-59 .

eCommittee

Develop a secure electronic documents system for committee business, to better support committee members through improved dissemination of business papers, flexible access to documents, improved workflow and document security.

ACHIEVEMENT

The implementation of the eCommittee system continues to progress. In April and May 2012, trials were run to test two secure document platforms for two mock inquiries. Completion of this project is an operational imperative for the forthcoming reporting period.

Legislation

Constitution Act 1902

The principal act governing the Legislative Council is the *Constitution Act 1902*. The sections of the Act that have significance are:

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

Other legislation

Parliamentary Evidence Act 1901

Parliamentary Electorates and Elections Act 1912

Imperial Acts Application Act 1969

Parliamentary Papers (Supplementary Provisions Act) 1975

Election Funding, Expenditure and Disclosures Act 1981

Public Finance and Audit Act 1983

Interpretation Act 1987 (section 41)

Independent Commission Against Corruption Act 1988

Parliamentary Remuneration Act 1989

Subordinate Legislation Act 1989

Public Interest Disclosures Act 1994

Parliamentary Precincts Act 1997

Defamation Act 2005

Significant legislative changes during the reporting year

The Election Funding, Expenditure and Disclosures Amendment Act 2012, was passed and assented to in February 2012, introducing further reforms relating to political donations.

The *Local Government Amendment (Members of Parliament) Act 2012*, assented to in April 2012, prohibits a person from holding the dual roles of a member of Parliament and a councillor or mayor of a council for any significant period of time.

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





02

In the House

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

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

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

Overview

The sitting pattern of the Legislative Council changed during the reporting period. Between July and November 2011, the House sat Tuesdays to Fridays each sitting week. In February 2012, the House reverted to the more traditional sitting pattern of Tuesdays to Thursdays, but with an increased number of sitting weeks per year. As a result, in the first six months of 2012, on average the House sat for more hours per day, but fewer hours per week, than in the last six months of 2011. However, due to the increased number of sitting weeks, overall the House sat for more hours in the first six months of 2012. The House sat beyond midnight on four occasions.

During the reporting period, the Legislative Council considered significantly more items of business than in previous years. In total, 739 notices of motions were given during the year, well over twice as many as the previous year. Business proposed by private members increased significantly, with 379 items moved and 374 finalised by the House.

The number of bills and amendments considered during the financial year was relatively consistent with previous years. A total of 115 bills were considered by the Council, although not all proceedings were concluded within the reporting period. Of the 105 bills concluded in the Council, 102 were passed and three were defeated. Of the 102 passed by the Council, one hundred were passed by both Houses; one private member's bill was sent to the Legislative Assembly for concurrence; and the Graffiti Legislation Amendment Bill was subject to a disagreement between the Houses regarding amendments made in the Council.

The Graffiti Legislation Amendment Bill 2011 was the subject of a request for a free conference with the Assembly to resolve a disagreement on amendments agreed to by the Council. This was the first time such a request has been made since 1856.

The time allocated for Question Time and for each question and answer was consistent with previous years. However, as the House sat on more occasions, the overall number of questions put to ministers, 1423 in total, was higher than previous years. In addition, 1637 questions to ministers were placed on the Questions and Answers paper, all of which were answered by the due date.

House business papers are accessible on the Parliament's website by clicking [here](#). Housebusinesspapers and a range of procedural publications can be accessed [here](#).

Retirement of Clerk of the Parliaments and Clerk of the Legislative Council

Ms Lynn Lovelock, Clerk of the Parliaments and Clerk of the Legislative Council, retired on Friday 7 October 2011.

On the last sitting day before Ms Lovelock's retirement, the House unanimously expressed its appreciation for her distinguished service to the Legislative Council and the State.

A farewell lunch in Ms Lovelock's honour was held in the Strangers' Dining Room. Her Excellency the Governor attended, along with the Presiding Officers, former Presidents, fellow Clerks from Parliaments in Australia, former members, current members, statutory officer holders and Lynn's colleagues from the NSW Parliament.

Ms Lovelock commenced her parliamentary service with the Legislative Council in 1987 when she was appointed Parliamentary Officer-Administration. In July 1988, she was appointed to the position of Usher of the Black Rod, the first woman to hold that position. In August 1989 she was appointed Clerk Assistant, and in December 1990 Deputy Clerk.



Ms Lynn Lovelock, former Clerk of the Parliaments, addressing guests and staff at her farewell function in October 2011. Ms Lovelock was the first woman to be appointed as Clerk of the Parliaments and was the eleventh Clerk since the establishment of the Legislative Council in 1824.

In 2007 Ms Lovelock became the first woman to be appointed Clerk of the Parliaments and Clerk of the Legislative Council. She served under three Presidents as Clerk: President Primrose, President Fazio and President Harwin.

The Clerk was a defender of the traditions and role of the Legislative Council with a commitment to the institution of Parliament and the principles of parliamentary democracy. Under her leadership, the Legislative Council deepened its role as an effective House of Review.

We congratulate Ms Lovelock on her 24 years of dedicated service as custodian of this great institution, the Legislative Council of New South Wales.

Twelfth Clerk of the Parliaments

On 25 August 2011 the President informed the House that, following recruitment action, Her Excellency the Governor, with the advice of the Executive Council, had approved the appointment of Mr David Michael Blunt as Clerk of the Parliaments and Clerk of the Legislative Council from 8 October 2011. A commission was issued in favour of Mr Blunt and on 11 October 2011, Mr Blunt took the Official Oath and Pledge of Loyalty before Her Excellency the Governor at Government House.

Presentation of Address-in-Reply

The President and members of the Council attended Government House on 12 October 2011 to present to Her Excellency the Governor the Address-in-Reply to her Opening Speech to both Houses of Parliament on 3 May 2011. The Address expressed the thanks of members for Her Excellency's speech, together with loyalty to Australia and the people of New South Wales. The President read the address and formally presented it to the Governor who made a reply. The President then introduced accompanying members and officers to the Governor.

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



The President of the Legislative Council presenting the Address-in-Reply to the speech of Her Excellency the Governor on the Opening of the 55th Parliament on 3 May 2011 on behalf of all members.

Legislative Council chamber broadcast upgrade

In 2010/2011 a business case for the replacement of the Legislative Council chamber broadcasting system was submitted to Treasury. The existing system was incapable of high definition broadcast and did not meet contemporary broadcast standards or the reasonable expectations of members, the public or the media. It had failed at critical times, and adversely affected the audio broadcast of debate and the ability of the Hansard recorders to guarantee accurate transcriptions of proceedings.

In 2011, Treasury provided funding of \$882,000 to replace the whole of the Legislative Council chamber broadcasting system including cameras and robotic systems, camera control equipment and software, the video and audio distribution system, installation of cabling to Information Technology Services and the Library and the construction of a purpose built joint facility for the control of the camera equipment.

The tender process and project management was undertaken by the Department of Parliamentary Services. A technical advisor was engaged to prepare the tender documents and to participate in the tender evaluation process. The tender was awarded to the PA People in January 2012 and the project commenced soon after.

To ensure the installation of equipment and relocation of the control room did not adversely affect the sittings of the House, the work within the chamber was undertaken during the 2012 Easter break with full system implementation completed in mid May 2012.

There are now six high definition digital cameras enabling improved picture quality and improved camera angles to capture portions of the chamber previously missed. The HD cameras also allow a better image for recording and web casting, although changes to the webstream image will not be apparent until later in 2012 because of other technical issues. The video titling graphics have also been upgraded.

Eight new speaker microphones have replaced the previous four. The additional microphones on the table form part of the Hansard and broadcast system.

To assist visitors to the Chamber, two monitors have been installed in the lower public gallery. The text overlay on the monitors will assist the public in understanding what is being debated, who is speaking and other key information.

Although the physical environment of the Chamber remains very much the same, the upgraded technical systems will have a marked effect upon the quality of the vision and audio feeds available to members, broadcasters, Hansard, Parliamentary staff and the public.



The Procedure Office

The Legislative Council Procedure Office provides procedural advice and support to the President, members and the Clerk. Advice may be provided at short notice on sitting days in relation to matters arising in the House, or it may involve longer-term research into detailed procedural matters arising both during sitting and non-sitting periods. Research also includes long term projects such as the development of the Annotated Standing Orders of the Legislative Council.

The Procedure Office also undertakes all preparations for the sitting of the House, such as preparing tabled papers for presentation, together with compiling the official papers and records of the House (other than Hansard). The Procedure Office also provides administrative, research and procedural support to the Privileges Committee and the Procedure Committee during sitting and non-sitting periods.

In addition, the Procedure Office coordinates, and in some cases delivers, the training for Legislative Council staff, members and their staff. Procedure Office staff also contribute to and participate in various community access and engagement initiatives of the Legislative Council which aim to enhance community awareness of the role of the Council and its members.

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

As it is principally responsible for supporting the Legislative Council and its members, the workload of the Procedure Office is closely linked with the activity of the House.

Providing support for the effective functioning of the House

BILLS

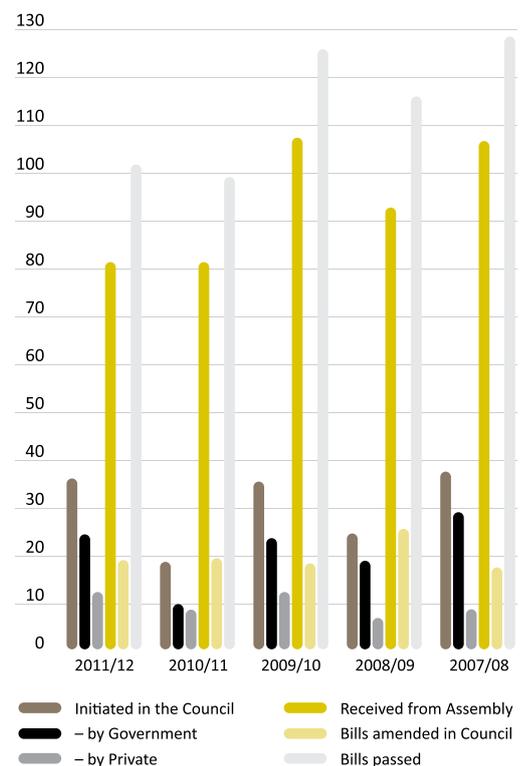
The Procedure Office provides assistance to members and their staff in relation to legislation to be considered by the House, including preparing procedural scripts for the introduction of bills, ensuring their smooth passage through the House, and managing the procedures for the assent to and registration of bills introduced in the Council and agreed to by both Houses.

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

In addition, the Procedure Office records the passage of bills through the House on the *Running Record*, a real time online record of proceedings in the chamber is accessible [here](#). As bills are debated and amendments proposed, the Running Record is updated with amendments proposed and the outcome of votes.

During 2011/2012, 81 bills were received from the Legislative Assembly and 35 were introduced in the Council. Of those introduced in the Council, 23 were government bills and 12 were private members' bills. The Council passed a total of 102 bills during the reporting period, including three private members' bills. A further 11 bills were introduced but not concluded by the House. The House also referred a private members' bill, the Education Amendment (Ethics Classes Repeal) Bill 2011, to General Purpose Standing Committee No. 2 for inquiry and report and referred the Election Funding, Expenditure and Disclosures Amendment Bill 2011 to a Select Committee.

Bills considered in the Legislative Council



Amendments to bills

The Procedure Office manages the circulation of all amendments to bills received from members. Procedure Office staff also examine all amendments to ensure their admissibility and to support the Clerk and the Chair of Committees in the management of the committee of the whole process. It also produces running sheets of amendments to assist the Chair of Committees and members with the order of moving and debating amendments.

During 2011/2012, the Procedure Office processed 527 amendments to 59 bills. Of the amendments circulated, 412 were moved in committee of the whole and 88 agreed to by the House. There were a further 23 amendments circulated to two bills which were not considered in committee of the whole before the end of the reporting period.

The number of amendments circulated in 2011/2012 was high, relative to previous years, primarily due to the 137 proposed amendments to the Workers Compensation Legislation Amendment Bill 2012 and cognate: 3 by the Government, 62 by the Opposition, 62 by The Greens and a further 10 by the other cross bench parties. Of these, 96 were moved and 13 agreed to by the House.

In total, 12 Legislative Assembly bills were amended by the Council:

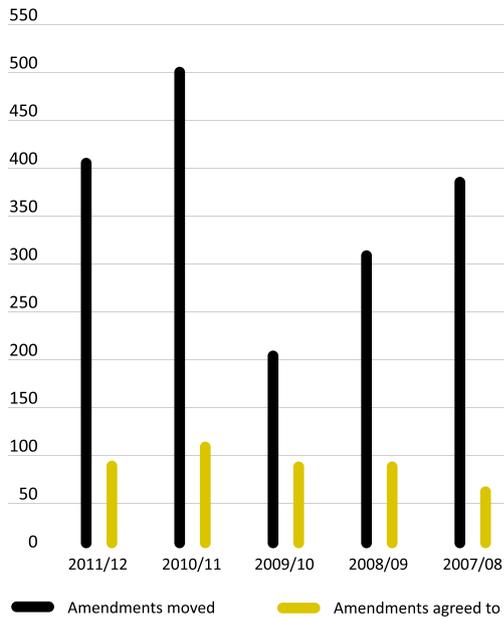
- Clubs, Liquor and Gaming Machines Legislation Amendment Bill 2011
- Election Funding, Expenditure and Disclosures Amendment Bill 2011
- Electricity Generator Assets (Authorised Transactions) Bill 2012
- Graffiti Legislation Amendment Bill 2011
- Heritage Amendment Bill 2011
- Industrial Relations Amendment (Industrial Organisations) Bill 2012
- Local Government Amendment Bill 2011
- Mental Health Commission Bill 2011
- Plumbing and Drainage Bill 2011
- Protection of the Environment Legislation Amendment Bill 2011
- Residential Parks Amendment (Register) Bill 2011
- Workers Compensation Legislation Amendment Bill 2012

There were also seven Council bills amended in the Council:

- Game and Feral Animal Control Amendment Bill 2012
- Marine Pollution Bill 2011
- Police Amendment (Death and Disability) Bill 2011
- Road Transport Legislation Amendment (Offender Nomination) Bill 2012
- Transport Legislation Amendment Bill 2011
- Truth in Labelling (Free-range Eggs) Bill 2011
- Work Health and Safety Legislation Amendment Bill 2011



Amendments moved and agreed to by the Legislative Council



Tabled documents

The Procedure Office prepares all documents for presentation in the House and enters details of each document in the Minutes of Proceedings and in the tabled papers database. The Procedure Office also assists members in the procedures for tabling papers by liaising with ministerial offices and departments as required.

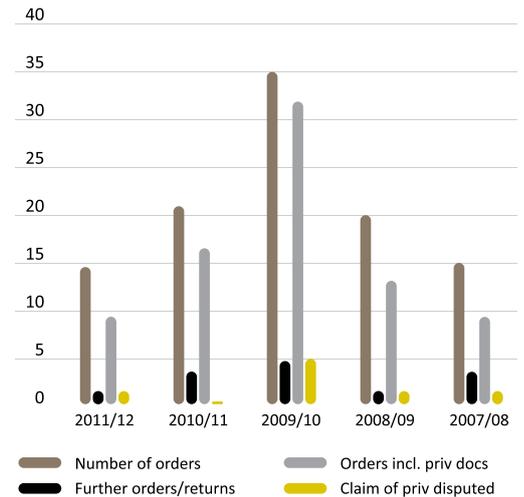
During the reporting period, 1,206 documents were tabled in the Legislative Council, the majority of which were annual reports of government departments and agencies and statutory instruments. Other papers tabled in the House included returns to orders for the production of State papers, petitions, reports from parliamentary committees and messages from the Governor of New South Wales or the Legislative Assembly.

In 2011/2012, 14 orders for the production of State papers were agreed to by the House, fewer than in previous years. Of the orders for the production of State papers made in the reporting period, nine were initiated by members of the Australian Labor Party and five by The Greens. In total, the Procedure Office processed 84 archive boxes of papers returned, 22 boxes of which contained privileged documents that can only be viewed by members of the Legislative Council.

All tabled documents are published in the Legislative Council Minutes, which are updated at the end of business each day and are accessible by clicking [here](#).

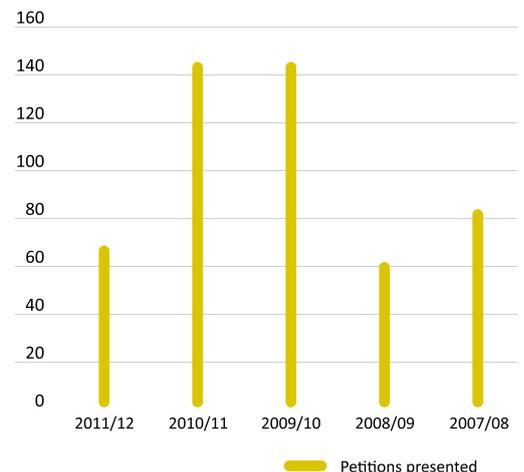
Privilege was claimed on documents contained in eight of the 14 returns for the reporting period. The validity of the claims of privilege made in relation to two returns to an order of the House concerning WorkCover Prosecutions was disputed. Following recommendations made by the Independent Legal Arbitrator, Sir Laurence Street, the House resolved to make those papers public.

Orders for papers in the Legislative Council



Sixty-eight petitions were received by the Legislative Council, with a combined total of over 32,000 signatures.

Petitions presented to the Legislative Council



As in previous years, the petitions received by the House varied substantially in subject matter, in the frequency and number of times presented to the House, and in the number of signatures gathered. Thirty-four different petitions were presented to the House, eleven of which were presented on more than one occasion. While the total number of petitions received was lower than in previous years, the two largest petitions of the 55th Parliament were presented in this reporting period. A petition

regarding the implementation of the steering committee for local government was signed by 9,086 petitioners, and one regarding NSW Forests' nurseries was signed by 4,483 petitioners.

Currently the Council standing orders do not provide for the tabling of electronic petitions. An electronic petition from 13,130 online respondents to a campaign to repeal section 6B of the *Firearms Act 1996* was tabled by the Minister for Police as a Government paper.

During the reporting period, the status of online petitions was the subject of a Procedure Committee report. However, no changes were made to the standing orders relating to petitions. A full list of all petitions presented in the 55th Parliament and information regarding preparing and presenting petitions, is regularly updated and made available on the Council's website by clicking here.

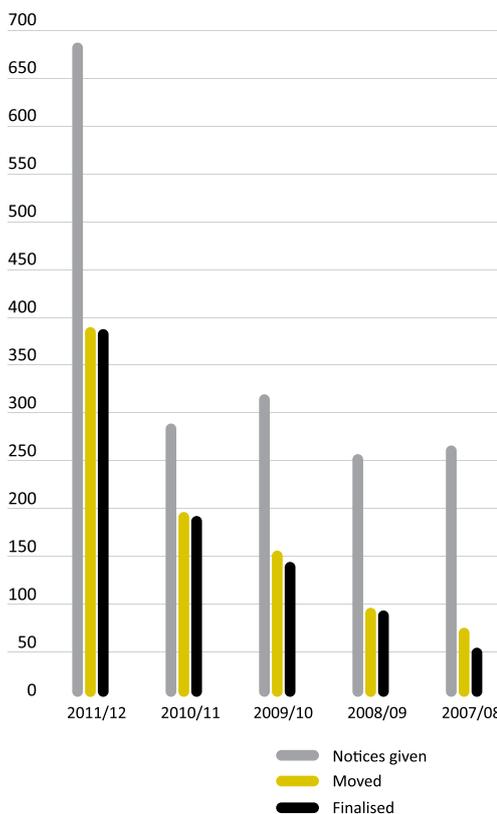
Details of all papers tabled in the House are also available on the Council's website here. Members, government departments and others can search details of all papers tabled in the House since May 1995. Access to these documents and the provision of ongoing records management for the records of the House is coordinated by the Procedure Office.

PROCEDURAL ADVICE AND DRAFTING ASSISTANCE

One of the key responsibilities of the Procedure Office is the provision of procedural advice and drafting assistance to members, generally private members but sometimes also ministers, regarding matters they wish to initiate in the House. Each sitting day the Office assists members and their staff with notices of motion, questions, procedural scripts for complex procedures, amendments to motions and interpretation and clarification of the standing orders. In addition, notices of motion are vetted by the Procedure Office for compliance with the standing orders.

In the reporting period, 663 notices of motion of private members' business were given in the House, double the number in previous financial years. This resulted in an increase in the workload of the Office, both in preparing notices for the House and in recording the House's consideration of them in the Minutes of Proceedings.

Private member's business in the Legislative Council



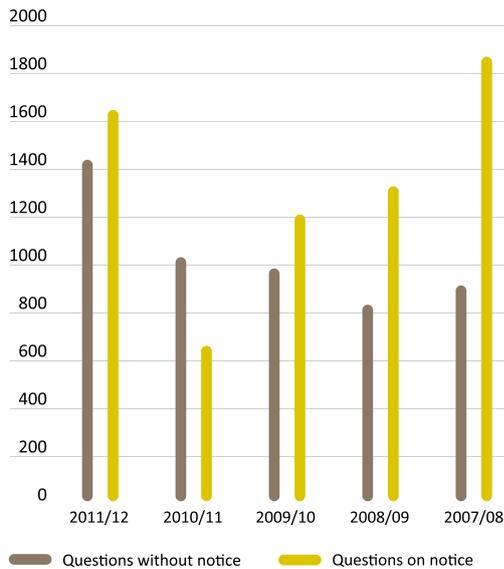
QUESTIONS AND ANSWERS

The Procedure Office examines all questions submitted for inclusion in the Questions and Answers Paper for compliance with the standing orders and to ensure they are directed to the responsible ministers.

In total, 1,637 questions on notice were lodged during 2011/2012, a substantial increase from 2010/2011, largely attributable to the fewer sitting days during 2010/2011 due to the election year. All questions on notice and their corresponding answers were entered in the Questions and Answers database which enables members and others to search for their questions and answers via the Internet.

The number of questions asked during Question Time has remained consistent over several years at approximately 21 per day. In total, 1,423 questions were asked during Question Time during the reporting period. The significant increase in the overall number of questions asked is a direct consequence of the increase in the number of sitting days.

Questions in the Legislative Council



Ms Jean Resana, on secondment to the Legislative Council's Procedure Office from the National Parliament of the Solomon Islands as part of the Twinning Program.

SECONDMENT OF JEAN RESANA OF THE NATIONAL PARLIAMENT OF SOLOMON ISLANDS TO THE PROCEDURE OFFICE

From March to May of 2012, the Procedure Office had the pleasure of hosting Ms Jean Resana on a secondment from the National Parliament of Solomon Islands as part of the twinning arrangement between the two Parliaments. Jean was at the time Executive Officer to the Clerk of the National Parliament.

During her secondment, Jean performed the role of Council Officer Assistant, responsible for managing the lodgement of questions and answers, maintaining statistical records and producing several House papers. She prepared a report on the plans for the new Procedure Office in the National Parliament of Solomon Islands and

made recommendations as to how the systems operating in New South Wales might inform those in the National Parliament of the Solomon Islands.

Since her return to the National Parliament of the Solomon Islands Jean has been a driving force in managing the daily operations of its new Procedure Office and creating new systems and resources to support the provision of advice to the House, members and staff.

Providing research and support on procedural matters

In 2011/2012, the Procedure Office continued to provide high level procedural research and advice. Notable research material produced during the reporting period included:

- Research concerning the political parties or political groupings of members who lodged protests against the passage of bills in the Legislative Council since 1857.
- Research into the application of the *Government Information (Public Access) Act 2009* to draft answers to questions on notice, advice to the office of a minister, and related correspondence.
- Research into whether a report of an investigation undertaken by the NSW Police Force some years ago in relation to an operation initiated by the Crime Commission in 1998 should be sought under standing order 52 or through an address to the Governor under standing order 53 seeking documents concerning the administration of justice.
- A memorandum on the implications of the *Public Sector Employment and Management Amendment (Ethics and Public Service Commissioner) Act 2011* for Parliament, with particular reference to parliamentary privilege and the separation of powers.
- A memorandum on the short title of bills, with particular reference to the naming of bills which progress through parliament over two or more calendar years.

In 2011/2012, the Procedure Office also assisted in the preparation of the following submissions and correspondence:

- A submission from the President to the Standing Committee on Administration and Procedure of the Legislative Assembly of the Australian Capital Territory concerning an inquiry regarding the feasibility of establishing

the position of Officer of the Parliament in the Australian Capital Territory.

- A joint submission from the Presiding Officers to the Speaker of the Legislative Assembly of Queensland on the current management structure of the New South Wales Parliament, including information on the role of the Presiding Officers in the administration of the Parliament.
- A submission from the President to the Presiding Officers of the Commonwealth Parliament on the review of arrangements for filming, photography and media applying in the Commonwealth Parliament.

The Procedure Office also prepared or coordinated responses to over 40 requests for advice from other Parliaments on the Australia New Zealand Association of Clerks-at-the-Table (ANZACATT) list server, with requests for advice on topics ranging from members' travel entitlements, social media, allocation of private members' business, dress codes, covert operatives as witnesses, flags in the chamber, sponsorship of bills and the right of reply process.

Recording the proceedings of the Legislative Council

In 2011/2012, the Procedure Office continued to ensure that proof editions of the business papers – the Minutes of Proceedings, the Notice Paper and the Questions and Answers Paper – were completed within 30 minutes of the adjournment of the House each sitting day and made available on the Parliament's website. Business papers can be accessed here.

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

During the reporting period, the Notice Paper has been consistently shorter, between 50 and 60 pages long, compared to the Notice Papers at the end of the 54th Parliament which were over 100 pages long. This follows the introduction of a new sessional order for the expiry of certain items of private members' business if not moved after 20 sitting days.

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

At the conclusion of each session of Parliament the indexed Minutes of Proceedings and certain other records and documents of the House are bound and published as the official Journal of the Legislative Council. During 2011/2012, the Procedure Office finalised the Journals for the first and second sessions of the 53rd Parliament. These will be bound and form part of the Journal series which dates back to 1856.

Following the Parliament-wide adoption of a Parliamentary Style Guide, including the use of a single parliamentary crest for both Houses, business papers were also published with the new official crest.

In 2011/2012, the Procedure Office continued to publish *Running Record*, an online real-time record of proceedings as they occur in the House, available on the Parliament's website. Feedback on the *Running Record* remains extremely positive.

Similarly, the Procedure Office continues to compile the House in Review each sitting week, and sometimes non-sitting weeks in which committees have been particularly active. It summarises the key events that week, including the passage of legislation, and is accessible on the Parliament's website here. As with the Running Record, feedback remains extremely positive.

In addition, as in previous years, the Procedure Office continued to prepare the Council's biannual entry in Parliament Matters.

NEW SELECTED RULINGS OF THE PRESIDENT

Under standing order 2, in any case not provided for in the standing orders, any matter arising in the House may be decided by the President or Chair of Committees as they see fit. Rulings are generally given in response to points of order raised by members during debate in the House or in committee of the whole. The President can also give a ruling at his own discretion.

During this reporting period the Procedure Office published a new volume of Selected Rulings of the President for the period August 1975 to June 2012. The volume comprises previously unpublished rulings for the years 1975 to 1978, and 2009 to 2012. A full set of consolidated rulings of the Presidents is now available in two volumes: the first from the establishment of the Legislative Council as the upper House of Parliament in 1856 until 1975, and the second from 1975 to 2012.

THE ANNOTATED STANDING ORDERS OF THE LEGISLATIVE COUNCIL

The standing orders of the Legislative Council are the written rules of procedure which provide for the conduct of proceedings of the House, the passage of bills, rules of debate, the preservation of order, the appointment of committees, and other matters affecting the operations of the House.

The Council's standing orders have been adopted or wholly revised on four occasions since the establishment of responsible government: in 1856, 1870, 1895 and 2004. In between these four occasions, the standing orders were substantially revised and temporary sessional orders introduced that significantly altered the operation of procedures in the House. To date, the detail of many of these developments have not been recorded in a central and easily accessible form.

In 2011/2012, the Procedure Office progressed the development of a consolidated Annotated Standing Orders of the Legislative Council to provide information and analysis of the history, development, rationale and application of each standing order over time. The project canvasses over 150 years of proceedings of the House and its Standing Orders Committees, the analysis of complex procedural precedents and incorporation of the personal worknotes of former clerks and procedure officers. While the project is an ambitious one, it is already showing significant

benefits, with staff able to readily access a wide range of precedents, thus assisting the provision of accurate and timely advice to members. Further progression of the project will form one of the Procedure Office's key projects for 2012/2013.

Improving procedural knowledge and skills

The Procedure Office coordinates procedural training for members, their staff and Legislative Council staff.

PROCEDURAL WORKSHOPS FOR MEMBERS AND THEIR STAFF

In 2011, as part of the new member induction program, the Procedure Office, in conjunction with the Research and Training Unit of the Legislative Assembly, arranged a series of topical seminars for members. Five sessions were delivered in the reporting period:

- The Code of Conduct for Members and Ethics Awareness – presented by the Executive Director, Corruption Prevention Division, Independent Commission Against Corruption and by the Parliamentary Ethics Adviser
- Managing staff – presented by the Principal, Bent Psychology
- Drafting legislation and the role of the Parliamentary Counsel's Office – presented by the Parliamentary Counsel



- The role of the NSW Audit Office and its relationship with Parliament – presented by the NSW Auditor-General
- The role of the NSW Ombudsman's Office and its relationship with Parliament – presented by the Deputy Ombudsman, Police and Compliance Branch.

In March 2012, the Procedural Office, in collaboration with the Research and Training Unit of the Legislative Assembly, organised and delivered an information and question and answer session for ministerial staff. The session covered the fundamentals of practice and procedure, understanding House Papers, the routine of business, Question Time, the Questions and Answers Paper and the relationship between the two Houses. Twenty five people representing Ministers from both Houses attended the session.

In 2012 the Procedure Office also commenced a training program designed to provide members' staff with practical information on the fundamentals of Legislative Council practice and procedure. The program comprises six one and a half hour sessions on various topics. Three sessions were provided during the reporting period. The first session covered the daily routine and order of business in the House. The second involved practical exercises illustrating how to draft notices of motions and questions that comply with the Standing Orders. The third session explained the rules that apply to debate in the House and the President's role in upholding those rules and moderating debate. The sessions were well attended, with up to twenty people at each, and were well received, particularly by the main target group of new staff.

A new online ethics module for members

In April 2012, the Presiding Officers launched the Parliament's new online e-learning portal. The first module to be made available under the portal is on Members' ethics. It provides information and scenario based questions on the Code of Conduct for Members, the interest disclosure regime and the standing orders.

The module was developed in response to recommendations by the respective Privileges Committees of both Houses. Its scenario-based questions were developed collaboratively by officers of the Procedure Office, the Legislative Assembly and Human Services.

Privileges and Procedure committees

The Procedure Office provides administrative, research and procedural support to the Privileges Committee and the Procedure Committee. The Privileges Committee considers matters relating to parliamentary privilege referred to it by the House or the President. The Committee also considers citizens' rights of reply to statements made about them in the House and undertakes functions relating to members' ethical standards under Part 7A of the *Independent Commission Against Corruption Act 1988*. The Procedure Committee is required by standing order to consider any amendments to the standing orders; propose changes in practice and procedures of the House and consider any matters relating to procedures referred to it by the House or the President.

PRIVILEGES COMMITTEE

Members

The Hon Trevor Khan, Chair
 The Hon Amanda Fazio, Deputy Chair
 The Hon John Ajaka
 The Hon Jenny Gardiner
 The Hon Matthew Mason-Cox
 Revd the Hon Fred Nile
 The Hon Peter Primrose

Inquiries undertaken

In October 2011 the House referred an inquiry to the Privileges Committee concerning statements made in the House by Mr David Shoebridge MLC in relation to the Commissioner of Police. The statements concerned allegations that the Commissioner had sought to prevent the public release of information regarding an offender out of concern it would reflect poorly on police. The Committee was required to investigate and report on whether the conduct of Mr Shoebridge constituted an abuse of privilege.

In its report tabled in November 2011, the Committee was guided by the findings of an earlier inquiry of the Committee concerning statements made by members, in which it was noted that the House has not identified appropriate principles to be applied in relation to the exercise of members' freedom of speech. In light of this precedent, the continuing absence of any applicable guidelines, and the paramount importance of preserving the privilege of freedom of speech, the Committee concluded that the statements made by Mr Shoebridge did not amount to an abuse of parliamentary privilege. However, the Committee recommended that the Commissioner of Police be informed of his right to request a citizen's right of reply.

In February 2012 the House required the Committee to conduct a review of the citizen's right of reply procedure of the House. This procedure enables persons who have been adversely referred to in the House to request the publication of a response in the parliamentary record.

The Committee's report on the review was tabled in June 2012. It concluded that the right of reply procedure is working well but that it would be desirable to introduce a time limit for the receipt of right of reply requests given a recent case in which a reply had been sought to statements made over 15 years earlier. To address this issue the Committee determined that future requests for a right of reply should be received within 12 months of the comments being made in the House unless the applicant can show exceptional circumstances to explain the delay. The Committee indicated that it would implement this time limit as a matter of practice without seeking any change to the standing orders.

Citizen's right of replies

During the reporting period, the Committee tabled four reports concerning citizen's right of reply requests. In each case the House adopted the Committee's recommendation that the citizen's reply be published in Hansard.

Other activities

In accordance with the resolution of the House of 28 June 2007 appointing the Parliamentary Ethics Adviser, the Committee met with the Parliamentary Ethics Adviser, Mr Ian Dickson, on 24 November 2011.

During the reporting period, the Committee also investigated options to facilitate online access to citizens' right of reply responses that have been adopted by the House and published in Hansard. This led to the adoption of new administrative practices to ensure that citizens' responses can be readily identified in the online version of Hansard.

Further information on this Committee can be accessed on the Parliament's website here.

PROCEDURE COMMITTEE

Members:

The Hon Don Harwin MLC, President and Chair
The Hon Jenny Gardiner MLC, Deputy President
Revd the Hon Fred Nile MLC, Assistant President
The Hon Michael Gallacher MLC, Leader of the Government

The Hon Duncan Gay MLC, Deputy Leader of the Government

The Hon Luke Foley MLC, Leader of the Opposition

The Hon Adam Searle MLC, Deputy Leader of the Opposition

The Hon Dr Peter Phelps MLC, Government Whip

The Hon Amanda Fazio MLC, Opposition Whip

The Hon Robert Borsak MLC

The Hon John Kaye MLC

The Hon Sarah Mitchell MLC

Inquiries undertaken

The Procedure Committee is required by standing order to: consider any amendments to the standing orders; propose changes in practice and procedures of the House; and consider any matter referred by either the House or the President.

The Procedure Committee undertook two inquiries during the reporting period.

In November 2011, the Committee tabled its second report relating to private members' business, the sitting pattern, Question Time and petitions. The report reviewed new sessional orders adopted by the House in relation to private members' business following the Committee's first report tabled in June 2011.

The Committee found that the new sessional orders had had a positive effect on the operation of private members' business, and made several recommendations that sought to address issues raised by members concerning the sitting pattern under which the Council was then operating. The Committee also reported on the merits of further reforms to the operation of Question Time and provisions for the presentation and consideration of petitions, including e-petitions. However, alternative procedures have not been subsequently adopted by the House.

In March 2012, the President referred to the Committee a new inquiry into notices of motions, with particular reference to additional rules regarding the nature and content of notices, whether the length or number of notices given by a member should be limited, the nature of motions that result in a letter of congratulations or condolence from the President, mechanisms for enhancing the accessibility of the work of members, and alternative mechanisms for members to raise matters of a community or constituency nature. Following the Committee's request for comment by members and parties, four responses were received.

The Committee tabled its report in June 2012, which analysed present practice in the Legislative Council and that in other jurisdictions. However, ultimately the Committee did not make any recommendations for reform as the Committee was not able to reach a consensus view on the matter. Rather, it outlined the issues and varying views of members so as to ensure that all members of the House were fully informed should any proposal for change be brought before the House in the future.

Further information on the Procedure Committee can be accessed on the Parliament's website [here](#).



Overview of activities undertaken by Procedure and Privileges Committees

Privileges Committee

	2011/2012	2010/2011	2009/2010	2008/2009	2007/2008
Meetings	9	5	10	4	8
Inquiries	2	0	4	1	4
Submissions	0	5	3	0	1

Procedure Committee

	2011/2012	2010/2011	2009/2010	2008/2009	2007/2008
Meetings	4	2	0	1	2
Inquiries	2	1	0	1	1
Submissions	4	0	0	0	0

Looking ahead

In 2012/2013, the Procedure Office will continue to perform its core responsibilities in relation to the provision of accurate, timely and impartial procedural, analytical and administrative support to members, their staff and other clients. The team will also continue to deliver training and information programs designed to assist members, their staff, Legislative Council staff, ministerial and department staff, school groups and others.

In addition, key projects to be undertaken by the Procedure Office in 2012/2013, in accordance with the Department of the Legislative Council Strategic Plan, are:

- progressing the development of Annotated Standing Orders of the Legislative Council to provide information on the background and operation of each standing order
- commencing editing and review of New South Wales Legislative Council Practice, with a view to publication of a second edition in 2013
- contributing to the visitor experience at Parliament House by finalising implementation of the Council's new touch screen, and working with the Legislative Assembly and the Department of Parliamentary Services to develop new resources like a visitor's guide book
- continuing to improve access to information about the Council through new fact sheets, the running of 'Legislative Council in Practice' sessions, exploring opportunities to conduct further educational sessions on the role of the Legislative Council with universities and secondary schools, and contributing to a new social media strategy
- working with officers of the Legislative Assembly and Department of Parliamentary Services to deliver a new intranet that will bring people and information together across the organisation
- continuing to support and provide mentoring associated with the Twinning Program with the National Parliament of Solomon Islands and the Bougainville House of Representatives.

03

In committees

Supporting members' participation in committee work.

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

In committees

Legislative Council committees are one of the Council's key mechanisms for scrutiny and review of executive activity, through the conduct of inquiries.

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

Legislative Council committees operate under the authority of the House and share its privileges. Committee powers are found in the standing orders, sessional orders and resolutions relating to particular committees and inquiries. In addition, committees are regulated by the provisions of several Acts, such as the *Parliamentary Evidence Act 1901 (NSW)*.

During 2011/2012 there were 15 Legislative Council committees in operation, comprised of five standing committees, five general purpose standing committees (GPSCs) and five select committees. Thirteen of these committees were supported by the Committee Office, which currently has 17 staff.

Two of the standing committees, the Privileges and Procedure Committees, were supported by the Procedure Office. The activities of these committees are discussed on pages 29-31.

The reporting period 2011/2012 was most notable for the increase in the number of select committees established to examine a wide range of issues, such as the Kooragang Island Orica chemical leak and the NSW Workers Compensation Scheme. Other issues examined by committees included coal seam gas, domestic violence trends and issues, rail infrastructure project costings, the economic and social development of central western NSW and the Education Amendment (Ethics Classes Repeal) Bill 2011.

A second notable feature of the reporting period was the amount of travel undertaken by committees. For example, GPSC No. 5 travelled extensively throughout regional NSW during its inquiry into coal seam gas. The Law and Justice, State Development and Social Issues Committees, and GPSC No. 5 also travelled to Victoria and Queensland during the course of their inquiries.

Detailed information regarding committee report numbers, travel expenses, committee membership and other statistics is provided in Appendices 3-7.

Further Information on each committee and all inquiries is published on the Parliament's website [here](#).

An overview of committee activity, for the reporting period is provided in the following table (excluding activities undertaken by the Privileges and Procedure Committees):

Activity	2011/12	2010/11 ²	2009/10 ³	2008/09 ⁴	2007/08 ⁵
Meetings	143	75	142	161	127
Inquiries	26	26	27	26	29
Consultation and public participation					
Submissions	2153	700	2273	1491	681
Hearings	86	35	74	82	58
Witnesses (hearings and public forums)	850	302	581	668	622
Duration of hearings (hours)	341	160	317	383	300
Reports tabled	16	18	18	19	22

^{2,5} The figures for 2010/2011, 2009/2010, 2008/2009 and 2007/2008 include the activities of both the Procedure and Privileges Committees. From 2011/2012, these two committees and their activities are reported separately (see pages 29-31).



During the reporting period Legislative Council committees held 86 hearings, at which 850 witnesses gave evidence in a range of inquiries.

The Hon Greg Donnelly MLC (Australian Labor Party) and the Hon Cate Faehrmann MLC (The Greens) asking questions of witnesses during the Social Issues Committee inquiry into domestic violence in NSW.



Committee activity

STANDING COMMITTEES

The Legislative Council has three policy-oriented standing committees that conduct detailed inquiries in to complex matters of public policy.

Standing Committee on Law and Justice

Members

The Hon David Clarke MLC, Chair
 The Hon Peter Primrose MLC, Deputy Chair
 The Hon Scot MacDonald MLC
 The Hon Sarah Mitchell MLC
 The Hon Shaoquett Moselmane MLC
 Mr David Shoebridge MLC

Inquiries

The Standing Committee on Law and Justice conducts inquiries on legal and constitutional issues including law reform, parliamentary matters, criminal law, administrative law and the justice system, and industrial relations and fair trading. The Committee also exercises statutory functions under the *Motor Accidents Compensation Act 1999* and the *Motor Accidents (Lifetime Care and Support) Act 2006*.

The Committee undertook three inquiries during the reporting period. It conducted its eleventh review of the Motor Accidents Authority (MAA), receiving 16 submissions and holding two hearings. The Committee made 12 recommendations, including that the MAA present a report to the Committee on its assessment of insurer profit margins and the actuarial basis for its calculation. In addition, the Committee recommended that the Government review the threshold for access to damages for non-economic loss under the Motor Accidents Scheme in order to achieve a better balance between Scheme efficiency and compensation.

The Committee concurrently completed its fourth annual review of the exercise of the functions of the Lifetime Care and Support Authority (LTCSA) and Lifetime Care and Support Advisory Council (LTCSAC). The Committee received 19 submissions and held two hearings. It found that overall the Scheme was working well and made 14 recommendations to improve aspects of its operation. In accordance with a recommendation of the Committee, the review of the LTCSA and LTCSAC will now take place once every two years.

The Hon Helen Westwood MLC (Australian Labor Party) and the Hon Greg Donnelly MLC (Australian Labor Party) in the Macquarie Room at Parliament House during a public hearing on domestic violence in NSW.



The Committee also conducted an inquiry into opportunities to consolidate tribunals in NSW. This inquiry was referred by the Minister for Finance and Services, the Attorney General and the Minister for Fair Trading in October 2011. The Committee was asked to inquire into opportunities to consolidate the numerous tribunals in NSW with consideration of other jurisdictions which have established consolidated tribunals. The Committee received 89 submissions, held three hearings, and conducted a site visit to the Victorian Civil and Administrative Tribunal.

The final report was tabled in March 2012 and made 16 recommendations, including that the NSW Government pursue the consolidation of tribunals to reduce complexity and improve access to justice for tribunal users. The Committee recommended the establishment of an expert panel to undertake the complex work of consolidating the tribunals. Other recommendations aimed to ensure a focus on access and procedural fairness.

More information can be found on the Committee's website [here](#).

Standing Committee on Social Issues

Members

The Hon Niall Blair MLC, Chair
The Hon Helen Westwood MLC, Deputy Chair
The Hon Catherine Cusack MLC
The Hon Greg Donnelly MLC
The Hon Cate Faehrmann MLC
The Hon Natasha Maclaren-Jones MLC

Inquiries

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

The Committee completed an inquiry into transition support for students with additional or complex needs and their families, which was referred by the Minister for Education. The terms of reference required the Committee to consider programs and services for children with additional or complex needs and their families during transitions between stages of education.

The Committee received 67 submissions and held three hearings. It also held a public meeting in Dubbo where it visited a local primary school that runs successful transition programs. The Committee's report was tabled in March 2012 and contained 24 recommendations. The main recommendation was that there should be a dedicated section within the Department of Education and Communities to provide support and case management services to students with additional or complex needs during educational transitions.

The Committee also conducted an inquiry into domestic violence trends and issues in NSW, following a referral by the Minister for Women and Minister for Family and Community Services. The terms of reference asked the Committee to examine strategies to reduce breaches of apprehended violence orders, the adequacy of existing penalties, early intervention and prevention strategies, and the increase in proceedings against women for domestic violence related assault.

The Committee received 80 submissions and held six public hearings. It also conducted site visits to Forbes, two local courts in Sutherland and Goulburn, and Victoria, which is recognised for its comprehensive and effective approach to domestic violence. The Committee's evidence gathering phase culminated in an innovative and highly successful round table discussion with key inquiry stakeholders, who worked through a briefing paper and possible recommendations prepared by the Committee. The report was tabled on 27 August 2012.

More information can be found on the Committee's website [here](#).



The Standing Committee on Social Issues with representatives of the Binaal Billa Family Violence Prevention Legal Service, which facilitated a community consultation in Forbes as a part of the inquiry into domestic violence in NSW. Committees undertake site visits to ensure contributions from stakeholders across the State, particularly in regional and rural areas.

Standing Committee on State Development

Members

The Hon Rick Colless MLC, Chairman
 The Hon Mick Veitch MLC, Deputy Chair
 The Hon Amanda Fazio MLC (until 7 September 2011)
 The Hon Paul Green MLC
 The Hon Charlie Lynn MLC
 The Hon Dr Peter Phelps MLC
 The Hon Steve Whan MLC (from 7 September 2011)

Inquiries

The Standing Committee on State Development conducts inquiries in a number of key areas including State, local and regional development, planning, infrastructure, finance, industry, the environment, primary industry, natural resources, science, local government, emergency services and public administration.

The Committee undertook two inquiries during the reporting period. Firstly, it tabled its final report for the inquiry into the economic and social development of central western NSW in May 2012. The terms of reference were referred by the Minister for Western NSW. The Committee received 62 submissions and held five public hearings in Sydney, Parkes and Broken Hill. It also conducted a series of roundtable discussions with representatives from Central NSW Councils whilst in Parkes.

The Committee made 30 recommendations to unlock the economic and social development potential of the region. These included that Transport for NSW give serious consideration to the construction of a dual lane expressway over the Blue Mountains as part of the NSW Long Term Transport Master Plan and that the Department of Planning and Infrastructure engage more closely with local communities when preparing population projections.

The Committee also commenced an inquiry into the adequacy of water storages in NSW, following a referral from the Minister for Primary Industries. The terms of reference require the Committee to examine a range of issues including the capacity of existing water storages to meet agricultural, urban, industrial and environmental needs, and proposals for the construction and/or augmentation of water storages.

More information can be found on the Committee's website here.



During the State Development Committee inquiry into the economic and social development of Central Western NSW the members visited Broken Hill

GENERAL PURPOSE STANDING COMMITTEES

The Legislative Council has five General Purpose Standing Committees, with each committee allocated responsibility for overseeing specific government portfolios. The accountability-oriented committees were first appointed by the House in 1997. A distinguishing feature of these committees is that, in addition to receiving references from the House, they have the power to self-refer matters for inquiry. The ministerial portfolio responsibilities of each General Purpose Standing Committee can be accessed on the Parliament's website here.

General Purpose Standing Committee No. 1

Members

Revd the Hon Fred Nile MLC, Chairman
 The Hon Melinda Pavey MLC, Deputy Chair
 The Hon Catherine Cusack MLC
 The Hon Jenny Gardiner MLC
 Dr John Kaye MLC
 The Hon Walter Secord MLC
 The Hon Mick Veitch MLC

Inquiry

General Purpose Standing Committee No. 1 has responsibility for inquiring into and reporting on any matters regarding the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of the Premier, Western Sydney, Treasury, Finance and Services, Planning and Infrastructure, and the Illawarra.

The Committee conducted the annual examination of the Budget Estimates and related papers for the financial year 2011/2012, holding public hearings for each of the portfolios for which it is responsible. A supplementary hearing was held for the Treasury portfolio.

More information can be found on the Committee's website here.

General Purpose Standing Committee No. 2

Members

The Hon Marie Ficarra MLC, Chair
The Hon Paul Green MLC, Deputy Chair
The Hon Jan Barham MLC
The Hon David Clarke MLC
The Hon Sarah Mitchell MLC
The Hon Shaoquett Moselmane MLC
The Hon Helen Westwood MLC

Substitute member

Dr John Kaye MLC substituted for Ms Barham for the duration of the inquiry into the Education Amendment (Ethics Classes Repeal) Bill 2011.

Inquiries undertaken

General Purpose Standing Committee No. 2 has responsibility for examining the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of Health, Medical Research, Education, Mental Health, Healthy Lifestyles, Ageing, Aboriginal Affairs, Disability Services, Family and Community Services, Women, Citizenship and Communities, Western NSW and Sports and Recreation.

The Committee completed the annual examination of the Budget Estimates and related papers for the financial year 2011/2012, holding public hearings for each of the portfolios for which it is responsible.

The Committee also undertook an inquiry into the Education Amendment (Ethics Classes Repeal) Bill 2011. The terms of reference referred by the House required the Committee to determine if the legislative change that allowed special education in ethics as an alternative to special religious education in NSW government schools should be reversed. The Committee also examined the implementation and operation of ethics classes. It received 473 submissions, held three public hearings and observed ethics classes at Summer Hill and Ultimo Public Schools.

The Committee tabled its report at the end of May 2012 with a total of 14 recommendations aimed at improving the implementation and delivery of both ethics and special religious education classes. Primarily, the report recommended that ethics classes should continue in NSW government primary schools. The report also recommended that an independent review of both ethics and special religious education classes be conducted by appropriately qualified early childhood educational reviewers in 2014/2015.

More information can be found on the Committee's website here.

General Purpose Standing Committee No. 3

Members

The Hon Natasha Maclaren-Jones MLC, Chair
The Hon Niall Blair MLC, Deputy Chair
The Hon John Ajaka MLC
The Hon Cate Faehrmann MLC
The Hon Paul Green MLC
The Hon Penny Sharpe MLC
The Hon Mick Veitch MLC

Inquiries

General Purpose Standing Committee No. 3 has responsibility for inquiring into and reporting on any matters regarding the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of Regional Infrastructure and Services, Transport, Roads, Ports, Tourism, Major Events, Hospitality, Racing, the Arts, the Legislature and Trade and Investment.

The Committee tabled the report for its inquiry into rail infrastructure costing, having received 23 submissions and held two hearings. It reviewed the methodology for costing rail infrastructure projects, and found that the costs of building new railway infrastructure in NSW were slightly higher compared with other Australian jurisdictions.

The Committee made nine recommendations, including that Transport for NSW undertake further research on the performance of actual versus budgeted outcomes under two different types of cost estimates approaches for major road and rail infrastructure, with a view to standardising approaches and producing more accurate cost estimates. The final report presented benchmark information on the cost of building road and rail projects in NSW and other Australian jurisdictions, and concluded with a review of factors that contribute to a high cost of rail, both for Australia generally and specifically for NSW.

The Committee also completed the annual examination of the Budget Estimates and related papers for the financial year 2011/2012, holding public hearings for each of the portfolios for which it is responsible.

More information can be found on the Committee's website here.

General Purpose Standing Committee No. 4

Members

The Hon Matthew Mason-Cox MLC, Chair
 The Hon Robert Borsak MLC, Deputy Chair
 The Hon Trevor Khan MLC
 The Hon Charlie Lynn MLC
 The Hon Adam Searle MLC
 Mr David Shoebridge MLC
 The Hon Lynda Voltz MLC

Inquiry

General Purpose Standing Committee No. 4 has responsibility for inquiring into any matters regarding the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of the Attorney General, Justice, Police, Emergency Services and the Hunter.

The Committee completed the annual examination of the Budget Estimates and related papers for the financial year 2011/2012, holding public hearings for each of the portfolios for which it is responsible.

More information can be found on the Committee's website here.

Protesters outside the GPSC 5 coal seam gas inquiry's public hearing in Taree.



General Purpose Standing Committee No. 5

Members

The Hon Robert Brown MLC, Chair
 The Hon Jeremy Buckingham MLC, Deputy Chair
 The Hon Rick Colless MLC
 The Hon Greg Donnelly MLC
 The Hon Scot MacDonald MLC
 The Hon Dr Peter Phelps MLC
 The Hon Peter Primrose MLC

Substitute member

The Hon Cate Faehrmann MLC will substitute for Mr Buckingham for the duration of the inquiry into the management of public land in NSW.

Inquiries

General Purpose Standing Committee No. 5 inquires into matters regarding the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of the Environment, Heritage, Small Business, Local Government, Fair Trading, Primary Industries, Resources and Energy, Special Minister of State, the Central Coast and the North Coast.

The Committee undertook three inquiries during the reporting period, one of which was the inquiry into coal seam gas. This examined the environmental, economic and health impacts of coal seam gas activities, and the role of coal seam gas in meeting the future energy needs of NSW. This high-profile inquiry received nearly 1,000 submissions and took evidence from 130 witnesses. The Committee travelled to many of the areas in NSW affected by coal seam gas development and made one site visit to Queensland.

Significant numbers of people from community groups and local residents watching committee proceedings at Taree as part of the inquiry into coal seam gas.





Members of GPSC 5 (the Hon Greg Donnelly MLC, the Hon Peter Phelps MLC and the Hon Jeremy Buckingham MLC) and Mr Mike Moraza, Group General Manager, Upstream Gas, AGL inspecting a coal seam gas well at Camden. Committees undertake site visits to gain further insights into key issues examined during inquiries.

The Committee made 35 recommendations. Many of these addressed the level of uncertainty surrounding the potential impacts of the industry, which was a key theme throughout the report. The Committee concluded that more data needs to be gathered to assess the potential impacts, and that in order to do this, the exploration phase needs to proceed. The report recommended that NSW issue no further production licences until a comprehensive framework for the regulation of the coal seam gas industry is implemented. It also recommended that the rights of landholders be strengthened relative to the rights of coal seam gas companies.

The Committee conducted the annual examination of the Budget Estimates and related papers for the financial year 2011/2012, holding public hearings for each of the portfolios for which it is responsible. A supplementary hearing was held for the Environment portfolio.

Finally, the Committee commenced an inquiry into the management of public land in NSW. The Committee will conduct a number of site visits throughout NSW in the second half of 2012. This broad-ranging inquiry will examine issues including the conversion of Crown land, state forests and agricultural land into national park estate; the adherence to fire, weed and pest management practices on public land; and models for the management of public land.

More information can be found on the Committee's website [here](#).

General Purpose Standing Committees and Budget Estimates

The Budget Estimates and related papers have been referred to the General Purpose Standing Committees (GPSCs) for inquiry and report each financial year since the five GPSCs were first constituted in 1997. The Budget Estimates and related papers include the amounts to be appropriated from the Consolidated Fund for Government programs and spending initiatives.

The hearings are conducted by the GPSCs according to their portfolio responsibilities, with the initial round of hearings attended by the relevant ministers and accompanying departmental officials.

The Legislative Council referred the 2011/2012 Budget Estimates inquiry to the GPSCs on 12 May 2011, setting down five days in October 2011 for initial hearings and a further five days in November 2011 for supplementary hearings.

Twenty five separate hearings amounting to 69.5 hours duration were conducted during the initial round of hearings, involving 125 witnesses. Two supplementary hearings, amounting to another four hours of public examination, were held in November 2011. The two supplementary hearings held in 2011/2012 compare to four held in the previous financial year 2010/2011, and five in 2009/2010.

The total of 73.5 hours of public examination for the initial and supplementary hearings for the 2011/2012 Budget Estimates inquiry is similar to the 74 hours held in 2010/2011. In 2011/2012, 2,579 questions were taken or placed on notice, compared with 2,409 in 2010/2011.

The 2012/2013 Budget Estimates inquiry was referred to the GPSCs on 15 March 2012. Initial hearing dates are scheduled for October 2012, with supplementary hearings scheduled for November 2012.

Information about each GPSC's Budget Estimates inquiry is available at their respective websites.

SELECT COMMITTEE ON THE KOORAGANG ISLAND ORICA CHEMICAL LEAK

Members:

The Hon Robert Borsak MLC, Chair (until 18 November 2011)

The Hon Robert Brown MLC, Chair (from 21 November 2011)

The Hon Cate Faehrmann MLC, Deputy Chair

The Hon Luke Foley MLC

The Hon Trevor Khan MLC

The Hon Matthew Mason-Cox MLC

The Hon Melinda Pavay MLC

The Hon Adam Searle MLC

Change to committee membership

Mr Borsak was elected as the Chair at the first meeting of the Committee but resigned as a member of the Committee on 18 November 2011.

Mr Brown was nominated to replace Mr Borsak as a member of the Committee on 18 November 2011, and was elected Chair on 21 November 2011.

Inquiry undertaken

The Select Committee was established in August 2011 to inquire into the responses of Orica and the NSW Government to a chemical leak from Orica's Kooragang Island site at Newcastle on 8 August 2011. The terms of reference for the inquiry required that, apart from its first meeting, the Committee was not to hold any further meetings until after publication of a report of a review of the incident by Mr Brendan O'Reilly, former Director General of the Department of Premier and Cabinet. Mr O'Reilly's report was published on 5 October 2011, following which the Committee commenced its inquiry.

The Committee received 27 submissions and held four public hearings. It also held a public forum in Stockton and visited the Orica plant at Kooragang Island.

The Committee's report was tabled on 23 February 2012, containing 24 findings regarding the responses of Orica and the NSW Government to the incident. The report also contained seven recommendations concerning responses to future pollution incidents and oversight of the ammonia plant at the Orica site. The recommendations included that the Office of Environment and Heritage require Orica to engage and fund appropriate independent experts to oversee any modifications to the plant in the next major maintenance overhaul and any upgrades to the plant prior to the overhaul.

Further information on this inquiry can be accessed [here](#).

Members of the Select Committee on the Kooragang Island



Orica Chemical Leak undertook a site visit to the Orica Kooragang Island plant. The Committee also held a public forum at Stockton, together with four days of public hearings.

SELECT COMMITTEE ON THE PROVISIONS OF THE ELECTION FUNDING, EXPENDITURE AND DISCLOSURES AMENDMENT BILL 2011

Members

Dr John Kaye MLC, Chair
The Hon Robert Borsak MLC, Deputy Chair
The Hon Amanda Fazio MLC
The Hon Jenny Gardiner MLC
The Hon Trevor Khan MLC
The Hon Natasha Maclaren-Jones MLC
The Hon Dr Peter Phelps MLC
The Hon Peter Primrose MLC
The Hon Steve Whan MLC

Inquiry

The Select Committee was established to inquire into the provisions of the Election Funding, Expenditure and Disclosures Amendment Bill 2011, including the constraints imposed by the bill on community and not-for-profit organisations, and the risks of a successful constitutional challenge to the bill.

This inquiry commenced at the end of November 2011, with the final report tabled in mid-February 2012. The Committee received 32 submissions and held two public hearings. It made six recommendations, including that the bill be amended to permit the payment of affiliation fees, provided that those fees are capped to a very modest level. The Committee also recommended that third party campaigners be permitted to pool their money with other third party campaigners for the purposes of undertaking issues-based campaigns during election periods.

Shortly after the tabling of the Committee's report, debate resumed on the Election Funding, Expenditure and Disclosures Amendment Bill 2011, with the Committee's report referred to extensively. The bill was passed with one amendment, which clarified that electoral expenditure does not include third party expenditure not directed to supporting or opposing a political party or candidate. The intent of this amendment was to ensure that genuine third party issues-based campaigns would not be affected by the bill.

Further information on this inquiry can be accessed [here](#).

SELECT COMMITTEE ON THE PARTIAL DEFENCE OF PROVOCATION

Members

Revd the Hon Fred Nile MLC, Chairman
The Hon Trevor Khan MLC, Deputy Chair
The Hon David Clarke MLC
The Hon Scot MacDonald MLC
The Hon Adam Searle MLC
The Hon Helen Westwood MLC
The Hon David Shoebridge MLC

Inquiry

The Select Committee was established to inquire into and report on the partial defence of provocation. Provocation offers a defendant a partial defence to a charge of murder, and if successful will result in the defendant being convicted of manslaughter. The terms of reference require the Committee to examine this partial defence, and to consider whether it should be abolished or otherwise amended in light of proposals and reforms in other jurisdictions.

This inquiry commenced in mid June 2012, with the final report due to be tabled in November 2012.

Further information on this inquiry can be accessed [here](#).

SELECT COMMITTEE ON THE CRONULLA FISHERIES RESEARCH CENTRE OF EXCELLENCE

Members:

Revd the Hon Fred Nile MLC, Chairman
The Hon Marie Ficarra MLC, Deputy Chair
The Hon Niall Blair MLC
The Hon David Clarke MLC
The Hon Cate Faehrmann MLC
The Hon Mick Veitch MLC
The Hon Steve Whan MLC

Inquiry undertaken

The Select Committee was established in June 2011 to inquire into the closure of the Cronulla Fisheries Research Centre of Excellence and the relocation of its functions to other research centres at Coffs Harbour, Nowra and Port Stephens.



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The Committee will consider the impact that the decision to close the Research Centre will have on the Centre's programs, as well as the impact on the staff and their families who cannot relocate to other centres. The Committee will also review the costs and benefits of the decision, and the implications for sustainable fisheries management. The final report is due to be tabled in October 2012.

Further information on this inquiry can be found at <http://www.parliament.nsw.gov.au/prod/web/common.nsf/key/LCInquiries>.

JOINT SELECT COMMITTEE ON THE NSW WORKERS COMPENSATION SCHEME

Members

The Hon Robert Borsak MLC, Chair
The Hon Mark Speakman MP, Deputy Chair
The Hon Michael Daley MP
The Hon Rob Stokes MP
The Hon Niall Blair MLC
The Hon Paul Green MLC
The Hon Trevor Khan MLC
The Hon Adam Searle MLC

Inquiry

The Joint Select Committee was established to inquire into and report on the NSW Workers Compensation Scheme, with particular reference to the performance of the Scheme in promoting better health and return to work outcomes for workers, the financial sustainability of the Scheme, and the functions and operations of the WorkCover Authority.

As the establishment of this joint committee was initiated in the Legislative Council, the Department of the Legislative Council Committees Office supported this inquiry. The inquiry commenced in May 2012, with the report tabled on 13 June 2012. The Committee received 353 submissions and held three public hearings.

The Committee recommended a suite of reforms designed to address the Scheme's poor financial position. Key recommendations included: abolishing coverage for journey claims (except in respect of police officers); the introduction of a cap on medical benefits; a reduction in weekly benefits; and liberalisation of the use of commutations. The Committee also recommended that a joint parliamentary standing committee be established to conduct an extensive review of the Scheme with a view to developing a comprehensive strategy to enhance its long term viability, and to have an ongoing oversight role of the Scheme by undertaking annual reviews of its operation, management and performance.

Following the tabling of the Committee's report, the Government introduced the Workers Compensation Legislation Amendment Bill 2012, which was passed with amendments on 22 June 2012. The legislation introduced a number of major changes to the Scheme, including the introduction of new limits on, and eligibility thresholds for, the amount and type of benefits, expenses and compensation paid to injured workers, and the creation of incentives and obligations designed to improve return-to-work outcomes.

Further information on this inquiry can be found at <http://www.parliament.nsw.gov.au/prod/web/common.nsf/key/LCInquiries>.

JOINT STANDING AND STATUTORY COMMITTEES

Members of the Legislative Council also serve on Joint Standing and Statutory Committees, which are administered by the NSW Legislative Assembly. These committees are the:

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

Appendix 6 contains a table of the membership of these joint committees by Legislative Council members. As the establishment of these joint committees was initiated in the Legislative Assembly, these committees are supported by the Department of the Legislative Assembly Committee Office. Information on the inquiries undertaken by these joint committees can be found in the annual report of the NSW Legislative Assembly.

Looking ahead

The Committee Office will be working towards achieving a number of priorities in 2012/2013, including those that have been identified as key projects in the Department's 2012/2015 Strategic Plan. Activities to be undertaken during 2012/2013 include:

- Supporting members' participation in committee work by establishing a 'chairs committee', and providing additional training to members and staff
- Completing the trial of a secure eCommittee electronic documents system for committee business to better support committee members through improved dissemination of business papers, flexible access to documents, improved workflow and document security
- The Committee Office will organise a conference to mark the 25th anniversary of the Legislative Council's modern committee system



04

Engaging with the community

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

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



The Department of the Legislative Council is committed to strengthening our links with members of the community and other stakeholders. The Department aims to provide education and outreach programs that are informative and encourage participation in the parliamentary process. The Department will continue to enhance the access of the community and stakeholders to its services, facilities and resources.

Visitor Experience Group

With construction having commenced in 1811, the Rum Hospital is, arguably, the oldest public building in Australia in continuous use. The old hospital's northern wing is now the core of Parliament House. The Parliamentary precinct also neighbours a number of Sydney's biggest attractions, such as the State Library, the Mint, Hyde Park Barracks and the Art Gallery.

Consequently, it is also no surprise that around 50,000 visitors enter Parliament House each year, including school students, a range of community leaders and groups, overseas delegations and tourists.

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

The preparation of this strategy is one of the major initiatives contained in the Parliament's Strategic Outlook for 2012-2015, under the objective of 'Increased involvement and awareness of NSW citizens about the Parliament and the parliamentary process'.

The principal aim of the strategy is to improve the visitor experience in the public spaces of Parliament House, such as the Macquarie Street

entrance, the security gatehouse, courtyard and the public spaces on levels 6 and 7.

Chamber and Support services

Legislative Council Chamber and Support staff provide a wide variety of support services to members, members' staff and staff of the Legislative Council. During sittings of the House, Chamber and Support provide administrative assistance in the chamber and control the public gallery. They also assist on ceremonial occasions and receive official guests and dignitaries.

Chamber and Support staff give talks in the chamber to groups including primary and secondary schools, special interest groups and visiting dignitaries. During the reporting year, approximately 464 schools and other groups visited the Parliament and almost 17,000 participants undertook tours delivered by Chamber and Support staff.

2012 Young Women's Leadership Seminar

Parliamentary Education hosted the first of its 2012 Young Women's Leadership Seminars on 8 March 2012, which coincided with International Women's Day. One hundred year 11 girls participated in the seminar program, which included presentations by Ronda Miller, the Clerk of the Legislative Assembly, and Julie Langsworth, Clerk Assistant – Committees with the Legislative Council.

The keynote address was given by Professor Jane McAdam of the Faculty of Law, University of New South Wales. A panel of members including the Honourable Cate Faehrmann MLC, Tania Mihailuk MP and Melanie Gibbons MP, relayed their thoughts on Parliament and the role that women can play in bringing about change.



Mr Mike Jarrett, Council Officer Assistant, Chamber and Support. Chamber and Support staff give presentations and tours to visitors to the Parliament, particularly to school groups, on a daily basis on non-sitting days.



Mr John Ferguson, Council Officer Assistant, Chamber and Support. Chamber and Support staff provide an important link between the community and members of Parliament and are the first point of contact with the public.

Legislative Council in Practice seminar

On 26 June 2012, the Procedure Office again ran its 'Legislative Council in Practice' information session for public servants who wish to develop their knowledge and understanding of the Legislative Council.

The seminar included sessions on the Legislative Council in context, the conduct of proceedings in the House, the passage of legislation and parliamentary committee inquiries. In addition, for the first time the seminar included a panel of members in a question and answer session. For many participants this was the highlight of the day.

The seminar was attended by 47 officers from thirteen different departments and agencies. Feedback from participants was extremely positive, with all aspects of the day being described as professional, entertaining and informative. Interest in the seminar was extremely high, leading to the scheduling of a second seminar early in the next reporting period and the likelihood of a third session being held later in 2012.

A panel of three member of the Legislative Council at the Legislative Council in Practice seminar for public servants. The three members (left to right) are the Hon Amanda Fazio MLC, Dr John Kaye MLC, and the Hon Dr Peter Phelps MLC.

Effective participation in parliamentary inquiries

Committee staff continued the very successful program of workshops run in conjunction with the Council of Social Service of NSW (NCOSS) aimed at improving non-government stakeholders' understanding of parliamentary inquiries and their skills in participating in them. Four workshops were conducted during the reporting period, including one in Canley Vale and one on the Central Coast. Approximately 60 people from the community sector took part, and as in previous years, feedback was extremely positive.

Participant comments:

"It was interactive, great for someone who wants an overview and information about submissions and inquiries."

"Will certainly recommend the training to my staff and colleagues. While it would be good to offer this to regional areas there is great value in being 'in situ' in the inquiry room. This familiarisation with Parliament House can ease the nerves."

"It is hard to isolate just one section [as most useful]. The workshop in its entirety was so helpful. The combination of secretariat and member views was fab!"



Touch screen kiosk

In 2011, the Procedure Office commenced a project to install a touch screen kiosk in the Legislative Council foyer to enhance the experience of the general public visiting Parliament House. The purpose of the touch screen is to provide visitors with useful information about the Legislative Council and the building. The content is designed to be engaging, interactive, educational and practical. It combines plain English writing, photographs, videos, maps, graphs and an interactive quiz.

Implementation of the touch screen has been a collaborative effort between the Procedure Office, Information Technology Services in the Department of Parliamentary Services and an external design company, Inzen. The physical kiosk itself was donated by the Department of Parliamentary Services.

The design and content for the touch screen has been finalised and the kiosk will be installed in the Legislative Council lobby during the second half of 2012.

The Hon Rick Colless MLC in Parkes addressing students from Red Bend Catholic College. The State Development Committee visited Parkes as a part of its inquiry into the economic and social development of central western New South Wales and the opportunity was taken to provide an outreach and information session about the Legislative Council to local school students.

School Outreach Program

The School Outreach Program involves staff from the Procedure Office accompanying parliamentary committees conducting regional hearings to provide outreach and information sessions to local high school students. The sessions, which last for approximately two hours, include:

- an overview of the State Parliament and its relationship to the community and the government
- discussion of the role and function of the Legislative Council and its committees
- an explanation of the inquiry process, with particular reference to the relevant inquiry
- an opportunity to briefly attend the hearing
- a group workshop with a view to students either undertaking a role play of the public hearing, or writing a submission to the inquiry.

During the year sessions were held in Taree on 31 October 2011 and in Narrabri on 16 November 2011 as part of the General Purpose Standing Committee No 5 inquiry into coal seam gas, and in Parkes on 2 November 2011 and Broken Hill on 4 November 2011, as part of the State Development inquiry into economic and social development in central western NSW.



Fountain Court events

Exhibitions

The Fountain Court is a venue for free monthly art exhibitions which are relevant to New South Wales and hosted by a sitting member of Parliament. The exhibitions are coordinated through the office of the Usher of the Black Rod, and Chamber and Support services staff provide assistance through the installation of works. An application form for exhibitions is available on the Parliament's website by clicking here.

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

- Studio ARTES Northside Inc, collection of artworks produced by people with a disability, sponsored by Mr Matt Kean MP.
- The Royal Art Society of New South Wales – Lavender Bay Gallery presented 'Painters of the Royal Art Society', sponsored by the Hon Jillian Skinner MP.
- 'Fred Hollows: A Global Vision', a photographic exhibition examining avoidable blindness and Australian Indigenous health, sponsored by Ms Cherie Burton MP.
- 'Breaking the Silence: Not Silent, Not Violent', the White Ribbon art and poetry exhibition showcased art produced by public school students focussing on the issue of violence against women and girls, sponsored by the Hon. Marie Ficarra MLC.
- 'Play Ink – Ink Play', the Art of Chinese Opera Painting, displaying Chinese ink paintings from the Liu Haisu Art Museum, Shanghai, the People's Republic of China, hosted by Mr Daryl Maguire MP.
- 'underSTATED', a collection of the NSW Parliament's artworks including works by Brett Whiteley, Judy Cassab, Julian Ashton and John Coburn, hosted by the Hon Don Harwin MLC, President.
- 'Reflections of the Black Soil Plains', artists from the Walgett, Warren and Mungindi regions captured the outback and stunning beauty of their regions, hosted by the Hon Kevin Humphries, MP.
- 'Mangae' by the Korean Women's Art Society in Sydney, hosted by the Hon Greg Smith MP.

Art Prizes

NSW PARLIAMENTARY PLEIN AIR PHOTOGRAPHIC PRIZE

Photographers were invited again this year to participate in the NSW Parliamentary Plein Air Photographic Prize, a competition established in 2010 for the best landscape photographs taken in 'plein air' within New South Wales. The prize celebrates the diversity of the New South Wales landscape in all its forms, including rural, urban and industrial settings.

The Plein Air Photographic Prize is an acquisitive competition offering awards of \$10,000, \$3,000 and \$2,000. The annual acquisition of these works form the basis of a collection of plein air photographs to be owned by NSW Parliament for the people of New South Wales.

The winners for 2011 were announced at the exhibition opening on 4 August 2011:

First Prize: Peter Elfes, The Green Desert

Second Prize: Louise Whelan, Graffiti Landscape

Third Prize: Ross Bray 'its a sign'

The NSW Parliamentary Plein Air Photographic prize was awarded to Mr Peter Elfes for his photograph called 'The Green Desert'.



NSW PARLIAMENTARY PLEIN AIR PHOTOGRAPHIC SECONDARY SCHOOLS COMPETITION

The NSW Parliamentary Plein Air Photographic Secondary Schools Competition was established this year to provide secondary school students with an opportunity to develop their skills as photographers. The inaugural winners announced on 4 August 2011 were:

First Prize: Madison Hughes, Creative Canola Country, Year 12, Penrith High School

Second Prize: Bianca Holz, Storm over Saddleback Mountain, Year 11, Warilla High School

Third Prize: Michaella Edelstein, Lake Crackenback, Year 11, SCEGGS Darlinghurst

NSW PARLIAMENTARY PLEIN AIR PAINTING PRIZE

On display in the Fountain Court during the month of May 2012 were works of art by 41 finalists in the Parliamentary Plein Air Art Prize competition. This annual prize is for a work painted ‘en plein air’ of a New South Wales subject. A catalogue was produced for the first time with sponsorship from Allens, together with Connor & Solomon Architects. The prize is coordinated by the Department of Parliamentary Services in collaboration with staff of both Houses.

Works displayed in the Fountain Court were chosen from 284 entries. Mr John Bokor, an artist from Bulli, was the winner of the 2012 painting prize with his work “Quiet Street, Bulli”. The judge of this year’s prize was Mr Michael Rolfe, Chief Executive Officer of Museums and Galleries NSW.

The winning painting forms part of an ever growing and significant permanent collection within Parliament, held in perpetuity for the people of New South Wales.

On 20 May 2012, Parliament opened its doors for a special weekend showing of the painting prize. From 10.00 am to 4.00 pm, visitors were able to view the free exhibition and meet and talk with some of the artists.



The Presiding Officers, the Hon Shelley Hancock MP and the Hon Don Harwin MLC, with the winning artist for the NSW Parliamentary Plein Air Painting Prize, Mr John Bokor, and Mr Ross Drinnan from Allens (the award’s principal sponsor).

PARLIAMENT OF NEW SOUTH WALES ABORIGINAL ART PRIZE

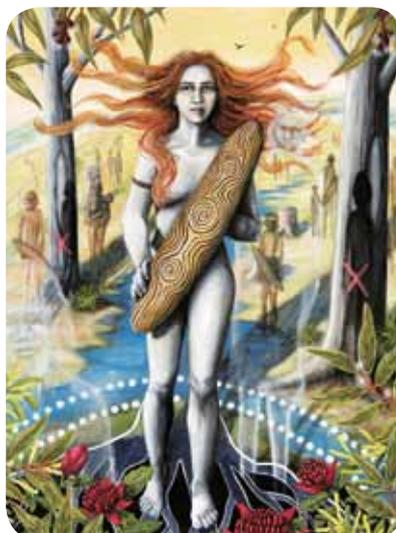
The Parliament of New South Wales Aboriginal Art Prize annual awards and exhibition are held through a partnership between the NSW Parliament, Campbelltown Arts, the NSW Government (through Arts NSW), the College of Fine Arts (COFA), University of New South Wales (UNSW) and a new event sponsor this year, Coal & Allied. The Department of Parliamentary Services coordinates Parliament’s role in the organisation of the event.

In 2011, prize money for the winner doubled to \$40,000 and over \$120,000 was awarded in scholarships through COFA and UNSW. During October the works of finalists were displayed in the Fountain Court.

On 19 October, the President announced Ms Leanne Tobin as the winner of the seventh art prize with her entry, *Defending Country 2011*, a synthetic polymer paint on canvas. It was selected as the winning entry by guest judges Dr Danie Mellor, Indigenous artist and lecturer, Sydney College of the Arts, University of Sydney and Mr James Wilson-Miller, Senior Curator of Koori Art at the Powerhouse Museum.

The awards ceremony also encompassed the 2011 COFA Professional Development Award, which includes an Artist Residency at COFA, the opportunity to work with COFA staff in a medium of choice, a solo exhibition at EPS Gallery, COFA and up to \$500 worth of art materials, travel expenses and per diems. The winner was Mr David Nolan, for his work *Flash Bax*, a digital print reminiscing about flash cards the artist used when learning to read.

Following the exhibit, the works toured selected regional galleries including Muswellbrook, Brewarrina, Grafton and Tamworth.



Defending Country 2011, Aboriginal Art Prize winner for 2011.

Events and Forums

Replica Black Rod

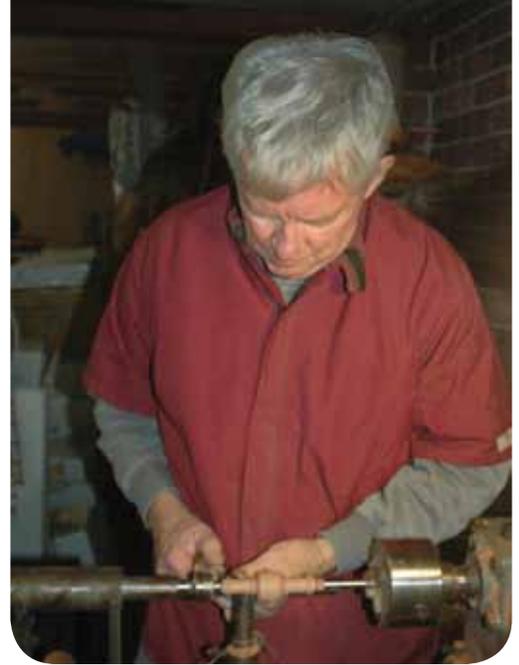
Every day the Chamber and Support staff give talks to school groups and tour groups on the role of the Legislative Council. Previously, when questions were raised about the Black Rod used when the House is in session, visitors were always told to look at it on display in the foyer cabinet. Following a request from the Education and Community Relations section, the former Clerk of the Parliaments, Mr John Evans, an accomplished woodworker, was commissioned to make a replica suitable for school groups. Using the dimensions of the actual Black Rod, Mr Evans carved and painted a replica made out of rosewood from the far North Coast of NSW. The crest and base are painted with 24 carat gold paint. The replica is now used every week for school talks.

Unveiling of Menorah Cabinet

Sydney's Yeshiva Centre gifted a silver Menorah to the NSW Parliament, unveiled by the Presiding Officers on 11 August 2011. Guests at the unveiling included the Hon Victor Dominello MP, Minister for Citizenship and Communities representing the Premier, together with Mr John Robertson MP, Leader of the Opposition, Rabbi Pinchus Feldman OAM, and Mr Yair Miller, President, and Mr Vic Alhadeff, Chief Executive Officer of the NSW Jewish Board of Deputies.

Raising of the Korean Flag at Parliament House

This year Korean Week was celebrated from 4 to 11 October 2011. In recognition of the 50th anniversary of the establishment of diplomatic relations between Australia and Korea, a formal flag raising ceremony took place in the Fountain Court on 4 October. The Korean Consul General and other dignitaries attended the ceremony.



Mr John Evans, former Clerk of the Parliaments, working on the replica Black Rod.

Australia Day

Parliament House again opened its doors on Australia Day 2012, with both Chambers open to the viewing public along with the Fountain Court, Jubilee Room, Parkes Room, Legislative Council Members' Lounge and the Speaker's Garden. A number of staff from both Houses led tours of the Chambers and meeting rooms. The visitors numbered 2,119 which was considerably down from last year, due mainly to the inclement weather.

The open day gave members of the public access to areas of the Parliament that they would not otherwise be able to visit, and formed part of the Sydney-wide celebration co-ordinated by the Australia Day Council.

Commonwealth Day

On Commonwealth Day, 12 March 2012, NSW Parliament was once again the venue for a gala luncheon, with over 100 school students participating. Mrs Janet Stewart, President of the Commonwealth Day Council and the Usher of the Black Rod, Steven Reynolds, greeted Her Excellency the Governor upon her arrival at Parliament. Students from Scots College Pipes and Drums formed an honour guard and played a Vice-Regal Salute. The Vice-Regal and Official Party moved through a flag display of Commonwealth countries in the Fountain Court prior to the commencement of the Commonwealth Day Council luncheon in the Strangers' Dining Room, during which Her Excellency the Governor delivered the Queen's Commonwealth Day message.



Chamber and Support staff member, Mr Mike Jarrett talking with visitors to Parliament on Australia Day. Visitor numbers were down on previous years due to inclement weather.



Her Excellency the Governor Professor Marie Bashir AC, CVO, together with Ms Janet Stewart, President of the Commonwealth Day Council, the Speaker and the President, on Commonwealth Day 2012.

05

Parliamentary relations

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

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

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

The NSW Legislative Council takes an active approach to engaging with our parliamentary visitors who attend Parliament House for a variety of reasons and occasions. The Parliament welcomes official visitors, foreign dignitaries and delegations from around the world, as well as colleagues from around the country, embracing opportunities to share knowledge and exchange ideas. The Legislative Council is also represented on several inter-parliamentary groups and associations. As part of the NSW Parliament, the Legislative Council is a committed participant in the Commonwealth Parliamentary Association's Twinning Program. During the year, the Parliament also hosted a diversity of events and exhibitions that involved the wider community's participation.

Hospitality and visitors

Official visitors and delegations

The following visits and delegations occurred during the reporting period:

BANGLADESH PARLIAMENT

18 July 2011 – Shawkat Ali MP, Deputy Speaker and Chair of the Library Committee and a sub-committee.

14 September 2011 – the Standing Committee on Law and Parliamentary Affairs.

SENATE OF THE KINGDOM OF THAILAND

2 September 2011 – 23 members from the Secretariat of the Senate led by Mr Jetn Sirathranont, Vice Chairperson of the Committee, and accompanied by Mr Jeerasak Pomsuwan, Consul of the Royal Thai Consulate.

PARLIAMENT OF GEORGIA

2 September 2011 – Dr David Bakradze Chairman of the Parliament and members, including Mr Paata Lezhava MP, Mr Enzel Mkoyan MP, Mr Giorgi Tortladze MP, and Mr Irakli Ujmajuridze, Assistant to the Speaker. Also in attendance as guests from the Commonwealth of Australia Parliament were Mr Michael Danby MP, the Hon Phillip Ruddock MP and the Hon Joel Fitzgibbon MP.

PARLIAMENT OF MALTA

14 October 2011 – a delegation led by the Hon Dr Michael Frendo MP, Speaker of the House of Representatives.

PARLIAMENT OF SAMOA

17-18 November 2011 – a delegation headed by the Deputy Speaker, Agafili Patisela Eteuati Tolovaa.

6 February 2012 – the Hon Fonotoe Nuafesili Pierre Laufo MP, Deputy Prime Minister, together with six members and the Clerk of the Legislative Assembly.

The President, the Hon Don Harwin MLC, with the Honourable Fonotoe Nuafesili Pierre Laufo MP, Prime Minister of Samoa together with members of the Samoan delegation to Parliament House. Many of the official delegations which visit the NSW Parliament are participating in programs organised by the International and Community Relations Office at the Australian Parliament.



PARLIAMENT OF CYPRUS

10 February 2012 – a delegation led by His Excellency Mr Yiannakis Omirou, President of the House of Representatives. Accompanying the delegation were the High Commissioner of the Republic of Cyprus, Mr Yannis Iacovou, the Consul-General for Cyprus, Mr Andreas Hadjithemistos, and the Secretary General of the Cyprus House of Representatives, Mr Socrates Socratous. Also in attendance was the President of the Cyprus Community of New South Wales, Mr Michael Christodoulou AM.

NATIONAL PARLIAMENT OF SOLOMON ISLANDS

1-2 March 2012 – the Hon Stanley Festus Sofu, the Hon Selwyn Riumana, the Hon Mark Kemakeza, the Hon James Tora and Mr David Kusilifu, Director of Committees and Delegation Secretary.

19 June 2012 – Sir Allan Kemakeza KBE, Speaker, his wife, Lady Kemakeza, and the Solomon Islands Honorary Consul-General, Sir Trevor Garland.

FORMER YUGOSLAV REPUBLIC OF MACEDONIA

2 March 2012 – a delegation, led by His Excellency Mr Trajko Veljanoski, President of the Assembly.

SWEDISH PARLIAMENTARY COMMITTEE ON CONSTITUTION AFFAIRS

6 March 2012 – Committee members on Constitution, accompanied by the Ambassador of Sweden, His Excellency Sven-Olof Petersson.

INTERNS FROM THE JEAN-CHARLESBONENFANT FOUNDATION, NATIONAL ASSEMBLY OF QUÉBEC, CANADA

5-9 March 2012 – five interns from the Jean-Charles Bonenfant Foundation, National Assembly of Québec, Canada.

DELEGATION FROM SEOUL METROPOLITAN GOVERNMENT COUNCIL

14 May 2012 – Mr Kim Dong-wook, Chairman of the Administration and Autonomy Committee and Mr Kim Myung-soo, Chairman of Steering Committee and a delegation of 20 representatives.

LEGISLATIVE COUNCIL OF BRUNEI DARUSSALAM

31 May 2012 – Mr Pehin Dato Haji Judin, Clerk, Ms Rose Ismail, Deputy Clerk and Mr Zainuddin Zainal, Third Secretary, Protocol and Consular Section, Brunei Darussalam High Commission, accompanied by Mr Jeremy Kennett, Parliament of Australia.

INTER-PARLIAMENTARY STUDY PROGRAM 2012

12 March 2012 – participants of the Inter-Parliamentary Study Program 2012.

PARLIAMENT OF TASMANIA

2-3 April 2012 – The Hon Michael Polley MP, Speaker of the House of Assembly, accompanied by Mr Peter Alcock, Clerk of the House of Assembly.

The Speaker of the National Parliament of Solomon Islands, Sir Allan Kemakeza KBE on the dais during proceedings in the Legislative Council



PARLIAMENT OF VICTORIA

20 April 2012 – Ms Voula Andritsos, Learning and Development Coordinator.

30 May 2012 – Mr Andrew Elsbury MLC, Mr Andrew Katos MLA and Mr David Southwick MLA.

Official calls

Official calls to the NSW Parliament comprise mainly diplomats of ambassadorial status. Those made during 2011-2012 were:

Consul-General of Romania

High Commissioner for Sri Lanka

Ambassador of the Republic of Cuba

Ambassador of Norway

Consul General of the Federal Republic of Germany

Consul General of Italy

Director-General of the Taipei Economic and Cultural Office in Sydney

Ambassador of the Republic of Serbia

Consul General of Romania

High Commissioner for the Republic of South Africa

Ambassador of the Czech Republic

Consul General of the United States of America

High Commissioner of Samoa

Ambassador of the Islamic Republic of Afghanistan

High Commissioner of New Zealand

Ambassador of the Republic of Korea

High Commissioner of Pakistan

High Commissioner of Canada

Consul General for the People's Republic of China

Ambassador of Ireland.

Vice Regal visits

Her Excellency the Governor visited the Parliament on at least 15 occasions in her capacity as patron or guest of honour. This included attending farewell functions for the former Clerk of the Parliaments, Ms Lynn Lovelock, and the former Clerk of the Legislative Assembly, Mr Russell Grove.

On 15 September 2011 His Excellency Sir Frank Kabui, Governor General of the Solomon Islands, attended a luncheon in his honour, hosted by the Presiding Officers, in the President's Dining Room.

Address to Her Majesty the Queen on the occasion of Her Diamond Jubilee

On the first sitting day of 2012, the Leader of the Government moved that the House adopt an Address to Her Majesty Queen Elizabeth the Second on the occasion of Her Diamond Jubilee. The motion offered Her Majesty loyal and heartfelt congratulations on the completion of the sixtieth year of Her beneficent reign from the members of the Legislative Council of NSW and on behalf of the people of the State. Numerous members spoke in support of the motion which was agreed to unanimously.

On 23 February 2012, Her Excellency the Governor received the President of the Legislative Council, accompanied by Mr Steven Reynolds, Usher of the Black Rod, and Dr Brian Lindsay, the President's Chief of Staff, who presented the Address to Her Majesty Queen Elizabeth II on the occasion of her Diamond Jubilee.



Her Excellency the Governor receiving from the President the Address to Her Majesty the Queen on the occasion of her Diamond Jubilee.

Commonwealth Parliamentary Association

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

The Constitution of the NSW Branch of the CPA has been amended to provide for the position of Honorary Secretary-Treasurer of the NSW Branch to rotate between the two House departments at the first annual general meeting following each general election. The Constitution of the NSW Branch has been further amended to establish a position of Assistant Honorary Secretary-Treasurer, who will attend meetings of the Branch and Executive Committee together with the Honorary Secretary-Treasurer.

The position of Honorary Secretary-Treasurer has been initially filled by the Clerk of the Legislative Assembly, Ronda Miller, and the position of Assistant Honorary Secretary-Treasurer has initially been filled by the Clerk of the Parliaments, David Blunt, until the first annual general meeting in the 56th Parliament, at which time the roles of the respective House Departments will rotate.

From 1 January 2012, NSW Branch records will, as far as practicable, be held in electronic form and accessible to both Clerks' offices. Administrative support for members undertaking study tours or attending conferences or other CPA related activities will, as far as practicable, be provided by the Office of the Clerk of the applicable House, thereby sharing the administrative load.

Under these new arrangements the Office of the Clerk of the Legislative Council provided support for study tours and conference attendance by a number of members of the Legislative Council. For further information see the annual report of the Legislative Assembly.

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

The NSW Parliament has a partnership arrangement with the Bougainville House of Representatives and the National Parliament of Solomon Islands. The partnership is part of the Commonwealth Parliamentary Association's (CPA) Twinning Program established in June 2007 and focuses on the 'whole of parliament', involving Members and staff of all three institutions.

The NSW Parliament has received funding to support the partnership arrangements from AusAID, under its Pacific Public Sector Linkages Program. The funding, for a three year period to April 2013, allows practical support for strengthening the parliaments of Bougainville and Solomon Islands, through staff placements, secondments and other activities. An extension of funding to June 2015 has been sought from AusAID and a decision on that funding is expected imminently.

During the reporting year a variety of Twinning activities took place, involving the NSW Parliament, and the parliaments of Bougainville and the Solomon Islands. A summary follows:

Bougainville House of Representatives

July 2011

Staff of the House of Representatives received information technology and office administration training in Bougainville

September 2011

Mr Moses Havini, Director – Committees, undertook a study visit to Papua New Guinea Parliament to strengthen links between both parliaments.



Mr Edwin Keneheta, Assistant Clerk and Education Officer, and Mr Peter Topura, Procedure Officer, working in the Bougainville Procedure Office. NSW Parliament is twinned with the National Parliament of Solomon Islands.

October – November 2011

Mr Peter Topura, Procedure Officer, was seconded to the NSW Parliament.

November – December 2011

Mr Edwin Kenehata, Assistant Clerk and Education Officer, attended the 2011 Australasian Parliamentary Educators Conference in Brisbane, followed by a one week placement with NSW Parliament.

May – June 2012

A Local Area Network is installed in the House of Representatives.

June 2012

The President, Clerk of the Parliaments, Clerk of the Legislative Assembly and the Twinning Project Coordinator from the NSW Parliament visited Bougainville to assist in the delivery of procedural workshops for members.

National Parliament of Solomon Islands

July 2011

Ms Lynlee Earles, Hansard Manager of the New Zealand Parliament, was attached to provide assistance in the implementation of changes resulting from an internal review of Hansard.

July – August 2011

Ms Florence Naesol, Deputy Clerk, and Ms Lisi Vave, Human Resources Manager, were seconded to the NSW Parliament.

October 2011

Ms Deborah Brown, Manager, Reference and Information Services with the NSW Parliament, was attached to assist with a review of the National Parliament of the Solomon Islands' Library

March 2012

The Hon Stanley Festus Sofu, the Hon Selwyn Riumana, the Hon Silas Tausinga and the Hon James Tora (all Committee Chairs), and Mr David Kusilifu, Director of Committees with the National Parliament of the Solomons attended a forum hosted by the NSW Branch of the Australia Pacific Friendship Group.

March – May 2012

Ms Jean Resana, Procedure Officer, was seconded to the Legislative Council's Procedure Office.

May 2012

Mr Ian Rakafia, Human Resources and Strategic Support manager was seconded to the NSW Parliament.

LOOKING AHEAD

Priorities to be addressed for our twinned parliaments in the year to come continue to include strengthening of procedural and committee support for members, but there will be a greater focus on parliamentary support services including Information Technology, Hansard, library and research services. A particular focus will be improving the financial and administrative capacity of the parliaments, to better support their push to take more control over the finances and corporate functions of the parliament from the executive.



As part of the Twinning Program, Ms Julie Langsworth, Clerk Assistant – Committees and Ms Florence Naesol, Procedure Officer, National Parliament of Solomon Islands, working together in the Legislative Council Chamber.



06

Corporate governance

*Committed to continuous
organisational capacity
building.*

Overview

The Department of the Legislative Council works collaboratively with the Department of the Legislative Assembly and the Department of Parliamentary Services to ensure the Parliament of New South Wales is supported by a strong governance framework. The Departments each contribute to providing support and services to members and work together to ensure the institution of the Parliament is advanced. The three Departments recently developed a strategic outlook for the period 2012-2015 that defines a shared purpose, values and strategic objectives. Following on from this, the Department of the Legislative Council developed a strategic plan for the same period that encompasses the strategic objectives of the Parliament and further defines the key projects the Department will be involved in during this period.

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

There are two principle management groups:

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

The two groups meet on a regular basis to discuss governance and other issues applicable to the Parliament as a whole. Other committees and their activities are described in the following pages.

Audit and Risk Committee Report

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

COMMITTEE MEMBERSHIP

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

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

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

COMMITTEE MEETINGS

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

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

In addition, the Committee held two extraordinary meetings:

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

INTERNAL AUDIT

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

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

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

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

EXTERNAL AUDIT

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

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

INSURANCE

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

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

Policy Review Steering Committee

The Policy Review Steering Committee, comprised of representatives from all three Parliamentary Departments, was established in 2012 to review all corporate policies, guidelines and forms. There are well in excess of 200 documents which will be analysed, amended, reformatted and finalised by the end of 2012. Several policies were finalised during the reporting year, including those policies on social media, public interest disclosures, parliamentary and electorate office interns, and members' staff who also serve as local government councillors.

Security Committee

The Security Committee consists of the Serjeant-at-Arms, the Usher of the Black Rod, the General Manager, Parliamentary Facilities and the Security Manager, Parliamentary Facilities.

The Committee is responsible for developing and reviewing security related policies and practices, prior to submitting recommendations to the Presiding Officers for approval. In addition, the Committee monitors and evaluates the security services provided by the Special Constables under the Parliament's Memorandum of Understanding with the NSW Police Security Management Unit.

The Committee meets monthly to discuss security related issues in and around the Parliamentary precinct. Any planned activities that may affect the running of the Parliament, such as community protests, are also reviewed.



Business continuity planning

In April 2012, the Parliament undertook a comprehensive review of its business continuity management program with a view to strengthening the organisation's coordinated capability to recover from a critical incident. The business continuity plan has been extended to incorporate a comprehensive contact list, provision for updating and re-releasing the plan each year and business recovery plans for each department/section of the Parliament. The plan also provides various incident response plans devised for the management of specific incidents.

Industrial matters

STAFFING

The Department of the Legislative Council has an establishment of 41 staff members. However, as at 30 June 2012, the Department recorded 38 full time equivalent (FTE) staff members. This lower figure is reflective of staff who may work less than full time hours and it would also exclude positions that were vacant on that date. Our staff are charged with providing advisory, research and support services to the House and its committees from the principal program areas of Procedure and Committees.

The Department also employs 47 Secretary/Research Assistants who provide administrative support in the offices of members of the Legislative Council.

Staffing levels have fluctuated slightly over the last three reporting years:

	2011/ 2012	2010/ 2011	2009/ 2010
Council Officers	38	41	39
Secretary/Research Assistants	47	52	51

SALARY MOVEMENTS

On 10 August 2011 the Industrial Relations Commission varied the Crown Employees (Public Sector Salaries 2008) Award to increase salaries by 2.5 percent from the first pay period commencing after 1 July 2011.

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

CHANGES TO THE DEPARTMENT'S STRUCTURE

In late 2011, the Clerk of the Parliaments initiated a review of the structure and administration of the Department. As a result of that process, in March 2012, the Clerk announced the trial of a new structure for the Department of the Legislative Council, incorporating the pre-existing Procedure and Committee Offices, but also the formation of a new Black Rod's Office. The new structure is being trialled for six months. The Office of the Black Rod is responsible for the organisation and direction of a range of protocol, community access and corporate activities for the Department.

Parliamentary Service Awards

The Parliamentary Awards Scheme recognises employees who have achieved 10 years service, or longer, with the Parliament of New South Wales. At a function held in the Jubilee Room on 10 November 2011, the President and the Speaker presented the following staff members from the Legislative Council with an award:

10 YEARS OF SERVICE

Ms Rachel Callian, Director, Committees

Ms Margaret McInerney, Secretary/Research Assistant, Shooters and Fishers Party

15 YEARS OF SERVICE

Ms Susan Want, Director, Table Office

Ms Kate Cadell, Senior Council Officer, Office of the Clerk



Parliamentary Service Award recipients from the Legislative Council from left to right: Ms Margaret McInerney (Office of the Shooters and Fishers Party MLCs), Ms Rachel Callinan (Committees Office), Ms Susan Want (Procedure Office), and Ms Kate Cadell (the Clerk's Office). The annual Parliamentary Service Awards provide an opportunity to recognise the dedicated service of staff from across the Parliament.

Equal Employment Opportunity (EEO)

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

- Merit selection – the Department's recruitment processes are underpinned by the principles of merit selection, including fairness, equity, and open competition.
- Flexible work practices – the Department provides employees with access to a range of flexible work practices to assist staff to achieve a balance between their professional and personal life. Many of our staff have returned from maternity leave on a part-time basis. Other flexible work practices and family friendly conditions of employment used by staff from time to time include working from home arrangements, variations to working hours, family and community service leave and flex time.

- Fair work practices and procedures – the Department has a range of policies in place that provide for a harassment free workplace, grievance mechanisms, performance development and workplace diversity. The implementation of these policies has been supported through training for staff and managers.

In addition to the above, the Parliament supports women returning to work following maternity leave who are breastfeeding. Our employees are provided with a clean, private room with appropriate facilities and are able to use lactation breaks to express breast milk or feed their babies.

The Department contributes EEO data for the Department of Premier and Cabinet's Workforce profile, which measures performance in meeting NSW Government employment benchmarks for employees from EEO minority groups.



Table 1 Trends in the representation of EEO Groups at 30 June 2012

Representation	Benchmark/target	Legislative Council % of total staff		
		2012	2011	2010
Women	60%	56%	56%	56%
Aboriginal or Torres Strait Islanders	2.6%	0.9%	0.9%	0.9%
People whose Language first spoken as a child not English	19%	17%	17%	17%
People with a disability	NA	0%	0%	0%
People with a disability requiring work-related adjustment	1.5%	0%	0%	0%

Table 2 – Trends in the distribution of EEO Groups at 30 June 2012⁶

Representation	Benchmark/target	Legislative Council % of total staff		
		2012	2011	2010
Women	100	104	107	105
Aboriginal or Torres Strait Islanders	100	–	–	0
People whose Language first spoken as a child not English	100	–	97	98
People with a disability	100	–	–	–
People with a disability requiring work-related adjustment	100	–	–	–

Women are well represented within the Department and occupy six of the 10 management/supervisory positions the Department has on its establishment.

During 2012/2013 the Department will work with the parliamentary administration to develop an EEO management plan that will include initiatives to increase representation across the EEO target groups.

INDIGENOUS CADETSHIP PROGRAM

Ms Nyoka Friel joined the Legislative Council in November 2011 under our Indigenous Cadetship Program.

Nyoka is a member of the Barkindji people from the Wilcannia area of New South Wales. Nyoka is in her third year of a five year Arts/Law degree at the University of New South Wales. She will work with the Council for 12 weeks a year for the remainder of her degree. Since she started Nyoka has worked with the Chamber and Support team, the Committee Office and the Table Office, making a valuable contribution to each area.

Nyoka is the Council's second cadet under this program, which is supported by the Commonwealth Department of Education, Employment and Workplace Relations. The Council is very pleased to be able to support Nyoka during her university studies and to provide her with an opportunity to develop workplace skills and experience.



Ms Nyoka Friel is the second participant in the Indigenous Cadetship Program run by the Department of the Legislative Council.

⁶ A distribution index of 100 indicates that the centre of distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. An index of more than 100 indicates that the EEO group is less concentrated at the lower salary levels. The distribution index is not calculated where the EEO group numbers are less than 20.

CHILDCARE SERVICES

The NSW Parliament has an agency sponsorship agreement with Nanbaree Child Centre, located in Margaret Street, Sydney. This agreement gives the staff of the Department priority of access to childcare at Nanbaree for children aged 0-5 years of age. In addition, the Department subsidises Nanbaree at a rate of \$10 for each day of childcare our staff use at the Centre.

Parliament House Internship Program

The Parliament House Internship Program provides an opportunity for tertiary students to undertake work placements with members, committees and other functional areas within the Parliament that can provide relevant work. The placements are promoted through partnerships with universities as part of their program of study. During the reporting year, several interns were placed within the Legislative Council, undertaking a range of project, research and other related work.



Interns Krysten Thomas and Miles Kellerman, international students from the United States of America studying at the University of Sydney. Krysten, from Connecticut, was placed with the Hon Penny Sharpe MLC, while Miles, from Wisconsin, worked with the Hon Luke Foley MLC.

Occupational health and safety

The Department of the Legislative Council is committed to ensuring the workplace health and safety of our employees as well as that of visitors. During the reporting year the Department was an active member of the Parliament's Occupational Health and Safety Committee. Recent legislative changes have resulted in this Committee concluding its operations. However, a new Work Health and Safety Committee will be established early in the 2012/2013 reporting year and the Department will continue to be represented in that new forum.

As part of a strategic Work, Health and Safety (WHS) Framework, a Parliament-wide Health and Safety Policy, Policy Statement, Health and Safety Consultation Statement and Health and Safety Accountability and Authority Statement have been developed. Health and safety fact sheets have also been published. These documents are currently being reviewed in line with recent legislative change and a parliament-wide review of all policies and guidelines. This review is due to be completed by the end of the 2012 calendar year.

These policies and guidelines support the Parliament's online WHS Management System which has been established in accordance with the Australian Standard and New Zealand Standard for Occupational Health and Safety Management Systems (AS/NZS4801).

The current review of the Parliament's intranet will have a positive outcome for WHS online systems and information, with new user friendly information architecture anticipated to improve the presentation of WHS information. This project is due to be completed by the end of 2012.

SUMMARY OF WORKPLACE HEALTH AND SAFETY INCIDENTS 2011/2012

No of incidents:	13
No of injuries:	2
Slips, trips and falls:	4
Strains:	7
Journey incidents:	1
Other:	1
Claims opened:	2
Total costs:	\$683.34

Work health and safety is an important component of staff inductions. During the reporting year, a total of 10 induction courses were held (6 for Members' staff of both Houses and 4 for Parliamentary staff). In total 101 staff attended.

EMPLOYEE ASSISTANCE PROGRAM

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

Professional development and training

The Department of the Legislative Council is committed to cultivating a workplace that is professionally and personally rewarding for staff. Enhancing the procedural knowledge and skills of staff was a strategic priority during 2011/2012.

The Department provides opportunities for development through internal and external training programs. During the reporting year, the Department spent \$24,078 on staff training, which included attendance at courses covering presentation and leadership skills, and parliamentary law, practice and procedure training provided through the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT).

PERFORMANCE DEVELOPMENT PROGRAM

The Department's Performance Development Program provides an opportunity for staff and managers to meet every six months to review work performance and skill and knowledge development. During the reporting year, the program was conducted twice, with outcomes reported to the Clerk.

PARLIAMENTARY LAW, PRACTICE AND PROCEDURE PROGRAM

Each year ANZACATT, the professional development body for Australasian parliamentary officers, sponsors the Parliamentary Law, Practice and Procedure Program. The Program is a university-accredited professional development opportunity that develops participants' understanding of the fundamental principles of parliamentary law, practice and procedure, and of the place of parliaments in the systems of government of Australia and New Zealand. In addition to a sound theoretical grounding, the program provides an opportunity to learn from the practical experiences of officers from the different parliaments.

The Legislative Council supported the participation of two staff members at this year's program, Ms Merrin Thompson and Ms Cathryn Cummins, both Principal Council Officers with the Committee Office. Both staff members completed the program with great success.

Ms Thompsons' research topic focused on referral of inquiries by ministers to upper house committees. Ms Cummins research examined the practice and procedures of the Legislative Council concerning the removal from office of a judicial officer.

LEGISLATIVE COUNCIL STAFF SEMINARS

A series of staff presented seminars continued in the second half of 2011, providing an opportunity for individual staff to develop their presentation and public speaking skills and for Council staff as a whole to consider and review significant projects. Seminar topics included the Orange Grove inquiry, the Recreational Fishing inquiry and the inquiry into the management and operations of the NSW Ambulance Service.

EFFECTIVE PRESENTATION SKILLS TRAINING

In 2011, the Procedure Office organised external training for senior staff in delivering effective presentations after a number of staff identified a need for this as part of the performance development process.

In 2012 the opportunity to undertake this training was opened to all staff. The training comprised two half-day sessions delivered two weeks apart to allow staff to prepare for the second session. One group of staff completed the training during the reporting period. A second course will be held in the next reporting period, by which time all staff who expressed an interest will have undertaken this training.

STAFF LEADERSHIP TRAINING

In 2012 the Departments of the Legislative Council, Legislative Assembly and Parliamentary Services agreed to a joint initiative for leadership training, aimed at officers who as part of their duties perform managerial and supervisory roles. Following examination of a number of invited quotations, two external providers were selected to each deliver a training program. During this reporting period, the first course, run off-site and over two days was held and received very positive feedback. The second course is scheduled to occur early in the next reporting period.

Multicultural policies and services

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

The Parliament publishes an information brochure that is available in a range of languages including Greek, Japanese, Korean, Italian, Indonesian, Arabic, Chinese, French, Hindi and Dinka.

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

Code of Conduct

The NSW Parliament has a strong ethical framework which includes separate codes of conduct for members, Departmental staff and members' staff. Each of the codes, while different, incorporates the common principles of honesty, integrity, confidentiality, and requires the appropriate use of public resources.

All new members and staff are provided with copies of the relevant Code of Conduct.

Overseas travel

The Department expended approximately \$26,160 on overseas travel during the reporting year. Two overseas trips were taken in the reporting period, with a third trip accounted for within the financial year but actually taken in July 2012:



- In July 2011, the former Clerk of the Parliaments travelled to London to attend the 48th Meeting of the Society of Clerks-at-the-table in Commonwealth Parliaments. Total cost: \$10,580
- In June 2012, the President and the Clerk of the Parliaments travelled to Bougainville to participate in a procedural workshop for members of the Bougainville House of Representatives, and for meetings with parliamentary leaders to reinforce the twinning relationship between the New South Wales Parliament and the Bougainville House of Representatives. Total cost: \$10,330
- In July 2012, the President and the Clerk of the Parliaments (and other senior officers) travelled to the Solomon Islands for the Presiding Officers and Clerks Conference, and were joined later that week by other Legislative Council staff for a twinning conference with staff of the Bougainville House of Representatives and the National Parliament of Solomon Islands. Total cost: \$5,250

Domestic travel

The Department expended approximately \$21,124 on domestic travel by staff during the reporting year.

- In July 2011, two staff members travelled to Hobart to attend the Parliamentary Law, Practice and Procedure Program, sponsored by ANZACATT. In addition, the former Clerk of the Parliaments attended part of the Program in an official capacity (as a guest lecturer on parliamentary privilege) as did the Deputy Clerk in his capacity as Chair of the ANZACATT Education Committee. Total cost \$4,005.
- In July 2011, the President and the then Deputy Clerk attended the 42nd Presiding Officers and Clerks Conference in Brisbane, Queensland. Total cost \$8,032.
- In August 2011, the Clerk Assistant – Procedure travelled to Canberra to attend a seminar conducted by the House of Representatives in conjunction with the Senate, on the procedural and administrative aspects of operating with a minority government. Total cost \$668.
- In October 2011, a staff member presented a paper on the prorogation of Parliament and its effect on Committees at the Australasian Study of Parliament Group (ASPG) in Melbourne. Total cost \$998.

- In November 2011, staff from the Procedural Research and Training unit travelled to Parkes, Broken Hill and Narrabri as part of the School Outreach Program. Total cost \$1,095.
- In January 2012, the Department sponsored the attendance of a number of staff members at the ANZACATT Professional Development Seminar in Melbourne. Total cost \$6,326.

Travel expenditure relating to Committees is reported separately at Appendix 4.

Use of consultants, contractors and legal services

The Department expended approximately \$122,020 on consultancy, contractor and legal services, the detail of which is provided below.

TELEVISION COVERAGE AND OTHER FILMING SERVICES

The Legislative Council engaged the services of GK Productions to provide television coverage in the Chamber. In 2011/2012 GK Productions was paid \$56,700 for services provided, including camera operators and equipment.

TRANSCRIPTION SERVICES

Pacific Solutions Pty Ltd was engaged to provide transcriptions services for Legislative Council Committees on occasions when Hansard was not available. Total payment of \$10,335 was made to Pacific Solutions for providing this service.

COMMITTEE DOCUMENTATION ENHANCEMENTS

The Department engaged Macroview Business Technology to enhance committee template documentation. The cost of providing this service was \$2,055.

ACTUARIAL SERVICES

The Department engaged AM Actuaries Pty Ltd to provide actuarial services for the Standing Committee on Law and Justice relating to its supervisory role of the Motor Accidents Authority and Motor Accidents Council. The cost of this service was \$5,000.

ERGONOMIC ASSESSMENTS

Commonwealth Rehabilitation Services undertook ergonomic assessments for a number of staff in the Department following the logging of injury notifications by staff during a period of high volume committee administration work. The total cost of this service was \$1,171.50.

LEGAL FEES

The Department engaged Sir Laurence Street to act as an independent legal arbiter in respect of a claim of privilege (regarding the WorkCover prosecutions return to order) on one occasion, incurring expenditure of \$3,500.

PROFESSIONAL SERVICES

The Department engaged O'Connor Marsden and Associates to provide professional services, incurring costs of \$2,197 to provide assistance with the calculation of superable salary for the former Clerk of the Parliaments prior to retirement.

SHARED EXPENDITURE

The Legislative Council contributes to the cost of services delivered across the Parliament, including software maintenance, flu vaccinations for staff, and the Employee Assistance Program. The Legislative Council's contribution for these services was \$15,879.

LEADERSHIP AND MANAGEMENT TRAINING

The NSW Parliament engaged two external training organisations to provide leadership and management training for staff across the 3 departments.

- The Centre for Public Management was engaged to undertake the first round of leadership training in late June 2012. The cost was divided amongst the 3 departments, with the Legislative Council's contribution being \$10,383.
- The Institute of Public Administration Australia NSW undertake a further round of leadership training in July 2012 for relevant staff that did not attend the first round (the Legislative Council's contribution was \$3,183 – this is not included in the overall figure listed earlier as it relates to the current financial year).

The Department engaged the services of the LIW Consultancy group to provide advice to the Clerk regarding leadership and management development over a six month period from late 2011. The total cost of this service was \$6,000.

PRESENTATION SKILLS TRAINING

The Department engaged the services of Peers and Players to provide training in presentation skills for staff. The course involved two half day sessions in April and May and the total cost of this service was \$8,800.

Credit card certification

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

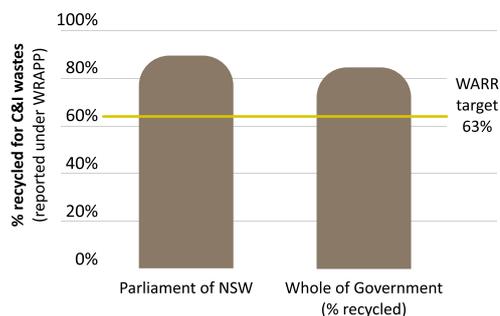
The Department has 12 credit cards issued with individual limits ranging from \$5,000 up to \$20,000 and a total combined limit of \$80,000. Any expenditure must be authorised by a supervisor. Any expenditure by the Clerk is authorised by the Executive Manager, Parliamentary Services or the Clerk of the Legislative Assembly.

Waste Reduction and Purchasing Policy

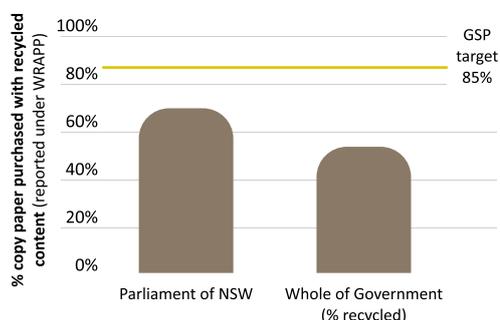
The Parliament supports the NSW Government's Waste Reduction and Purchasing Policy (WRAPP) and is committed to reducing waste in the areas of paper products, office equipment and components, vegetation material and construction and demolition material, and to increasing the recycled content of purchased materials. The Parliament reports biennially to the Office of Environment and Heritage (OEH) on progress made against strategies to reduce waste and purchase materials with recycled content.

Based on feedback provided by the OEH, the Parliament is currently tracking well above the whole of government average for recycling waste and purchasing copy paper with recycled content, as illustrated by the following charts.

NSW Parliament – % Waste Recycled
(Commercial/Industrial waste streams reported under WRAPP 2010-11)



NSW Parliament – % of Copy Paper Purchased with Recycled Content
(Reported under WRAPP 2010-11)



The OEH also works with agencies to assist them in their efforts to reduce waste, improve resource recovery and achieve recycling targets. The Parliament will continue to identify and implement initiatives to improve on its sustainability performance.

OTHER SUSTAINABILITY INITIATIVES

In recent years the Parliament's air conditioning systems and lighting have been upgraded to the latest sustainability technology. The replacement of the Parliament's ageing air conditioning cooling towers has resulted in significant savings, which are estimated to be in the vicinity of 12,000 kL per year.

Water from the Parliament's rooftop is reused to flush toilets, irrigate gardens and supply the air conditioning towers. The 25.6 kilowatt solar array installed on the Parliament House roof continues to exceed design expectations with a total of 29,738 kilowatts of power generated in 2011/2012.

The Department of the Legislative Council will work with the Department of Parliamentary Services to implement initiatives to achieve further reductions in waste and in making purchases that comply with the standards specified in the New South Wales Government Sustainability Policy.

Annual Report

This report is available on the New South Wales Parliament website www.parliament.nsw.gov.au.

COST OF PRODUCTION

The cost of production of the 2011 Annual Report, including design and printing, was approximately \$19,000.





07

Financial performance

Financial commentary

THE PARLIAMENT

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

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

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

OUTLOOK FOR THE PARLIAMENT

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

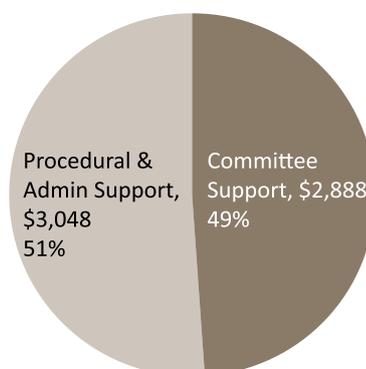
The capital allocation for 2012-13 is \$6.244 million and includes an allocation of \$1.686 million to continue with the replacement of the e-mail system, \$309,000 to provide Members with multi-function devices and \$335,000 for self-service via the SAP portal, \$637,000 to replace the Hansard production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

DEPARTMENT OF THE LEGISLATIVE COUNCIL

The net cost of services of the Legislative Council (including Members' programs) was \$23.634 million and represents 18.7% of the total net cost of services of the Parliament for the 2011-12 financial year. This compares to a budget of \$25.224 million reflecting a favourable variance against budget of \$1.590 million or 6.3%. This main reason for this result was a lower than expected defined benefit superannuation expense for the Council's Members who are part of the scheme. The net cost of services of the Legislative Council was similar to the previous year.

The net cost of services for the Council, excluding expenditure on the Members' program, was \$5.947 million which equates to 4.7% of the total net cost of service for the Parliament and 25.2% of the Legislative Council's total net cost of service. The two main operational activities within the Council are Procedural and Administrative Support and Committee Support.

LEGISLATIVE COUNCIL OPERATIONS \$000's





INDEPENDENT AUDITOR'S REPORT

The Legislature

To Members of the New South Wales Parliament

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

Opinion

In my opinion, the financial statements:

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

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

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

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

Auditor's Responsibility

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

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

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

My opinion does *not* provide assurance:

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

Independence

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

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



Peter Achterstraat
Auditor-General

9 October 2012
SYDNEY



The Legislature

Financial Statements for the Year Ended 30 June 2012

Statement by Department Heads

We state that:

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

Ronda Miller
Clerk of the Legislative Assembly

Date: 8 /10 /2012

David Blunt
Clerk of the Parliaments

Date: 8 /10 /2012

Robert Stefanic
Executive Manager
Dept. of Parliamentary Services

Date: 8 /10 /2012

THE LEGISLATURE**Statement of comprehensive income for the year ended 30 June 2012**

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

The accompanying notes form part of these financial statements.

THE LEGISLATURE

Statement of financial position as at 30 June 2012

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

The accompanying notes form part of these financial statements.

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

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

THE LEGISLATURE

Statement of cash flows for the year ended 30 June 2012

	Notes	Actual 2012 \$'000	Budget 2012 \$'000	Actual 2011 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(53,023)	(56,188)	(54,623)
Other		(71,750)	(69,165)	(69,121)
Total Payments		<u>(124,773)</u>	<u>(125,353)</u>	<u>(123,744)</u>
Receipts				
Recurrent appropriation		115,510	116,599	113,221
Capital appropriation		8,950	8,636	11,492
Sale of goods and services		5,842	5,007	4,831
Interest received		263	145	190
Other		4,074	3,614	5,238
Total Receipts		<u>134,639</u>	<u>134,001</u>	<u>134,972</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	17	<u>9,866</u>	<u>8,648</u>	<u>11,228</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchases of land and buildings, plant and equipment		(8,965)	(8,636)	(11,493)
NET CASH FLOWS FROM INVESTING ACTIVITIES		<u>(8,965)</u>	<u>(8,636)</u>	<u>(11,493)</u>
NET INCREASE / (DECREASE) IN CASH		901	12	(265)
Opening cash and cash equivalents		2,192	2,192	2,457
CLOSING CASH AND CASH EQUIVALENTS	6	<u>3,093</u>	<u>2,204</u>	<u>2,192</u>

The accompanying notes form part of these financial statements.

Service group statements for the year ended 30 June 2012

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

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

Appropriations are made on an agency basis and not to individual service groups. Consequently, government contributions must be included in the "Not Attributable" column.

THE LEGISLATURE

Supplementary Financial Statements

Service group statements (continued)

	Chamber and Committee Support *		Members' Support *		Community Access *		Not Attributable		Total	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
THE LEGISLATURE'S ASSETS & LIABILITIES										
Current Assets										
Cash and cash equivalents	-	-	-	-	-	-	3,093	2,192	3,093	2,192
Receivables	-	-	-	-	-	-	1,510	1,935	1,510	1,935
Inventories	-	-	-	-	-	-	91	119	91	119
Total current assets							4,694	4,246	4,694	4,246
Non-current Assets										
Property, plant and equipment	-	-	-	-	-	-	195,074	188,491	195,074	188,491
Intangibles	-	-	-	-	-	-	1,888	2,038	1,888	2,038
Total non-current assets							196,962	190,529	196,962	190,529
TOTAL ASSETS							201,656	194,775	201,656	194,775
Current liabilities										
Payables	-	-	-	-	-	-	5,853	5,670	5,853	5,670
Provisions	-	-	-	-	-	-	5,389	4,879	5,389	4,879
Other	-	-	-	-	-	-	109	-	109	-
Total current liabilities							11,351	10,549	11,351	10,549
Non-current liabilities										
Provisions	-	-	-	-	-	-	57	47	57	47
Total non-current liabilities							57	47	57	47
TOTAL LIABILITIES							11,408	10,596	11,408	10,596
NET ASSETS							190,248	184,179	190,248	184,179

* The names and purposes of each service group are summarised in Note 5. The assets and liabilities of The Legislature are such that they cannot be attributed to specific service groups.

THE LEGISLATURE

Supplementary Financial Statements

Summary of compliance with financial directives

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

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

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

The Legislature

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

1. Summary of Significant Accounting Policies

(a) Reporting entity

The Legislature, as a reporting entity, comprises all the operating activities of the Parliament of New South Wales, including the Catering business, under the joint direction and control of the Clerk of the Parliaments, the Clerk of the Legislative Assembly and the Executive Manager Parliamentary Services. It includes all the functions of parliamentary representation undertaken by the Legislative Council and the Legislative Assembly, and the Department of Parliamentary Services. The Catering business provides food and beverage services for Members of Parliament, their guests and staff. It also caters for functions held at Parliament House.

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

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

(b) Basis of preparation

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

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

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

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

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

(c) Statement of compliance

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

(d) Insurance

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

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

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

- the amount of GST incurred by The Legislature as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.

The Legislature

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

- receivables and payables are stated with the amount of GST included.

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

(f) Income recognition

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

(i) Parliamentary appropriations and contributions

Except as specified below, parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as income when The Legislature obtains control over the assets comprising the appropriations / contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

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

(ii) Sales of goods

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

(iii) Rendering of services

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

(iv) Investment revenue

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

(v) Other Revenue

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

(g) Assets

(i) Acquisitions of assets

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

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

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

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

(ii) Capitalisation thresholds

The Legislature

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

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

(iii) Revaluation of Property, Plant and Equipment

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

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

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

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

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

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

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

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

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

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

As a not-for-profit entity, revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

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

The Legislature

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

(iv) Impairment of property, plant and equipment

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

(v) Depreciation of property, plant and equipment

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

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

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

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

(vi) Major inspection costs

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

(vii) Restoration costs

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

(viii) Maintenance

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

(ix) Leased Assets

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

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

Operating lease payments are charged to the statement of comprehensive income in the periods in which they are incurred.

(x) Intangible assets

The Legislature

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

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

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

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

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

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

(xi) Loans and receivables

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

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

(xii) Inventories

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

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

(xiii) Impairment of financial assets

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

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

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

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

The Legislature

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

(h) Liabilities

(i) Payables

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

(ii) Employee benefits and other provisions

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

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

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

Unused non-vesting sick leave does not give rise to a liability, as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

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

(b) Long service leave and superannuation

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

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

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

(c) Other provisions

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

(i) Equity and reserves

(i) Revaluation surplus

The revaluation surplus is used to record increments and decrements on the revaluation of non-current assets. This accords with The Legislature's policy on the revaluation of property, plant and equipment as discussed in note 1(g)(iii).

(ii) Accumulated Funds

The Legislature

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

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

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

(j) Budgeted amounts

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

(k) Comparative information

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

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

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

The Legislature

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

2. Expenses Excluding Losses

(a) Employee Related Expenses

	2012	2011
	\$'000	\$'000
Salaries and wages (including recreation leave)	48,077	47,434
Superannuation – defined benefit plans	645	1,051
Superannuation – defined contribution plans	3,271	3,194
Payroll tax and fringe benefits tax	2,952	2,899
Long service leave	2,299	1,079
Workers' compensation insurance	377	429
	57,621	56,086

(b) Other Operating Expenses including the following:

	2012	2011
	\$'000	\$'000
Auditors remuneration		
– audit of the financial statements	64	74
– audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	48	54
Cost of Sales - House Committee	1,140	1,081
Operating lease rental expense-minimum lease payments	5,279	5,195
Maintenance	1,586	1,603
Insurance	268	233
Consultants	47	152
Contractors	4,179	4,382
Printing and stationery	6,303	6,541
Telecommunication costs	985	979
Travel expenses	1,958	1,723
Computer costs	3,155	2,900
Stores	271	385
Postage	573	1,258
Advertising	357	306
Energy charges	1,594	1,341
Cleaning and laundry	756	718
Contract and other fees	1,499	1,715
Other	1,424	1,221
	31,486	31,861
	2012	2011
	\$'000	\$'000
<i>Reconciliation – Total maintenance</i>		
Maintenance expense – contracted labour and other (non-employee related), as above	1,586	1,603
Employee related maintenance expense included in Note 2 (a)	3,715	3,561
Total maintenance expenses included in Note 2(a) + 2(b)	5,301	5,164

The Legislature

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

(c) Depreciation and amortisation expense

	2012	2011
	\$'000	\$'000
Depreciation:		
– buildings	2,811	2,544
– plant and equipment	3,066	3,140
– collection assets	28	28
	<u>5,905</u>	<u>5,712</u>
Amortisation:		
– intangibles	770	152
	<u>770</u>	<u>152</u>
Total Depreciation and Amortisation Expense	<u>6,675</u>	<u>5,864</u>

(d) Other Expenses – Members' Remuneration

	2012	2011
	\$'000	\$'000
Salaries and allowances of Members of Parliament	31,719	30,161
Superannuation entitlements – Members	2,726	6,127
Payroll tax & fringe benefits tax – Members' entitlements	1,975	2,131
Special projects	234	281
	<u>36,654</u>	<u>38,700</u>

3. Revenue

(a) Appropriations

	2012	2011
	\$'000	\$'000
Recurrent appropriations		
Total recurrent draw-downs from NSW Treasury (per Summary of compliance)	115,619	113,221
Less: Liability to Consolidated Fund (per Summary of compliance)	109	-
	<u>115,510</u>	<u>113,221</u>
Comprising:		
Recurrent appropriations (per Statement of Comprehensive Income)	<u>115,510</u>	<u>113,221</u>
Capital Appropriations		
Total capital draw-downs from NSW Treasury (per Summary of compliance)	8,950	11,492
	<u>8,950</u>	<u>11,492</u>
Comprising:		
Capital appropriations (per Statement of Comprehensive Income)	<u>8,950</u>	<u>11,492</u>

The Legislature

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

(b) Sale of Goods and Services

	2012	2011
	\$'000	\$'000
<u>Sale of Goods</u>		
House Committee sales of food and beverages	3,114	3,324
Sale of publications	6	31
	<u>3,120</u>	<u>3,355</u>
<u>Rendering of Services</u>		
Energy recoup from Sydney Hospital and State Library	443	526
Rent on Parliament House ministerial offices	1,025	924
Miscellaneous	319	295
	<u>1,787</u>	<u>1,745</u>
	<u>4,907</u>	<u>5,100</u>

(c) Investment Revenue

	2012	2011
	\$'000	\$'000
Interest revenue on operating accounts	263	215
	<u>263</u>	<u>215</u>

(d) Grants and Contributions

	2012	2011
	\$'000	\$'000
Twinning Project - Pacific Public Sector Linkage's Program No.1	335	291
	<u>335</u>	<u>291</u>

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

The Legislature

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

(e) Acceptance by the Crown Entity of Employee Benefits and Other Liabilities

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

	2012	2011
	\$'000	\$'000
Employees		
Superannuation	645	1,051
Long service leave	2,077	1,126
Payroll tax on superannuation	35	58
	<u>2,757</u>	<u>2,235</u>
Members		
Superannuation	1,253	5,336
Payroll tax on superannuation	68	293
	<u>1,321</u>	<u>5,629</u>
	<u>4,078</u>	<u>7,864</u>

(f) Other Revenue

	2012	2011
	\$'000	\$'000
Assets recognised for first time	52	16
Telecommunication tower rental	29	103
Workers' compensation hindsight adjustment	71	59
Televising Parliament expenditure recoupment	76	56
Staff on seconded salary recoupment	55	280
Miscellaneous items	88	112
	<u>371</u>	<u>626</u>

4. **Gain / (Loss) on Disposal**

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

The Legislature

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

5. Service Groups of The Legislature

Service Group 1.1	Chamber and Committee Support
Service Description:	This service group covers procedural support (specialist advice, information and research services to Members); chamber support (operational support for the chambers to carry out their business); committee support (the provision of a secretariat for each committee, the provision of advice and information on its operation and on its enquiry and the provision of mechanisms to allow for public consultation) and Parliamentary reporting (Hansard services to the Houses and to committees).
Linkage to Results:	This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards a range of intermediate results that include the effective functioning of the Parliament and its committees and supporting Members of Parliament to fulfill their Parliamentary roles.
Service Group 1.2	Members' Support
Service Description:	This service group covers Members' services (the provision of human resources services to Members and the administration of Members' entitlements), facilities management (maintenance of Members' offices, the Parliament House building and associated services such as security, catering, building services) financial services and information services. With regard to the Legislative Assembly Members, it includes management of electorate offices lease, fitout and maintenance of equipment and amenities.
Linkage to Results:	This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards a range of intermediate results that include the effective functioning of the Parliament and its committees and supporting Members of Parliament to fulfill their Parliamentary roles.
Service Group 1.3	Community Access
Service Description:	This service group covers community education services such as school tours, visitor tours and open days and education in service sessions for teachers; exhibition services (historical displays, art exhibitions, expositions); public events and functions, particularly utilising the building's function rooms; webstreaming of the proceedings in both Houses and Members' newsletters to constituents.
Linkage to Results:	This service group contributes to the Parliament of New South Wales fulfilling its role as a representative and legislative body by working towards the intermediate result of Community access and awareness of the role and functions of the Parliament.

The Legislature

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

6. *Current Assets – Cash and Cash Equivalents*

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

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

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

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

7. *Current Assets - Receivables*

	2012	2011
	\$'000	\$'000
Sales of goods and services	559	1,040
Less: Allowance for impairment	18	19
	<u>541</u>	<u>1,021</u>
GST recoverable from ATO	682	621
Other debtors	67	62
Prepayments	70	123
Investment income	150	108
	<u>1,510</u>	<u>1,935</u>

Movement in the allowance for impairment

Opening balance	19	36
Amounts written off during the year	-	-
Amounts recovered during the year	(19)	(28)
Increase/ (decrease) in allowance recognised in profit or loss	18	11
	<u>18</u>	<u>19</u>

8. *Current Assets - Inventories*

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

The Legislature

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

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

	Land and Buildings \$'000	Plant and Equipment \$'000	Collection Assets \$'000	Total \$'000
At 30 June 2011 – fair value				
Gross carrying amount	186,785	56,535	52,672	295,992
Accumulated depreciation and impairment	55,752	42,232	9,517	107,501
Net Carrying Amount	131,033	14,303	43,155	188,491
At 30 June 2012 – fair value				
Gross carrying amount	194,823	57,048	52,173	304,044
Accumulated depreciation and Impairment	59,260	40,166	9,544	108,970
Net Carrying Amount	135,563	16,882	42,629	195,074

Reconciliation

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

	Land and Buildings \$'000	Plant and Equipment \$'000	Collection Assets \$'000	Total \$'000
Year ended 30 June 2012				
Net carrying amount at start of year	131,033	14,303	43,155	188,491
Additions	5,534	3,085	52	8,671
Disposals	-	(3)	-	(3)
Net revaluation increments less revaluation decrements	3,085	1,559	(550)	4,094
Reclassification to intangibles	(1,278)	1,004		(274)
Depreciation expense	(2,811)	(3,066)	(28)	(5,905)
Net carrying amount at end of year	135,563	16,882	42,629	195,074

The Legislature

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

	Land and Buildings \$'000	Plant and Equipment \$'000	Collection Assets \$'000	Total \$'000
At 30 June 2010				
Gross Carrying Amount	180,983	51,304	52,713	285,000
Accumulated depreciation and impairment	51,622	39,219	9,488	100,329
Net Carrying Amount	129,361	12,085	43,225	184,671
At 30 June 2011				
Gross Carrying Amount	186,785	56,535	52,672	295,992
Accumulated depreciation and impairment	55,752	42,232	9,517	107,501
Net Carrying Amount	131,033	14,303	43,155	188,491

Reconciliation

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

	Land and Buildings \$'000	Plant and Equipment \$'000	Collection Assets \$'000	Total \$'000
Year ended 30 June 2011				
Net carrying amount at start of year	129,361	12,085	43,225	184,671
Additions	4,881	4,899	23	9,803
Disposals	-	-	(65)	(65)
Net revaluation increments less revaluation decrements	252	-	-	252
Reclassification to intangibles	(917)	459	-	(458)
Depreciation expense	(2,544)	(3,140)	(28)	(5,712)
Net carrying amount at end of year	131,033	14,303	43,155	188,491

The Legislature

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

10. *Intangible Assets*

Software licensing and upgrade

At 1 July 2011 **\$'000**

Cost (gross carrying amount)	4,632
Accumulated amortisation and impairment	2,594

Net carrying amount	2,038
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At 30 June 2012

Cost (gross carrying amount)	5,252
Accumulated amortisation and impairment	3,364

Net carrying amount	1,888
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Reconciliation**Year ended 30 June 2012**

Net carrying amount at start of year	2,038
Additions	346
Disposals	-
Reclassification to intangibles	274
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	(770)

Net carrying amount at end of year	1,888
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At 1 July 2010

Cost (gross carrying amount)	2,468
Accumulated amortisation and impairment	2,441

Net carrying amount	27
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At 30 June 2011

Cost (gross carrying amount)	4,632
Accumulated amortisation and impairment	2,594

Net carrying amount	2,038
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Reconciliation**Year ended 30 June 2011**

Net carrying amount at start of year	27
Additions	1,705
Reclassification to intangibles	458
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	(152)

Net carrying amount at end of year	2,038
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The Legislature

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

11. Current Liabilities - Payables

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

12. Current / Non- Current Liabilities – Provisions

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

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

13. Current Liabilities – Other

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

14. Commitments for expenditure

(a) Operating Lease Commitments

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

The Legislature

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

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

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

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

	2012	2011
	\$'000	\$'000
Not later than one year	3,677	3,224
Later than one year but not later than five years	6,299	3,833
Later than five years	95	233
Electorate Office Lease Commitments (including GST)	<u>10,071</u>	<u>7,290</u>

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

(b) Capital Commitments

Aggregate capital expenditure contracted for the completion of security works and replacement of the cooling tower at Parliament House at balance date and not provided for:

	2012	2011
	\$'000	\$'000
Not later than one year	326	2,231
Total (including GST)	<u>326</u>	<u>2,231</u>

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

15. *Contingent Liabilities and Contingent Assets*

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

16. *Budget Review*

Net result

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

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

The Legislature

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

superannuation. This significantly reduced the superannuation expense by \$4.083M compared with 2010/2011.

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

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

Depreciation and amortisation expenses were \$710,000 less than the budget of \$7.385M. This variation arose from later than estimated completion dates for capital projects undertaken during the 2011/2012 financial year.

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

Assets and liabilities

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

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

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

Cash flows

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

The Legislature

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

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

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

18. Financial Instruments

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

The Legislature's main risks arising from financial instruments are outlined below, together with The Legislature's objectives, policies and processes for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout these financial statements.

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

(a) Financial instrument categories

Financial Assets	Note	Category	Carrying Amount	Carrying Amount
			2012	2011
			\$'000	\$'000
Cash and cash equivalents	6	N/A	3,093	2,192
Receivables ¹	7	Loans and receivables (at amortised cost)	828	1,191
Financial Liabilities	Note	Category	Carrying Amount	Carrying Amount
			2012	2011
			\$'000	\$'000
Payables ²	11	Financial liabilities measured at amortised cost	3,348	3,583

Notes

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

The Legislature

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

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

(b) Credit risk

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

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

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

Cash

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

Receivables - trade debtors

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

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

	\$'000 Total ^{1,2}	\$'000 Past due but not impaired ^{1,2}	\$'000 Considered impaired ^{1,2}
2012			
< 3 months overdue	196	194	2
3 months – 6 months overdue	95	87	8
> 6 months overdue	81	73	8
2011			
< 3 months overdue	194	192	2
3 months – 6 months overdue	26	21	5
> 6 months overdue	41	29	12

Notes

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

The Legislature

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

(c) Liquidity Risk

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

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

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

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

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured), with the exception of Members Entitlements, are settled in accordance with the policy set out in NSW Treasury Circular *Payment of Accounts* 11/12. If trade terms are not specified, payment is made no later than 30 days from the receipt of a correctly rendered invoice.

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

Maturity analysis and interest rate exposure of financial liabilities

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

Notes

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

The Legislature

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

(d) Market risk

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

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

Interest rate risk

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

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

19. Events After Reporting Period

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

End of audited financial statements

LEGISLATIVE COUNCIL SUPPLEMENTARY FINANCIAL INFORMATION

Statement of comprehensive income for the year ended 30 June 2012

	Actual	Budget	Actual
	2,012	2,012	2,011
	\$'000	\$'000	\$'000
Expenses excluding losses			
Operating expenses			
Employee related	10,525	11,869	9,485
Other operating expenses	2,508	1,997	2,569
Depreciation and amortisation	86	95	64
Other expenses - Members' remuneration	11,197	11,923	12,030
Total Expenses excluding losses	24,316	25,884	24,148
Revenue			
Sale of goods and services	495	467	453
Grants and contributions	167	185	146
Other revenue	23	8	17
Total Revenue	685	660	616
Loss on disposal	3	0	0
Net Cost of Services	23,634	25,224	23,532

LEGISLATIVE COUNCIL – PARLIAMENTARY REPRESENTATION

Statement of comprehensive income for the year ended 30 June 2012

	Actual	Budget	Actual
	2,012	2,012	2,011
	\$'000	\$'000	\$'000
Expenses excluding losses			
Operating expenses			
Employee related	5,404	6,363	4,938
Other operating expenses	1,586	1,268	1,810
Depreciation and amortisation	19	21	10
Other expenses - Members' remuneration	11,197	11,923	12,030
Total Expenses excluding losses	18,206	19,575	18,788
Revenue			
Sale of goods and services	495	467	453
Other revenue	23	0	5
Total Revenue	518	467	458
Net Cost of Services	17,688	19,108	18,330

LEGISLATIVE COUNCIL – OPERATIONS

Statement of comprehensive income for the year ended 30 June 2012

	Actual	Budget	Actual
	2,012	2,012	2,011
	\$'000	\$'000	\$'000
Expenses excluding losses			
Operating expenses			
Employee related	5,052	5,419	4,485
Other operating expenses	814	635	628
Depreciation and amortisation	67	74	54
Total Expenses excluding losses	5,933	6,128	5,167
Revenue			
Other revenue	0	2	1
Total Revenue	0	2	1
Loss on disposal	3	0	0
Net Cost of Services	5,936	6,126	5,166

SPECIAL PROJECTS - LEGISLATIVE COUNCIL

Statement of comprehensive income for the year ended 30 June 2012

	Actual	Budget	Actual
	2,012	2,012	2,011
	\$'000	\$'000	\$'000
Expenses excluding losses			
Operating expenses			
Employee related	70	88	63
Other operating expenses	108	94	131
Total Expenses excluding losses	178	181	194
Revenue			
Grants and contributions	167	185	146
Other revenue	0	6	10
Total Revenue	167	191	156
Net Cost of Services	11	10	38



08

Appendices

Appendix 1

MEMBERS OF THE LEGISLATIVE COUNCIL

Ajaka^B The Honourable John George <i>Parliamentary Secretary</i>	LIB	Maclaren-Jones^B The Honourable Natasha <i>Temporary Chair of Committees</i>	LIB
Barham^B The Honourable Jan	G	Mason-Cox^A The Honourable Matthew Ryan <i>Parliamentary Secretary</i>	LIB
Blair^B The Honourable Niall	NAT	*Mitchell^B The Honourable Sarah <i>Temporary Chair of Committees</i>	NAT
Borsak^A The Honourable Robert B Bus FCPA JP ⁵	SFP	Moselmann^A The Honourable Shaoquett ¹	ALP
Brown^B The Honourable Robert Leslie	SFP	Nile^A The Reverend the Honourable Frederick John ED LTh <i>Assistant President</i>	CDP
Buckingham^B The Honourable Jeremy	G	Pavey^A The Honourable Melinda Jane <i>Parliamentary Secretary</i>	NAT
Clarke^B The Honourable David <i>Parliamentary Secretary</i>	LIB	Pearce^B The Honourable Gregory Stephen BA LLB <i>Minister for Finance and Services, and Minister for the Illawarra</i>	LIB
Colless^B The Honourable Richard Hargrave HD App Sci(Agric) <i>Deputy Government Whip</i>	NAT	Phelps^B The Honourable Dr Peter <i>Government Whip</i>	LIB
Cotsis^A The Honourable Sophie ⁴	ALP	Primrose^B The Honourable Peter Thomas B SocStud(Syd)	ALP
Cusack^B The Honourable Catherine Eileen BEc(SocSc)	LIB	Roozendaal^B The Honourable Eric Michael BA LLB	ALP
Donnelly^B The Honourable Gregory John BEc MIR ALP		Searle^A The Honourable Adam ⁷	ALP
Faehrmann^A The Honourable Cate ³ <i>Temporary Chair of Committees</i>	G	Secord^A The Honourable Walt ⁶	ALP
Fazio^A The Honourable Amanda Ruth <i>Opposition Whip</i>	ALP	Sharpe^B The Honourable Penelope Gail	ALP
Ficarra^A The Honourable Marie Ann BSc(Hons) <i>Parliamentary Secretary</i>	LIB	Shoebridge^B Mr David	G
Foley^A The Honourable Luke Aquinas ² <i>Deputy Leader of the Opposition</i>	ALP	Veitch^A The Honourable Michael Stanley	ALP
Gallacher^B The Honourable Michael Joseph BProfSt LIB <i>Minister for Police and Emergency Services, Minister for the Hunter, and Vice-President of the Executive Council</i>		Voltz^A The Honourable Lynda Jane <i>Deputy Opposition Whip</i>	ALP
Gardiner^A The Honourable Jennifer Ann BBus <i>Deputy President and Chair of Committees</i>	NAT	Westwood^A The Honourable Helen Mary AM <i>Temporary Chair of Committees</i>	ALP
Gay^B The Honourable Duncan John <i>Minister for Roads and Ports</i>	NAT	Whan^B The Honourable Steve ⁸	ALP
*Green^B The Honourable Paul BNursing <i>Temporary Chair of Committees</i>	CDP		
Harwin^A The Honourable Donald Thomas BEc(Hons) <i>President</i>	LIB		
Kaye^A Dr John	G		
Kelly^B The Honourable Anthony Bernard ALGA <i>Leader of the Opposition</i>	ALP		
Khan^A The Honourable Trevor John B Juris LLB (UNSW)	NAT		
Lynn^A The Honourable Charlie John Stuart psc <i>Parliamentary Secretary</i>	LIB		
MacDonald^B The Honourable Scot GCNAT BFin.Admin	LIB		

QUORUM — 8 MEMBERS (IN ADDITION TO THE PRESIDENT OR OTHER MEMBER PRESIDING)**Party representation: house of 42 members**

ALP – Australian Labor Party	14
CDP – Christian Democratic Party (Fred Nile Group)	2
G – The Greens	5
LIB – Liberal Party of Australia (NSW Division)	12
NAT – The Nationals	7
SP – Shooters Party	2
Total	42

Officers of the Legislative Council**President**

The Honourable Donald Thomas Harwin

Deputy President and Chair of Committees

The Honourable Jennifer Ann Gardiner

Assistant President

The Reverend the Honourable Frederick John Nile

Clerk of the Parliaments

David Michael Blunt M Phil LLB (Hons)

***Deputy Clerk and Usher of the Black Rod**

Steven Reynolds BEc LLB MPS

***Clerk Assistant – Committees**

Julie Langsworth BA Com (Hons)

***Clerk Assistant– Procedure**

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

^a Elected Members whose term of service expires on dissolution or expiry of 55th Parliament.

^b Elected Members whose term of service expires on dissolution or expiry of 56th Parliament.

¹ Elected (03.12.2009) to vacancy caused by the resignation of the Hon H Tsang. Term of service expires on the dissolution or expiry of the 55th Parliament.

² Elected (10.06.2010) to vacancy caused by the resignation of the Hon I Macdonald. Term of service expires on the dissolution or expiry of the 55th Parliament.

³ Elected (07.09.2010) to vacancy caused by the resignation of Ms Lee Rhiannon. Term of service expires on the dissolution or expiry of the 55th Parliament.

⁴ Elected (07.09.2010) to vacancy caused by the resignation of the Hon John Della Bosca. Term of service expires on the dissolution or expiry of the 55th Parliament.

⁵ Elected (07.09.2010) to vacancy caused by the death of the Hon Roy Smith. Term of service expires on the dissolution or expiry of the 55th Parliament.

⁶ Elected (24.05.2011) to vacancy caused by the resignation of the Hon Edward Obeid. Term of service expires on the dissolution or expiry of the 55th Parliament.

⁷ Elected (24.05.2011) to vacancy caused by the resignation of the Hon John Hatzistergos. Term of service expires on the dissolution or expiry of the 55th Parliament.

⁸ Elected (20.06.2011) to vacancy caused by the resignation of the Hon Tony Kelly. Term of service expires on the dissolution or expiry of the 56th Parliament

* Indicates new or amended entry.

Appendix 2

LEGISLATIVE COUNCIL MEMBERS' ALLOWANCES AND EXPENDITURE

2011-2012 Annual Report Data for the Members of the Legislative Council

Note: Where necessary data has been adjusted to take into account timing differences and other adjustments to reflect a true comparison between allowances received and expenditure made for the financial year.

Member	Description	Committee Allowance	Members' Home to Sydney travel	Logistic Support Allocation (LSA)	Members' LSA Travel	Spouse/ approved relative LSA travel	Members' Staff LSA
John Ajaka	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			3,374.02			
	Total available 2011/12			29,103.02			
	Expended claimed			10,778.71	1,774.16		
	Funds Remaining			18,324.31			
Jan Barham	Allocation for 2011/12			34,245.00			
	C/Forward from 2010/11			4,974.58			
	Total available 2011/12			39,219.58			
	Expended claimed		12,769.10	12,351.41	2,516.08		
	Funds Remaining			26,868.17			
Niall Blair	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			4,396.19			
	Total available 2011/12			41,925.19			
	Expended claimed		9,042.56	18,712.54	5,949.84	800.46	1,655.75
	Funds Remaining			23,212.65			
Robert Borsak	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			1,677.05			
	Total available 2011/12			24,122.05			
	Expended claimed			19,822.64	15,451.38	665.84	
	Funds Remaining			4,299.41			
Robert Brown	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			90.60			
	Total available 2011/12			25,819.60			
	Expended claimed			13,470.46	9,293.50	1,574.28	
	Funds Remaining			12,349.14			
Jeremy Buckingham	Allocation for 2011/12			34,245.00			
	C/Forward from 2010/11			503.53			
	Total available 2011/12			34,748.53			
	Expended claimed		19,708.27	34,742.47	8,859.91	19.14	6,763.50
	Funds Remaining			6.06			
David Clarke	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			5,503.07			
	Total available 2011/12			31,232.07			
	Expended claimed			17,913.72	13,185.47		
	Funds Remaining			13,318.35			
Rick Colless	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			4,177.75			
	Total available 2011/12			41,706.75			
	Expended claimed		8,849.63	20,962.70	14,451.82	1,678.70	
	Funds Remaining			20,744.05			
Sophie Cotsis	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			4,495.52			
	Total available 2011/12			26,940.52			
	Expended claimed			9,721.81			
	Funds Remaining			17,218.71			
Catherine Cusack	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			1,875.55			
	Total available 2011/12			39,404.55			
	Expended claimed		16,137.31	32,517.33	12,144.92	1,329.71	
	Funds Remaining			6,887.22			

Member	Description	Committee Allowance	Members' Home to Sydney travel	Logistic Support Allocation (LSA)	Members' LSA Travel	Spouse/ approved relative LSA travel	Members' Staff LSA
Greg Donnelly	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			2,941.14			
	Total available 2011/12			25,386.14			
	Expended claimed			24,507.34	9,487.52		
	Funds Remaining			878.80			
Cate Faehrmann	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			1,402.87			
	Total available 2011/12			23,847.87			
	Expended claimed			19,405.52	4,574.43		1,304.42
	Funds Remaining			4,442.35			
Amanda Fazio	Allocation for 2011/12			26,310.25			
	C/Forward from 2010/11			2,565.25			
	Total available 2011/12			28,875.50			
	Expended claimed			24,149.98	8,002.10		3,845.87
	Funds Remaining			4,725.52			
Marie Ficarra	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			2,107.10			
	Total available 2011/12			27,836.10			
	Expended claimed			19,184.65	698.64		
	Funds Remaining			8,651.45			
Luke Foley	Allocation for 2011/12			32,510.25			
	C/Forward from 2010/11			4,148.83			
	Total available 2011/12			36,659.08			
	Expended claimed			9,928.75	3,751.24		
	Funds Remaining			26,730.33			
Michael Gallacher	Allocation for 2011/12			27,173.75			
	C/Forward from 2010/11			6,946.64			
	Total available 2011/12			34,120.39			
	Expended claimed			4,411.91			
	Funds Remaining			29,708.48			
Jenny Gardiner	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			696.74			
	Total available 2011/12			38,225.74			
	Expended claimed		24,611.42	34,602.47	11,731.56		410.91
	Funds Remaining			3,623.27			
Duncan Gay	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			8,219.12			
	Total available 2011/12			45,748.12			
	Expended claimed			11,877.24	3,212.94	2,289.25	
	Funds Remaining			33,870.88			
Paul Green	Allocation for 2011/12			34,245.00			
	C/Forward from 2010/11			6,906.98			
	Total available 2011/12			41,151.98			
	Expended claimed		9,111.00	6,012.34	541.51		
	Funds Remaining			35,139.64			
Don Harwin	Allocation for 2011/12			48,184.75			
	C/Forward from 2010/11			8,812.36			
	Total available 2011/12			56,997.11			
	Expended claimed			29,811.07	5,768.90		4,467.01
	Funds Remaining			27,186.04			
John Kaye	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			4,129.77			
	Total available 2011/12			26,574.77			
	Expended claimed			15,739.35	6,971.30	696.77	29.24
	Funds Remaining			10,835.42			

Member	Description	Committee Allowance	Members' Home to Sydney travel	Logistic Support Allocation (LSA)	Members' LSA Travel	Spouse/ approved relative LSA travel	Members' Staff LSA
Trevor Khan	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			4,154.85			
	Total available 2011/12			41,683.85			
	Expended claimed		25,096.58	26,680.23	5,012.27	4,494.69	2,887.05
	Funds Remaining			15,003.62			
Charlie Lynn	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			3,378.20			
	Total available 2011/12			29,107.20			
	Expended claimed			30,873.90	6,871.77	807.49	779.94
	Funds Remaining			-1,766.70			
Scot Macdonald	Allocation for 2011/12			34,245.00			
	C/Forward from 2010/11						
	Total available 2011/12			34,245.00			
	Expended claimed		27,564.16	35,051.29	19,086.49	1,595.91	239.28
	Funds Remaining			-577.54			
Natasha Maclaren -Jones	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			5,636.64			
	Total available 2011/12			31,365.64			
	Expended claimed			21,994.20	9,705.29	2,434.64	
	Funds Remaining			9,371.44			
Matthew Mason -Cox	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			7,536.22			
	Total available 2011/12			45,065.22			
	Expended claimed		22,434.99	18,612.71	8,508.17	575.63	
	Funds Remaining			26,452.51			
Sarah Mitchell	Allocation for 2011/12			34,245.00			
	C/Forward from 2010/11			4,998.79			
	Total available 2011/12			39,243.79			
	Expended claimed		26,899.87	23,108.73	11,717.43	5,124.02	1,686.80
	Funds Remaining			16,135.06			
Shaoquett Moselmane	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			4,370.89			
	Total available 2011/12			26,815.89			
	Expended claimed			20,338.27	1,068.80		
	Funds Remaining			6,477.62			
Fred Nile	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			508.35			
	Total available 2011/12			26,237.35			
	Expended claimed			19,801.88			
	Funds Remaining			6,435.47			
Melinda Pavey	Allocation for 2011/12			37,529.00			
	C/Forward from 2010/11			3,242.36			
	Total available 2011/12			40,771.36			
	Expended claimed		26,899.87	30,064.91	11,330.92	1,855.37	
	Funds Remaining			10,706.45			
Gregory Pearce	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			6,318.92			
	Total available 2011/12			32,047.92			
	Expended claimed			896.59			
	Funds Remaining			31,151.33			
Peter Phelps	Allocation for 2011/12			38,110.25			
	C/Forward from 2010/11			4,218.64			
	Total available 2011/12			42,328.89			
	Expended claimed		21,079.34	18,492.26	4,577.74	957.53	1,491.46
	Funds Remaining			23,836.63			

Member	Description	Committee Allowance	Members' Home to Sydney travel	Logistic Support Allocation (LSA)	Members' LSA Travel	Spouse/ approved relative LSA travel	Members' Staff LSA
Peter Primrose	Allocation for 2011/12			23,115.00			
	C/Forward from 2010/11			2,719.41			
	Total available 2011/12			25,834.41			
	Expended claimed			14,615.20	109.75		
	Funds Remaining			11,219.21			
Eric Roozendaal	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			1,532.89			
	Total available 2011/12			23,977.89			
	Expended claimed			17,759.27	1,787.41		
	Funds Remaining			6,218.62			
Adam Searle	Allocation for 2011/12			27,496.75			
	C/Forward from 2010/11			973.86			
	Total available 2011/12			28,470.61			
	Expended claimed		65.11	5,385.81	490.57		
	Funds Remaining			23,084.80			
Walt Secord	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			0.00			
	Total available 2011/12			22,445.00			
	Expended claimed			22,083.56			83.34
	Funds Remaining			361.44			
Penny Sharpe	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			1,281.66			
	Total available 2011/12			23,726.66			
	Expended claimed			20,500.67	5,593.63		248.64
	Funds Remaining			3,225.99			
David Shoebridge	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			5,216.00			
	Total available 2011/12			27,661.00			
	Expended claimed			20,635.91	9,662.54	227.91	
	Funds Remaining			7,025.09			
Michael Veitch	Allocation for 2011/12			34,245.00			
	C/Forward from 2010/11			6,137.90			
	Total available 2011/12			40,382.90			
	Expended claimed		12,113.72	24,674.27	11,106.62		
	Funds Remaining			15,708.63			
Lynda Voltz	Allocation for 2011/12			25,729.00			
	C/Forward from 2010/11			4,169.97			
	Total available 2011/12			29,898.97			
	Expended claimed			25,266.09	7,357.45		437.32
	Funds Remaining			4,632.88			
Helen Westwood	Allocation for 2011/12			22,445.00			
	C/Forward from 2010/11			4,718.55			
	Total available 2011/12			27,163.55			
	Expended claimed			10,585.82			
	Funds Remaining			16,577.73			
Steve Whan	Allocation for 2011/12			34,245.00			
	C/Forward from 2010/11			1,006.88			
	Total available 2011/12			35,251.88			
	Expended claimed		26,901.13	17,028.36	11,660.89	278.09	
	Funds Remaining			18,223.52			

2010-2011 SYDNEY ALLOWANCE DATA FOR MEMBERS OF THE LEGISLATIVE COUNCIL

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

Note: Where necessary data has been adjusted to take into account timing differences and other adjustments to reflect a true comparison between allowances received and expenditure made for the financial year.

Member	Description	Sydney allowance 1 July 2010 – 25 March 2011 (may include actual expenses claimed)
Tony Catanzariti	Allocation for 2010/11	26,059.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	26,059.00
	Expended claimed	25,806.00
	Funds Remaining	253.00
Ian Cohen	Allocation for 2010/11	26,059.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	26,059.00
	Expended claimed	26,059.00
	Funds Remaining	0.00
Richard Colless	Allocation for 2010/11	24,737.50
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	3,485.00
	Total available	21,252.50
	Expended claimed	21,252.50
	Funds Remaining	0.00
Catherine Cusack	Allocation for 2010/11	25,047.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	\$25,047.00
	Expended claimed	25,047.00
	Funds Remaining	0.00
John Della Bosca	Allocation for 2010/11	2,165.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	2,165.00
	Expended claimed	0.00
	Funds Remaining	2,165.00
Michael Gallacher	Allocation for 2010/11	33,396.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	33,396.00
	Expended claimed	24,035.00
	Funds Remaining	9,361.00
Jenny Gardiner	Allocation for 2010/11	26,059.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	26,059.00
	Expended claimed	22,517.00
	Funds Remaining	3,542.00
Duncan Gay	Allocation for 2010/11	32,680.20
	Add: Entitlement not previously allocated	715.80
	Less: Late claims/Accounts Receivable	
	Total available	33,396.00
	Expended claimed	33,396.00
	Funds Remaining	0.00

Member	Description	Sydney allowance 1 July 2010 – 25 March 2011 (may include actual expenses claimed)
Don Harwin	Allocation for 2010/11	26,784.55
	Add: Entitlement not previously allocated	459.04
	Less: Late claims/Accounts Receivable	0.00
	Total available	27,243.59
	Expended claimed	27,243.59
	Funds Remaining	0.00
Tony Kelly	Allocation for 2010/11	33,396.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	1,314.44
	Total available	32,081.56
	Expended claimed	33,396.00
	Funds Remaining	-1,314.44
Trevor Khan	Allocation for 2010/11	25,047.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	370.94
	Total available	24,676.06
	Expended claimed	25,047.00
	Funds Remaining	-370.94
Matthew Mason-Cox	Allocation for 2010/11	25,047.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	25,047.00
	Expended claimed	12,903.00
	Funds Remaining	12,144.00
Gordon Moyes	Allocation for 2010/11	19,481.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	19,481.00
	Expended claimed	3,289.00
	Funds Remaining	16,192.00
Robyn Parker	Allocation for 2010/11	26,059.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	26,059.00
	Expended claimed	12,903.00
	Funds Remaining	13,156.00
Melinda Pavey	Allocation for 2010/11	24,503.37
	Add: Entitlement not previously allocated	1,035.87
	Less: Late claims/Accounts Receivable	0.00
	Total available	25,539.24
	Expended claimed	25,539.24
	Funds Remaining	0.00
Peter Primrose	Allocation for 2010/11	33,396.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	33,396.00
	Expended claimed	6,325.00
	Funds Remaining	27,071.00
Christine Robertson	Allocation for 2010/11	26,059.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	26,059.00
	Expended claimed	24,035.00
	Funds Remaining	2,024.00
Michael Veitch	Allocation for 2010/11	26,059.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	26,059.00
	Expended claimed	26,059.00
	Funds Remaining	0.00

2010-2011 SYDNEY ALLOWANCE DATA FOR MEMBERS OF THE LEGISLATIVE COUNCIL

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

Note: Where necessary data has been adjusted to take into account timing differences and other adjustments to reflect a true comparison between allowances received and expenditure made for the financial year.

Member	Description	Sydney allowance 26 March 2011 – 30 June 2011 (may include actual expenses claimed)
Jan Barham	Allocation for 2010/11	9,108.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	7,590.00
	Funds Remaining	1,518.00
Niall Blair	Allocation for 2010/11	9,108.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	7,590.00
	Funds Remaining	1,518.00
Jeremy Buckingham	Allocation for 2010/11	9,089.64
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,089.64
	Expended claimed	9,089.64
	Funds Remaining	0.00
Richard Colless	Allocation for 2010/11	9,281.25
	Add: Entitlement not previously allocated	79.75
	Less: Late claims/Accounts Receivable	
	Total available	9,361.00
	Expended claimed	9,361.00
	Funds Remaining	0.00
Catherine Cusack	Allocation for 2010/11	9,108.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	9,108.00
	Funds Remaining	0.00
Michael Gallacher	Allocation for 2010/11	9,867.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,867.00
	Expended claimed	9,361.00
	Funds Remaining	506.00
Jenny Gardiner	Allocation for 2010/11	9,361.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,361.00
	Expended claimed	9,361.00
	Funds Remaining	0.00
Duncan Gay	Allocation for 2010/11	11,816.67
	Add: Entitlement not previously allocated	74.33
	Less: Late claims/Accounts Receivable	
	Total available	11,891.00
	Expended claimed	11,891.00
	Funds Remaining	0.00

Member	Description	Sydney allowance 26 March 2011 – 30 June 2011 (may include actual expenses claimed)
Paul Green	Allocation for 2010/11	9,108.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	5,819.00
	Funds Remaining	3,289.00
Don Harwin	Allocation for 2010/11	9694.41
	Add: Entitlement not previously allocated	0.00
	Less: Late claims/Accounts Receivable	0.00
	Total available	9,694.41
	Expended claimed	9,694.41
	Funds Remaining	0.00
Tony Kelly	Allocation for 2010/11	12,144.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	12,144.00
	Expended claimed	10,879.00
	Funds Remaining	1,265.00
Trevor Khan	Allocation for 2010/11	9,108.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	9,108.00
	Funds Remaining	0.00
Scot MacDonald	Allocation for 2010/11	9,089.64
	Add: Entitlement not previously allocated	18.36
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	9,108.00
	Funds Remaining	0.00
Matthew Mason-Cox	Allocation for 2010/11	9,361.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,361.00
	Expended claimed	9,108.00
	Funds Remaining	253.00
Sarah Mitchell	Allocation for 2010/11	9,108.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	6,831.00
	Funds Remaining	2,277.00
Melinda Pavey	Allocation for 2010/11	8,868.76
	Add: Entitlement not previously allocated	0.00
	Less: Late claims/Accounts Receivable	0.00
	Total available	8,868.76
	Expended claimed	8,868.76
	Funds Remaining	0.00
Peter Phelps	Allocation for 2010/11	5,692.50
	Add: Entitlement not previously allocated	1,391.50
	Less: Late claims/Accounts Receivable	
	Total available	7,084.00
	Expended claimed	7,084.00
	Funds Remaining	0.00

Member	Description	Sydney allowance 26 March 2011 – 30 June 2011 (may include actual expenses claimed)
Peter Primrose	Allocation for 2010/11	7,084.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	7,084.00
	Expended claimed	4,807.00
	Funds Remaining	2,277.00
Adam Searle	Allocation for 2010/11	3,542.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	3,542.00
	Expended claimed	2,530.00
	Funds Remaining	1,012.00
Michael Veitch	Allocation for 2010/11	9,108.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	9,108.00
	Expended claimed	9,108.00
	Funds Remaining	0.00
Steve Whan	Allocation for 2010/11	1,012.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
	Total available	1,012.00
	Expended claimed	0.00
	Funds Remaining	1,012.00

Appendix 3

COMMITTEE REPORTS AND GOVERNMENT RESPONSES

The following table sets out all reports that have been tabled by Legislative Council committees in the reporting period, government responses received or due to be received in the reporting period, and government responses received during the period for reports tabled during earlier reporting periods.

Committee	Report no.	Report title	Date tabled	Government response due	Government response tabled
GPSC 1	37	Budget Estimates 2011-2012	16/02/2012		
GPSC 2	37	Budget Estimates 2011-2012	14/02/2012		
GPSC 3	38	Education Amendment (Ethics Classes Repeal) Bill 2011	30/05/2012	30/11/2012	
	25	Budget Estimates 2011-2012	9/12/2011		
	26	Rail infrastructure project costing in New South Wales	8/03/2012	8/09/2012	
GPSC 4	25	Budget Estimates 2011-2012	16/02/2012		
GPSC 5	34	Budget Estimates 2011-2012	16/02/2012		
	35	Coal seam gas	1/05/2012	1/11/2012	
Law and Justice	47	Fourth review of the exercise of the functions of the Lifetime Care and Support Authority and the Lifetime Care and Support Advisory Council	20/12/2011	20/06/2012	20/06/2012
	48	Eleventh review of the functions of the Motor Accidents Authority and the Motor Accidents Council	20/12/2011	20/06/2012	20/06/2012
	49	Opportunities to consolidate tribunals in NSW	22/03/2012	24/09/2012	
Social Issues	45	Transition support for students with additional or complex needs and their families	6/03/2012	6/09/2012	
State Development	36	Economic and social development in central western NSW	31/05/2012	3/12/2012	
Kooragang Island Orica chemical leak	1	Kooragang Island Orica chemical leak	23/02/2012	23/08/2012	
Provisions of the Election Funding, Expenditure and Disclosures Amendment Bill 2011	1	Inquiry into the provisions of the Election Funding, Expenditure and Disclosures Amendment Bill 2011	15/02/2012	15/08/2012	
Joint Select Committee on the NSW Workers Compensation Scheme	1	NSW Workers Compensation Scheme	13/06/2012	13/12/2012	

Appendix 4

COMMITTEE TRAVEL EXPENSES¹

Standing Committee on Law and Justice

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
24 January 2012	Opportunities to consolidate tribunals in NSW	13	Melbourne, Victoria	Site visit	Clarke, Primrose, Mitchell, MacDonald, Moselmane, Shoebridge, Secretariat (2)	\$3,295.40
TOTAL						\$3,295.40

Standing Committee on Social Issues

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
4-5 December 2011	Transition support for students with additional or complex needs and their families	11	Dubbo	Site visit	Blair, Westwood, Donnelly, Faehrmann, Maclaren-Jones, Secretariat (3), Hansard (3)	\$10,392.00
28 February 2012	Inquiry into domestic violence trends and issues in NSW	16	Forbes	Site visit	Blair, Westwood, Donnelly, Faehrmann, Maclaren-Jones, Secretariat (4), Hansard (3)	\$11,914.43
19-20 March 2012	Inquiry into domestic violence trends and issues in NSW	18 and 19	Melbourne	Site visit	Blair, Westwood, Cusack, Donnelly, Maclaren-Jones, Secretariat (3)	\$6,087.42
21 February 2012	Inquiry into domestic violence trends and issues in NSW	20 and 21	Sutherland	Site visit	Blair, Westwood, Donnelly, Maclaren-Jones, Secretariat (5) Hansard (3)	\$530.86
16 May 2012	Inquiry into domestic violence trends and issues in NSW	24	Goulburn	Site visit	Blair, Westwood, Donnelly, Faehrmann, Maclaren-Jones, Secretariat (3)	\$1,178.70
TOTAL						\$30,103.41

¹ Travel expenses may include venue hire, chartered flights, accommodation, meals, catering, bus hire, taxi fares etc.

Committees not represented in these tables incurred no travel related expenses in the reporting period.

Standing Committee on State Development

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
26-28 July 2011	Economic and social development in central western NSW	4	Longreach, Queensland	Site visit	Colless, Fazio, Secretariat (1)	\$7,313.01
2-4 November 2011	Economic and social development in central western NSW	8,9 and 10	Parkes and Broken Hill	Hearings and round table discussion	Colless, Veitch, Green, MacDonald, Phelps, Whan, Secretariat (3) Hansard (3)	\$30,772.51
TOTAL						\$38,085.52

General Purpose Standing Committee No. 5

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
20-21 September 2011	Coal seam gas	4 and 5	Chinchilla and Lismore	Site visit and hearing	Brown Buckingham, Donnelly, MacDonald, Primrose, Phelps Secretariat (4), Hansard (3)	\$28,448.79
31 October 2011	Coal seam gas	12	Taree	Hearing	Brown, Buckingham, Donnelly, MacDonald, Primrose, Phelps Secretariat (4), Hansard (3)	\$9,706.50
15-16 November 2011	Coal seam gas	13 and 14	Gunnedah and Narrabri	Site visit and hearing	Brown, Buckingham, Donnelly, MacDonald, Primrose, Phelps Secretariat (4), Hansard (3)	\$21,355.00
9 December 2011	Coal seam gas	19	Mittagong/ Camden	Site visit and hearing	Brown, Buckingham, Donnelly, MacDonald, Primrose, Phelps Secretariat (5), Hansard (3)	\$2,808.00
TOTAL						\$62,318.29

Select Committee on the Kooragang Island Orica Chemical Leak

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
14-15 November 2011	Inquiry into the Kooragang Island Orica chemical leak	6, 7 and 8	Kooragang Island	Site visit, public forum, hearing	Borsak, Faehrmann, Foley, Khan, Mason-Cox, Pavey, Searle, Secretariat (4)	\$6,759.74
TOTAL						\$6,759.74

Appendix 5 – Membership of all Legislative Council committees

STANDING COMMITTEE MEMBERSHIP

Member	Party	Social Issues Committee	State Development Committee	Law and Justice Committee
Blair, Niall	N	Chair		
Clarke, David	LP			Chair
Colless, Rick	N		Chair	
Cusack, Catherine	LP	Member		
Donnelly, Greg	ALP	Member		
Faehrmann, Cate	G	Member		
Green, Paul	CDP		Member	
Lynn, Charlie	LP		Member	
MacDonald, Scot	LP			Member
Maclaren-Jones, Natasha	LP	Member		
Mitchell, Sarah	N			Member
Moselmane, Shaoquett	ALP			Member
Phelps, Peter	LP		Member	
Primrose, Peter	ALP			Deputy Chair
Shoebridge, David	G			Member
Veitch, Mick	ALP		Deputy Chair	
Westwood, Helen	ALP	Deputy Chair		
Whan, Steve	ALP		Member	

ALP	Australian Labor Party
CDP	Christian Democratic Party
G	The Greens
LP	Liberal Party
N	The Nationals

GENERAL PURPOSE STANDING COMMITTEE MEMBERSHIP

Member	Party	GPSC1	GPSC2	GPSC3	GPSC4	GPSC5
Ajaka, John	LP			Member		
Barham, Jan	G		Member			
Blair, Niall	N			Deputy Chair		
Borsak, Robert	SF				Deputy Chair	
Brown, Robert	SF					Chair
Buckingham, Jeremy	G					Deputy Chair
Clarke, David	LP		Member			
Colless, Rick	N					Member
Cusack, Catherine	LP	Member				
Donnelly, Greg	ALP					Member
Faehrmann, Cate	G			Member		
Ficarra, Marie	LP		Chair			
Gardiner, Jenny	N	Member				
Green, Paul	CDP		Deputy Chair	Member		
Kaye, John	G	Member				
Khan, Trevor	N				Member	
Lynn, Charlie	LP				Member	
MacDonald, Scot	LP					Member
Maclaren-Jones, Natasha	LP			Chair		
Mason-Cox, Matthew	LP				Chair	
Mitchell, Sarah	N		Member			
Moselmane, Shaoquett	ALP		Member			
Nile, Fred	CDP	Chair				
Pavey, Melinda	N	Deputy Chair				
Phelps, Peter	LP					Member
Primrose, Peter	ALP					Member
Searle, Adam	ALP				Member	
Secord, Walt	ALP	Member				
Sharpe, Penny	ALP			Member		
Shoebridge, David	G				Member	
Veitch, Mick	ALP	Member		Member		
Voltz, Lynda	ALP				Member	
Westwood, Helen	ALP		Member			

ALP Australian Labor Party

CDP Christian Democratic Party

G The Greens

LP Liberal Party

N The Nationals

SF Shooters and Fishers Party

SELECT COMMITTEE MEMBERSHIP

Member	Party	Kooragang Island Orica	Cronulla Fisheries	Provocation	Election Funding Bill
Blair, Niall	N		Member		
Borsak, Robert	SF	Chair			Member
Clarke, David	LP		Member	Member	
Faehrmann, Cate	G	Deputy Chair	Member		
Fazio, Amanda	ALP				Member
Ficarra, Marie	LP		Deputy Chair		
Foley, Luke	ALP	Member			
Gardiner, Jenny	N				Member
Kaye, John	G				Chair
Khan, Trevor	N	Member		Deputy Chair	Member
MacDonald, Scot	LP			Member	
Maclaren-Jones, Natasha	LP				Member
Mason-Cox, Matthew	LP	Member			
Nile, Fred	CDP		Chairman	Chairman	
Pavey, Melinda	N	Member			
Phelps, Peter	LP				Member
Primrose, Peter	ALP				Member
Searle, Adam	ALP	Member		Member	
Shoebridge, David	G			Member	
Veitch, Mick	ALP		Member		
Westwood, Helen	ALP			Member	
Whan, Steve	ALP		Member		Member

JOINT SELECT COMMITTEE MEMBERSHIP

Member	Party	NSW Workers compensation scheme
Blair, Niall	N	Member
Borsak, Robert	SF	Chair
Green, Paul	CDP	Member
Khan, Trevor	N	Member
Searle, Adam	ALP	Member

ALP	Australian Labor Party
CDP	Christian Democratic Party
G	The Greens
LP	Liberal Party
N	The Nationals
SF	Shooters and Fishers Party

Appendix 6

MEMBERSHIP OF JOINT COMMITTEES

Member	Party	Children and Young People	Electoral Matters	Health Care Complaints	ICAC	Legislation Review	Workers Compensation Scheme	Office of the Ombudsman and PIC	Road Safety (Staysafe)	Office of the Valuer-General
Barham, Jan	G	Member								
Blair, Niall	N	Member			Member		Member			
Borsak, Robert	SF		Deputy Chair				Chair			
Colless, Rick	N								Deputy Chair	
Cusack, Catherine	LP			Member				Chair		
Donnelly, Greg	ALP	Member								
Faehrmann, Cate	G								Member	
Fazio Amanda	ALP		Member							
Green, Paul	CDP			Member			Member			
Khan Trevor	N		Member				Member			
MacDonald Scot	LP									Deputy Chair
Mitchell, Sarah	N							Member		
Moselmane, Shaoquett	ALP						Member			
Nile, Fred	CDP				Member					
Phelps Peter	LP		Member			Member				
Primrose Peter	ALP		Member							
Roozendaal, Eric	ALP									Member
Searle, Adam	ALP						Member	Member		
Secord, Walter	ALP								Member	
Shoebridge, David	G					Member				
Voltz, Lynda	ALP				Member					
Westwood, Helen	ALP			Member						

Note: The joint committees are administered by the Legislative Assembly, with the exception of the Workers Compensation Scheme committees, which was administered by the Legislative Council.

ALP Australian Labor Party
 CDP Christian Democratic Party
 G The Greens
 LP Liberal Party
 N The Nationals
 SF Shooters and Fishers Party

Appendix 7

INQUIRY STATISTICS

Inquiry Name	Submissions received	No. of hearings	Witnesses	Forum	Speakers
General Purpose Standing Committee No. 1					
Budget Estimates 2012 – 2013	0	0	0	0	0
Budget Estimates 2011 – 2012	0	6	32	0	0
TOTAL	0	6	32	0	0
General Purpose Standing Committee No. 2					
Budget Estimates 2012 – 2013	0	0	0	0	0
Education Amendment (Ethics Classes Repeal) Bill 2011	473	3	42	0	0
Budget Estimates 2011 – 2012	0	7	38	0	0
TOTAL	473	10	80	0	0
General Purpose Standing Committee No. 3					
Budget Estimates 2012 – 2013	0	0	0	0	0
Rail infrastructure project costing in NSW	23	2	20	0	0
Budget Estimates 2011 – 2012	0	8	31	0	0
TOTAL	23	10	51	0	0
General Purpose Standing Committee No. 4					
Budget Estimates 2012 – 2013	0	0	0	0	0
Budget Estimates 2011 – 2012	0	2	11	0	0
TOTAL	0	2	11	0	0
General Purpose Standing Committee No. 5					
Management of public land in New South Wales	0	0	0	0	0
Budget Estimates 2012 – 2013	0	0	0	0	0
Coal seam gas	911	7	130	0	0
Budget Estimates 2011 – 2012	0	5	30	0	0
TOTAL	911	12	160	0	0
Standing Committee on Law and Justice					
Opportunities to consolidate tribunals in NSW	89	3	64	1	2
The exercise of the functions of the Lifetime Care and Support Authority and the Lifetime Care and Support Advisory Council – Fourth Review	19	2	22	0	0
The exercise of the functions of the Motor Accidents Authority and the Motor Accidents Council – Eleventh Review	16	2	19	0	0
TOTAL	124	7	105	1	2
Standing Committee on Social Issues					
Domestic violence trends and issues in NSW	80	6	146	2	35
Transition support for students with additional or complex needs and their families	68	3	71	1	19
TOTAL	148	9	217	3	54

Inquiry Name	Submissions received	No. of hearings	Witnesses	Forum	Speakers
Standing Committee on State Development					
Adequacy of water storages in NSW	0	0	0	0	0
Economic and social development in central western New South Wales	62	5	49	1	19
TOTAL	62	5	49	1	19
Select Committees					
Closure of the Cronulla Fisheries Research Centre of Excellence	0	0	0	0	0
Kooragang Island Orica chemical leak	27	4	33	1	14
Provisions of the Election Funding, Expenditure and Disclosures Bill 2011	32	2	33	0	0
Partial defence of provocation	0	0	0	0	0
TOTAL	59	6	66	0	0
Joint Select Committees					
NSW Workers Compensation Scheme	353	3	79	0	0
TOTAL	353	3	79	0	0
TOTAL	2153	70	850	6	89

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LEGISLATIVE COUNCIL

Legislative Council
Parliament of New South Wales
Macquarie Street
SYDNEY NSW 2000
www.parliament.nsw.gov.au
Ph (02) 9230 2111
Fax (02) 9230 2876