



Annual Report 2014

Department of the Legislative Council



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 2014.

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

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

I commend the report and hope you find it informative.

Yours sincerely



David Blunt
Clerk of the Parliaments

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Access to the Legislative Council

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

The year at a glance

	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010	2008/2009
Department staff	39FTE*	38FTE	38FTE	41FTE	39FTE	39FTE
Secretary Research Assistants	47FTE	46FTE	47FTE	52FTE	51FTE	46FTE
Sitting days	51	60	71	48	51	47
Sitting hours	393	460	544	409	389	377
Bills passed	97	107	102	92	125	115
Amendments to bills (circulated)	659	471	527	573	226	355
Amendments to bills (agreed to)	124	78	88	127	80	78
Orders for papers	26	8	14	22	35	20
Notices of motion given	617	678	663	286	319	310
Committee inquiries	30	28	30	26	27	26
Committee reports tabled	18	18	20	18	18	19
Submissions to committees	1,882**	2,362***	2,153	700	2,273	1,491
Inquiry witnesses (hearings and forums)	592	547	850	302	581	668

*The Department has an establishment of 41 positions. However, as at 30 June 2014, the Department had 39 full-time equivalent staff members, which is indicative of staff who may work less than full time hours or who may be on leave.

** An additional 1,529 responses were received by the Inquiry into greyhound racing in NSW, including unique submissions, pro formas and signatures on petitions. These responses were not processed or published and are not included in this total of 1,882.

*** An additional 5,224 responses were received by the Inquiry into same-sex marriage, including unique submissions, pro formas and signatures on petitions. These responses were not processed or published and are not included in this total of 2,362.

Legislative Council financial summary

	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010	2008/2009
Net cost of services for the Legislative Council	\$23,366,183	\$23,005,304	\$23,634,825	\$23,532,000	\$23,767,000	\$23,350,000
Operational, Committees and other costs	\$5,557,983	\$5,314,629	\$5,936,596	\$5,203,000	\$5,450,000	\$5,545,000



The Hon Don Harwin MLC, President of the Legislative Council. The principal role of the President is to preside over the House. The President is also the head of the Department of the Legislative Council, and is responsible to the Council for its operation.

President's foreword

The Department of the Legislative Council has had another busy but productive year.

Department staff worked diligently to support the effective functioning of the House across the 51 sitting days of the 2013-2014 reporting period. During this time, the Council concluded consideration on 97 bills, more than half of which involved consideration in committee of the whole. Staff of the Procedure Office also experienced a significant increase in the time spent managing orders for the production of State papers, with a total of 26 orders made during the 2013-2014. The power of the House and its committees to make orders for the production of State papers remains crucial to the Council's ability to hold the Executive Government to account.

The Committee Office has had an exceptionally busy year, providing support to 17 committees across 30 inquiries. The Committee Office was also responsible for organising C25, a series of events held in September 2013 to mark the 25th anniversary of the committee system in the Legislative Council. I am pleased to note that the C25 events received very positive feedback from attendees.

The Office of the Black Rod worked with the Visitor Experience Group to deliver on one of the Legislative Council's key projects - to enhance the experience of visitors to Parliament House – participating in or managing open days, producing new brochures for the parliament, coordinating programs for visiting delegations and managing the Fountain Court exhibition area including the inaugural Head On landscape photography prize.

In accepting this 2013-2014 annual report, I would like to express my thanks to our staff for their commitment to supporting the members of the Legislative Council to fulfil their parliamentary roles, and note the essential role staff play preserving the integrity of the Parliament.



The Hon Don Harwin MLC
President

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

Clerk's review

The cover of this year's annual report shows two of the Legislative Council standing committees at work, taking evidence at public hearings. The work of the Council's committees and their contribution to good government and the development of public policy in New South Wales is reflected throughout this report.

In September 2013 the 25th anniversary of the modern standing committee system was marked by a debate in the House, the publication of a monograph about the contributions of those former members who were instrumental in establishing the current system (stage one of a larger oral history project) and a public seminar "C25." Details are set out on pages 56 and 57 of this report. The transcripts of the parliamentary debate and seminar, and the monograph, may be accessed on the C25 [webpage](#).

2013/14 saw the Council's committees conduct inquiries into a variety of matters ranging from tourism in local communities, to greyhound racing and social, public and affordable housing.

Committee processes have continued to evolve during the year. As outlined on page 44, prior to embarking on its extraordinary inquiry into the family responses to the 1990s murders in Bowraville, the Law and Justice Committee undertook training in Aboriginal cultural awareness. (Since the end of the reporting period the Committee has concluded its inquiry – the day of its tabling being a truly historic day for the Legislative Council, which will be described in detail in next year's report.)

During its inquiry into regional aviation the State Development Committee trialled a new social media strategy to enhance community engagement, and a committee's branding project (the results of which are illustrated on the cover) has been rolled out following consultation with the Chair's committee - see pages 58 and 66 for further information. This social media strategy builds upon the success of the Council's Twitter account [@nsw_upperhouse](#) which has become a trusted source of information for members, staffers and political reporters, with over 800 followers after one year's operation.

Another important inquiry, into bullying within WorkCover NSW, saw the powers of committees being exercised and challenged, with creative responses developed. These issues were explored in a paper presented by the Clerk Assistant Committees, Ms Beverly Duffy, at this year's Presiding Officers and Clerks conference, which may be accessed on the Parliament's [website](#).

2013/14 was also notable for the further evolution of the processes followed by the Legislative Council in the exercise of its power to order the production of state papers – another crucial aspect of the Council's scrutiny role.

In October 2013 the Privileges Committee reported on its inquiry into the non-compliance with a 2009 order for papers concerning a mining licence at Mt Penny. The non-compliance came to light as a result of documents which should have been produced to the House being received and published by the Independent Commission Against Corruption (ICAC) during its investigation into mining matters. The Committee found that the non-compliance was attributable to administrative failings in the relevant government agency rather than any malfeasance. The Committee's report was a timely reaffirmation of the importance of the Council's power to order for papers process and made a number of recommendations for enhancements to administrative practices.

In January 2014 I was invited to attend and give evidence to the Senate's Legal and Constitutional Affairs Committee in relation to an inquiry into the handling of claims of public interest immunity. The Senate Committee recommended that further detailed consideration be given to the adoption of practices and procedures based on the Legislative Council's Standing Order 52.

During 2014 the number of orders for papers returned to the sorts of levels from previous parliaments. A number of disputes were also received in respect of claims of privilege. These were referred to a newly appointed independent legal arbiter, the former President of the NSW Court of Appeal (and interestingly the Solicitor General during the Egan cases), the Hon Keith Mason AC QC. Since the end of the reporting period Mr Mason has produced a number of significant reports, one of which followed an extensive process of consultation surrounding the role of the arbiter. Returns to order and published reports of the independent legal arbiter can be accessed on the Parliament's [website](#).

In December 2013 the Independent Commission Against Corruption (ICAC) made recommendations for significant changes to the ethics regime for members of Parliament, including the Code of Conduct for Members, the disclosure of interests and the examination of members' conduct. These recommendations were referred to the Privileges Committees of each House. The Legislative Council Privileges Committee reported in June 2014 recommending, amongst other things, the establishment of a Parliamentary Commissioner for Standards based on the model in the United Kingdom Parliament. The Committee's report can be accessed on the Committee's [webpage](#).

Just before the end of the reporting year, the Department of the Legislative Council farewelled the Usher of the Black Rod, Ms Rachel Callinan, who left to take up the position of Usher of the Black Rod in the Australian Senate. Whilst Council members and Rachel's colleagues were sad to see her go, we were all very proud of Rachel's achievement in winning promotion to this prestigious position.

This year has been busy and productive not just for the Department of the Legislative Council, but right across the Parliament. It has again been a pleasure to work in collaboration with my esteemed colleagues, the Clerk of the Legislative Assembly, Ms Ronda Miller, and the Executive Manager of the Department of Parliamentary Services (DPS), Mr Robert Stefanic. Page 36 of this report includes a brief description of just one part of one of a range of complex capital works projects that have been managed by our colleagues in DPS. Department of the Legislative Council staff continue to enjoy working co-operatively with their colleagues in the other parliamentary departments on projects ranging from enhancements to the visitor experience through to the development of the Parliament's intranet.

Finally, and most importantly, I take this opportunity to acknowledge and thank all of the staff of the Department of the Legislative Council for their tireless efforts and outstanding professional service to the Council, its committees and all members during the past 12 months. This report is a testament to the quality of their service and the difference their work makes for the people of New South Wales.



David Blunt
Clerk of the Parliaments



At a glance

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

The Legislative Council

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

The Legislative Council is also referred to as the House of Review. This title originates from the Legislative Council's traditional role of acting as a check and balance on the Executive Government through such procedures as questions to ministers 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 Department of the Legislative Council

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

The three principal program areas of the Department are the Procedure Office, the Committee Office and the Office of the Black Rod. The Department has an establishment of 41 full time equivalent (FTE) staff. There are also 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.



Our purpose

The Department provides services to ensure:

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

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.

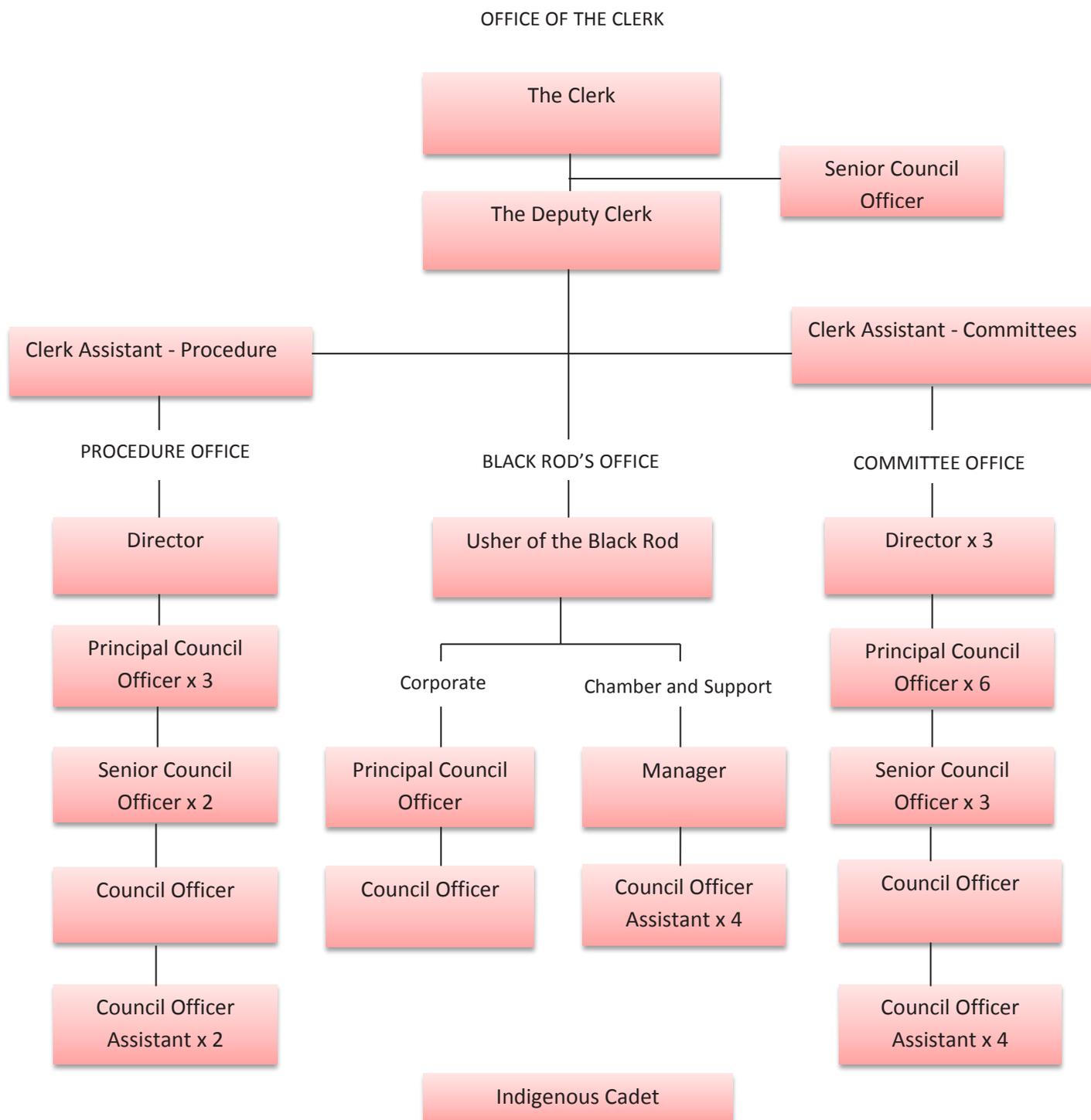
We work together to provide professional, responsive and impartial support to the members of the Legislative Council and to other stakeholders.

The Department of the Legislative Council has an establishment of 41 staff. The principal program areas of the Department are the Procedure Office, the Committee Office and the Office of the Black Rod.



Organisational structure

DEPARTMENT OF THE LEGISLATIVE COUNCIL ORGANISATIONAL CHART (as at 30 June 2014)



Executive Team



David Blunt, M Phil, LLB (Hons)

Clerk of the Parliaments and Clerk of the Legislative Council

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



Steven Reynolds, BEc, LLB, MPS

Deputy Clerk

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



Beverly Duffy, BSW (Hons)

Clerk Assistant - Committees

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



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

Clerk Assistant - Procedure

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

Leadership Team

Our Leadership Team is comprised of the members of the Executive Team, above, and the Directors who manage the Procedure Office, Committee Office and Office of the Black Rod: Ms Rebecca Main, A/Director - Table Office; Ms Madeleine Foley, Director - Committees, Ms Teresa McMichael, Director - Committees, Mr Stewart Smith, Director - Committees and, Ms Susan Want, Usher of the Black Rod.

Strategic planning

2012-2015 Strategic Outlook for the NSW Parliamentary Departments

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

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

The *2012-2015 Strategic Outlook for the NSW Parliamentary Departments* details the strategic objectives for the Administration as being:

- respond to the evolving role of members and the parliamentary institution
- increase involvement and awareness of NSW citizens about the Parliament and the parliamentary process
- better engagement with stakeholders
- promote strong stewardship and effective management of public resources
- optimise the Parliament's physical infrastructure
- support our 'Twinned' Parliaments under the arrangements established by the Commonwealth Parliamentary Association.

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

Department of the Legislative Council Strategic Plan 2012-2015

The *Department of the Legislative Council Strategic Plan 2012-2015* reinforces the Department's commitment to the Parliament's strategic objectives. In addition, the Strategic Plan elucidates the core business of the Department as providing advisory, research and support services to the House and its Committees.

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

During the reporting year, the Department undertook a variety of key projects that provided service enhancements. A full list of key projects for 2013-2014 follows, along with a summary of accomplishments. Additional information on these activities is provided throughout the report under relevant sections.

Key Projects 2013-2014

Enhance procedural knowledge: by continuing to edit and review New South Wales Legislative Council Practice, with a view to the publication of a second edition in 2015.

The Department is continuing to review the *New South Wales Legislative Council Practice*. The second edition will be a significant revision of the original work, incorporating both new information on procedural developments since 2008, and the results of recent research (including the Annotated Standing Orders Project referred to below). This will push the timeframe for this project beyond 2015.

Enhance knowledge of the standing orders: by progressing the development of the Annotated Standing Orders of the Legislative Council to provide information and analysis, in an accessible form, of the development, rationale and application of each standing order.

The Annotated Standing Orders Project has achieved considerable progress with annotations continuing to be recorded each sitting week. A database detailing the adoption of standing orders from 1856 has been completed. A separate database charting the development of the current standing orders is currently under development.

Continue staff training: by delivering a new package of online training modules for members' Secretary/Research Assistants, providing procedural information in an interactive, engaging, timely and readily accessible format; and by investigating opportunities for training and secondments for committee staff with committee sections in the NSW Legislative Assembly and other parliaments.

A package of 12 online training modules covering key aspects of the operation of the House for Secretary/Research Assistants (SRA) was launched on 27 February 2014. The modules are also available to members and Council staff.

Planning for training and secondments for committee staff with other parliaments was progressed during 2014.

Enhance customer service: by analysing and using the results of the 2013 members' satisfaction survey to develop and implement service improvement initiatives that address identified needs.

A significant finding arising from the 2013 survey was the level of interest from members in further procedural training. Training initiatives for members include access to the new SRA training modules and seminars on parliamentary privilege.

In the longer term, the Procedure Office will be involved in planning for the induction of new members following the 2015 election.

Improve the intranet: by working with the Legislative Assembly and the Department of Parliamentary Services to support the Intranet Steering Committee to develop a new architecture and design for the Parliament's intranet which will incorporate better navigation, content and appearance.

The new intranet was launched in October 2014.

Enhance the Parliament House visitor experience: by working with the Legislative Assembly and the Department of Parliamentary Services to contribute to initiatives to enhance the experience of visitors to Parliament House, including new brochures, significant exhibitions in the Fountain Court and events such as Family Fun Day.

The Usher of the Black Rod and the Deputy Clerk represent the Department on the Visitor Experience Group. In addition, the Office of the Black Rod provides ongoing administrative support to the Group.

The Office of the Black Rod manages the Fountain Court exhibition space. The Office also assisted in the organisation of activities for Family Fun Day. Currently, staff are working with the President's Office and the Legislative Assembly and the Department of Parliamentary Services to plan an exhibition marking the Centenary of ANZAC.

The Procedure Office worked with Department of Parliamentary Services and the Legislative Assembly to deliver two whole-of-parliament brochures for visitors.

Increase public involvement in and awareness of the Parliament and parliamentary processes: by improving access to information about the Legislative Council including a new training course for the private sector on the operations of the Parliament, a new training course on parliamentary privilege, trialling a new Legislative Council Twitter account, continuing to run 'Legislative Council in Practice' sessions for public sector agencies and school outreach presentations.

In September 2013, the Parliament presented a half day seminar on parliamentary privilege to senior public servants. The seminar was well received. A similar seminar was offered to members, staff and members of the New South Wales chapter of the Australasian Study of Parliament Group early in 2014.

Following the positive response to the six month trial of the Council's Twitter account - [@nsw_upperhouse](https://twitter.com/nsw_upperhouse) it was decided to continue to operate the account as an ongoing public information activity of the Department.

Legislative Council in Practice seminars were held throughout the year. The seminars sold out quickly and received very positive feedback.

In September 2013 the University of Sydney approached the Parliament to ascertain interest in contributing to the development and delivery of a bachelor level unit of parliamentary studies. The Council has undertaken development work during the year on this project and the course may be offered in the second semester of 2015.

In May 2014 staff from the Procedure Office conducted Regional Secondary School Outreach Visits in Wollongong and Tamworth in conjunction with a public hearing of the Select Committee on Social, Public and Affordable Housing.

In August 2013, the Procedure Office commenced a review of the statistics maintained by the Council and those published by other parliamentary jurisdictions. The first stage of the project was completed in late 2013, with the launch of the *Statistics of the Legislative Council* [webpage](#). The second stage of the project is moving towards full automation of the publication of the data.

Improve stakeholder access and engagement in committee inquiries: by exploring online consultation methods for committee inquiries, including surveys and social media forums; examining the methods for processing large volumes of individual submissions; reviewing the format of committee reports, including the possible development of an eReader version of reports; developing new committee brochures with a focus on plain language and web accessibility; and considering the reach and effectiveness of current methods of committee inquiry advertising, with a view to developing a new strategy.

A 'digital engagement' project team was established within the Committee Office to look at improving all forms of digital engagement. Projects initiated by the team included: developing a consistent brand for committee-related materials and publications; undertaking research into how other jurisdictions receive and process large volumes of submissions; developing a pilot social media strategy for the Inquiry into regional aviation; considering the use of an eReader version of committee reports; redrafting Plain English brochures; and, evaluating the effectiveness of advertising committee inquiries in the print media.

Promote the achievements of the Legislative Council committee system: by holding a seminar to mark the 25th anniversary of the modern committee system in September 2013; and conducting interviews with former members of the Legislative Council who were instrumental in establishing the standing committee system, as part of Stage one of the Legislative Council Oral History Project.

C25 was a series of events held in September 2013 to mark the 25th anniversary of the committee system in the Legislative Council. On 19 September there was debate in the House reflecting on the legacy of the modern committee system, a lunch for current and former Members, and the launch of a commemorative monograph produced by Dr David Clune as part of the Council's Oral History Project.

The following day, more than 100 people attended the C25 seminar. The feedback from attendees was extremely positive. See page 56 for a report on the conference.

Support the Twinning Project: by contributing to ongoing programs funded by the AusAID grant to the NSW Parliament for the Strengthening Parliamentary Institutions in the Solomon Islands and Bougainville Project (the Twinning Project), including secondments, training and mentoring programs in the areas of procedure, administration and committees.

The Department continued to support the Twinning program throughout the year maintaining strong relationships with the Solomon Islands and Bougainville parliaments. See pages 75 to 78 for a full description of the Parliament's Twinning activities.

Further support members and staff: by working with the Department of Parliamentary Services and Legislative Assembly to implement the Members of Parliament Staff Act 2013.

The *Members of Parliament Staff Act 2013* commenced on 24 February 2014. The Act requires the Presiding Officers to determine conditions of employment for members' staff. These conditions are documented in the *Members' Staff Conditions of Employment – Determination of the Presiding Officers* (the Members' Staff Determination).

The Members' Staff Determination was developed by Department of Parliamentary Services with contributions provided by both House Departments. In addition, the Department of the Legislative Council developed a position description for the Secretary/Research Assistant role and revised the staffing entitlements chapter of the *LC Members' Guide*.

Planning ahead for the Department of the Legislative Council

The Department recently updated its Strategic Plan to detail key priorities for the period 2014-2015. The core business of the Department of providing advisory, research and support services remains the same. Several projects from the 2013-2014 year will be continued and further developed. Key projects initiated are:

- Provide training and support for new members and their staff by delivering comprehensive and ongoing induction training for new members and their staff following the general election, including a two-day induction program, revised online learning modules and the development of a revised *LC Members' Guide*.
- Support initiatives to improve members' facilities by working with the Department of Parliamentary Services in the refurbishment of members' offices as part of the Tower office refit; and to work with Department of Parliamentary Services in office moves associated with the changes of membership post-election.
- Enhance customer service by surveying members' satisfaction with all services provided by the Department at the conclusion of this Parliament, including conducting more detailed qualitative interviews with departing members, and providing a secure and efficient system for distributing committee documents to members in electronic form via E-committees.

- Support the Parliament's new ethics regime by working with the Legislative Assembly to implement new arrangements to complement reforms to the ethics regime for members following the recommendations of the Legislative Council and Assembly Privileges Committees.
- Increase public involvement in the awareness of the Parliament and parliamentary processes by improving access to information about the Legislative Council including working towards a new undergraduate course on Parliament and Democracy at the University of Sydney in the second semester of 2015; development of a strategic relationship with the University of New South Wales' *Parliament Project*; developing a new course for the private sector on the operations of the Parliament in association with Institute of Public Administration Australia; continuing the recently instituted training on parliamentary privilege; continuing to build the Legislative Council twitter account; and continuing to run *Legislative Council in Practice* sessions for public sector agencies and school outreach presentations.
- Improve stakeholder access and engagement in committee inquiries by evaluating the pilot social media strategy used in the State Development Committee's regional aviation inquiry with a view to expanding the use of social media in future inquiries; by examining the methods for processing large volumes of individual submissions; reviewing the format of committee reports, and finalising new committee brochures with a focus on plain language and web accessibility; by exploring the most effective ways increase young peoples' awareness and involvement in committee inquiries; and by producing instructional online videos on how to participate in committee inquiries for prospective submission authors and witnesses.
- Raise the profile of Legislative Council committees by implementing the next stage of the 'branding' project involving the design and installation of a removable banner in the Macquarie Room and mobile banners for off-site committee activities and the incorporation of the new committee brand elements in committee publications; and by completing stage two of the committee advertising project which involves reviewing the content and layout of committee advertisements with a view to producing easier to read, eye-catching advertisements which also incorporate the new committee branding.
- Enhance the Parliament House visitor experience by working with the Legislative Assembly and the Department of Parliamentary Services to contribute to initiatives to enhance the experience of visitors to Parliament House. Three significant initiatives are the Centenary of ANZAC; participation in the Sydney Open in November 2014; and a refresh of the displays in the Jubilee Room and Premier's Corridor.

The Legislative Council's Strategic Plan and the Parliament's Strategic Outlook are both available on the Parliament's [website](#).

Legislation

Constitution Act 1902

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

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

Other legislation

Parliamentary Evidence Act 1901

Parliamentary Electorates and Elections Act 1912

Imperial Acts Application Act 1969

Parliamentary Papers (Supplementary Provisions Act) 1975

Election Funding, Expenditure and Disclosures Act 1981

Public Finance and Audit Act 1983

Interpretation Act 1987

Independent Commission Against Corruption Act 1988

Parliamentary Remuneration Act 1989

Subordinate Legislation Act 1989

Public Interest Disclosures Act 1994

Parliamentary Precincts Act 1997

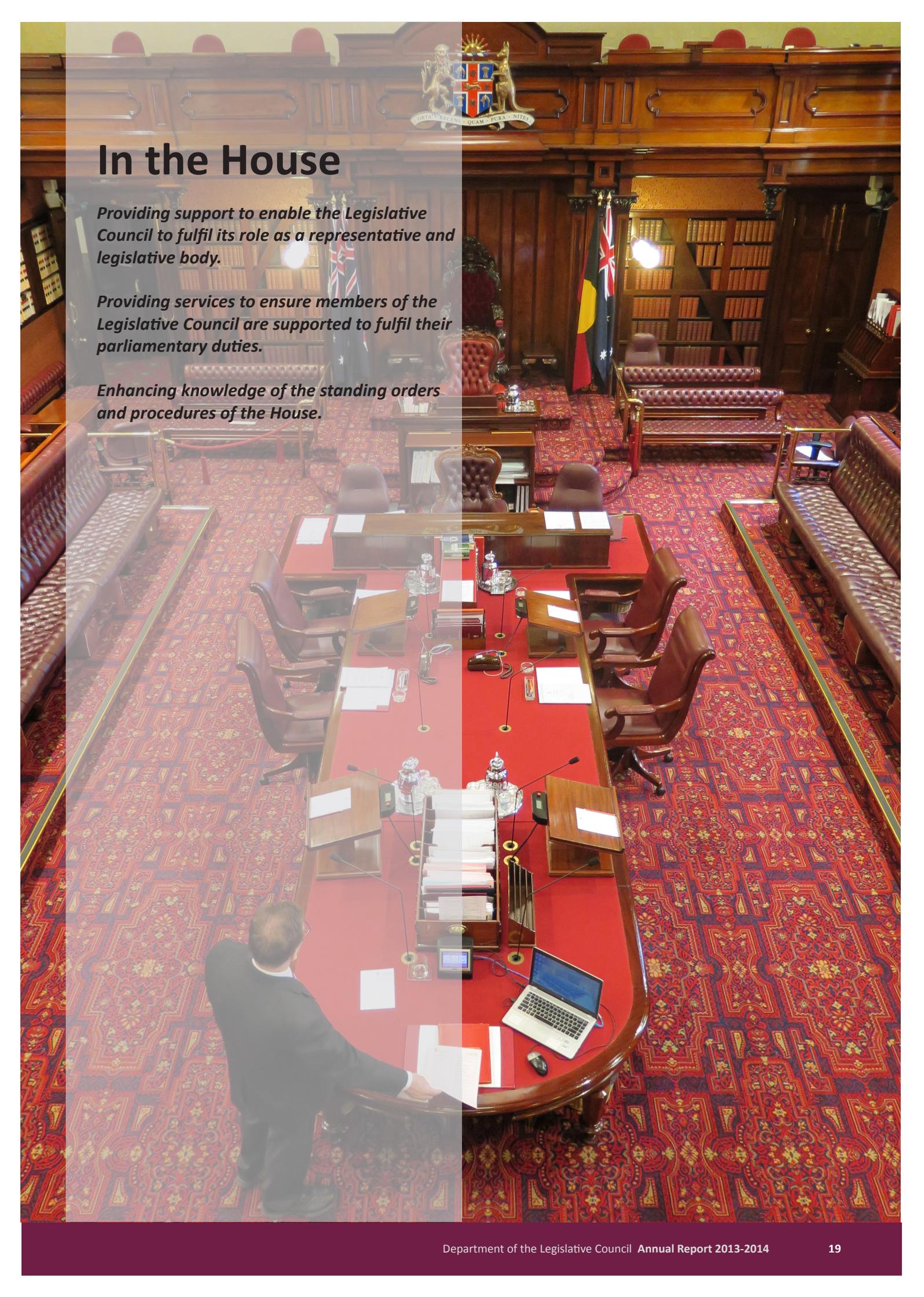
Defamation Act 2005

Election Funding, Expenditure and Disclosures Amendment Act 2012

Local Government Amendment (Members of Parliament) Act 2012

Members of Parliament Staff Act 2013

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



In the House

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

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

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

Overview

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

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

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

The House sat for 51 days during 2013-2014 averaging 7.7 hours per sitting day. The longest sitting day was 13 November 2013, which started at 10.00 am and finished at 11.25 pm. The day included a Joint Sitting to fill a vacancy in the Australian Senate and debate that covered ten bills on various policy areas.

During the reporting period, the volume of business considered by the Legislative Council decreased in comparison to previous years. This may partly be attributed to the decrease in sitting days from 60 to 51.

The number of bills considered during the financial year was slightly down from last year. A total of 112 new bills were either introduced in the Council or received from the Assembly during the reporting period compared to 118 last year. Consideration of 97 bills was concluded during the year compared to 107 last year.

The Council considered 49 bills in committee of the whole and amended 18 bills.

A total of 26 orders for the production of State papers were agreed to, a significant increase on the first two years of this Parliament and a return to the sort of numbers experienced in previous Parliaments.

In total 1,011 questions on notice were lodged in 2013-2014, which equated to an average of 20 questions a day. This was a substantial decrease from the previous year total of 3,108.

The Procedure Office

The Legislative Council Procedure Office provides procedural advice and support to the President, members and the Clerk. During sitting weeks, that support includes:

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

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

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

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

Sitting day support of the House

Preparation for sittings of the House

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

During 2013-2014, 617 notices of motions were given in the House. This number, while lower than the 678 notices given in 2012-2013, remains high in comparison to earlier years.

The majority of notices of motions given in the House are given by private members. In 2013-2014, 533 notices, 86 per cent of the total 617 notices given during the year, were given by private members. Of those notices, 304 were considered by the House and finalised.

Again, while this number is lower than in 2012-2013, it remains high in comparison to earlier years.

The increase in business considered by the House has significantly added to the workload of the Procedure Office, both in the preparation of notices and in recording their consideration by the House in the Minutes of Proceedings.

Stephen Frappell, Clerk Assistant – Procedure and Richard Webber, Chamber and Support, conferring during a sitting of the House. Chamber and Support prepare the Chamber for each sitting, provide administrative assistance during sittings and control the public gallery.



Bills

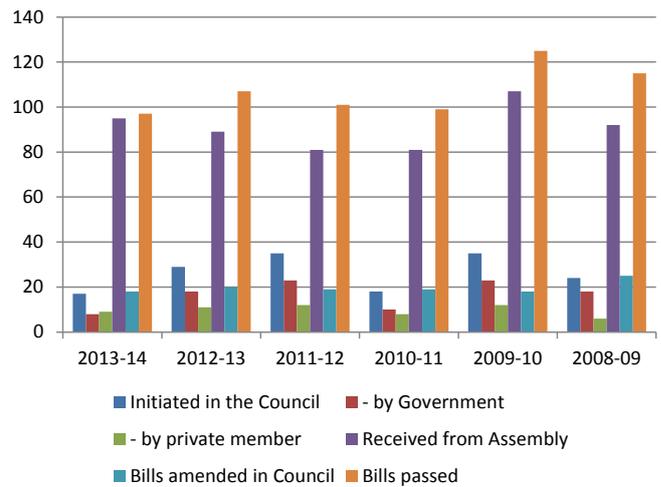
The Procedure Office assists members and their staff in relation to legislation by providing advice on the procedures for the introduction, carriage and amendment of bills in the House and by preparing procedural scripts for use by members. The Procedure Office also manages the process for the assent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

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

During 2013–2014, 95 bills were received from the Legislative Assembly (including one private member's bill) and 17 were introduced in the Council. Of those introduced in the Council, eight were government bills and nine were private members' bills.

The Council passed 97 bills during the reporting period, including one of the bills introduced by a private member. A further government bill introduced in the previous reporting period was discharged from the Notice Paper. One private member's bill considered by the House during the reporting period was defeated.

Bills considered in the Legislative Council



The Hon Duncan Gay, Leader of the Government in the Legislative Council, addressing the Chamber during Question Time. Over 1,000 questions without notice were asked in the House during the reporting period.



Amendments to bills

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

During 2013–2014, the House considered 49 bills in committee of the whole, to which 484 amendments were proposed and 124 agreed to by the House. The number of amendments agreed to was significantly higher than in recent years.

The number of amendments circulated in 2013–2014 was also significantly higher than the previous two reporting periods. During the year, the Procedure Office processed 659 amendments to 54 bills.

The highest number of amendments circulated to any bill was to the Planning Bill 2013 and its cognate, the Planning Administration Bill 2013. Of the 170 amendments circulated to these two bills, 120 were moved, and 51 were agreed to (see case study below).

Planning Bill 2013 and the Planning Administration Bill 2013

The Planning Bill 2013 and the Planning Administration Bill 2013 originated in the Legislative Assembly. The bills repeal and replace the Environmental *Planning and Assessment Act 1979* and introduce a new planning system for New South Wales.

The proposed new planning system was first outlined in the Government's April 2013 White Paper. Following public consultation, a number of changes were made to the proposed legislation to reflect the evidence and submissions received.

During debate on the Bill, the Opposition, Greens, Shooters and Fishers Party and the Christian Democratic Party all foreshadowed that they would have significant amendments in the committee stage.

The committee stage for the Planning Bill 2013 commenced early on the evening of Tuesday 26 November and continued until late Wednesday afternoon. All of the parties circulated amendments to the bill.

Proceedings in the committee stage were marked by lively debate on occasions and by the presence in the gallery throughout of the Minister for Planning monitoring the passage of the bills. The House divided on 17 occasions during the committee stage. Ultimately, 51 amendments were agreed to.

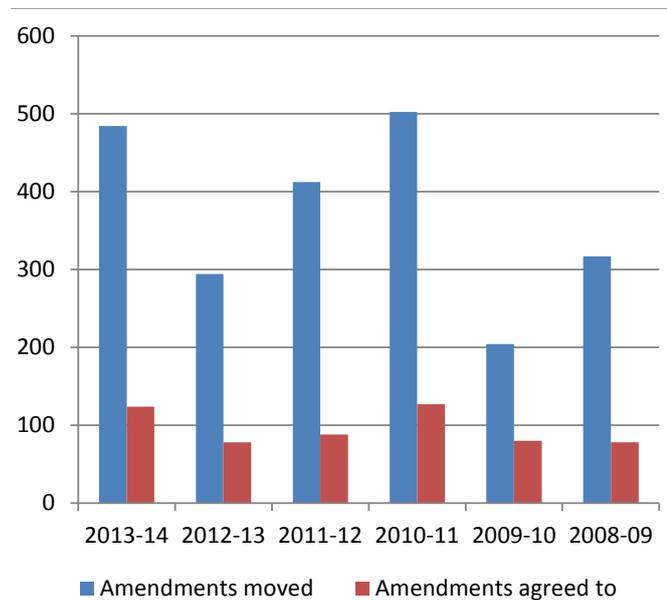
The Legislative Council sent the bills back to the Legislative Assembly for concurrence on 27 October 2013. The Bills were placed on the Legislative Assembly Business Paper but lapsed during prorogation. The Bills were then restored to the Business Paper following the commencement of the current session of the Parliament, where they currently remain.

In total, 17 Legislative Assembly bills were amended by the Council:

- Aboriginal Land Rights Amendment Bill 2013
- Building and Construction Industry Security of Payment Amendment Bill 2013
- Casino Control Amendment (Barangaroo Restricted Gaming Facility) Bill 2013
- Cemeteries and Crematoria Bill 2013
- Civil and Administrative Tribunal Amendment Bill 2013
- Combat Sports Bill 2013
- Crimes Amendment (Intoxication) Bill 2014
- Crown Lands Amendment (Multiple Land Use) Bill 2013
- Entertainment Industry Bill 2013
- Graffiti Control Amendment Bill 2013
- Motor Dealers and Repairers Bill 2013
- Planning Bill 2013
- Residential (Land Lease) Communities Bill 2013
- Skills Board Bill 2013
- Statute Law (Miscellaneous Provisions) Bill 2014
- Statute Law (Miscellaneous Provisions) Bill (No 2) 2013
- Work Health and Safety Amendment Bill 2013

The only Legislative Council bill amended in the Council was a private member's bill, TAFE Changes Moratorium (Secure Future for Public Provision of Vocational Education and Training) Bill 2014.

Amendments moved and agreed to by the Legislative Council



Tabled documents

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

During 2013-2014, 1,166 documents were tabled in the Legislative Council, the majority of which were annual reports of government departments and agencies or statutory instruments. Other types of papers tabled in the House included returns to orders for the production of State papers, petitions, reports from parliamentary committees and messages from the Governor of New South Wales or the Legislative Assembly.

During the reporting period significant building construction works were undertaken. As a consequence the space available for the Legislative Council to store the tabled papers series was reduced. In order to accommodate the series in the reduced space available, the Procedure Office carried out work to consolidate the series and transferred 414 boxes of returns to orders to the care of State Records.

Orders for papers in the Legislative Council

A total of 26 orders for the production of State papers were agreed to, a significant increase on the first two years of this Parliament and a return to the sort of numbers experienced in previous Parliaments. Of the 26 orders made, 15 were initiated by members of the Opposition, five by The Greens, five by the Shooters and Fishers Party and one by the Christian Democratic Party. Ten of the orders for papers were agreed to as formal business without debate.

The orders related to the following issues:

- the Department of Family and Community Services
- lobbyists
- transport contracts and projects
- executive appointments
- Windsor Bridge
- racing agreements
- Crown land
- planning in New South Wales
- the 2014-2015 Budget.

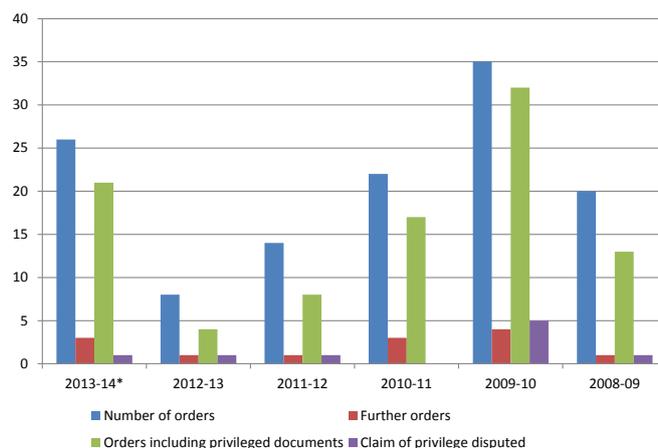
Additionally, the House agreed to three further orders for papers relating to the Yaralla Estate, the governance review of the Game Council and documents from the office of the former Minister for Finance and Services and Minister for the Illawarra.

During the reporting period, 739 boxes of papers were returned and processed by the Procedure Office, with 294 of these boxes containing documents over which privilege was claimed and which are only available to be viewed by members of the Legislative Council. This significant increase in the number of boxes provided was due in part to two factors: firstly, an order for papers relating to bus contracts, for which 394 boxes were returned including 228 boxes containing privileged documents; and secondly an order for papers relating to Mr Matthew Daniel, former Director at the Department of Planning and Infrastructure, for which 149 boxes were returned including 17 boxes containing privileged documents.

Privilege was claimed on documents contained in 21 of the 26 returns during 2013-2014. The validity of the claim of privilege on documents returned relating to the Report on actions of a former WorkCover NSW employee was disputed and referred to an independent legal arbiter for evaluation. While the independent legal arbiter, the Honourable Keith Mason AC QC, found that the documents subject of the dispute did not give rise to a legally valid claim of privilege, the House did not resolve to make those papers public. Instead the House resolved on 6 March 2014 that a “copy of the documents considered by the legal arbiter to be not privileged be provided to General Purpose Standing Committee No. 1 for the purposes of its inquiry into allegations of bullying in WorkCover NSW” and provided the committee with the power to consider whether to make the documents public. General Purpose Standing Committee No. 1 subsequently resolved not to make the documents public.

During the reporting period the Committee Office has conducted a number of inquiries on matters on which the House has also ordered the production of State papers. These included the agistment of horses at Yaralla Estate, allegations of bullying in WorkCover NSW and greyhound racing in NSW.

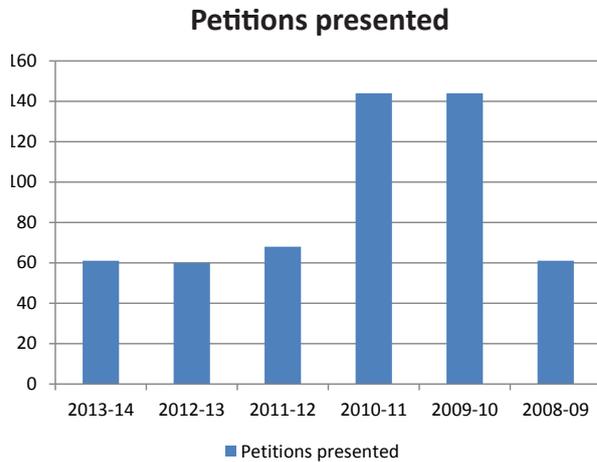
Orders for Papers



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

During 2013-2014, 61 petitions were presented to the House relating to 36 different issues. Seven petitions were presented on more than one occasion. The petitions included a total of over 107,000 signatories.

Details of all papers tabled, including petitions and papers returned to an order of the House, are published in the Legislative Council Minutes at the end of business each day. The Minutes of Proceedings are available on the Legislative Council's [website](#).



As in previous years the petitions received by the House varied substantially in subject matter, frequency and the number of signatories. In the last two reporting periods the presentation of large petitions was noted. This trend continued in 2013-2014, with 13 petitions signed by more than 1,000 signatories presented and an irregular petition regarding International Trafficking and Harvesting of Human Organs presented with 70,000 signatories.

On 4 March 2014 the Procedure Committee tabled a report recommending that the House amend standing order 68 to require a minister to table a response to petitions presented to the House with 500 or more signatories.

A full list of petitions presented in the 55th Parliament, and information regarding preparing and presenting petitions, is regularly updated and made available on the Legislative Council's [website](#).

Questions and answers

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

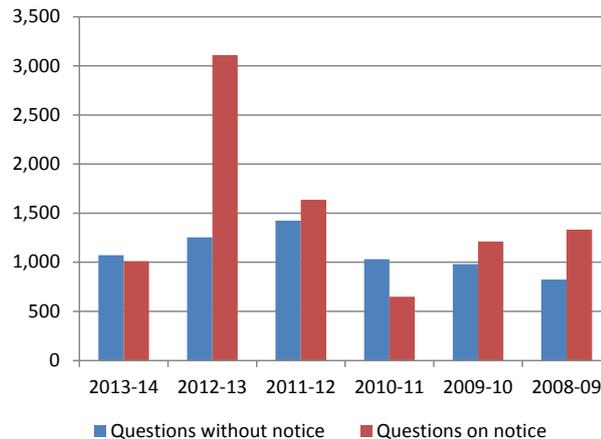
In total 1,011 questions on notice were lodged in 2013-2014, an average of 20 questions a day. This substantial decrease from the total of 3,108 from the previous year is only partly attributed to a reduction in sitting days from 60 to 51.

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.

During Question Time in 2013-2014 a total of 1,072 questions were asked. This was a decrease of 183 from 2012-2013 which is attributable to the decrease in sitting days. Consistent with previous years, there was an average of 21 questions asked per day during the hour of question time. The most questions asked during Question Time on any one day was 28.

A trial of a system for submitting answers electronically by ministers' offices was conducted in 2013-2014. Currently, all ministers in the Legislative Council use this system and feedback on the trial was positive. It is anticipated that this will become a permanent system.

Questions in the Legislative Council



Recording the proceedings of the Legislative Council

In 2013-2014, the Procedure Office continued to ensure that proof editions of the House 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](#).

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

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 available on the Parliament's [website](#).

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 2013-2014, the Procedure Office finalised the Journals of the Minutes of Proceedings, the Notice Paper and Questions and Answers for the 53rd Parliament along with volumes 141 to 150 of the Legislative Council Elections. These volumes were bound and extend the Journal series which dates back to 1856.

In 2013-2014, the Procedure Office continued to publish the online *Running Record*, an online real-time record of proceedings as they occur in the House, available on the [website](#). Feedback on the *Running Record* remains positive.

Similarly, the Procedure Office continues to compile the *House in Review* each sitting week. The House in Review summarises the key events that week, including the passage of legislation, and is available on the Parliament's [website](#). As with the *Running Record*, feedback remains positive.

Online statistics

In view of the Legislative Council's strategic priority to increase public involvement in and awareness of the Parliament and parliamentary processes, in August 2013 the Procedure Office commenced a project to review the statistics maintained by the Legislative Council.

The project has two stages. The first stage was completed in mid-December 2013 with the Procedure Office launching the *Statistics of the Legislative Council webpage*. Each week, statistics related to the length of time the House sat, legislation introduced and amended, notices of motion given and other business are updated.

The second stage of the project aims to launch detailed webpages publishing historical statistical data for each category listed in the overview page. The Procedure Office is currently working towards the implementation of the second stage of the project.

Study of the operations of the Victorian Legislative Council and Legislative Assembly

On 31 March to 2 April 2014, Steven Reynolds, Deputy Clerk, and Stephen Frappell, Clerk Assistant – Procedure, attended the Parliament of Victoria to study the behind-the-scenes sitting day operations. This was the second of such study tours. In February 2013, Mr Frappell and Jenelle Moore, Principal Council Officer – Table Office, conducted a similar study tour to the Australian Senate and House of Representatives.

The visit provided an opportunity to observe the operation of the Victorian Legislative Council and Legislative Assembly, while also providing some ideas that could be pursued by the NSW Legislative Council in the future. For example, both Victorian houses have a very different system for managing private members' business to that in the Council. Equally, the Victorian Parliament has focused on fatigue management, with some useful initiatives that could be considered in the NSW Legislative Council.

The findings of the study were documented and will help inform initiatives both in and outside the House in the future.

Providing research and support on procedural matters

In 2013-2014, the Procedure Office continued to provide high level procedural research and advice, both during sitting weeks and in non-sitting weeks. Issues addressed in research material produced during the reporting period included:

- raising matters of privilege in the House
- giving the call to a member who rises to speak in the House
- the capacity of the House to move a motion that the Auditor-General inquire into a particular matter
- personal service of summons under the *Parliamentary Evidence Act 1901*
- ownership of copyright in bills drafted by Parliamentary Counsel's Office
- the location of the swearing-in ceremony for a newly appointed Governor
- the calling of members as witnesses
- the administration of the Parliament during the 2015 election period
- correspondence concerning the case of *D'Adam A v The Treasurer & Premier*
- the casual vacancy caused by the resignation of Senator the Honourable Bob Carr (see separate discussion box on page 34)
- whether rights of reply can be granted to rights of reply already incorporated in Hansard
- the application of legislation to the precincts of Parliament
- the former practice of citing Acts using a 'hyphenated year' (eg '1932-1933')
- matters arising during the WorkCover inquiry including the power of committees to order the production of documents and the application of statutory secrecy provisions to committees
- the development of a new memorandum of understanding with the ICAC in relation to the execution of search warrants at the offices of members

- the operation of the *Queensland Acts Interpretation Act* concerning the application of other legislation to the powers and immunities of Parliament
- revision of the position description of the Parliamentary Budget Officer.

In 2013-2014, the Procedure Office also assisted in the preparation of the following:

- a submission by the Clerk to the Senate Legal and Constitutional Affairs References Committee Inquiry into a claim of public interest immunity raised over documents
- a paper presented by the President at the 2013 annual conference of the Australasian Study of Parliament Group, entitled 'The Parliament of New South Wales and the Independent Commission Against Corruption: Recent interactions on matters of privilege and future issues'.

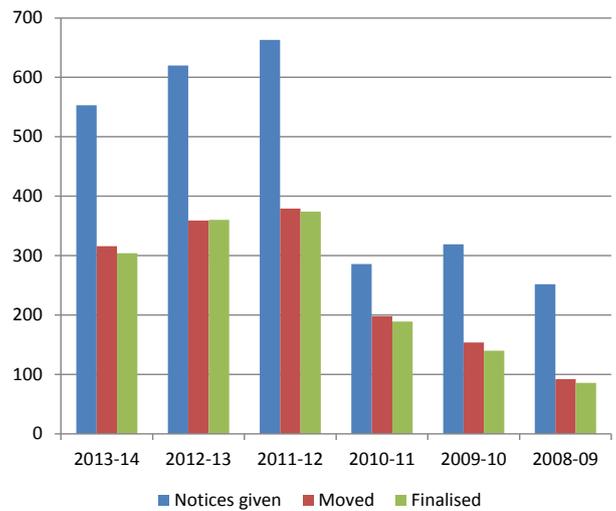
The Procedure Office also coordinated responses to posts on the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) list server. These requests related to a wide range of topics including:

- rulings on points of order
- the reporting of messages from the Governor
- the expulsion of members
- the resignation of Presiding Officers
- tweeting by Presiding Officers
- statistics relating to the sittings of the House
- time limits on speeches on bills
- the right of members who are not ministers to sit at the Table of the House
- speaking rights for ministers and other members
- the regulation of lobbyists
- the protection of journalists' sources in parliamentary proceedings
- 'sin bin'
- bikie gang protest
- political cartoonist
- audio links by committees
- acknowledgement of traditional land owners
- unauthorized access to the parliamentary precincts (joint response with the Legislative Assembly).

Responses were prepared by staff of the Procedure Office, Office of the Black Rod and Committees Office.

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

Private members' business in the Legislative Council



The Annotated Standing Orders of the Legislative Council and the second edition of *New South Wales Legislative Council Practice*

In 2013-2014, progress continued on two long-term procedural research projects within the Procedure Office: the completion of a published *Annotated Standing Orders of the Legislative Council*, and a second edition of *New South Wales Legislative Council Practice*.

The *Annotated Standing Orders of the Legislative Council* are being prepared to provide information and analysis of the history, development, rationale and application of each of the standing orders of the Legislative Council. 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 working notes of former clerks and procedure officers.

During 2013-2014, the Procedure Office made significant progress on the first phase of the project, the identification of and research into significant precedents since 1856.

The Office also commenced and progressed the second phase of the project, drafting detailed commentaries on the operation and development of each individual standing order. The project will remain a key priority for the coming reporting year.

The first edition of *New South Wales Legislative Council Practice* was published in 2008. It is a book of close to 700 pages bringing together the history, practices and procedures of the Legislative Council. Similar books are published by the Australia Senate (*Odgers' Australian Senate Practice*, now in its 13th edition), the Australian House of Representatives (*House of Representatives Practice*, now in its 6th edition) and the United Kingdom Parliament (*Erskine May's Parliamentary Practice*, now in its 24th edition).

In 2013-2014, the Procedure Office continued reviewing *New South Wales Legislative Council Practice* with a view to the publication of a second edition. Work continued on a number of early chapters of the book concerning elections, and the qualifications and disqualifications of members, members ethics and the Office Holders of the Council.

The Crimes and Other Legislation Amendment (Assault and Intoxication) Bill 2014, the Liquor Amendment Bill 2014, and the Mining Amendment (ICAC Operations Jasper and Acacia) Bill 2014

The House was recalled to sit for one day on Thursday, 30 January 2014, by the President at the request of the Leader of the Government to consider legislation regarding drug and alcohol related violence, and the cancellation of certain mining exploration licences. The bills, the Crimes and Other Legislation Amendment (Assault and Intoxication) Bill 2014, the cognate Liquor Amendment Bill 2014 and the separate Mining Amendment (ICAC Operations Jasper and Acacia) Bill 2014 were all passed by the House during the day. The bills were also passed by the Legislative Assembly. The House was adjourned until Tuesday 4 March 2014.

It was the tenth time since 1988 that the House has been recalled during a recess.

Vacancy in the Senate caused by the resignation of Senator the Hon Bob Carr

In October 2013, a vacancy occurred in the representation of New South Wales in the Senate following the resignation of Senator the Hon Bob Carr. However, in somewhat unusual circumstances, Senator Carr expressed his resignation as applying to both his seat in the existing Senate up until 30 June 2014 but also his seat in the next Senate commencing on 1 July 2014 for which he was elected at the 2013 half-Senate election.

On advice from the NSW Crown Solicitor, at a joint sitting of the NSW Parliament on 12 November 2013, the Parliament filled only the casual vacancy in the Senate up until 30 June 2014. The Crown Solicitor advised that the vacancy after 1 July 2014 would have to be dealt with separately as the seat would not fall vacant until 1 July 2014.

The matter arose again in late May 2014 as the change-over to the new Senate on 1 July 2014 approached. The matter was given added urgency as the new Senate was due to sit on 7 July. However, a joint sitting of the NSW Parliament to fill the casual vacancy after 1 July 2014 was complicated by the fact that the NSW Parliament was not due to sit again until August.

Once again advice was sought from the Crown Solicitor on whether the casual vacancy could be filled by Her Excellency the Governor under section 15 of the Commonwealth Constitution if the Parliament was not prorogued, and whether there was any impediment to arranging before 1 July a joint sitting of the Parliament after 1 July for the purposes of filling the vacancy. In his advice, the Crown Solicitor confirmed previous advice that the Governor could only act under section 15 to fill a casual vacancy when the parliament was prorogued. The Crown Solicitor also indicated that while it would not be beyond the power of the Houses of the NSW Parliament to make arrangements for the filling of the casual vacancy before 1 July 2014, in his opinion, it would be open to the Presiding Officers to take the view that such proceedings were inappropriate and rule them out of order.

Ultimately, after extensive consideration of the options for filling the casual vacancy, including the option of prorogation, it was decided that the NSW Parliament would do nothing until after 1 July. Subsequently, on receipt of advice of the vacancy from the President of the Senate and Her Excellency the Governor that the vacancy had occurred, the two Houses held a special sitting on Wednesday, 2 July to fill the casual vacancy. Ms Deborah O'Neill was again elected to hold the place in the Senate rendered vacant by the resignation of the Honourable Bob Carr.



The joint sitting which was held to fill the second vacancy in the Senate caused by the resignation of the Hon Bob Carr. Ms Deborah O'Neill, who was again elected to fill the vacancy, is observing proceedings from the President's Gallery.

New online training modules for Secretary/Research Assistants (SRAs) and members

During 2013-2014, the Procedure Office developed a series of 12 online training modules on Legislative Council practice and procedure. Individual modules cover topics such as the sources from which the powers of the House are derived, rules of debate, the passage of legislation, the operation of committees and orders for papers. Together, the modules provide an introduction to parliamentary procedure and to the practical operation of the House. The modules incorporate film clips of various members discussing House procedures and how members can best be supported by their staff.

The development of these new Secretary/Research Assistant (SRA) training modules followed feedback from SRAs that they wanted to be able to access training on Legislative Council practice and procedure at their own time and pace, rather than the traditional training sessions previously offered to SRAs on the Friday of sitting weeks.

While the modules have initially been developed in Powerpoint, work commenced in 2013-2014 to make them available using 'Captivate', which provides increased functionality and accessibility

Module overview



A notice of motion is an indication by a member that they wish to initiate a matter for discussion in the House. This module outlines the rules for notices of motions and provides guidance on drafting notices of motions.

1385. Ms Barham to move—

That, under standing order 52, there be laid upon the table of the House within 14 days of the date of passing of this resolution the following documents, created since 1 January 2009, in the possession, custody or control of the Premier, the Department of Premier and Cabinet, the Minister for the Environment, the Office of Environment and Heritage, the Minister for Planning, the Department of Planning and Infrastructure, and the Minister for the North Coast, relating to coastal management and coastal protection works at Belongil Beach:

- (a) any correspondence with any landowners, organisations or legal firms and any ministerial advice or briefing notes relating to the correspondence,
- (b) any documents relating to meetings with any landowners, organisations or legal firms and any ministerial advice or briefing notes relating to the meetings, and
- (c) any document which records or refers to the production of documents as a result of this order of the House.

(Notice given 18 June 2013—expires Notice Paper No. 168)

1387. Mr Primrose to move—

1. That the Standing Committee on Law and Justice inquire into and report on the operation of section 44 of the Crimes Act 1900, and in particular:

- (a) the efficacy of section 44 of the Crimes Act 1900 in preventing the abuse of the elderly, and
- (b) the alternative legislative measures in place in other jurisdictions to deal with elder abuse.

2. That the Committee report by the last sitting day prior to the winter long adjournment in 2014.

(Notice given 19 June 2013—expires Notice Paper No. 169)

A screen shot from Notices on motion module of the SRA training program. This module provides guidance on the drafting of notices of motion.

Records management and a new air conditioner for the Legislative Council Chamber

During the reporting period one of the major projects undertaken by Department of Parliament Services Facilities was the replacement of the aged and failing air-conditioning system in the Legislative Council Chamber. The work was undertaken largely when the House was not sitting during the summer recess and was completed by 17 March 2014.

The most appropriate space for a new air conditioner was identified as being under the Legislative Council Chamber in an area being used by the Legislative Council for the storage of historic procedural papers, administrative files, bills and reports. A room built to enclose the new air conditioner takes up about a quarter of the storage area.

To prepare for the loss of space in the storage area, a review was undertaken of the records being kept on-site by the Legislative Council and the storage needed in the future. As a consequence, a large number of excess copies of old reports and journals were identified as superfluous and destroyed according to the Parliaments' Functional Retention and Disposal Schedule.

Other historical documents, including fragile original and unique documents of the House from 1856 were identified as being of significant and subsequently formed part of a successful submission for funding to digitise and preserve these documents.

The digitisation project is conceived in two parts. The first is to digitise documents and records of the colonial legislature between 1824 and 1856. This collection includes papers tabled in Parliament, correspondence with the Imperial parliament, documents created by important historical figures, and records of the early society of New South Wales and Australia. The documents have not been stored in optimum conditions and are deteriorating.

The second part of the project is to digitise the documents and records of the Legislative Council and Legislative Assembly from the establishment of responsible government in 1856 until the establishment of the Commonwealth in 1901.

Once scanned, the original hard copy documents will be transferred under the Memorandum of Understanding between the Clerks and the Director of the State Records Authority of New South Wales into the care, but not control, of the State Records Authority.

The digitisation project will allow continued access by the Parliament to important documents which record the establishment of the colony and constitutional developments in New South Wales. In addition, for the first time, these important documents will be made available to members of the public, researchers and historians via a cloud based delivery model.

While there are minor risks involved in the transportation and scanning of these fragile documents, the benefits of ensuring their long-term conservation, security and accessibility far outweighs the risks in not proceeding with this project.

The new air conditioning unit for the Legislative Council Chamber installed in early 2014.



The Legislative Council historic procedural papers. The records from the colonial Council (1824 to 1856) will be digitised and published online during 2015.

Privileges Committee and Procedure Committee

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

Privileges Committee

The Privileges Committee considers matters relating to parliamentary privilege referred to it by the House or the President. The Committee also considers citizen's right of reply requests 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*.

Members

The Hon Trevor Khan, Chair
The Hon Amanda Fazio, Deputy Chair
The Hon John Ajaka (to 7/8/2013)
The Hon Jeremy Buckingham (for the inquiry into the 2009 Mt Penny return to order)
The Hon David Clarke (from 7/8/2013)
The Hon Greg Donnelly (to 25/11/2013)
The Hon Jenny Gardiner
The Hon Natasha Maclaren-Jones (from 13/5/2014)
The Hon Matthew Mason-Cox (to 13/5/2014)
Revd the Hon Fred Nile
The Hon Peter Primrose (from 25/11/2013)

Inquiries undertaken

In October 2013 the Committee reported on an inquiry established during the previous reporting period concerning the Government's failure to provide documents in a return to an order to the House in 2009 concerning a mining exploration licence and associated tender process over land at Mt Penny. The inquiry was established to investigate among other matters whether the then Minister for Mineral Resources and Primary Industries, Mr Ian Macdonald,

had deliberately withheld documents from the return provided to the House.

The Mt Penny matter had been the focus of investigations by the ICAC and findings of corrupt conduct against Mr Macdonald and others.

In its report the Committee found no evidence that Mr Macdonald had sought to interfere with the documents provided in the return given that he had been required to resign from the ministry shortly after the House's order was made. Rather, the Committee found that the Government's failure to fully comply with the order was attributable almost exclusively to administrative failings within the former Department of Industry and Investment. There was no evidence that such failings were deliberate and the Committee did not recommend any action against departmental officers. However, the Committee did make a number of recommendations to improve the processes relating to the production of Government documents to the House.

In November 2013 the House referred to the Committee an inquiry concerning three of the recommendations made by the ICAC in its 2013 report entitled *Reducing the opportunities and incentives for corruption in the State's management of coal resources*. The recommendations concerned the *Code of Conduct for Members*, the regime for the disclosure of members' interests and the establishment of a parliamentary investigator to examine potential misconduct by members.

The Committee reported on the inquiry in June 2014. The Committee recommended the adoption of a new clause in the *Code of Conduct for Members* concerning improper influence by members, various reforms to the disclosure regime including requirements for the disclosure of interests of members' spouses/partners and dependent children, and the establishment of a parliamentary commissioner for standards based on the model in the United Kingdom Parliament.

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

Procedure Committee

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

Members

The Hon Don Harwin, President and Chair
The Hon Jenny Gardiner, Deputy President
Revd the Hon Fred Nile, Assistant President
The Hon Michael Gallacher, Leader of the Government (to 7/5/2014)
The Hon Duncan Gay, (Leader of the Government from 7/5/2014, Deputy Leader of the Government until 7/5/2014)
The Hon John Ajaka, Deputy Leader of the Government (from 7/5/2014)
The Hon Luke Foley, Leader of the Opposition
The Hon Adam Searle, Deputy Leader of the Opposition
The Hon Dr Peter Phelps, Government Whip
The Hon Amanda Fazio, Opposition Whip
The Hon Robert Borsak
The Hon John Kaye
The Hon Sarah Mitchell

Inquiries undertaken

In 2013-2014 the Procedure Committee reported on two inquiries initiated in the previous financial year, one into the introduction of a standing order setting a deadline by which government bills must be introduced in the Legislative Council if they are to be finalised in the same sitting period, and one into the regulation of the consumption of alcohol by members of Parliament during sitting hours. The Committee tabled one report on 4 March 2014 that covered these two inquiries. It also discussed the issue of government responses to petitions.

The Inquiry into a deadline for the introduction of government bills was established following a motion moved by the Hon Mick Veitch for the House to adopt a cut-off date for the introduction of government bills by standing order.

An amendment moved by the Hon Duncan Gay referred the matter to the Procedure Committee for inquiry and report. In its report the Committee identified a number of suggested reasons for applying cut-off dates to government bills and analysed the impact and effectiveness of past cut-off dates in the Legislative Council.

The Committee found that while cut-off dates do not appear to have had the effect of diminishing the number of bills passed in the concluding weeks of a sitting period, cut-off dates have been useful in providing guidance for ministers and departments on the timing for the introduction of legislation and giving the House a measure of influence and control over the timing and extent of debate on government legislation.

The Committee recommended that the application of a cut-off date procedure continue to be applied by way of sessional order rather than by way of standing order to maintain the flexibility of cut off dates between sitting years.

The Inquiry into the regulation of the consumption of alcohol by members of Parliament during sitting hours was referred in June 2013. The terms of the reference required the committee to include suggestions for changes to standing orders, sessional orders, the *Code of Conduct for Members* or other relevant instruments.

Following a review of the previous occasions on which the consumption of alcohol by members has arisen, and relevant regulatory provisions operating in New South Wales and other jurisdictions, the Committee concluded in its report that members must take responsibility for their own behaviour and that the current Code of Conduct outlining the standards expected of members, together with provision for a mechanism for dealing with the disorderly conduct of members in the House under the standing orders, are sufficient.

The Committee concluded there would be merit in ensuring that members understand that all inappropriate behaviour, including behaviour as the result of a member's intoxication by the consumption of alcohol or other substances, falls clearly within the purview of the disciplinary mechanism outlined under SOs 190-192. It recommended that the President make a statement to the House to this effect, which he did after tabling the report of the Committee.

In the same report, the Committee took the opportunity to make certain observations regarding the provisions for petitions presented in the Legislative Council. The Committee recommended that the House adopt a new procedure to require ministers to provide a response to petitions of 500 signatures or more, similar to that operating in the Legislative Assembly. The Leader of the Government gave notice of motion for a new sessional order to give effect to this recommendation on 2 July 2014.

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

Overview of activities undertaken by Procedure and Privileges Committees

Privileges Committee

	2013-14	2012-13	2011-12	2010-11	2009-10
Meetings	12	16	9	5	10
Inquiries	2	7	2	0	4
Submissions	28	10	0	5	3
Reports	2	7	6	4	4

Procedure Committee

	2013-14	2012-13	2011-12	2010-11	2009-10
Meetings	3	0	4	2	0
Inquiries	0	2	2	1	0
Submissions	0	0	4	0	0
Reports	1	0	2	1	1

Looking ahead

In 2014-2015, the key focus of the Procedure Office will continue to be providing support for the operations of the House.

The Procedure Office will take advantage of the lengthy parliamentary recess due to the 2015 election to finalise certain key projects and plans to concentrate on the induction of new members and staff, and to develop new training and public awareness programmes. The following projects will be the focus for the Procedure Office in 2014-2015:

- finalising the Annotated Standing Orders of the Legislative Council
- editing and reviewing *New South Wales Legislative Council Practice*
- delivering a comprehensive and ongoing induction training program for new members and their staff following the 2015 general election
- developing private sector seminars
- completing the second stage of the online statistics project.



In Committees

Supporting members' participation in committee work.

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

Overview

Legislative Council committees are one of the Council's key mechanisms to scrutinise executive activity and to examine issues in the public interest. The core business of committees is to conduct 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 and interested groups to participate in the parliamentary process.

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

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

During 2013-2014 there were seventeen Legislative Council committees in operation, comprised of five standing committees, five general purpose standing committees (GPSCs) and seven select committees. Fifteen of these committees were supported by the Committee Office, which currently has 16 staff.

Two of the standing committees, the Privileges Committee and the Procedure Committee, were supported by the Procedure Office. The activities of these committees are discussed on page 37 to 40 of this report.

The Committee Office was very busy during 2013-2014: 71 hearings involving 592 witness were held in 2013-2014, compared to holding 63 hearings with 547 witnesses in 2012-2013 and 22 committee reports were tabled in 2013-2014 compared to 11 in 2012-2013.

The trend towards an increased number of select committees noted in the last two reporting periods continued this year, up from four in 2012-2013 to seven in 2013-2014. The issues examined included: social, public and affordable housing; greyhound racing; and the impact of gambling.

Issues examined by the standing committees in this period included the family response to the murders in Bowraville and regional aviation services.

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

Activity	2013-14	2012-13	2011-12	2010-11	2009-10
Meetings	135	98	143	75	142
Inquiries	30	19	26	26	27
Consultation and public participation					
Submissions	1,882*	2,362**	2,153	700	2,273
Hearings	71	63	86	35	74
Witnesses (hearings and public forums)	592	547	850	302	581
Duration of hearings (hours)	261	276	341	160	317
Reports tabled	22	11	16	18	18

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

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

Detailed information regarding committee report numbers, travel expenses, committee membership and other statistics is provided in Appendices 3 to 7. Further information on all Committee inquiries is published on the Parliament's [website](#).

Committee activity

Standing Committees

The Legislative Council has three policy-oriented standing committees that conduct detailed inquiries into complex matters of public policy. These are the standing committees on Law and Justice, Social Issues, and State Development.

Standing Committee on Law and Justice

Members

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

Committee scope

The Standing Committee on Law and Justice conducts inquiries into matters concerned with legal and constitutional issues including law reform, parliamentary matters, criminal and administrative law and the criminal justice system, police, corrective services and juvenile justice, industrial relations, emergency services and fair trading. The Committee also has responsibility under the *Safety, Return to Work and Support Board Act 2012* to oversee the WorkCover Authority of NSW, Workers Compensation (Dust Diseases) Board, Motor Accidents Authority and Lifetime Care and Support Authority.

Inquiries undertaken

The Committee completed its Inquiry into Racial Vilification Law in NSW, which commenced in the previous reporting period. The inquiry was referred to the Committee by the Premier. The terms of reference required the Committee to examine the effectiveness of section 20D of the *Anti-Discrimination Act 1977*, which sets out the criminal offence of serious racial vilification.

The Committee received 45 submissions and one supplementary submission and held two public hearings. The Committee tabled its report on 3 December 2013 making 15 recommendations, most of which were designed to overcome procedural impediments impacting on the application of section 20D.

The Committee conducted its 12th review of the exercise of the functions of the Motor Accidents Authority (MAA), receiving 12 submissions and holding two hearings. The Committee tabled its report in July 2014 making 16 recommendations, including that the MAA provide a report to the Committee annually that includes a comprehensive review of the performance of the Motor Accidents Compensation Scheme, and an analysis of the drivers of high levels of insurer profits.

Aboriginal cultural awareness training

In preparation for the inquiry into the family response to the murders in Bowraville, the committee sought training in Aboriginal cultural awareness from Dr Diana Eades, a sociolinguist from the University of New England who specialises in Aboriginal English. The workshop canvassed the differences between Aboriginal English and other forms of English, the role of culture and traditional languages in current communication patterns for Aboriginal people in New South Wales and techniques for facilitating an environment in which inquiry participants could freely and fully tell their story. The Committee provided very positive feedback about the training.

The Committee concurrently conducted its fifth review of the exercise of the functions of the Lifetime Care and Support Authority. The Committee received 13 submissions and held two hearings. The report, which was also tabled in July 2014, found that the Lifetime Care and Support Scheme was working well and made 10 recommendations to improve aspects of its operation.

In October 2013, the Committee commenced its first review of the exercise of the functions of the Workers' Compensation (Dust Diseases) Board. The Committee received seven submissions and held three hearings. The Committee tabled its report in September 2014.

The Committee concurrently commenced its first review of the exercise of the functions of the WorkCover Authority. It received 43 submissions and held three hearings. The Committee tabled its report in September 2014.

In November 2013, the Committee commenced an inquiry into the family response to the murders in Bowraville of Colleen Walker-Craig, Evelyn Greenup and Clinton Speedy-Duroux in the early 1990s. The inquiry was referred by the Legislative Council and sought to give the families the opportunity to appear before the Committee and detail the impact of the murders on them and their community. The Committee received 29 submissions and 4 supplementary submissions during the reporting period. Prior to the commencement of hearings the Committee conducted a site visit to Bowraville to meet family members and discuss the inquiry process. The Committee later held a public hearing and a closed roundtable session over two days in Macksville, followed by a second public hearing in Sydney. The Committee tabled its report in November 2014.

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

The Hon David Clarke, Chair of the Law and Justice Committee, meeting Gumbaynggirr elder Uncle Martin Ballangarry during the Committee's site visit to Macksville as part of the family response to the murders at Bowraville. The Committee commenced its inquiry by visiting Bowraville.



Standing Committee on Social Issues

Members

The Hon Niall Blair, Chair
The Hon Helen Westwood, Deputy Chair
The Hon Jan Barham
The Hon Catherine Cusack (until 12 December 2013)
The Hon Greg Donnelly
The Hon Natasha Maclaren-Jones
The Hon Dr Peter Phelps (from 12 December 2013)

Committee scope

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

Inquiries undertaken

The Inquiry into strategies to reduce alcohol abuse among young people in New South Wales was referred to the Committee by the Minister for Mental Health, Wellbeing and Western Sydney in November 2012. The terms of reference required the Committee to examine a range of issues including the effect of alcohol advertisements on young people and whether to place restrictions on advertising, the effectiveness of alcohol harm minimisation strategies for young people, the effectiveness of measures to reduce certain impacts of alcohol and the effectiveness of measures to reduce alcohol related violence. The Committee received 54 submissions, held four public hearings and heard from 46 witnesses. The report was tabled in December 2013 and contained 11 recommendations that aimed to develop understanding of the practice of 'pre-loading', enable the accurate collection of data on alcohol sales and produce greater community involvement in liquor accords and their management. The report also recommended the introduction of a risk-based licensing fee system.

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

Standing Committee on State Development

Members

The Hon Rick Colless, Chair
The Hon Mick Veitch, Deputy Chair
The Hon Catherine Cusack (from 12 December 2013)
The Hon Paul Green
The Hon Charlie Lynn (until 14 May 2014)
Mr Scot MacDonald (from 14 May 2014)
The Hon Dr Peter Phelps (until 12 December 2013)
The Hon Steve Whan

Committee scope

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

Inquiries undertaken

The Inquiry into Regional Aviation Services was referred to the Committee by the Deputy Premier, Minister for Trade and Investment, and Minister for Regional Infrastructure and Services in December 2013. The inquiry focused on the provision of regular aerial passenger transport services to regional centres in New South Wales, and the economic impact on regional communities of gaining or losing air services. During the inquiry the Committee trialled an innovative communication strategy incorporating a number of social media platforms (See page 66 for more detailed discussion on the Committee's communication strategy). The Committee received 65 submissions and held three public hearings, including two regional hearings. The Committee held four additional hearings after the 2013-2014 reporting period and tabled its report in October 2014.

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

Members of the Standing Committee on State Development visit the Rex training facilities at Wagga Wagga Airport. The Committee undertook visits to Wagga Wagga, Bega and Cowra during its inquiry into regional aviation.



General Purpose Standing Committees

The Legislative Council has five General Purpose Standing Committees, with each committee allocated responsibility for overseeing specific government portfolios. These accountability-oriented committees were first appointed by the House in 1997. A distinguishing feature of these committees, which have a majority of non-government members, is that in addition to receiving references from the House, they have the power to self-refer matters for inquiry. The annual budget estimates inquiry is undertaken by the general purpose standing committees.

General Purpose Standing Committee No. 1

Members

Revd the Hon Fred Nile, Chairman
The Hon Melinda Pavey, Deputy Chair
The Hon Catherine Cusack
Dr John Kaye
The Hon Matthew Mason-Cox (until 14 May 2014)
The Hon Greg Pearce (from 14 May 2014)
The Hon Walt Secord
The Hon Mick Veitch

Committee scope

General Purpose Standing Committee No. 1 has responsibility for examining the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of Finance and Services, Industrial Relations, Infrastructure, Planning, Premier, Treasury, Western Sydney, and Women.

Inquiries undertaken

The Committee completed the annual examination of the Budget Estimates and related papers for the financial year 2013-2014. The Committee held hearings for each of the portfolios for which it is responsible.

In June 2013, the inquiry into allegations of bullying in WorkCover was referred to the Committee by the Legislative Council. The reference required the Committee to examine the culture of WorkCover and its role as the state regulator of work health and safety as it relates to bullying in the workplace. The Committee received 98 submissions and six supplementary submissions. It held two public and four in camera hearings. In June 2014 the Committee tabled its report, which made 13 recommendations aimed at addressing the culture of WorkCover and enhancing its role as the state workplace regulator. The recommendations focused on improving senior leadership in relation to bullying within WorkCover and enhancing governance and accountability.

Substitute members

Mr Shoebridge and Mr Searle substituted for Dr Kaye and Mr Secord respectively, and Mr Lynn substituted for Mr Mason-Cox then Mr Pearce, for the duration of the inquiry into allegations of bullying in WorkCover NSW.

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

General Purpose Standing Committee No. 2

Members

The Hon Melinda Pavey, Chair (from 19 June 2014)
The Hon Paul Green, Deputy Chair
Ms Jan Barham
The Hon David Clarke
The Hon Marie Ficarra (until 14 May 2014)
The Hon Jenny Gardiner
The Hon Shaoquett Moselmane
The Hon Helen Westwood

Committee scope

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 Aboriginal Affairs, Ageing, Citizenship and Communities, Disability Services, Education, Health, Medical Research, Mental Health, The Illawarra, and Veterans Affairs.

Inquiries undertaken

The Committee completed the annual examination of the Budget Estimates and related papers for the financial year 2013-2014. The Committee held hearings for each of the portfolios for which it is responsible.

The Committee tabled its report on drug and alcohol treatment in August 2013. The report made seven recommendations aimed at improving the lives of those with substance abuse issues.

Substitute members

Revd Nile substituted for Mr Green for the duration of the inquiry into drug and alcohol treatment.

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

General Purpose Standing Committee No. 3

Members

The Hon Natasha Maclaren-Jones, Chair
The Hon Niall Blair, Deputy Chair
Mr John Ajaka (until 6 August 2013)
Dr Mehreen Faruqi
The Hon Paul Green
Mr Scot MacDonald (from 6 August 2013)
The Hon Penny Sharpe
The Hon Mick Veitch

Committee scope

General Purpose Standing Committee No. 3 has responsibility for examining matters regarding the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of Local Government, Regional Infrastructure and Services, Roads and Freight, Small Business, The Hunter, The Legislature, The North Coast, Tourism and Major Events, Trade and Investment, and Transport.



Members of GPSC No. 3 visiting Domestic and International Airport stations for the inquiry into removing or reducing station access fees at Sydney Airport.

Inquiries undertaken

The Committee completed the annual examination of the Budget Estimates and related papers for the financial year 2013-2014. The Committee held hearings for each of the portfolios for which it is responsible.

The Committee conducted an inquiry into removing or reducing the station access fee at Sydney Airport train stations. The inquiry examined the revenue sharing arrangements the NSW Government has with Airport Link Company regarding the privately owned Airport Line.

In addition, it examined how the cost of travelling on the line has impacted on patronage and contributed to congestion on the roads in and around the airport precinct. The Committee made 14 recommendations, including advocating for the removal of the station access fee for weekly tickets and either the removal or reduction of the fee for single and return tickets for workers at the airport and families.

The Committee also recommended that the Opal Card be designed to provide exemptions and discounts on the fee before it is implemented on the Airport Line.

In May 2013 the Legislative Council referred an inquiry into tourism in local communities. The Committee was required to inquire into and report on the value and impacts of tourism on local communities.

The Committee received a total of 91 submissions and one supplementary submission, and held three public hearings at Parliament House, one hearing in Queanbeyan and two roundtable discussions in Ballina and Dubbo. The Committee tabled its report in March 2014. The report included 25 recommendations on a broad range of issues relating to tourism funding and initiatives, the impact of tourism and peak populations on local communities and the regulation of tourism across the State.

Substitute members

Ms Barham substituted for Dr Faruqi for the duration of the inquiry into tourism in local communities.

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

Members of GPSC No. 3 visiting Western Plain Zoo in Dubbo as part of the inquiry into tourism in local communities.



General Purpose Standing Committee No. 4

Members

The Hon Sarah Mitchell, Chair
The Hon Robert Borsak, Deputy Chair
The Hon Trevor Khan
The Hon Charlie Lynn
The Hon Adam Searle
Mr David Shoebridge
The Hon Lynda Voltz

Committee scope

General Purpose Standing Committee No. 4 has responsibility for examining the expenditure, performance or effectiveness of any government department, statutory body or corporation within the portfolios of Attorney General, Fair Trading, Family and Community Services, Hospitality, Gaming and Racing, Justice Police and Emergency Services, Sport and Recreation, and The Arts.

Inquiries undertaken

The Committee completed the annual examination of the Budget Estimates and related papers for the financial year 2013-2014. The Committee held hearings for each of the portfolios for which it is responsible.

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

General Purpose Standing Committee No. 5

Members

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

Committee scope

General Purpose Standing Committee No. 5 has responsibility for examining matters regarding the expenditure, performance or effectiveness of any Government department, statutory body or corporation within the portfolios of Heritage, Natural Resources, Lands and Water, Primary Industries, Resources and Energy, Special Minister of State, The Central Coast, The Environment, and Western New South Wales.

Inquiries undertaken

The Committee completed the annual examination of the Budget Estimates and related papers for the financial year 2013-2014. The Committee held hearings for each of the portfolios for which it is responsible.

The Committee commenced an inquiry into the causes and management of the Wambelong Fire which occurred within and adjacent to the Warrumbungle National Park in January 2013. The fire affected 95 per cent of the park and destroyed or significantly damaged nearby homes, infrastructure and livestock. Inquiry activity has been postponed until September 2014 so as not to conflict with the coronial investigation into the fire. The committee received 45 submissions and conducted a site visit to the park since the end of the reporting period.

In June 2014 the Committee commenced an inquiry into the performance of the NSW Environment Protection Authority (EPA). This will include assessing the EPA's performance against its objectives set out in the *Protection of the Environment Administration Act 1991*. In particular, the Committee will examine case studies at Botany, Hillsdale, the Hunter, the Pilliga, Girraween, White Bay Cruise Terminal at Balmain and the Royal Camp State Forest. The Committee is due to report in February 2015.

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

Select Committees

Select committees are appointed by the House to examine specific matters. Once a select committee has presented its final report to the House it ceases to exist.

Select Committee on the Agistment of Horses at Yaralla Estate

Members

The Hon Robert Borsak, Chair
The Hon Trevor Khan, Deputy Chair
Dr John Kaye
The Hon Luke Foley
Mr Scot MacDonald
The Hon Dr Peter Phelps
The Hon Ernst Wong

Inquiry undertaken

The Select Committee was established in June 2013 to inquire into and report on the current and future agistment of horses at Yaralla Estate, after the Sydney Local Health District, the trustees of the land, made a decision to change the arrangements, which in turn led to the eviction of privately owned horses from the Estate. The Committee received 55 submissions, held two public hearings and conducted a site visit to the Estate. The Committee tabled its report on 24 October 2013, which made two findings and seven recommendations. The recommendations included the return of horses to the Estate, for the NSW Government to abandon its plans to convert the paddocks to public parklands, and that the management of the Estate be transferred to an agency with a focus on managing recreational public land rather than an agency specialising in health services. The Committee also recommended appropriate commercial agistment rates be charged, that public access be maintained, that a genuine community consultation mechanism be established and that a full heritage report be undertaken for the site.

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

Select Committee on the Sale of the Currawong Property at Pittwater

Members

The Hon Robert Brown, Chair
The Hon Amanda Fazio
Dr John Kaye
The Hon Trevor Khan
Mr Scot MacDonald
The Hon Greg Pearce
The Hon Adam Searle

Inquiry undertaken

The Select Committee was established in March 2014 to inquire into and report on matters surrounding the alleged offer of a bribe in relation to the sale of the property 'Currawong' in Pittwater by Unions NSW, including the ministerial propriety of the actions and statements of Mr John Robertson MP arising from the selling of the property. Prior to his election to the NSW Parliament, Mr Robertson had been Secretary of Unions NSW and had overseen the initial tender process for the sale of the property.

The Committee received three submissions and held one public hearing at which two witnesses gave evidence.

The Committee tabled its report in June 2014, which recommended that the Privileges Committee of each House inquire into and report on the merits of broadening the Conflict of Interest provisions in the *Code of Conduct for Members*.

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

Select Committee on Greyhound Racing in New South Wales

Members

The Hon Robert Borsak, Chair
Dr John Kaye, Deputy Chair
The Hon Marie Ficarra (until 14 May 2014)
The Hon Trevor Khan
The Hon Natasha Maclaren Jones
The Hon Melinda Pavey (from 14 May 2014)
The Hon Lynda Voltz
The Hon Steve Whan

Inquiry undertaken

The Select Committee was established in August 2013 to inquire into and report on greyhound racing in New South Wales. The Committee received over 1,000 submissions and held three hearings. The Committee heard from greyhound owners and trainers, as well as from greyhound racing club representatives and other industry stakeholders. The Committee tabled its first report on 28 March 2014. The key finding of the report is that with its current structure and sources of revenue the greyhound racing industry in New South Wales may be unsustainable. A variety of proposals were put forward to improve the economic viability and long term sustainability of the industry. The Committee felt that there was a need for further analysis about the long term economic impacts of these proposals and thus resolved to seek financial modelling on the impacts of various scenarios, before proceeding to make recommendations to the government. This financial modelling formed the basis of the Committee's second report, which was tabled in October 2014.

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

Select Committee on Home Schooling

Members

The Hon Paul Green, Chair
Dr John Kaye, Deputy Chair
The Hon David Clarke
The Hon Catherine Cusack
The Hon Trevor Khan
The Hon Adam Searle
The Hon Helen Westwood

Inquiry undertaken

The Select Committee was established in May 2014 to inquire into and report on home schooling in New South Wales. The Committee had received approximately 60 submissions at the time of reporting. The committee is due to table its report in November 2014.

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

Select Committee on the Impact of Gambling

Members

Revd the Hon Fred Nile, Chairman
The Hon Sarah Mitchell, Deputy Chair
Dr John Kaye
The Hon Charlie Lynn
The Hon Matthew Mason-Cox (until 14 May 2014)
The Hon Greg Pearce (from 14 May 2014)
The Hon Mike Veitch
The Hon Ernest Wong

Inquiry undertaken

The Select Committee was established in November 2013 to inquire into and report on the impact of gambling on individuals and families in New South Wales. The Committee received 35 submissions, held three public hearings and conducted site visits to William Hill Australia, Oakdene House gambling treatment clinic, and Mounties Club. The Committee tabled its report in August 2014.

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

Select Committee on Ministerial Propriety in NSW

Members

The Hon Robert Borsak, Chair
The Hon Luke Foley, Deputy Chair
Dr John Kaye
The Hon Trevor Khan
The Hon Dr Peter Phelps
The Hon Adam Searle

Inquiry undertaken

The Select Committee was established in August 2013 to inquire into and report on ministerial propriety in New South Wales. The Committee received seven submissions and held one public hearing. The Committee's reporting date has been extended to 2 March 2015.

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

Select Committee on Social, Public and Affordable Housing

Members

The Hon Paul Green, Chair
Ms Jan Barham, Deputy Chair
The Hon David Clarke (from 14 May 2014)
The Hon Rick Colless
The Hon Sophie Cotsis
The Hon Matthew Mason-Cox (until 14 May 2014)
The Hon Greg Pearce
The Hon Peter Primrose

Inquiry undertaken

The Select Committee was established in November in 2013 to inquire into and report on issues relating to social, public and affordable housing.

The Committee received 255 submissions and held eight hearings, with the Committee taking evidence from community housing providers, not for profit organisations and industry bodies and associations.

The Committee also held three public forums and conducted a number of site visits, many in regional areas, including Nowra, Wollongong, Port Macquarie, Tamworth and Dubbo. The Committee's report was tabled in September 2014.

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

Joint Standing and Statutory Committees

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

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

Appendix 6 contains a table of the membership of joint committees by Legislative Council members.

Information on the inquiries undertaken by the joint committees can be found in the annual report of the NSW Legislative Assembly and on the NSW Parliament's [website](#).

Budget Estimates 2013-2014

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

The hearings 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 2013-2014 Budget Estimates inquiry to the GPSCs on 14 November 2012.

The initial round of Budget Estimates hearings were held on 12 and 16 August as well as 19 and 23 August 2013, a departure from previous years when hearings have been held during non-sitting weeks. Four days were allocated in October 2013 for any supplementary hearings.

Twenty four hearings were held during the initial round of hearings, involving 137 witnesses. One supplementary hearing was held in November 2013. This was consistent with the one supplementary hearing held the previous year.

The total of 53.5 hours of public examination for the initial and supplementary hearings in 2013-2014 is less than the 61 hours duration of hearings in 2012-2013. This reflects a trend over the last few years for government members not to ask questions during Budget Estimates hearings. In 2012-2013, government members chose not to ask questions in ten out of 23 hearings, while in 2013-2014 the number increased significantly with government members not asking questions in 19 out of 24 hearings.

In 2013-2014, there were 3,479 questions taken on notice or submitted as supplementary questions, compared with 3,289 questions in 2012-2013.

The Budget Estimates inquiry for 2014-2015 was referred to the GPSCs on 12 November 2013. Initial hearing dates were scheduled for August 2014, with supplementary hearings to take place in October 2014.

More information can be found on the [webpage](#) of each GPSC.

Working in the Legislative Council program

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

Ms Helen Hughes from the Board of Studies and Ms Maree Leat from Roads and Maritime Services participated in the 2013 program. Both participants provided very positive feedback about their experience in the program.

More information can be found on the [Working in the Legislative Council webpage](#).

C25 – the 25th anniversary of the modern committee system

C25 was a series of events held in September 2013 to mark the 25th anniversary of the committee system in the Legislative Council and was a highlight of the reporting year.

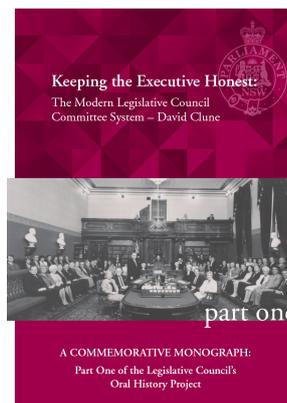
The celebrations commenced on Thursday 19 September 2013 with a debate in the House involving 23 members reflecting on the legacy of the modern committee system. This was followed by a lunch for current and former members where the President of the Legislative Council, the Hon Don Harwin, launched a commemorative monograph entitled *Keeping the Executive Honest*, produced by Dr David Clune as part of the Council's Oral History Project.

The following day, more than 100 people including, former Presidents, former Clerks John Evans and Les Jeckeln, senior parliamentary staff from other Australian legislatures, and several current and former members of the Legislative Council, attended a seminar.

The seminar's keynote address *Inquiry powers in an era of executive dominance: Orders for papers by Legislative Council Committees* was delivered by Bret Walker SC. The seminar also included panel discussions that explored the following topics:

- holding the government to account
- developing policy for NSW citizens
- taking parliament to the people
- beyond 2013.

Transcripts of the C25 debate in the House on 19 September, the seminar proceedings on 20 September and the commemorative monograph: *Keeping the Executive Honest*, are available for download at the [C25 webpage](#).



The cover of the C25 commemorative monograph - stage one of the Council's oral history project.

The Hon Don Harwin, President of the Legislative Council, presenting during C25.



David Blunt, Clerk of the Parliaments (at right), with former Clerks, John Evans and Les Jeckeln.



Mr Quentin Dempster, journalist and presenter of 7.30 NSW, ABC TV, presenting during the C25 seminar on committees 'Holding the government to account'. Revd the Hon Fred Nile chaired this session and along with Mr Dempster, Associate Professor Rodney Smith, Department of Government and International Relations, The University of Sydney, the Hon Helen Sham-Ho OAM, former Chair, GPSC No. 3, and the Hon Amanda Fazio MLC, Opposition Whip, former President of the Legislative Council and Mr Dempster, ran a panel discussion.



The C25 commemorative monograph - Keeping the Executive Honest - was launched at a lunch attended by current and former members.



Simon Johnston, Twinning project coordinator, NSW Parliament and Mr Peter Topura, Director – Procedures, Bougainville House of Representatives. Mr Topura presentation at the conference demonstrated the challenges faced by committees in Bougainville.

Chairs' Committee

This year saw the establishment of a Chairs' Committee. While many parliaments within Australia and overseas have established Chairs' Committees, this is the first such committee in the Legislative Council.

The aim of the committee is to provide a forum for committee chairs to raise procedural and administrative issues relevant to the operation of committees in the Council. Unlike some jurisdictions where such committees are formally constituted under the standing orders, the Legislative Council Chairs' Committee operates informally. Some of the issues discussed and agreed on by the Chairs' Committee include the organisation of events to celebrate the 25th anniversary of the committee system, the development of guidelines for the use of social media during committee hearings and the production of Legacy Reports by the Standing Committees.

The committee, which was established as a pilot in March 2013, has met five times. At its fourth meeting the members decided that the committee should continue for the foreseeable future, given its positive contribution to the operation of committees in the Council.

The minutes of Chairs' Committee meetings are posted on the Parliament's intranet.

Committee branding project

One of the Council's strategic objectives is to ensure the community is aware of the role and functions of the Legislative Council, of which committees are an integral component. Developing an accessible and consistent 'brand' is an important way of helping people to instantly recognise and make a connection with an organisation.

Towards the end of 2013 the Committee Office discussed the need to design a banner to display during committee hearings, both in Parliament House and on regional visits. The first step was to agree on an appropriate title because various terms were used by internal and external stakeholders to describe committees.

Committee staff identified 'Upper House Committees', as the preferred option primarily because it is the same as the Council's current Twitter handle ([@nsw_upperhouse](#)) thus supporting the principle of consistency which is a critical aspect of an effective brand.

The design elements of the Committee Office brand (the title 'Upper House Committees' in close proximity to the NSW Parliament crest) were developed in-house by Committee Office staff, in consultation with the Parliament's communications officer, Samantha Brown. The proposed brand was discussed and endorsed by the Chairs' Committee at its meeting of 27 May 2014.



The new Upper House Committees portable banner.

Looking ahead

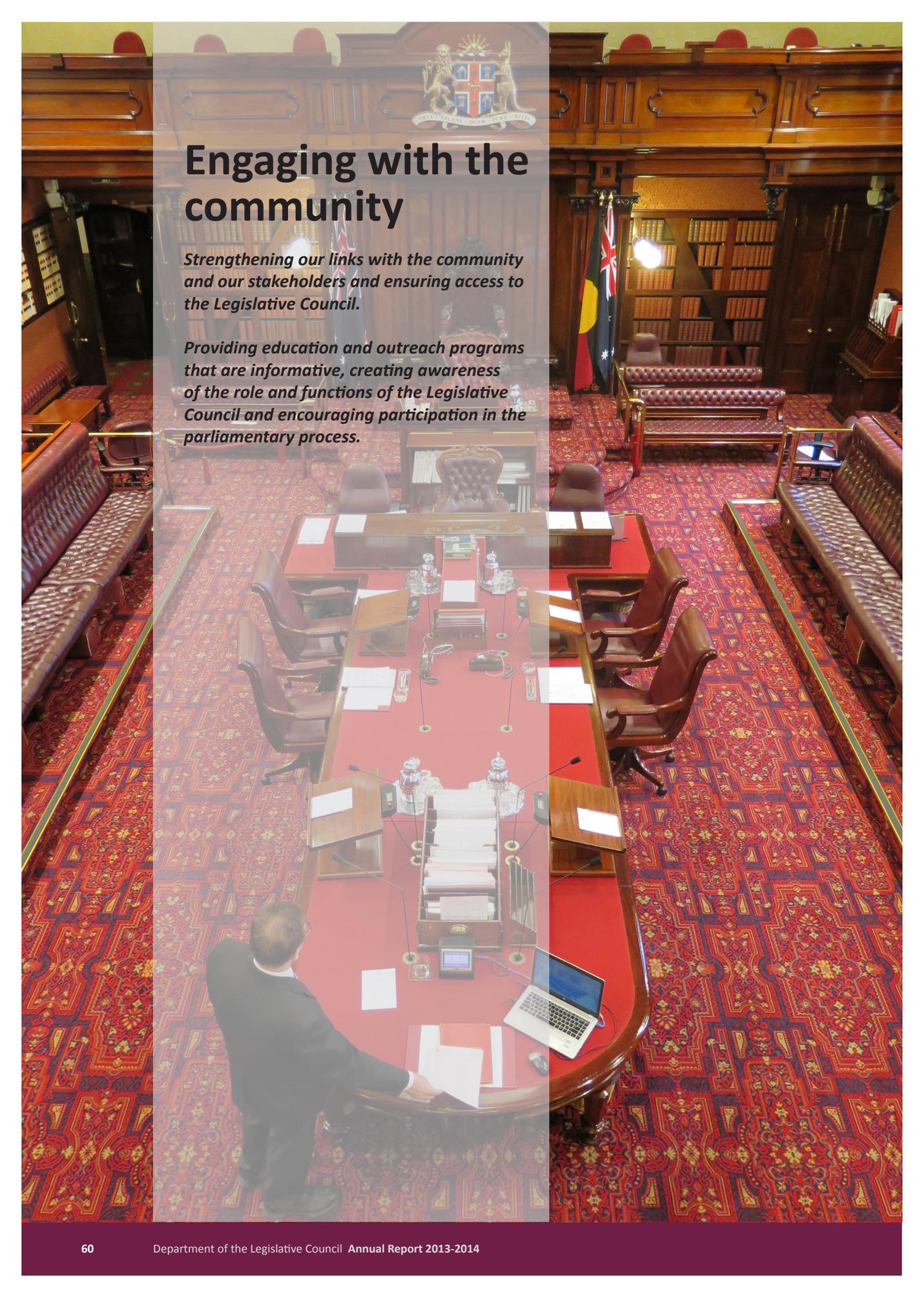
The Committee Office will be working towards achieving a number of priorities in 2014-2015, including those that have been identified as key projects in the Department's 2012-2015 Strategic Plan. The following activities to improve stakeholder access and engagement will be undertaken during 2014-2015:

- continue to explore online consultation methods for committee inquiries, including surveys and social media forums
- review the format of committee brochures with a focus on plain language and web accessibility
- evaluate the pilot social media strategy used in the State Development Committee's inquiry into rural aviation services.

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

The new Upper House Committees banner in the Macquarie Room. The title "Upper House Committees" builds on the Council's twitter handle @nsw_upperhouse.





Engaging with the community

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

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

Overview

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

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

Office of the Black Rod

The Office of the Black Rod is responsible for the delivery of a range of protocol, community, ceremonial and corporate activities, and the provision of Chamber support services.

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

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

During the year the Office of the Black Rod's projects included progress reporting against the Department's Strategic Plan, coordinating the performance development program and organising the Fountain Court exhibitions. The Office was also responsible for representing the Department on the Policy Review Steering Committee and providing secretariat support to the Visitor Experience Group.



Chamber support services

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

Chamber and Support staff deliver talks on the functions and history of the Legislative Council to groups including primary and secondary schools, special interest groups and visiting dignitaries. During the reporting year, approximately 358 schools and other groups visited the Parliament and 13,494 participants undertook tours delivered by Chamber and Support staff.

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

Looking ahead

The Office of the Black Rod will be working towards a number of key projects identified in the Department's 2012-2015 Strategic Plan, including:

- revising the *LC Members' Guide*
- working with the Department of Parliamentary Services in both the refurbishment of members' offices as part of the Tower office refit, and in the office moves associated with the changes of membership post-election
- surveying members' satisfaction with the Department's services at the conclusion of this Parliament
- working with the Legislative Assembly to implement new arrangements to complement reforms to the ethics regime for members.

Visitor Experience Group

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

Consequently around 50,000 visitors enter Parliament House each year, including school students, a range of community leaders and groups, overseas delegations and tourists.

The Visitor Experience Group was established by the Presiding Officers in early 2012. The Department's Deputy Clerk and the Usher of the Black Rod are members of the Group, which is comprised of senior managers from the three Parliamentary Departments. In September 2012, the Presiding Officers approved a Visitor Experience Strategy developed by the Group. Since then, several key projects have been undertaken with the aim of:

- enhancing the experience of visitors to the Parliament
- creating new and interesting reasons for members of the community to visit the Parliament
- better informing and educating visitors about the history and roles of the Parliament
- enhancing the Parliament's general service delivery to the people of New South Wales.

Projects and activities undertaken during the reporting period include:

- showcasing the restoration of the heritage Wentworth Room (the Council chamber from 1829-1843), including organisation of art work for display through liaison with the State Library
- updating of the Fountain Court exhibition policy to ensure the Parliament is displaying high quality exhibitions of community art that are relevant to the people of New South Wales
- introduction in 2014 of the Head On Landscape Photographic Prize
- production of new information brochures on the role of the Parliament, including an informative and educational self-guided tour brochure, taking visitors through the public areas of Parliament House
- expanding our education resources to include video conferencing sessions with rural and regional schools, who otherwise may find it difficult to access civic education
- establishing a social media presence by using Twitter and Facebook to better engage with the community and allow for interactive commentary on the important activities and events of the Parliament
- coordinating events associated with Australia Day and Commonwealth Day.

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

Looking ahead

The Visitor Experience Group will continue to develop and implement initiatives arising from the Strategy, including:

- preparing for a major exhibition in April 2015 to mark the Centenary of ANZAC
- coordinating Fountain Court exhibitions and major art prizes – the Plein Air Art Prize, the Head On: Landscape Photography Prize and the Aboriginal Art Prize
- participating in the Sydney Living Museums Sydney Open Day in November 2014.

Community engagement activities

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

Young Women's Leadership Seminar

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

Three programs were held during the reporting period, in August 2013 and March and May 2014, attracting approximately 250 students. The program included a Chamber presentation by Beverly Duffy, Clerk Assistant - Committees, Legislative Council.

Legislative Council in Practice seminar

The *Legislative Council in Practice* seminar is provided to public sector employees who wish to develop their knowledge and understanding of the House and its committees. The seminar provides practical information on how the Council performs its legislative, representative and scrutiny functions. Seminar sessions focus on the interaction between the Executive Government and the Legislative Council including the ways in which the Council holds the Government to account and the implications of that process for government departments and other organisations.

The seminar includes sessions about the passage of legislation, conduct of proceedings and parliamentary committee inquiries.

The seminar is introduced by the President and sessions are presented by senior officers including the Clerk and Deputy Clerk of the Legislative Council. A highlight for many participants is the panel session where Legislative Council members interact with participants, outlining their role in the Parliament and responding to questions from the floor.

Seminars were held on 3 July and 5 November 2013, and 9 April 2014. Demand continued to remain high, with each of the three seminars fully booked. Seminar participants were drawn from a wide variety of government departments and agencies and the overall feedback from those participants was consistently positive.

Further seminars are scheduled for the next reporting period.

Members of the Legislative Council, Dr John Kaye, the Hon Lynda Voltz and the Hon Trevor Khan, participating in a panel discussion during the Legislative Council in Practice seminar held in November 2013. The Legislative Council in Practice seminars enable public servants to develop their knowledge and understanding of the role of the Legislative Council.



Effective participation in parliamentary inquiries

Committee staff continued the very successful program of workshops run in conjunction with the Council of Social Service of NSW (NCOSS) aimed at improving non-government stakeholders' understanding of parliamentary inquiries and their skills in participating in them. Three workshops were conducted during the reporting period, including one in Wollongong. Thirty-four people from the community sector took part.

In addition, a fourth workshop was run specifically for staff of Community Legal Centres, with 20 participants attending. The feedback received from all sessions was positive.

In addition to the NCOSS workshops 31 committee staff delivered 16 presentations to a range of stakeholders on the role and functions of Legislative Council committees. The audiences included university students, the Public Interest Advocacy Centre, the Law Society of New South Wales and official delegations visiting from overseas.

School Outreach Program

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

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

On 1 May 2014, an outreach session was held in Wollongong in conjunction with the Select Committee on Social, Public and Affordable Housing. Students from Smith's Hill High School attended the session. An outreach session was also held in Tamworth on 20 May 2014. Students from Carinya Christian School attended. At both sessions the Chair of the committee addressed the students and answered questions.

The Hon Paul Green MLC, Chair of the Select Committee on Social, Public and Affordable Housing, briefing local high school students as part of an outreach session in Wollongong. A further school outreach seminar was held in Tamworth.



Social Media



The Legislative Council launched its Twitter account, [@nsw_upperhouse](#), in June 2013. Twitter is used to inform members, the media and the public about what is happening in the Legislative Council, to promote the role of the Council and its committees, and to educate the public about the Council. Following a six month review of the account, the use of Twitter was approved for continued use.

The account is managed by a small project team headed by the Deputy Clerk of the Legislative Council. The Department aims to tweet at least once each weekday, with the majority of tweets relating to business in the House and the progress of committee inquiries. The number of followers to the account has increased to 696 and most tweets have received re-tweets, favourites or replies.

Inquiry into Regional Aviation Services – communication strategy

A pilot communication strategy was rolled out during the Inquiry into regional aviation services to promote the inquiry and encourage community participation. The strategy proposed the use of various forms of social media, including Twitter, Storify and You Tube.

The Chair of the Committee featured in four You Tubes videos, and used this forum to provide updates on the inquiry process, promote upcoming hearings and to invite members of the public to attend, and finally to announce the completion of the inquiry and the tabling of the report.

Twitter was used extensively during the inquiry and over 25 tweets were sent from the Legislative Council's Twitter account. The inquiry was given its own hash-tag [#regaviation](#) and it was used to tweet about publication of hearing schedules, media releases and hearing transcripts. Photos of hearings and site visits were also tweeted.

Storify was used to provide an ongoing commentary on inquiry activities. You Tube videos, tweets, inquiry updates, and related media clips and articles were placed on the inquiry's Storify page. By the completion of the inquiry in October 2013, the Storify page was viewed on 502 occasions.

The communications strategy was embraced by the members of the committee, and members would often re-tweet inquiry related tweets and use the regional aviation has tag when sending tweets from their own account.

Following the success of this policy, it will be recommended that the communication strategy be adopted more widely for use during other Legislative Council committee inquiries.



New whole of Parliament brochures

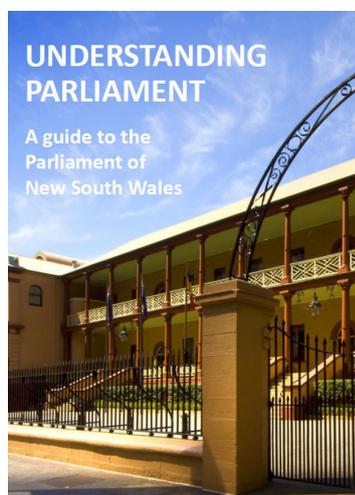
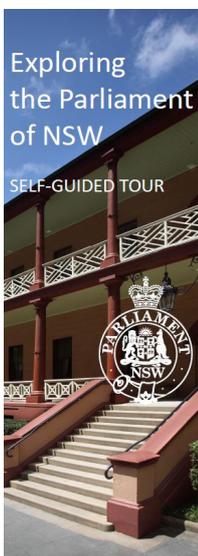
In 2013 the Legislative Council worked closely with the Legislative Assembly and the Department of Parliamentary Services to produce two new brochures about the Parliament of New South Wales in order to enhance the visitor experience.

The first brochure is a self-guided tour of Parliament which guides visitors through the public access areas of the building, providing a structure to their visit, and explains the history and context of all public rooms and areas.

The second brochure, titled *Understanding Parliament*, is more detailed and provides information about parliamentary democracy and the workings of the NSW Parliament. The brochure explains to visitors the history of the parliamentary system and the workings of both Houses, including Question Time, the passage of legislation and the committee system.

The majority of the design work for the brochures was completed in-house with only a map and two charts produced by an external design company.

In developing the brochures, the Parliament sought feedback on the content and design from the Education Unit at the State Library of New South Wales.



Fountain Court exhibitions

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

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

- 'Multicultural Australia', an exhibition of portraits, coordinated by Portrait Artists Australia. The exhibition aimed to celebrate our rich history as a democratic and multicultural nation, sponsored by the Hon Chris Hartcher MP
- 'Dogs In The City', an exhibition of photographs, coordinated by My Human Family in partnership with the Pine Street Creative Arts Centre. The exhibition aimed to share the stories of families who have fostered or adopted homeless dogs, sponsored by the Hon Jan Barham MLC
- 'As Eye See It', an exhibition of black and white photographs by young people in out-of-home care, coordinated by the NSW Office of the Children's Guardian, sponsored by the Hon Pru Goward MP
- A Xanana Gusmao painting promoted by the Rotary Club of Sydney Inc, aimed to raise awareness on improving health outcomes in Timor Leste, sponsored by the Presiding Officers
- 'Love, Loss, Laughter', an international art exhibition of photographs illustrating the stories of those who are living with dementia, coordinated by Alzheimer's Australia NSW, sponsored by Mrs Leslie Williams MP
- 'See Me, Hear Me', an exhibition of artworks by people who experience mental illness, an initiative of the Benevolent Society, sponsored by Mr Bryan Doyle MP

- ‘underSTATED’, an exhibition displaying the Parliament’s collection of photography works, sponsored by the Presiding Officers
- ‘Constructing an Australian Identity’, an exhibition displaying original black-and-white illustrations produced by twenty influential artists for popular media between 1880 and 1940, initiated by the Royal Australian Historical Society, sponsored by Mr Bruce Notley-Smith MP
- ‘Sydney Elders’, an exhibition of portraits of Aboriginal and Torres Strait Islander Elders by Mervyn Bishop, sponsored by the Hon George Souris MP
- ‘Taronga Wild! Rhinos’, the Parliament participated in displaying a rhino sculpture, as part of the Taronga Zoo’s rhinos breeding and conservation program, sponsored by the Hon Troy Grant MP
- ‘Eutick Memorial Still Life Award’, an exhibition of an annual national art prize that has still-life painting as its theme, displaying collection of still life paintings held by Coffs Harbour Regional Gallery, sponsored by Mr Andrew Fraser MP.

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



The Fountain Court Exhibition space. Fourteen exhibitions were held in the Fountain Court during the reporting period.

Head On Art Prize

In 2014 for the first time the NSW Parliament entered into a partnership with Australia’s largest photographic prize, Head On, to support an exhibition of landscape photography in the Fountain Court during May. The exhibition was one of the many events of the Head On Festival.

The generous sponsorship of Desane Group Holdings Pty Ltd enabled the Parliament to offer a \$5,000 prize to the best photograph of a NSW Landscape and the costs of professionally mounting the 40 landscape photographic works exhibited in the Fountain Court.

As part of the awards event held by Head On at Paddington Town Hall on 16 May 2014, Mr Bruce Notley-Smith MP, on behalf of the Presiding Officers, announced the winner as Peter Solness for his *Waterscape No. 2, Reservoir No. 2, Centennial Park NSW*. The successful work was chosen from the finalists on exhibition in the Fountain Court, and will now be retained as part of the Parliament’s growing collection of NSW landscapes in both photographic and plein air mediums.

The NSW Parliament intends to continue the partnership with Head On next year for a NSW Landscape Photography Prize.



The winning photograph from the Parliament’s Head On Art Prize - Peter Solness’, *Waterscape No. 2, Reservoir No. 2, Centennial Park NSW*.

YMCA Youth Parliament

The 12th annual YMCA NSW Youth Parliament was conducted on 1-5 July 2013. Members of Parliament nominated participants who, prior to attending Parliament, researched issues of importance and developed policy areas. Their ideas formed the basis of mock bills that were drafted during a training camp in the April school holidays. Participants debated their bills and other matters of public importance in the Legislative Council Chamber and tabled committee reports on the issues. The debates were chaired by members from across the Parliament.

Family Fun Day

The Parliament hosted its third Family Fun Day on 4 October 2013. The day was organised by Parliamentary Education and attracted approximately 1,100 visitors.

Throughout the day Legislative Council staff spoke to visitors about the work of parliamentary committees and facilitated mock hearings for children to participate in. Department staff also participated in a mock Opening of Parliament, provided tours of the Legislative Council chamber and assisted in the arts and crafts available in the Jubilee Room.



Former Usher of the Black Rod, Rachel Callinan, participating in a mock Opening of Parliament during Family Fun Day. More than 1,000 visitors attended on the day.

Australia Day

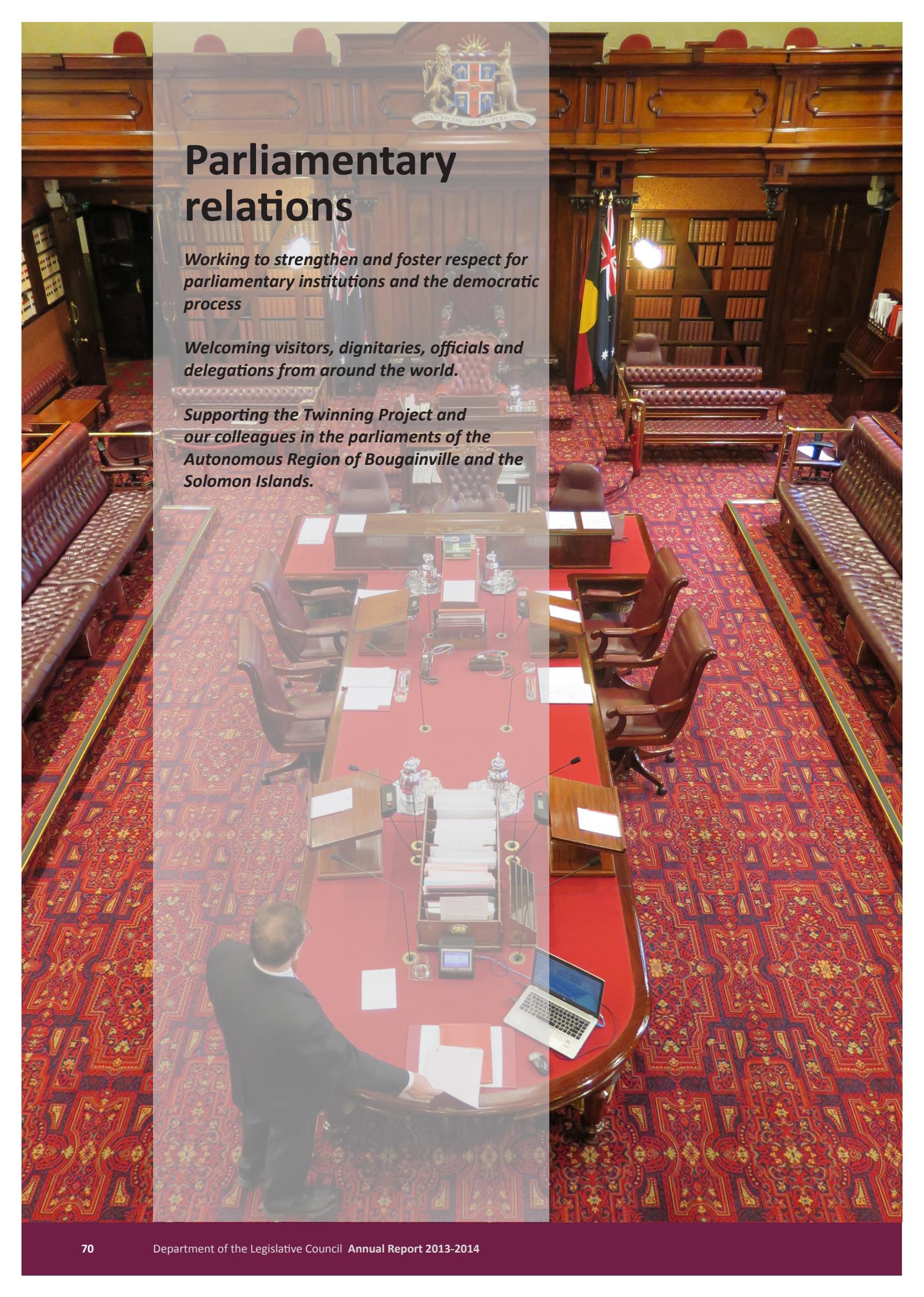
Parliament House was open on Australia Day 2014 with approximately 3,000 visitors taking in tours of the legislative chambers and other features of the building.

Commonwealth Day

Commonwealth Day is celebrated on the second Monday in March each year and once again NSW Parliament was the venue for a gala luncheon, with over 100 school students participating in activities prior to and during the luncheon.

On Monday 10 March 2014 the day's activities commenced with a student debate in the Legislative Assembly, chaired by Professor David Flint AM, adjudicated by Revd the Hon Fred Nile MLC Assistant President of the Legislative Council, Rachel Callinan Usher of the Black Rod and Les Gonye Serjeant-at-Arms.

Mrs Janet Stewart, President of the Commonwealth Day Council, the Presiding Officers and the Usher of the Black Rod greeted Her Excellency the Governor upon her arrival at Parliament. Approximately 50 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 53 Commonwealth countries in the Fountain Court prior to the commencement of the Commonwealth Day Council Gala Luncheon in the Strangers' Dining Room, during which Her Excellency the Governor delivered the Queen's Commonwealth Day message.



Parliamentary relations

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

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

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

Overview

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

The Legislative Council is also represented on several inter-parliamentary groups and associations. As part of the 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

The following visits and delegations occurred during the reporting period.

Official visitors and delegations

Lok Sabha Secretariat

5 September 2013 - Delegation of ten from the Lok Sabha Secretariat in India, accompanied by Dr Vinod Bahade, Deputy Consul General of India.

Speaker of the House of Representatives of Malta

9 September 2013 - The Hon Angelo Farrugia MP, Speaker, House of Representatives, Malta, accompanied by Mr Christopher Mercieca, Consul-General of Malta for Sydney.

Delegation from Vietnam

12 September 2013 - Delegation of 15 from the Ministry of Finance and Vietnam State Treasury, organised through the Institute of Public Administration Australia (New South Wales Division).

Lao National Assembly

12 September 2013 - Delegation of five members and officials from the Lao National Assembly (including the Chair of the Australian Parliamentary Friendship Group), and officials from the Ministry of Finance and State Audit Office.

Gyeong-gi Provincial Government's Assembly

2 October 2013 - Delegation of six members of the Gyeong-gi Provincial Government's Assembly, Korea.

Government of Maharashtra, India

13 November 2013 - An Indian delegation, led by His Excellency Mr Suresh Shetty, Minister for Health and Protocol, Government of Maharashtra.

Australian Political Exchange Council - Republic of Korea

5 December 2013 - Visit by a delegation from the Republic of Korea, arranged through the Australian Political Exchange Council.

Staff members from National Council, Namibia

13 December 2013 - Five staff members from the National Council, Namibia.

Speaker of the House of Representatives of Malta

20 January 2014 - The Hon Angelo Farrugia, MP Speaker, accompanied by Mr Raymond Scicluna, Clerk, House of Representatives, Malta.

Chairperson of CPA International

24 January 2014 - The President hosted a lunch for the Rt Hon Sir Alan Haselhurst MP, Chairperson of the Commonwealth Parliamentary Association Executive Committee.

Committee Secretary, Legislative Council, Parliament of Tasmania

24 February 2014 - Mr Stuart Wright, Committee Secretary, Legislative Council, Parliament of Tasmania.

Visit by students from Vietnam

11 March 2014 - A group of 14 students from Vietnam visited the NSW Parliament through the Faculty of Law at UTS.

Gyeong-gi Provincial Assembly Secretariat

19 March 2014 - A half day familiarisation visit by members of the Gyeong-gi Provincial Assembly Secretariat from the Republic of Korea.

Speaker and Clerk of the Parliament of New Zealand

26 and 27 March 2014 - The Rt Hon David Carter, Speaker of the Parliament of New Zealand accompanied by Ms Mary Harris, Clerk of the House of Representatives, made an official two day visit to the Parliament. The visitors also spoke at a seminar to members and staff on Parliamentary Privilege including recent case studies in New Zealand.

The then Usher of the Black Rod, Rachel Callinan, and the Serjeant-at-Arms, Les Goyne, meeting with the delegation from the Gyeong-gi Provincial Government's Council Republic of Korea in March 2014.



Australian Political Exchange Council – 8th delegation from the Philippines

27 March 2014 - A delegation from the Philippines hosted by the Australian Political Exchange Council.

Australian Political Exchange Council – Diet (Japanese Parliament)

29 April 2014 - The Hon Natasha Maclaren-Jones MLC hosted a short program for a delegation of five members of Parliament from the Diet (Japanese Parliament).

Bangladesh Parliament secretariat staff

8 and 9 May 2014 - A visit by six secretariat staff from the Bangladesh Parliament.

Parliament of Malaysia

28 May 2014 - A Malaysian Parliamentary delegation, led by Hon Senator Datuk Doris Sophia Ak Brodi, Deputy President of the Senate.

Parliamentary delegation from Poland

19 June 2014 - A Polish delegation led by His Excellency Mr Bogdan Borusewicz, Speaker of the Polish Senate, and accompanied by His Excellency Mr Pawel Milewski, Ambassador for Poland to Australia.

Visit by delegation from Sri Lanka

25 June 2014 - A delegation from the Parliament of Sri Lanka, led by the Hon Chamal Rajapaska, Speaker.

Visit by 18th delegation from Vietnam through APEC

26 June 2014 - Delegation of young political leaders from the Socialist Republic of Vietnam, hosted by Australian Political Exchange Council.

Young political leaders from the Socialist Republic of Vietnam and members of the NSW Parliament in the Legislative Council Chamber. The delegation was hosted by the Australian Political Exchange Council in June 2014.



Official visits

A number of official visits are made to the NSW Parliament each year. Official visits are mainly by diplomats of ambassadorial status. A list of official calls made during 2013-2014 appears below:

Ambassador of Finland
Ambassador of the Republic of Colombia
Consul-General of the Republic of Korea
Consul-General of Spain
High Commissioner of the Republic of Uganda
Ambassador Embassy of the United States of America
Deputy Assistant Secretary for East Asian and Pacific Affairs, United States of America
Consul General of Japan
Ambassador of Greece
High Commissioner of New Zealand
Ambassador and Consul-General of Romania
Consul-General of Turkey
Ambassador for Vietnam
Ambassador of the Delegation of the European Union
Ambassador of the Republic of Kosovo
Ambassador of Belgium
Consul General of India

Vice Regal visits

Her Excellency the Governor visited the Parliament on 20 occasions.

Commonwealth Parliamentary Association

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

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

The Clerk of the Parliaments is the Assistant Honorary Secretary-Treasurer of the NSW Branch of the CPA. The Clerk of the Legislative Assembly is the Secretary-Treasurer. Under the Constitution of the NSW Branch, the positions of Honorary Secretary-Treasurer and Assistant Honorary Secretary-Treasurer are to rotate between the Legislative Assembly and Legislative Council each parliament.

CPA Twinning Program

The NSW Parliament has a partnership arrangement with the parliaments of the Autonomous Region of Bougainville (the Bougainville House of Representatives) and the Solomon Islands (the National Parliament of Solomon Islands). The partnership arrangements are part of the CPA Twinning program, established in June 2007. Every Australian state and territory parliament is twinned with one or more parliaments in the Asia-Pacific region. The CPA partnership arrangements are 'whole of parliament', involving members and staff of all three institutions.

The NSW Parliament receives funding to support the partnership arrangements from the Australian Agency for International Development (AusAID), under its Pacific Public Sector Linkages Program (now called the Governance Partnership for Development Program). The initial funding period was from April 2010 to June 2013. A new application was successful for the current funding period from July 2013 to June 2016. The funding enables practical support for strengthening the parliaments of Bougainville and Solomon Islands through staff placements, secondments and other activities.

Activities conducted with our twinned parliaments continue to focus on strengthening the parliamentary institutions in Bougainville and Solomon Islands through secondments of staff from the Pacific parliaments to the NSW Parliament, and attachments of staff from the NSW Parliament to the Pacific parliaments in areas of need – for example: strengthening procedural support for Members; building inquiry management skills within Committee secretariats; and conducting needs analyses of Hansard and Library sections. One major activity conducted in September 2013 was a Regional Youth Parliament, involving students from all three parliaments in an event held in the National Parliament of Solomon Islands.

The Twinning arrangements between our three parliaments continue to be effective and successful, despite a number of challenges in each region.

The Twinning relationship also continues to bring benefits for the NSW Parliament – providing our experienced staff with challenges and exposing them to different ideas that can be adapted to our situation.

Priorities to be addressed for our Twinned parliaments in the year to come include strengthening of procedural and committee support for members, with a greater focus on parliamentary support services including information technology, Hansard, library and research services. Elections will be held in both countries in the next reporting period, and there will be a role for the NSW Parliament in supporting our Twinned parliaments in the induction process for new members.

The Clerks (and in New South Wales, the Executive Manager) of the twinned parliaments determine the specific activities to be undertaken in pursuit of the priorities established under the project. During the reporting year the following specific activities were identified and conducted.

Bougainville

A number of planned activities with the Bougainville House of Representatives were delayed, postponed or cancelled as a consequence of the Speaker's termination of the Clerk's employment in September 2013 and the Speaker's resumption of the Clerk's administrative and financial responsibilities.

- July 2013 – Robert Tapi, then Clerk of the House of Representatives, together with the Hon Andrew Miriki, Speaker, attended the Presiding Officers and Clerks Conference in the Australian Capital Territory in early July, including a June 2013 visit to the NSW Parliament to meet with Clerks and Presiding Officers.
- September 2013 – Peter Topura, Director – Procedures, attended the 'C25' event in Sydney, presenting on work undertaken in Bougainville to improve the Standing Orders for members.
- September 2013 - Regional Youth Parliament held in Honiara. Peter Topura attended the Youth Parliament on behalf of the Bougainville students who were unable to participate.
- March 2014 – Simon Johnston, Twinning Project Coordinator, participated in a workshop for staff of the Bougainville House of Representatives focussed on the delivery of effective committee inquiries. The visit was also used to plan future Twinning activities and to discuss administrative arrangements within the House of Representatives with the Speaker.
- June 2014 – Edwin Kenehata, Acting Clerk of the Bougainville House of Representatives, attended the 2014 New Zealand Parliamentary Study Programme.

Staff of the Bougainville House of Representatives participating in a staff in-house workshop focused on Committee activities.



Solomon Islands

A number of planned activities with the National Parliament of Solomon Islands have been delayed, postponed or cancelled as a consequence of the extensive flooding of Honiara in April 2014. Activities that did occur include:

- July 2013 – Taeasi Sanga, Clerk of the National Parliament, attended the Presiding Officers and Clerks Conference in the Australian Capital Territory in early July, including a June 2013 visit to the NSW Parliament to meet with Clerks and Presiding Officers.
- July - August 2013 – Stephen Frappell, Clerk Assistant – Procedure (NSW Parliament Legislative Council) attached to the National Parliament for a two week period to assist with continued development of the Procedure Office, review of Standing Orders and development of a *Members' Guide to Parliamentary Privilege*.
- August 2013 – Boniface Supa, Parliamentary Librarian, and Ray Sibisopere, Assistant Librarian, seconded to the NSW Parliament Library for two weeks. Actions arising from the secondment include the establishment of a Research section of the National Parliament Library.
- September 2013 – Regional Youth Parliament held in Honiara.
- October – November 2013 – Rachel Simpson, Director - Committees (NSW Parliament Legislative Assembly) attached to the National Parliament for one month to assist the Committee Secretariat complete the Teacher Absenteeism inquiry, a major inquiry conducted across all provinces of Solomon Islands.
- November 2013 – Albert Kabui, Constitutional Law and Parliamentary Practice Specialist, seconded to the NSW Parliament for two weeks to prepare the first draft of the *Members' Guide to Parliamentary Privilege*.

- January 2014 – Review and maintenance of National Parliament's chamber audio system conducted by external contractors Integrated Communication Environments Design. Co-funded by the CPA (Australia) Pacific Parliamentary Partnerships Fund and the NSW Parliament.

Regional Youth Parliament

The National Parliament of Solomon Islands holds an annual Youth Parliament as part of its commitment to community outreach and civic education. The Youth Parliament is organised and funded through the Ministry for Women, Youth, and Children's Affairs, with the assistance of the National Parliament's Civic Education Unit. The Autonomous Region of Bougainville House of Representatives also holds Youth Parliaments. Since the Twinning project commenced in 2010, the possibility of having Bougainville and New South Wales students involved in the Solomon Islands Youth Parliament has been the subject of discussions between the Education staff from the three parliaments.

As part of the 2013-2014 Twinning project arrangements were made for ten students from the Autonomous Region of Bougainville to attend the Regional Youth Parliament in Honiara. Five students from New South Wales also participated, funded through sponsorship from Virgin (five return flights to Honiara) and support from the NSW Parliament branch of CPA (medical and other expenses). The ten Bougainville and five New South Wales students were to join thirty-five Solomon Islands students to form the Regional Youth Parliament. However, due to difficulties in obtaining the required travel documents, only one Bougainville House of Representatives staff member was able to participate, to the great disappointment of all involved.

The five New South Wales students were selected following the State Constitutional Convention, held in June 2013. Thirty students selected for the National Constitutional Convention held in Canberra in 2014 were invited to submit an application for selection to attend the Regional Youth Parliament. More than twenty applications were received, and interviews were held with shortlisted applicants. The successful applicants were:

- Ciara Morris
- Kieren Kresevic
- Jehannah May
- Dylan McCuaig Walton
- Theodora Von Arnim

The Regional Youth Parliament had as its theme *Youth partnership for climate change: think local, act now!* The program included Committee hearings, debate on a Bill and other parliamentary proceedings.

The Solomon Islands Government and the United Nations Development Program Parliamentary Strengthening Project provided extensive financial and administrative support for the Regional Youth Parliament in Honiara.

NSW students participating in the Regional Youth Parliament were accompanied by staff from the NSW Parliament: Rita Bila, Education and Community Relations; and Simon Johnston, Twinning Project Coordinator.

Student participants in the September 2013 Regional Youth Parliament, with the Speaker, Hon Sir Allan Kemakeza and Prime Minister, Hon Gordon Darcy Lilo. The Regional Youth Parliament was a major initiative under the Twinning program during the reporting period. Five New South Wales high school students participated.



Looking ahead

Both of our partner parliaments will have elections in late 2014 and early 2015. Twinning activities will include preparations for new member inductions, as well as continuing to focus on strengthening of procedural and committee support for members.

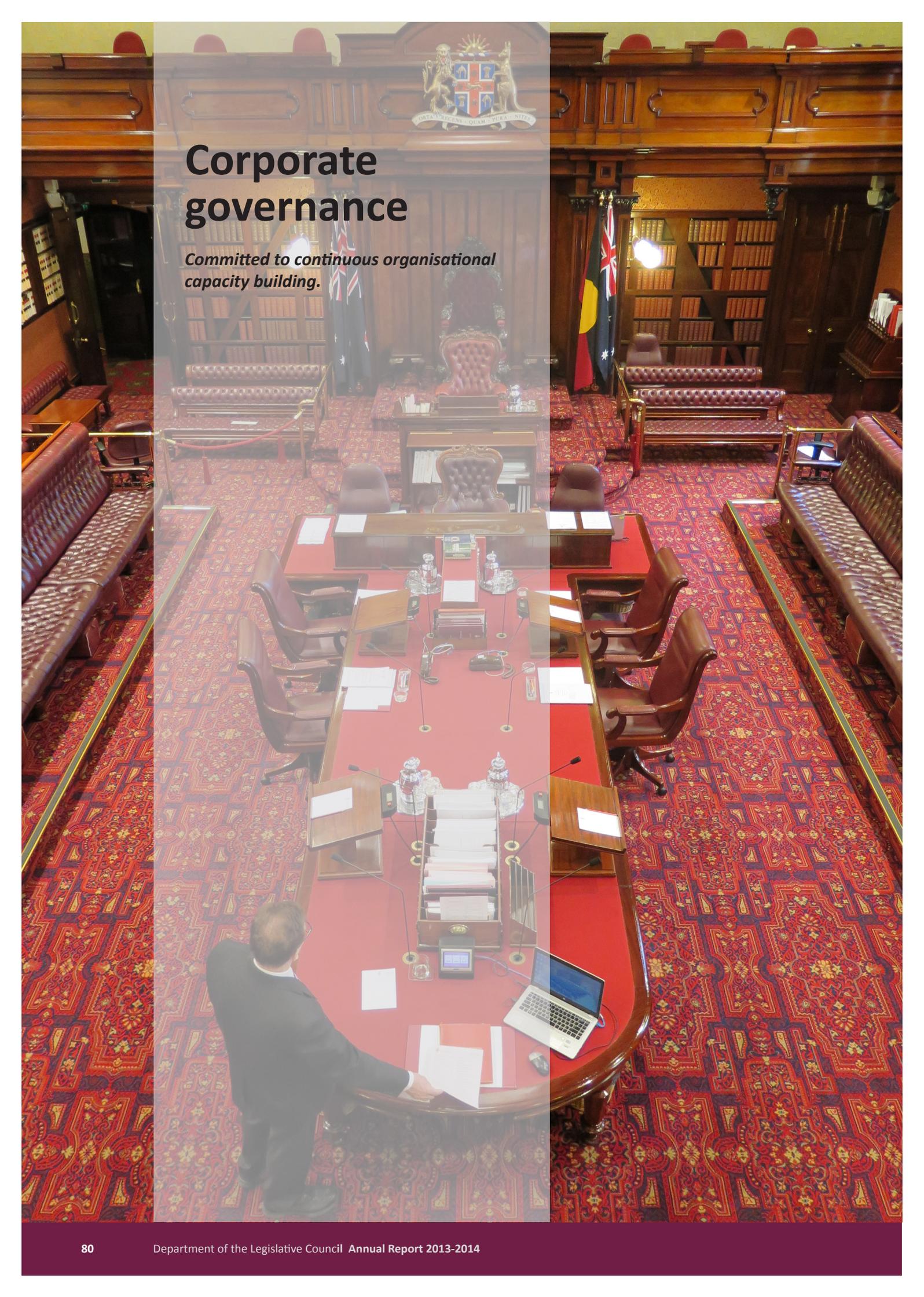
Key projects identified in the Department's 2012-2015 Strategic Plan to support the Twinning program include:

- organising and participating in secondments, training and mentoring programs in the areas of procedure, administration and committees
- planning and participating in a week long workshop with committee staff from the parliaments of Bougainville and Solomon Islands in October 2014.

Parliamentary Friendship Groups

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

The *Parliamentary Friendship Group Policy* was adopted in May 2011 to regulate the establishment and operation of Parliamentary Friendship Groups. During the reporting period, the Presiding Officers placed a moratorium on the establishment of new groups while the Usher of the Black Rod and the Serjeant-at-Arms conducted a review of the effectiveness of the policy and an examination of best practice models in other jurisdictions. At the time of reporting, the review had been conducted and a report provided to the Presiding Officers.



Corporate governance

Committed to continuous organisational capacity building.

Overview

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

The three Departments have developed a *Strategic Outlook for the NSW Parliamentary Departments 2012-2015* that defines a shared purpose, values and strategic objectives. Following from this, the Legislative Council developed its *Department of the Legislative Council Strategic Plan 2012-2015* which encompasses the strategic objectives of the Parliament and defines the key projects the Department will be involved in during this period. The key projects are updated each reporting year.

Parliament-wide groups

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

Management groups

There are two principle management groups:

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

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

Audit and Risk Committee

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

Appointed by the Clerks and the Executive Manager, the Committee comprises an independent Chair and two additional independent members as follows:

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

The Clerks and the Executive Manager, the Chief Audit Executive and an Audit Office of New South Wales representative, all attended committee meetings.

The committee met seven times during the year: once in each quarter of the financial year, plus three special meetings. In all, the Committee oversaw and monitored:

- internal audit and external audit reports completed during the financial year
- the procurement of internal audit services
- internal financial performance reports
- the Parliament's Early Close Procedures
- the Parliament's End of Year Financial Statements
- the Audit Office of New South Wales's Engagement Letter and Client Service Plan
- the Audit Office of New South Wales's Client Services Report and Management Letter
- Management's Representation Letter to the Audit Office of New South Wales
- Management's Certification of Internal Financial Controls
- business continuity planning
- business risk assessment
- legislative compliance
- performance self-assessment.

Internal audit

The Legislature appointed BDO East Coast Partnership to provide internal audit services to the business activities of the Parliament, including claims for Members' Additional Entitlements.

External audit

The Audit Office of New South Wales provided external audit services, covering:

- independent audit of the Parliament's annual financial statements
- limited review of claims for Members' Additional Entitlements, in accordance with the Parliamentary Remuneration Tribunal's prevailing Determination and rules.

Enterprise Risk Management

During the year, the Legislature's Senior Management Group, with the assistance of its internal audit contractors, identified and reassessed significant risks inherent to its business. This risk assessment will evolve as new risks emerge and will form the basis of the internal audit planning.

Business Continuity Management

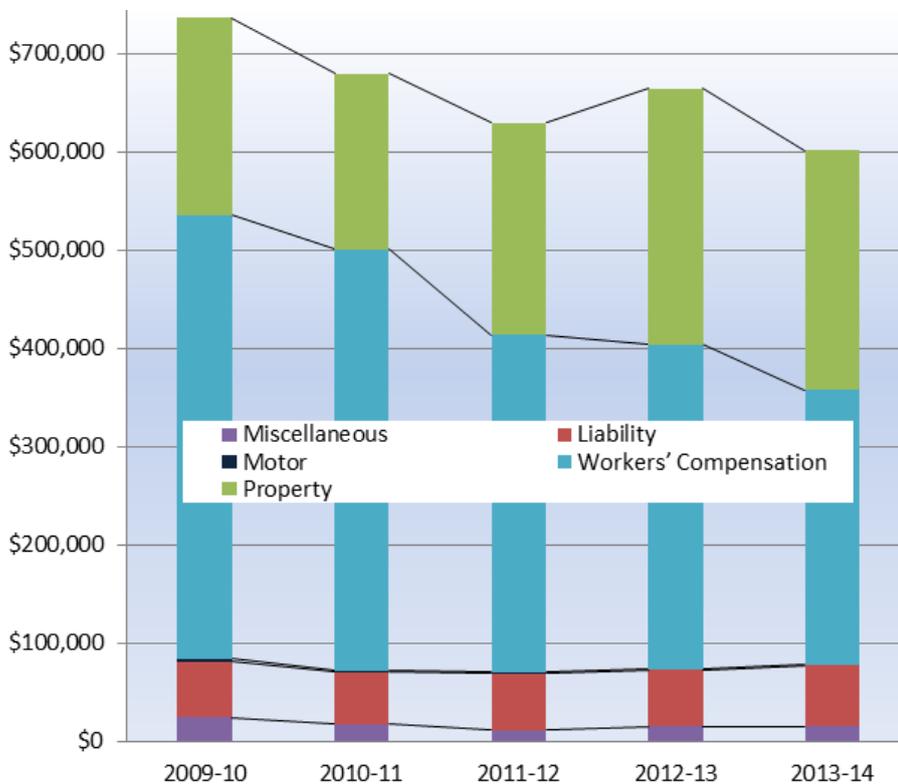
The Parliament established a Business Continuity Governance Group to oversee the implementation of a Business Continuity Plan renewal project. The project includes renewing and programming maintenance and development for the Legislature's incident response plans, resource recovery plans and business resumption plans. This renewal project is being undertaken in concert with the Department of Premier and Cabinet.

Insurance

Insurance covers were provided to the Legislature, its members and employees by the NSW Treasury Managed Fund. Covers included: workers compensation, legal liability, motor vehicle, property (including business interruption), miscellaneous (including personal accident and personal effects). Over the past five years the Legislature has contributed the following of premiums excluding GST, to the Treasury Managed Fund:

	2009-10	2010-11	2011-12	2012-13	2013-14
Property	\$200,590	\$178,210	\$215,570	\$260,520	\$244,170
Worker's Compensation	\$451,440	\$428,940	\$343,410	\$330,130	\$279,059
Motor	\$3,040	\$1,350	\$1,470	\$790	\$940
Liability	\$57,040	\$52,670	\$57,510	\$57,360	\$62,350
Miscellaneous	\$24,200	\$17,960	\$11,530	\$15,560	\$15,220
Total	\$763,310	\$679,130	\$629,490	\$664,360	\$601,739
Saving ¹		8%	7%	-6%	9%

¹ The Legislature anticipates a 10 per cent savings in the financial-year ending 30 June 2015.



Policy Review Steering Committee

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

A number of policies were finalised during the reporting year, including policies on anti-bullying, managing alcohol and other drugs, and jury service.

The Department of Legislative Council representatives on the Committee are Ms Donna Hogan, Principal Council Officer and Ms Susan Want, Usher of the Black Rod.

Security Committee

The Security Committee consists of the Serjeant-at-Arms, the Usher of the Black Rod, the General Manager Parliamentary Facilities and the Security Manager Parliamentary Facilities. During the reporting period the committee met eight times. The committee reviews security and emergency response policies and procedure; reviews security incidents within the precincts; and works towards enhancing the security of the Parliament House, its occupants and its visitors. Also during the year the former Security Manager resigned and Ralph Ewen was appointed the new Security Manager.

Industrial matters

Staffing

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

The Department of the Legislative Council has an establishment of 41 staff members. However, as at 30 June 2014, the Department recorded 38.6 full time equivalent (FTE) staff members. This lower figure is due to a number of staff members who work less than full time hours.

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.

	2013-14	2012-13	2011-12
Council Officers	39 FTE	38 FTE	38 FTE
Secretary/Research Assistants	47 FTE	46 FTE	47 FTE

Staffing changes

A number of staffing changes occurred within this reporting period. Ms Rachel Callinan, Usher of the Black Rod left the Department in May 2014. Ms Callinan commenced her new position, Usher of the Black Road in the Australian Senate in late June 2014. The 25th Usher of the Black Rod, Ms Susan Want, was appointed on 30 June 2014. Ms Want was formerly a Director within the Legislative Council's Procedure Office.

Salary movements

The Crown Employees (Public Sector – Salaries 2008) Award was varied in July 2014 to provide a 2.27 per cent salary increase for the next 12 months which applies to the *Crown Employees (Parliament House Conditions of Employment) Award 2010*. The Parliament House Award contains the pay rates for parliamentary department staff. An identical increase was also applied to members' staff via an increase to salaries contained in the *Members' Staff Conditions of Employment. Determination of the Presiding Officers*. The employer superannuation contribution amount also increased 0.25 per cent from 9.25 per cent to 9.5 per cent for the same period in line with the Federal Government's superannuation guarantee levy increases. There will be no further changes to the superannuation contribution rate until July 2021.

The Statutory and Other Officers Remuneration Tribunal Determination of 11 July 2014 increased the salaries of the Clerks, Executive Manager, DPS and Deputy Clerks by 2.27 per cent from 1 October 2013 – 30 June 2014 (backpaid, the prior Determination of 2013 having been disallowed). A salary increase of 1.7 per cent from 1 July 2014 was also determined.

Public Interest Disclosures

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

During the reporting period, no public official made a disclosure under the Act to the Department of the Legislative Council.

The Parliament encourages the disclosure, in the public interest, of corrupt conduct and maladministration. The Department's *Public Interest Disclosure Policy 2011* is accessible on the intranet and the Department ensures that all staff are aware of the policy. In addition, the Human Services team of the Department of Parliamentary Services delivers a session on public interest disclosures at the Induction Program for new staff.

Parliamentary Service Awards 2013

The Parliamentary Awards Scheme recognises staff who have achieved 10 years of service and multiples of five years of service thereafter. At a function held in the Macquarie Room on Thursday 14 November 2013, the Presiding Officers and Joint Clerks presented awards. The following Legislative Council staff members were recognised for ten years of service:

- Ms Madeleine Foley, Committee Office
- Dr Brian Lindsay, Office of the President
- Mr Mark Muntz, Chamber and Support.



Brian Lindsay from the Office of the President, Madeline Foley from the Committee Office, and Mark Muntz from the Office of the Black Rod receiving their Parliamentary Service Awards from the President of the Legislative Council, the Hon Don Harwin.

Equal Employment Opportunity

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

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

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

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.

Trends in the representation of EEO Groups in the Legislative Council at 30 June 2014

Representation	Benchmark/ target	2014	2013	2012
Women	50%	64.6%	64.9%	56.4%
Aboriginal or Torres Strait Islanders	2.6%	4.2%	1.8%	0.9%
People whose Language first spoken as a child was not English	19%	6.3%	24.3%	16.8%
People with a disability	NA	2.1%	8.1%	0%
People with a disability requiring work-related adjustment	1.5%	0.0%	7.2%	0%

*Categories of staff defined by the data have changed from previous years.

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

Women are well represented in the Department and occupy five of the nine management or supervisory positions the Department has in its establishment.

Members of Parliament Staff Act 2013

The *Members of Parliament Staff Act 2013* came into effect on 24 February 2014. As a consequence, the *Members' Staff Conditions of Employment – Determination of the Presiding Officers* commenced operation.

The Members' Staff Determination covers staff of members in the Legislative Assembly and the Legislative Council and replaces all exiting industrial instruments and arrangements. While the Members' Staff Determination applies to all members' staff, temporary and ongoing staff employed prior to Monday 24 February will have their leave (accrual and balances) and separation from service entitlements retained or 'grandfathered' for the duration of their current employment.

A number of other policies and forms have been updated to reflect the changes made by the Members' Staff Determination.

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.

Indigenous Cadetship Program

The Department suspended the Indigenous Cadetship Program in 2014 due to unforeseen circumstances. The Department will consider recruiting a new cadet to commence in 2015.

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 projects, research and other related work.

Work Health and Safety

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

A re-constituted Work Health and Safety Committee has recently commenced operation and the Department of Legislative Council is represented in that forum.

As part of a strategic Work Health and Safety (WHS) framework, Parliament maintains an organisation-wide *Work Health and Safety Policy*, currently being reviewed, as well as a number of other WHS policies and guidelines. These policies and guidelines support the Parliament's online WHS management system.

The new parliamentary intranet has new user friendly information architecture anticipated to improve the presentation of WHS information.

Summary of workplace health and safety incidents		
	2013-14	2012-13
No. of incidents	1	5
Near miss/hazards	1	0
Strains & overuse	0	4
Slip trips & falls	0	1
Other (not categorised)	0	0
Lost time injuries	0	1
Claims	0	2
Claim cost	\$0.00	\$3,939.57

The information provided in the table indicates that there has been a large improvement in reported incidents, with only one near-miss being recorded in the reporting period. The Department will continue to work with the Department of Parliamentary Services to offer a number of measures, including ergonomic assessments to maintain as safe a workplace as possible.

Employee Assistance Program

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

Professional development and training

The Department of the Legislative Council is committed to cultivating a workplace that is professionally and personally rewarding for staff. The Department provides opportunities for development through internal and external training programs. During the reporting year, the Department spent \$20,667 on staff training and development.

Performance Development Program

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

This year's program is a continuation of a new program implemented last year. A formal 12 month review must be conducted for each employee with the option of an informal six month review.

There was a very high participation rate in the Performance Development Program this year.

In summarising the responses received, several staff expressed an interest in training for writing development and project management.

Parliamentary Law, Practice and Procedure Program

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

The Legislative Council supported the participation of Mr Alexander Stedman, Senior Council Officer – Table Office, in July 2013. Mr Stedman's research examined reforming Question Time.

ANZACATT Professional Development Seminar 2014

The 2014 seminar was hosted by the Legislative Assembly of the Northern Territory at Parliament House in Darwin from 21-23 January 2014. Several staff attended the seminar which had the theme *The Parliamentary Workplace – Members, Mates and Migraines*. The program included presentations, workshops and panel discussions on topics relating to committees, social media, standing orders and privilege and communicating with members.

Leadership training

The Departments of the Legislative Council, Legislative Assembly and Parliamentary Services engaged the Centre for Public Management to run a two-day off site management and leadership course for newly appointed supervisors/managers at the 7/8 and 9/10 levels, with some selected officers at the 5/6 level, with priority given to a number of officers who were unable to attend the course when it was offered in 2012. The course was delivered on 12-13 June at the Australian Institute of Management premises, and included content such as the distinction between leading and managing, emotional intelligence, leading and managing teams to achieve objectives, managing performance and managing upwards. Participants also participated in DiSC behaviour profiling.

Seven participants from the Legislative Council attended and provided very positive feedback. Elements of the course that drew particular praise were the DiSC profile, delegation, managing upwards and emotional intelligence. The fact that staff from all three departments were involved and that it was run off-site were particularly favourably mentioned.

Multicultural policies and services

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

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

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

Code of Conduct

The 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.

Travel expenditure

Overseas travel

The Department expended approximately \$25,378.97 on overseas travel during the reporting year.

Sister State visit to Guangdong Provincial People's Congress

The Guangdong Provincial People's Congress extended an invitation to the Presiding Officers to visit Guangdong Province with the aim of renewing and strengthening the friendship between the two legislatures, in recognition of the 35th anniversary of the Sister-State relationship between New South Wales and Guangdong Province (New South Wales's oldest Sister-State relationship).

A delegation led by the Presiding Officers, visited the Guangdong province and the Beijing province, with which New South Wales also has a Sister-State relationship, between Thursday 15 May to Sunday 25 May 2014.

The Sister-State relationships are of particular economic value to the State, while also helping to maintain strong cultural ties between Australia and China. Expanding trade and securing investment in the State's infrastructure were the focus of the visit.

In Beijing the Presiding Officers hosted a roundtable discussion about investment opportunities in New South Wales infrastructure projects which was attended by representatives from Chinese companies and Australian companies with operations in mainland China.

While in Guangdong, the Presiding Officers met with representatives of both the Guangdong Provincial People's Congress and Shenzhen Municipal People's Congress, and visited the HEC Group (which has separate aluminium and pharmaceutical production operations) and telecommunication companies UCWeb and Huawei.

The Office of the Black Rod provided the organisational and administrative support for the delegation and established contacts with relevant counterparts within China.

Domestic travel

The Department expended approximately \$18,915 on domestic travel by staff during the reporting year.

- July 2013—Mr Alexander Stedman, Senior Council Officer – Procedural Training, participated in the ANZACATT Parliamentary Law, Practice and Procedure Course in Hobart, Tasmania. Total cost: \$1,095
- October 2013—Ms Madeleine Foley, Director – Committees and Mr John Young, Principal Council Officer – Procedural Training attended the 2013 ASPG Conference at Parliament House, Perth, Western Australia. Total cost: \$5,655
- November 2013—Rachel Callinan, Usher of the Black Rod, attended the opening of the 44th Parliament in Canberra to observe the proceedings. Total cost: \$230
- December 2013—Mr David Blunt, Clerk of the Parliaments, attended a farewell morning tea for Mr Bernard Wright, Clerk of the House of Representatives, at Parliament House in Canberra. Total cost: Nil
- January 2014—Mr Steven Reynolds, Deputy Clerk, Ms Beverly Duffy, Clerk Assistant – Committees, Ms Rachel Callinan, Usher of the Black Rod, Ms Teresa McMichael, Director - Committees and Mr Stewart Smith, Director - Committees, attended the ANZACATT 2014 Professional Development Seminar at Parliament House, Darwin. Total cost: \$9,954
- February 2014—Mr David Blunt, Clerk of the Parliaments, by invitation, gave evidence at a public hearing of the Senate Legal and Constitutional Affairs Reference Committee at Parliament House Canberra. Total cost: Nil
- March/April 2014—Mr Steven Reynolds, Deputy Clerk, and Mr Stephen Frappell, Clerk Assistant – Procedure, undertook a three day program at the Parliament of Victoria to observe operations. Total cost: \$1,981.

Steven Reynolds, Deputy Clerk, and Stephen Frappell, Clerk-Assistant Procedure, met with then Clerk of the Legislative Council of the Parliament of Victoria, Wayne Tunncliffe during their three day program at the Parliament of Victoria to observe operations. This built upon an earlier visit to the Australian Senate and House of Representative and the findings will help inform enhancements to administrative and support services to members.



44th Presiding Officers and Clerks' conference

June-July 2013—The Hon Don Harwin MLC, President of the Legislative Council, and Mr David Blunt, Clerk of the Parliaments, to the Australian Capital Territory for the 44th Presiding Officers and Clerks' Conference
Total cost: \$3,206.

Commonwealth Parliamentary Association—parliamentary supported travel

During this financial year, the following members undertook CPA travel as follows:

- July 2013—The Hon Marie Ficarra MLC travelled to Cyprus to undertake a CPA Study Tour. Total cost: \$2,520
- July 2013—The Hon Don Harwin MLC travelled to London, United Kingdom to undertake a CPA Study Tour. Total cost: \$2,100
- August/September 2013—The Hon Don Harwin MLC and the Hon Trevor Khan MLC attended the 59th Commonwealth Parliamentary Conference in Johannesburg, South Africa. Total cost: \$19,313
- September/October 2013—The Hon Catherine Cusack travelled to United Kingdom and Scotland to undertake a CPA Study Tour. Total cost: \$3,023
- November 2013—The Hon Amanda Fazio MLC and the Hon Niall Blair MLC attended the CPA Australia and Pacific Regional Conference in Melbourne, Victoria. Total cost: \$697
- February 2014—The Hon Jenny Gardiner MLC travelled to the European Union and the United Kingdom together with a delegation from the NSW Parliamentary Friends of the European Union. Total cost: \$7,140
- April 2014—The Hon Amanda Fazio MLC travelled to the United Kingdom to undertake a CPA Study Tour. Total cost: \$8,820
- May 2014—Mr Scot MacDonald MLC attended the 25th CPA Annual Parliamentary Seminar in Dar Es Salaam, Tanzania. Total cost: \$11,719
- May 2014—The Hon Catherine Cusack MLC and Ms Rachel Simpson attended the annual planning meeting of the Australian Region Commonwealth Women Parliamentarians Steering Committee in Perth, Australia. Total cost: \$1,158
- June 2014—The Hon Catherine Cusack MLC attended the Pan-Commonwealth Conference for Commonwealth Women Parliamentarians in London, United Kingdom. Total cost: Nil.

Communications

The Department of the Legislative Council is committed to strong communication throughout the department and the Parliament as a whole. A number of strategies are utilised to ensure that staff are kept abreast of information and developments relevant to their roles including staff meetings, a fortnightly departmental newsletter *Elucidations* and contributions to the Parliament-wide monthly newsletter *Interjections*.

General staff meetings

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

Elucidations

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

Use of consultants, contractors and legal services

The Department expended approximately \$68,244 on consultancy, contractor and legal services, the detail of which is provided below.

Television coverage and other filming services

The Legislative Council engaged the services of G K Productions to provide television coverage in the Chamber. In 2013-2014 G K Productions was paid \$49,101 for services provided including camera operators and equipment.

The Department used professional photography, filming and design services to develop information and educational resources for public use and for annual reporting. The total cost incurred for these purposes was \$778.

Total - \$49,879

Legal services

The Department also engaged the services of Mr Bret Walker SC to provide advice concerning the Inquiry into allegations of bullying in WorkCover NSW on one occasion, incurring expenditure of \$1,000. The Department engaged the Honourable Keith Mason to evaluate and report on a claim of privilege (regarding the actions of a former WorkCover NSW employee) on one occasion, incurring expenditure of \$1,800.

The Department engaged the Crown Solicitor's Office for advice on the Agreement with Head On Photography Prize, incurring expenses of \$3,813.

Total - \$6,613

Advice was also obtained from the Crown Solicitor's office on four other matters, however as these related to the core parliamentary business of the Legislative Council no charges were incurred.

Shared expenditure

The Legislative Council contributes to the cost of services delivered across the Parliament, including the Employee Assistance Program (\$7,326), Nanbaree Child Care services (\$1,000) and the Flu vaccine program (\$250).

Total: \$8,676

Transcription services

Pacific Solutions Pty Ltd was engaged to provide transcription services for Legislative Council Committees on occasions when Hansard was already committee to the House proceedings or other committees.

Total - \$3,076

Credit card certification

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

The Department has 12 credit cards issued with individual limits ranging from \$5,000 up to \$20,000 and a total combined limit of \$95,000. Any expenditure must be authorised by a supervisor. Any expenditure by the Clerk is authorised by the Executive Manager, Parliamentary Services or the Clerk of the Legislative Assembly.

Sustainability

The Parliament has recently demonstrated its ongoing commitment to environmental issues through the voluntary participation in a research project conducted by the NSW Office of Environment and Heritage (OEH). Field work involving 68 executives and operational staff involved in asset management, energy management, sustainability, procurement and finance has recently been completed. The findings will inform how OEH can support agencies to achieve their energy efficiency goals and the development of future policies.

The OEH Sustainable Government Team is planning a number of activities to assist agencies with their obligations under the recently launched *Government Resource Efficiency Policy*.

On 22 July 2014 the Minister for the Environment announced the *Government Resource Efficiency Policy*. This is a whole-of-government policy that outlines sustainability actions for general sector government agencies. It replaces the previous *Government Sustainability Policy* and the *Waste Reporting and Purchasing Policy*.

The 12 measures in *Government Resource Efficiency Policy* provide an opportunity for New South Wales to lead the way in government sustainability, improve productivity, and liberate resource costs for frontline services. The Parliament will participate in information and planning sessions which will be scheduled for the coming months.

Other sustainability-related achievements for the Parliament include:

- recycling 6.2 tonnes of cardboard
- increasing our percentage of copy paper containing recycled content from 57 to 61 per cent
- delivering approximately 29,000kWh of energy from the solar array on the roof.

Annual Report

This report is available on the New South Wales Parliament website: <http://www.parliament.nsw.gov.au>. The overall production of this 2013-2014 annual report was completed in-house.

Financial performance



Department of the Legislative Council

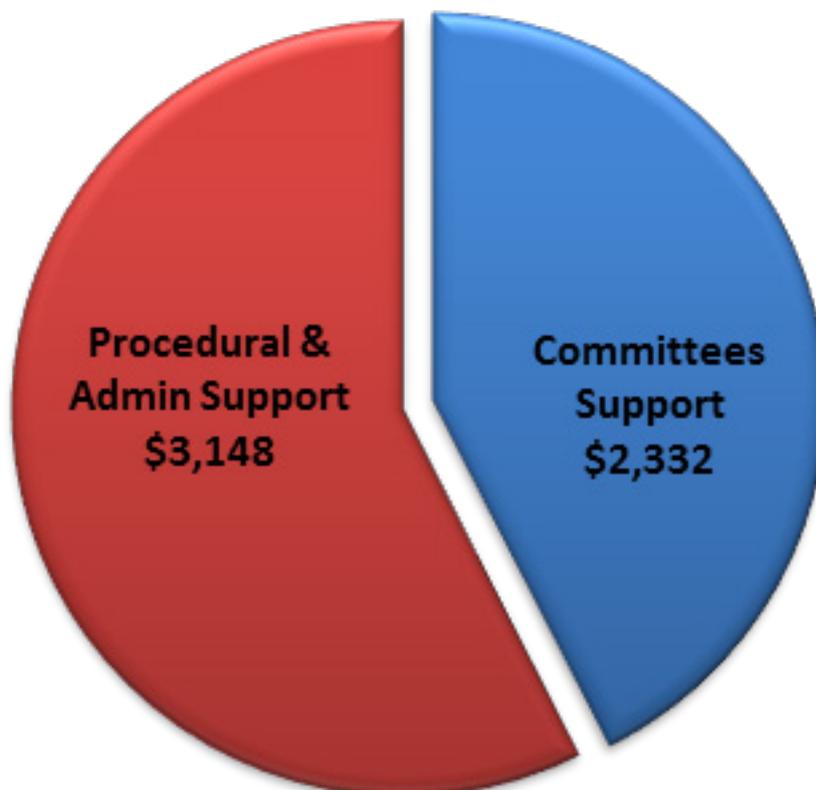
The net cost of services of the Legislative Council, including members' programs, was \$23.366 million and represents 18.3 per cent of the total net cost of services of the Parliament for the 2013-14 financial year. This compares to a budget of \$24.947 million reflecting a favourable variance against budget of \$1.581 million or 6.3 per cent.

The main components of this variation include:

- employee related expenses for members' staff and Parliamentary staff being lower than budget by \$991,000
- other operating expenses being \$661,000 lower than budget
- members' salaries and allowances being higher than expected by \$327,000
- Revenue being \$237,000 higher than budget mostly attributable to additional grants and contributions received of \$230,000.

The net cost of services for the Council, excluding expenditure on the members' program, was \$5.48 million which equates to 4.3 per cent of the total net cost of service for the Parliament and 23.5 per cent 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



The Legislature's financial statements as at 30 June 2014 are contained in a standalone document which is accessible on the Parliament's [website](#).

Start of unaudited financial statements

Legislative Council Supplementary Financial Information

Legislative Council Total

Statement of comprehensive income for the year ended 30 June 2014

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
Expenses excluding losses			
Operating expenses			
Employee related	10,315	11,306	9,766
Other operating expenses	2,118	2,779	2,365
Depreciation and amortisation	180	199	185
Other expenses - Members' remuneration	11,628	11,301	11,507
Total Expenses excluding losses	24,241	25,585	23,823
Revenue			
Sale of goods and services	595	592	568
Grants and contributions	240	10	181
Other revenue	40	36	72
Total Revenue	875	638	821
Loss on disposal	-	-	3
Net Cost of Services	23,366	24,947	23,005

Legislative Council - Operations

Statement of comprehensive income for the year ended 30 June 2014

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
Expenses excluding losses			
Operating expenses			
Employee related	4,938	5,375	4,571
Other operating expenses	646	641	724
Depreciation and amortisation	22	24	34
Total Expenses excluding losses	5,606	6,040	5,329
Revenue			
Grants and contributions	10	-	-
Other revenue	38	25	34
Total Revenue	48	25	34
Net Cost of Services	5,558	6,015	5,295

Legislative Council - Parliamentary Representation

Statement of comprehensive income for the year ended 30 June 2014

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
Expenses excluding losses			
Operating expenses			
Employee related	5,301	5,847	5,132
Other operating expenses	1,396	1,946	1,583
Depreciation and amortisation	158	164	151
Other expenses - Members' remuneration	11,628	11,301	11,507
Total Expenses excluding losses	18,483	19,258	18,373
Revenue			
Sale of goods and services	595	592	568
Grants and contributions	-	-	80
Other revenue	2	11	38
Total Revenue	597	603	686
Loss on disposal	-	-	3
Net Cost of Services	17,886	18,655	17,690

Legislative Council - Special Projects

Statement of comprehensive income for the year ended 30 June 2014

	Actual 2014 \$'000	Budget 2014 \$'000	Actual 2013 \$'000
Expenses excluding losses			
Operating expenses			
Employee related	77	83	63
Other operating expenses	75	193	58
Total Expenses excluding losses	152	276	121
Revenue			
Grants and contributions	230	10	101
Total Revenue	230	10	101
Net Cost of Services	(78)	266	20

End of unaudited financial statements

Appendices



Appendix 1

Members of the Legislative Council as at 30 June 2014

Ajaka^A The Honourable John George <i>Minister for Ageing, Minister for Disability Services, and Minister for the Illawarra</i>	LIB
Barham^B Ms Jan <i>Temporary Chair of Committees</i>	G
Blair^B The Honourable Niall	NAT
Borsak^A The Honourable Robert B Bus FCPA JP ⁴	SFP
Brown^B The Honourable Robert Leslie	SFP
Buckingham^B Mr Jeremy	G
Clarke^B The Honourable David <i>Parliamentary Secretary</i>	LIB
Colless^B The Honourable Richard Hargrave HD App Sci(Agric) <i>Deputy Government Whip</i>	NAT
Cotsis^A The Honourable Sophie ³	ALP
Cusack^B The Honourable Catherine Eileen BEc(SocSc)	LIB
Donnelly^B The Honourable Gregory John BEc MIR	ALP
Faruqi^A Dr Mehreen PhD MEngSc BE ⁹	G
Fazio^A The Honourable Amanda Ruth <i>Opposition Whip</i>	ALP
Ficarra^A The Honourable Marie Ann BSc(Hons)	LIB
Foley^A The Honourable Luke Aquinas ² <i>Leader of the Opposition</i>	ALP
Gallacher^B The Honourable Michael Joseph BProfSt	LIB
Gardiner^A The Honourable Jennifer Ann BBus <i>Deputy President and Chair of Committees</i>	NAT
Gay^B The Honourable Duncan John <i>Minister for Roads and Freight and Vice-President of the Executive Council</i>	NAT
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
Khan^A The Honourable Trevor John B Juris LLB (UNSW) <i>Temporary Chair of Committees</i>	NAT
Lynn^A The Honourable Charlie John Stuart psc <i>Parliamentary Secretary</i>	LIB
MacDonald^B Mr Scot	LIB
Maclaren-Jones^B The Honourable Natasha BN, MHSM <i>Temporary Chair of Committees</i>	LIB

Mason-Cox ^A The Honourable Matthew Ryan <i>Minister for Fair Trading</i>	LIB
Mitchell ^B The Honourable Sarah <i>Temporary Chair of Committees</i>	NAT
Moselmane ^A The Honourable Shaoquett Chaher ¹	ALP
Nile ^A The Reverend the Honourable Frederick John ED LTh <i>Assistant President</i>	CDP
Pavey ^A The Honourable Melinda Jane <i>Parliamentary Secretary</i>	NAT
Pearce ^B The Honourable Gregory Stephen BA LLB	LIB
Phelps ^B The Honourable Dr Peter <i>Government Whip</i>	LIB
Primrose ^B The Honourable Peter Thomas B SocStud(Syd)	ALP
Searle ^A The Honourable Adam ⁶ <i>Deputy Leader of the Opposition</i>	ALP
Secord ^A The Honourable Walt ⁵	ALP
Sharpe ^B The Honourable Penelope Gail	ALP
Shoebridge ^B Mr David	G
Veitch ^A The Honourable Michael Stanley	ALP
Voltz ^A The Honourable Lynda Jane <i>Deputy Opposition Whip</i>	ALP
Westwood ^A The Honourable Helen Mary AM <i>Temporary Chair of Committees</i>	ALP
Whan ^B The Honourable Steve ⁷	ALP
Wong ^B The Honourable Ernest ⁸	ALP

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

PARTY REPRESENTATION: HOUSE OF 42 MEMBERS

ALP -Australian Labor Party	14	LIB -Liberal Party of Australia (NSW Division)	12
CDP -Christian Democratic Party (Fred Nile Group)	2	NAT -The Nationals	7
G -The Greens	5	SFP -Shooters and Fishers Party	<u>2</u>
		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

Steven Reynolds BEc LLB MPS

Clerk Assistant - Procedure

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

Clerk Assistant - Committees

Beverly Duffy BSW (Hons)

Usher of the Black Rod

Susan Want B (Soc Sci) MPS

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.
2. Elected (10.06.2010) to vacancy caused by the resignation of the Hon I Macdonald.
3. Elected (07.09.2010) to vacancy caused by the resignation of the Hon John Della Bosca.
4. Elected (07.09.2010) to vacancy caused by the death of the Hon Roy Smith.
5. Elected (24.05.2011) to vacancy caused by the resignation of the Hon Edward Obeid.
6. Elected (24.05.2011) to vacancy caused by the resignation of the Hon John Hatzistergos.
7. Elected (20.06.2011) to vacancy caused by the resignation of the Hon Tony Kelly.
8. Elected (23.05.2013) to vacancy caused by the resignation of the Hon Eric Roozendaal.
9. Elected (19.06.2013) to vacancy caused by the resignation of Ms Cate Faehrmann.

Appendix 2

2013-2014 Legislative Council members' allowances and expenditure

Note: The figures reported are accurate as at the closing date for the 2013-2014 financial accounts. Any adjustments to data by subsequent reconciliation processes will be reported in the following year's annual report.

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

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
John Ajaka	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			27,038.18 34,404.45 61,442.63 5,982.29 55,460.34	121.87		
Jan Barham	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		8,201.17	35,895.00 53,664.61 89,559.61 15,053.29 74,506.32	9,201.42		
Niall Blair	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		11,758.60	39,337.00 41,836.97 81,173.97 8,362.10 72,811.87	2,705.56		
Robert Borsak	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining	1,665		23,525 9,251.90 32,776.90 14,627.08 18,149.82	11,650		
Robert Brown	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			26,967.00 19,121.85 46,088.85 19,941.98 26,146.87	15,790.69	1,675.32	
Jeremy Buckingham	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		17,756.76	35,895.00 631.39 36,526.39 32,238.33 4,288.06	11,125.45		2,717.77
David Clarke	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			26,967.00 24,519.39 51,486.39 15,841.54 35,644.85	930.20		
Rick Colless	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		9,000.75	39,337.00 36,954.06 76,291.06 17,444.73 58,846.33	11,940.23	1,419.96	

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Sophie Cotsis	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 28,707.92 52,232.92 8,468.33 43,764.59			
Catherine Cusack	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		18,339.32	39,337.00 10,527.08 49,864.08 28,647.79 21,216.29	9,711.73	1,431.07	574.78
Greg Donnelly	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 3,360.87 26,885.87 15,330.14 11,555.73	2,481.06		
Mehreen Faruqi	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 724.31 24,249.31 22,748.64 1,500.67	6,552.83		596.23
Amanda Fazio	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			27,576.00 10,974.59 38,550.59 17,192.73 21,357.86	5,407.10	200.00	867.91
Marie Ficarra	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			26,514.35 19,229.43 45,743.78 20,526.61 25,217.17	920.14		
Luke Foley	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			34,072.00 34,958.19 69,030.19 8,580.32 60,449.87	2,323.93		
Michael Gallacher	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			27,840.29 54,070.79 81,911.08 1,684.35 80,226.73			
Jenny Gardiner	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		25,529.23	39,337.00 16,004.44 55,341.44 27,572.04 27,769.40	8,964.91		
Duncan Gay	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		589.43	39,283.56 67,670.32 106,953.88 3,746.43 103,207.45	503.10		
Paul Green	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining	1,480.00	12,107.07	35,895.00 61,644.10 97,539.10 25,358.45 72,180.65	4,200.65		1,553.18
Don Harwin	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			50,504.00 23,253.38 73,757.38 18,100.14 55,657.24	6,696.15		169.23

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
John Kaye	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 8,481.21 32,006.21 31,942.61 63.60	6,487.67	83.86	1,314.38
Trevor Khan	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		22,812.61	39,337.00 31,556.86 70,893.86 16,480.25 54,413.61	7,916.78	3,489.03	
Charlie Lynn	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		6,746.79	26,794.90 3,842.84 30,637.74 28,776.95 1,860.79	4,518.48		
Scot Macdonald	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		26,544.31	35,895.00 124.45 36,019.45 35,521.39 498.06	20,363.40	1,076.88	762.35
Natasha Maclaren-Jones	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		2,898.00	39,337.00 11,989.23 51,326.23 28,812.23 22,514.00	15,540.99	368.18	
Matthew Mason-Cox	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		19,659.06	39,151.15 42,162.23 81,313.38 14,343.97 66,969.41	6,591.33		
Sarah Mitchell	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		19,836.44	39,337.00 29,443.76 68,780.76 13,416.02 55,364.74	4,545.99	4,306.78	
Shaoquett Moselmane	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 95.45 23,620.45 11,146.74 12,473.71			
Fred Nile	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			26,967.00 10,027.27 36,994.27 35,075.10 1,919.17			
Melinda Pavey	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		22,154.54	39,164.90 5,340.87 44,505.77 32,702.72 11,803.05	15,777.93	3,909.39	43.30
Gregory Pearce	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,831.67 54,362.29 78,193.96 13,188.18 65,005.78	499.00	77.27	

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Peter Phelps	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		30,232.02	39,946.00 50,436.81 90,382.81 18,743.88 71,638.93	12,709.69	617.17	
Peter Primrose	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			24,225.00 14,061.27 38,286.27 18,136.83 20,149.44	1,301.55		384.18
Adam Searle	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			28,817.50 38,265.44 67,082.94 8,680.23 58,402.71	1,637.86		
Walt Secord	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 3.41 23,528.41 13,431.89 10,096.52	2,072.75		
Penny Sharpe	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 396.54 23,921.54 21,764.95 2,156.59	6,438.04		1,127.39
David Shoebridge	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 5,284.46 28,809.46 20,183.95 8,625.51	9,078.86	436.32	
Michael Veitch	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		14,183.51	35,895.00 25,279.62 61,174.62 10,134.46 51,040.16	4,584.82		148.42
Lynda Voltz	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			21,552.00 5,415.00 26,967.00 23,582.30 3,384.70	3,540.85		
Helen Westwood	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 23,369.13 46,894.13 18,835.04 28,059.09	1,162.09		
Steve Whan	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining		20,333.50	35,895.00 30,664.23 66,559.23 16,930.08 49,629.15	12,603.92	642.24	237.92
Ernest Wong	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			23,525.00 1,275.38 24,800.38 22,125.53 2,674.85			

2012-2013 Sydney Allowance for Members of the Legislative Council

Note: The Sydney Allowance is reported on retrospectively to capture reconciliation processes and ensure the figures accurately reflect final expenditure. Consequently, the following data is representative of the 2012-2013 financial year.

Member	Description	Sydney Allowance 2011/2012 (may include actual expenses claimed)
Jan Barham	Allocation for 2012/13	35,910.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		35,910.00
Niall Blair	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		37,240.00
Jeremy Buckingham	Allocation for 2012/13	35,910.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	6384.00
		29,526.00
Richard Colless	Allocation for 2012/13	29,259.96
	Add: Entitlement not previously allocated	7980.04
	Less: Late claims/Accounts Receivable	
		37,240.00
Catherine Cusack	Allocation for 2012/13	37,304.10
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		37,304.10
Michael Gallacher	Allocation for 2012/13	47,880.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	3,724.00
		44,156.00
Jenny Gardiner	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		37,240.00
Duncan Gay	Allocation for 2012/13	47,880.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		47,880.00
Paul Green	Allocation for 2012/13	35,910.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		35,910.00
	Expenditure claimed	32,718.00
	Funds Remaining	3,192.00
	Expenditure claimed	25,004.00
	Funds Remaining	12,236.00
	Expenditure claimed	29,526.00
	Funds Remaining	0.00
	Expenditure claimed	37,240.00
	Funds Remaining	0.00
	Allocation for 2012/13	37,304.10
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		37,304.10
	Allocation for 2012/13	47,880.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	3,724.00
		44,156.00
	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		37,240.00
	Allocation for 2012/13	47,880.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		47,880.00
	Allocation for 2012/13	35,910.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		35,910.00
	Expenditure claimed	36,974.00
	Funds Remaining	266.00
	Expenditure claimed	47,880.00
	Funds Remaining	0.00
	Allocation for 2012/13	35,910.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		35,910.00
	Expenditure claimed	15,960.00
	Funds Remaining	19,950.00

Member	Description	Sydney Allowance 2011/2012 (may include actual expenses claimed)
Don Harwin	Allocation for 2012/13	47,880.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	47,880.00
	Expenditure claimed	47,880.00
	Funds Remaining	0.00
Trevor Khan	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	37,240.00
	Expenditure claimed	37,240.00
	Funds Remaining	0.00
Charlie Lynn	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	37,240.00
	Expenditure claimed	24,472.00
	Funds Remaining	12,768.00
Scot MacDonald	Allocation for 2012/13	35,910.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	35,910.00
	Expenditure claimed	35,910.00
	Funds Remaining	0.00
Natasha Maclaren-Jones	Allocation for 2012/13	13,189.15
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	13,189.15
	Expenditure claimed	13,189.15
	Funds Remaining	0.00
Matthew Mason-Cox	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	37,240.00
	Expenditure claimed	24,738.00
	Funds Remaining	12,502.00
Sarah Mitchell	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	37,240.00
	Expenditure claimed	21,280.00
	Funds Remaining	15,960.00
Melinda Pavey	Allocation for 2012/13	37,252.42
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	265.96
	Expenditure claimed	36,986.46
	Funds Remaining	0.00
Peter Phelps	Allocation for 2012/13	37,240.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	37,240.00
	Expenditure claimed	28,196.00
	Funds Remaining	9,044.00
Adam Searle	Allocation for 2012/13	20,615.00
	Add: Entitlement not previously allocated	1,463.00
	Less: Late claims/Accounts Receivable	22,078.00
	Expenditure claimed	22,078.00
	Funds Remaining	0.00

Member	Description	Sydney Allowance 2011/2012 (may include actual expenses claimed)
Michael Veitch	Allocation for 2012/13 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable Expended claimed Funds Remaining	35,910.00 35,910.00 35,910.00 0.00
Steve Whan	Allocation for 2012/13 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable Expended claimed Funds Remaining	35,910.00 35,910.00 23,674.00 12,236.00

Appendix 3

Committee reports and Government responses

Committee	Report no.	Report title	Date tabled	Government response due	Government response tabled
GPSC 1	39	Budget Estimates 2013-2014	13/12/2013	N/A	N/A
	40	Allegations of bullying in Work-Cover NSW	19/06/2014	19/12/2014	pending
GPSC 2	40	Drug and alcohol treatment	15/08/2013	17/02/2014	17/02/2014
	41	Budget Estimates 2013-2014	23/10/2013	N/A	N/A
GPSC 3	28	Budget Estimates 2013-2014	23/10/2013	N/A	N/A
	29	Removing or reducing station access fees at Sydney Airport	28/02/2014	28/08/2014	27/08/2014
	30	Tourism in local communities	06/03/2014	08/09/2014	14/10/2014
GPSC 4	27	The use of cannabis for medical purposes	15/05/2013	15/11/2013	15/11/2013
	28	Budget Estimates 2013-2014	23/10/2013	N/A	N/A
GPSC 5	37	Management of public land in New South Wales	15/05/2013	15/11/2013	19/11/2013
	38	Budget Estimates 2013-2014	29/10/2013	N/A	N/A
Social Issues	47	Same-sex marriage law in New South Wales	26/07/2013	N/A	N/A
	48	Strategies to reduce alcohol abuse among young people in New South Wales	13/12/2013	13/06/2014	17/06/2014
State Development	37	Adequacy of water storages in New South Wales	26/06/2013	28/01/2014	
Law and Justice	50	Racial vilification law in New South Wales	03/12/2013	03/06/2014	3/06/2014
	51	Fifth review of the exercise of the functions of the Lifetime Care and Support Authority	03/7/2014	03/01/2015	pending
	52	Twelfth review of the exercise of the functions of the Motor Accidents Authority	03/7/2014	03/01/2015	pending
Select Committee on the partial defence of provocation	1	The partial defence of provocation	23/04/2013	23/10/2013	23/10/2013
Select Committee on the closure or downsizing of Corrective Services NSW facilities	1	The closure or downsizing of Corrective Services NSW facilities	14/06/2013	16/12/2013	16/12/2013
Select Committee on the Agistment of Horses at Yaralla Estate	1	Agistment of horses at Yaralla Estate	24/10/2013	24/04/2014	24/04/2014

Committee	Report no.	Report title	Date tabled	Government response due	Government response tabled
Select Committee on Greyhound Racing in New South Wales	1	Greyhound racing in New South Wales – First report	28/03/2014	29/09/2014	14/10/2014
Select Committee on the sale of the Currawong property at Pittwater	1	The sale of the Currawong property at Pittwater	26/06/2014	26/12/2014	not required

Appendix 4

Committee travel expenses¹

General Purpose Standing Committee No. 3

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
9-10 Oct 2013	Tourism in local communities	34, 35	Ballina, Dubbo	Roundtable discussions	Maclaren-Jones, Blair, Barham, Green, MacDonald, Whan, Voltz, Secretariat (3)	\$20,328.19
8 Nov 2013	Tourism in local communities	36	Queanbeyan	Public hearing	Maclaren-Jones, Blair, Barham, Green, MacDonald, Whan, Voltz, Secretariat (3)	\$5,128.06
TOTAL						\$25,456.25

General Purpose Standing Committee No. 3

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
3 Dec 2013	Removing or reducing the station access fees at Sydney Airport	40	Sydney Airport	Site visit	Maclaren-Jones, Faruqi, MacDonald, Sharpe, Secretariat (2)	\$25.00
TOTAL						\$25.00

Standing Committee on Social Issues

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
8 Oct 2013	Strategies to reduce alcohol abuse among young people	40	Byron Bay	Public hearing & roundtable discussions	Blair, Westwood, Barham, Donnelly, Maclaren-Jones, Secretariat (3)	\$4,818.85
TOTAL						\$4,818.85

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
10-11 Jun 2014	Regional aviation services	30, 31	Wagga Wagga, Bega, Cowra	Public hearings & site visits	Colless, Veitch, Green, Whan, Secretariat (3)	\$22,273.15
TOTAL						\$22,273.15

Standing Committee on Law and Justice

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
31 Mar 2014	Family response to the murders in Bowraville	34	Bowraville	Briefing & site visit	Clarke, Primrose, MacDonald, Mitchell, Moselmane, Shoebridge, Cusack, Secretariat (3)	\$3,707.01
1-2 May 2014	Family response to the murders in Bowraville	35, 36	Macksville	Public hearing and roundtable	Clarke, Primrose, MacDonald, Mitchell, Moselmane, Shoebridge, Cusack, Secretariat (4)	\$11,560.48
TOTAL						\$15,267.49

Select Committee on the Agistment of Horses at Yaralla Estate

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
5 Aug 2013	Agistment of horses at Yaralla Estate	2	Concord West	Public forum & site visit	Borsak, Khan, Kaye, Foley, MacDonald, Phelps, Wong, Secretariat (3)	\$2,114.21
TOTAL						\$2,114.21

Select Committee on Greyhound Racing in NSW

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
15 Nov 2013	Greyhound racing in NSW	2	Penrith	Public hearing & public forum	Borsak, Kaye, Ficarra, Khan, Maclaren-Jones, Voltz, Whan, Secretariat (4)	\$5,463.01
5 Feb 2014	Greyhound racing in NSW	4	Wallsend	Public hearing & public forum	Borsak, Kaye, Ficarra, Khan, Voltz, Whan, Secretariat (4)	\$3,463.22
TOTAL						\$8,926.23

Select Committee on the Impact of Gambling

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
5 June 2014	The impact of gambling	5	Mt Pritchard, Fairfield, Sydney	Public hearing & site visits	Nile, Mitchell, Kaye, Lynn, Pearce, Veitch, Wong, Secretariat (3)	\$2,226.65
TOTAL						\$2,226.65

Select Committee on Social, Public and Affordable Housing

Date	Inquiry	Minutes No.	Destination	Activity	In attendance	Travel expenses
12 Mar 2014	Social, public and affordable housing	2	The Rocks	Site Visit	Green, Barham, Colless, Cotsis, Mason-Cox, Pearce, Primrose, Secretariat (3)	\$75.00
30 Apr – 1 May 2014	Social, public and affordable housing	5, 6	Wollongong, Nowra	Public hearings & public forums	Green, Barham, Cotsis, Mason-Cox, Pearce, Secretariat (4)	\$8,374.72
16 May 2014	Social, public and affordable housing	8	Camperdown, Western Sydney	Site visits	Green, Barham, Colless, Cotsis, Pearce, Primrose, Secretariat (3)	\$1,055.00
20-21 May 2014	Social, public and affordable housing	9, 10	Port Macquarie, Tamworth, Dubbo	Public hearings & site visits	Green, Barham, Colless, Pearce, Primrose, Secretariat (3)	\$25,236.56
TOTAL						\$34,741.28

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		
Barham, Jan	G	Member		
Clarke, David	LP			Chair
Colless, Rick	N		Chair	
Cusack, Catherine	LP	Member*	Member	
Donnelly, Greg	ALP	Member		
Green, Paul	CDP		Member	
Lynn, Charlie			Member***	
MacDonald, Scot	LP		Member	Member
Maclaren-Jones, Natasha	LP	Member		
Mitchell, Sarah	N			Member
Moselmane, Shaoquett	ALP			Member
Phelps, Peter	LP	Member	Member**	
Primrose, Peter	ALP			Deputy Chair
Shoebridge, David	G			Member
Veitch, Mick	ALP		Deputy Chair	
Westwood, Helen	ALP	Deputy Chair		
Whan, Steve	ALP		Member	

* Dr Phelps replaced Ms Cusack on 12 December 2013.

** Ms Cusack replaced Dr Phelps on 12 December 2013.

*** Mr MacDonald replaced Mr Lynn on 14 May 2014.

Privileges Committee membership

Member	Party
Khan, Trevor (Chair)	N
Fazio, Amanda (Deputy Chair)	ALP
Ajaka, John	LP
Buckingham, Jeremy*	G
Clarke, David **	LP
Donnelly, Greg	ALP
Gardiner, Jenny	N
Maclaren-Jones, Natasha***	LP
Mason-Cox, Matthew	LP
Nile, Fred	CDP
Primrose, Peter****	ALP

* Mr Buckingham was a member for the Inquiry into the 2009 Mount Penny return to order from 7 May 2013 until the end of the inquiry.

** Mr Clarke replaced Mr Ajaka on 7 August 2013.

*** Mrs Maclaren-Jones replaced Mr Mason-Cox on 13 May 2014.

**** Mr Primrose replaced Mr Donnelly on 26 November 2013.

Procedure Committee membership

Member	Party
Harwin, Don (Chair)	LP
Ajaka, John*	LP
Borsak, Robert	SF
Fazio, Amanda	ALP
Foley, Luke	ALP
Gallacher, Michael	LP
Gardiner, Jenny	N
Gay, Duncan	N
Kaye, John	G
Mitchell, Sarah	N
Nile, Fred	CDP
Phelps, Peter	LP
Searle, Adam	ALP

* Mr Ajaka replaced Mr Gallacher on 6 May 2014.

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
Faruqi, Mehreen	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		Member
Maclaren-Jones, Natasha	LP			Chair		
Mason-Cox, Matthew	LP	Member*				
Mitchell, Sarah	N				Chair	
Moselmane, Shaoquett	ALP		Member			
Nile, Fred	CDP	Chair				
Pavey, Melinda	N	Deputy Chair	Chair			
Pearce, Greg	LP	Member				
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			

* Mr Pearce replaced Mr Mason-Cox on 14 May 2014.

** Mrs Pavey replaced Ms Ficarra on 14 May 2014.

*** Mr MacDonald replaced Mr Ajaka on 6 August 2013.

Select Committee membership

Member	Party	Agistment of horses at Yaralla Estate	Greyhound racing in New South Wales	Impact of gambling	Ministerial propriety in NSW	Social, public and affordable housing	The sale of the Currawong property at Pittwater	Home schooling
Barham, Jan	G					Deputy Chair		
Borsak, Robert	SF	Chair	Chair		Chair			
Brown, Robert	SF					Chair		
Clarke, David	LP					Member		Member
Colless, Rick	N					Member		
Cotsis, Sophie	ALP					Member		
Cusack, Catherine	LP							Member
Fazio, Amanda	ALP						Member	
Ficarra, Marie	LP		Member***					
Foley, Luke	ALP	Member			Deputy Chair			Chair
Green, Paul	CDP					Chair		
Kaye, John	G	Member	Deputy Chair	Member	Member		Deputy Chair	Deputy Chair
Khan, Trevor	N	Deputy Chair	Member		Member		Member	Member
Lynn, Charlie	LP			Member				
MacDonald, Scot	LP	Member					Member	
Maclaren-Jones, Natasha	LP		Member					
Mason-Cox, Matthew	LP			Member*			Member**	
Mitchell, Sarah	N			Deputy Chair				
Nile, Fred	CDP			Chair				
Pearce, Greg	LP		Member			Member		Member
Pavey, Melinda	N		Member					
Phelps, Peter	LP	Member			Member			

Member	Party	Agistment of horses at Yaralla Estate	Greyhound racing in New South Wales	Impact of gambling	Ministerial propriety in NSW	Social, public and affordable housing	The sale of the Currawong property at Pittwater	Home schooling
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Primrose, Peter	ALP					Member		
Searle, Adam	ALP				Member		Member	Member
Veitch, Mick	ALP			Member				
Voltz, Lynda	ALP		Member					
Westwood, Helen	ALP							
Whan, Steve	ALP		Member					
Wong, Ernest	ALP	Member			Member			

* Mr Pearce replaced Mr Mason-Cox on 14 May 2014

** Mr Clarke replaced Mr Mason-Cox on 14 May 2014

*** Mrs Pavey replaced Ms Ficarra on 14 May 2014.

ALP	Australian Labor Party	N	The Nationals
CDP	Christian Democratic Party	SF	Shooters and Fishers Party
G	The Greens	LP	Liberal Party

Appendix 6

Membership of Joint Committees - Legislative Council Members

Member	Party	Child Sexual Offences	Children and Young People	Electoral Matters	Health Care Complaints	ICAC	Legislation Review	Office of the Ombudsman and PIC	Staysafe (Road Safety)	Office of the Valuer-General
Barham, Jan	G		Member							
Blair, Niall	N		Member			Member				
Borsak, Robert	SF			Deputy Chair						
Colless, Rick	N							Deputy Chair		
Donnelly, Greg	ALP		Member							
Fazio Amanda	ALP			Member						
Green, Paul	CDP				Member					
Khan Trevor	N			Member				Member		
Lynn, Charlie	LP									Member
Maclaren-Jones, Natasha	N									
Mitchell, Sarah	N							Member		
MoseImane, Shaoquett	ALP						Member			
Nile, Fred	CDP	Member				Member			Member	
Pavey, Melinda	N	Deputy Chair								
Phelps Peter	LP			Member						
Primrose Peter	ALP			Member						
Searle, Adam	ALP							Member		Member
Secord, Walter	ALP								Member	
Shoebridge, David	G						Member			

Member	Party	Child Sexual Offences	Children and Young People	Electoral Matters	Health Care Complaints	ICAC	Legislation Review	Office of the Ombudsman and PIC	Staysafe (Road Safety)	Office of the Valuer-General
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Voltz, Lynda ALP Member

Westwood, Helen ALP Member

Wong, Ernest ALP Member

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

- 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	Forums	Forum Speakers
General Purpose Standing Committee No. 1					
Budget Estimates 2013 - 2014	0	6	24	0	0
Allegations of bullying in WorkCover NSW	98	6	24	0	0
TOTAL	98	12	48	0	0
General Purpose Standing Committee No. 2					
Budget Estimates 2013 - 2014	0	7	42	0	0
TOTAL	0	7	42	0	0
General Purpose Standing Committee No. 3					
Budget Estimates 2013 - 2014	0	5	31	0	0
Tourism in local communities	91	4	60	0	0
TOTAL	91	9	91	0	0
General Purpose Standing Committee No. 4					
Budget Estimates 2013 - 2014	0	2	15	0	0
TOTAL	0	2	15	0	0
General Purpose Standing Committee No. 5					
Budget Estimates 2013 - 2014	0	5	36	0	0
Wambelong fire	45	0	0	0	0
Performance of the NSW Environment Protection Authority	1	0	0	0	0
Authority					
TOTAL	46	5	36	0	0
Standing Committee on Law and Justice					
Racial vilification law in NSW	46	2	22	0	0
12th review of Motor Accidents Authority	12	2	13	0	0
5th review of Lifetime Care and Support Authority	13	2	20	0	0
Review of Workers Compensation (Dust Diseases) Board	7	1	20	0	0
Review of WorkCover Authority	43	3	45	0	0
The family response to the murders in Bowraville	30	2	10	0	0
TOTAL	151	12	130	0	0
Standing Committee on Social Issues					
Strategies to reduce alcohol abuse amongst young people	54	4	46	0	0
TOTAL	54	4	46	0	0
Standing Committee on State Development					
Regional Aviation services	65	3	28	0	0
TOTAL	65	3	28	0	0
Select Committee					
Agistment of horses at Yaralla Estate	55	2	5	1	21
Greyhound racing in New South Wales	1,027	3	36	2	21
Impact of gambling	35	3	30	0	0
Ministerial propriety in NSW	7	1	3	0	0
Social, public and affordable housing	253	7	80	3	19
The sale of the Currawong property at Pittwater	3	1	2	0	0
Home schooling	8	0	0	0	0
TOTAL	1,388	17	156	6	61
TOTAL	1,893	71	592	6	61

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