



PARLIAMENT  
OF  
NEW SOUTH WALES

**DEPARTMENT  
OF THE  
LEGISLATIVE  
COUNCIL**

'96

**Annual Report**

Year Ended  
30 June  
1996



# Contents

President’s Statement to the Legislative Council .....	2
Executive letter to the President .....	3
Charter and Charter of Values .....	4
Role of the Clerk and Role and Functions of the Department.....	5
Highlights of the Year .....	6
Management	
Senior Officers .....	8
Committee Directors .....	9
Organisation Charts	
Parliament House.....	10
Department of the Legislative Council .....	11
Clerk’s Overview .....	12
Mission and Corporate Goals of the Parliament .....	14
Review of Operations	
Procedural Advice and Support .....	15
Services to Members .....	28
Corporate Management .....	30
A Safe Working Environment .....	32
Promoting Public Awareness of Parliament .....	37
Physical Environment .....	43
Key Plans 1996–97 .....	44
<b>Financial Statements</b>	
Financial Statements of the Legislature .....	45
Auditor General’s Opinion .....	47
<b>Appendices</b>	
1. List of Members of the Legislative Council.....	68
2. Committees of the 51st Parliament 1st Session	
Joint Committees .....	69
Estimates Committees .....	70
Legislative Council Standing Committees.....	73
Legislative Council Select Committee .....	75
Legislative Council Sessional Committees .....	76
3. Committees of the 51st Parliament 2nd Session	
Joint Committees .....	77
Estimates Committees .....	78
Legislative Council Standing Committees.....	81
Legislative Council Select Committee .....	83
Legislative Council Sessional Committees .....	84
4. Statistics .....	85
5. Miscellaneous Reporting .....	88
6. Legislative Council Staff .....	93
<b>Annual Report Requirements—Compliance Index</b> .....	95
<b>Index</b> .....	96
<b>Access to Services</b> .....	inside back cover



## LEGISLATIVE COUNCIL

I am pleased to present to the Legislative Council the annual report prepared by the Clerk of the Parliaments on the operations of the Department of the Legislative Council for the year ending 30 June 1996.

Max F Willis, RFD., ED., LLB.  
President of the Legislative Council

LEGISLATIVE COUNCIL  
NEW SOUTH WALES



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OFFICE OF THE CLERK

The Honourable M F Willis  
President of the Legislative Council  
Parliament House  
Macquarie Street  
Sydney NSW 2000

Dear Mr President

I am pleased to submit for your information and presentation to the House the Annual Report of the Department of the Legislative Council for the year ended 30 June 1996.

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

Yours faithfully

John Evans  
Clerk of the Parliaments

# Charter

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

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

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

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

## Charter of Values

### **People are our Priority**

We will respond quickly to customer demands.

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

### **Positive Attitude**

We focus on getting the job done in a timely and efficient manner.

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

### **Professional Performance**

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

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

In our organisation, excellence in performance wins rewards.

We encourage innovation and initiative.

# Role of the Clerk

The Clerk of the Parliaments is the authority on parliamentary procedures within the Legislative Council of NSW, the sole advisor to the President of the Legislative Council and, as Chief Executive Officer, manages Parliament House and everything within its precincts separately or jointly with the Clerk of the Legislative Assembly.

## Role and Functions of the Department

The Department of the Legislative Council provides services to the Members of the Legislative Council to enable them to perform their parliamentary duties. Four standing committees of the Council are also supported. The three principal program areas of the Department are advisory and procedural services, administrative and support services, and corporate management.

Advisory and procedural services include advice to Members on parliamentary practice and procedure, preparation of documentation for use in the House and production of the records of proceedings of the House and its Committees.

Administrative and support services provide Members with support staff and equipment, administer Members' salaries, allowances and entitlements, and ensure effective delivery of other services available to Members both within and outside Parliament House. Advice and staff are also provided to Committees enabling them to carry out research and prepare reports.

Corporate management involves corporate/strategic planning, budget development, monitoring and reporting (especially finance), personnel and training, industrial/employee relations, and the provision of consultancy services relating to all these functions to Joint Services Departments.

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

# Highlights of the Year

- The House was prorogued on 27 January 1996 and a new session commenced on 16 April 1996. Four Members resigned during the period and another, the Hon R Jones, MLC, resigned from the Australian Democrats and became an Independent Member of the Council.
- The Legislative Council passed the Industrial Relations Bill on 23 May 1996. The Bill was debated in the House for almost 31 hours and 158 amendments were moved. Fifty-five amendments were agreed to, involving 38 divisions.
- The Firearms Bill was passed by the Legislative Council on 26 June 1996 as a response to the resolution passed by the Australasian Police Ministers' Council. New South Wales became the first State to implement the new gun laws as part of a national response to provide uniform gun policy throughout Australia.
- No cases of orders for production of documents had occurred since 1934. However in late 1995 and again in May 1996 the Council passed a series of resolutions requiring the production of documents held by the Government. Except in one instance they were not produced. In May 1996 the House resolved to suspend the Treasurer for contempt in relation to non-production of papers. He was then escorted from the Chamber by the Usher of the Black Rod. The Treasurer subsequently brought an action for unlawful trespass against the President and the Usher of the Black Rod in the Supreme Court. The Court decision will be of great significance since it will establish what powers the House has to order production of papers or to remove Members from the precincts.
- A Standing Committee on Law and Justice was established. The positions of Director, Senior Project Officer and Committee Officer were filled. The Committee issued two Reports—into the Crimes (Mandatory Life Sentences) Amendment Bill and Compulsory Third Party Insurance (public seminar proceedings).
- In previous years Estimates Committees had been Joint Committees with the Legislative Assembly. However for the 1995–96 and 1996–97 financial year they became Council-only to reflect the Legislative Council's role as a House of review. The three Committees which were appointed reflected the distribution of the Government Ministers' portfolio responsibilities in the Council.
- An updated edition of the Parliamentary Record was published in April 1996 after extensive research. The booklet contains detailed information on Members of the Council since 1823, including date of appointment or election and positions held.



- In order to meet a reduction in the Council's budget, a new structure for the Administration and Procedure areas came into effect on 5 February. The restructure resulted in one staff member taking voluntary redundancy.
- A major review of the Legislative Council's asset management system was initiated in August 1995, together with a review of the purchasing system. As a result of the review a computerised package was identified which traces assets from purchase through to disposal, and monitors the use of equipment, where it is located, and the repair history. The system will increase the Legislative Council's capacity to manage its assets effectively.
- A computerised human resource management system (Complete Human Resources Information System or CHRIS) has been acquired to replace the existing manual recording and administration of staff entitlements. The system enhances the capability of the Department to record, access and analyse human resource information.
- An Employee Assistance Program (EAP) was developed for Parliament following recognition that staff sometimes face problems which are not work related and which can make life difficult affecting things such as health, well-being and job performance. As a result the Parliament engaged a counselling service to provide a range of free and confidential services to staff.
- In March 1996, Parliament in consultation with the Unions, agreed to a new grievance and dispute resolution policy. The policy encourages staff, Unions and management to try and deal with problems themselves instead of going to the Industrial Relations Commission or Industrial Court.

# Senior Officers

Clerk of the Parliaments and Clerk of the Legislative Council

**John Evans**

B.Leg.S.

John was appointed Clerk of the Parliaments and Clerk of the Legislative Council in August 1989. He has served the Department of the Legislative Council for 24 years and has held various positions including Usher of the Black Rod, Clerk Assistant and Deputy Clerk. John has accumulated a wealth of knowledge and experience in the management of the Parliament, and in parliamentary practice and procedure which he brings to his roles as chief executive of the Department and principal advisor to the President, Ministers and Members on the proceedings and practices of the House.

Deputy Clerk

**Lynn Lovelock**

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

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

Clerk Assistant - Procedure

**Michael Wilkinson**

B.A.(Hons)

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

Clerk Assistant - Administration

**Kathleen Caden**

M.A., Grad.Dip.Admin.

Kathleen joined the Legislative Council in 1995. She has 12 years experience in the NSW public sector in both policy and operational areas. Kathleen has previously worked as the Manager of the NSW Government Advertising Agency and as a policy officer with the Office of Public Management, Premier's Department.

Clerk Assistant - Committees and Usher of the Black Rod

**Warren Cahill**

Dip.T.,B.Ed.St.,Grad.Dip.I.M.-Lib.

Warren was appointed Usher of the Black Rod in June 1991, having been a senior officer in the Research Services section of the Parliamentary Library for four years. Prior to his parliamentary career Warren worked as a tutor/researcher at the University of Queensland and spent several years working in the private sector in England and Japan. In February 1996 he was appointed to the combined position of Clerk Assistant - Committees and Usher of the Black Rod.

# Committee Directors

Director, Standing Committee on Law and Justice

**David Blunt**

B.A.(Hons), M.Phil

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

Director, Standing Committee on Social Issues

**Dr Jennifer Knight**

B.A.(Hons), Dip Ed. M.P.H., Ph.D.

Jenny was appointed as Director, Standing Committee on Social Issues in April 1993, after previously working in a number of public and private sector organisations, including Health and Industrial Relations. Jenny is currently on maternity leave. The Senior Project Officer, Alex Shehadie is acting in her position.

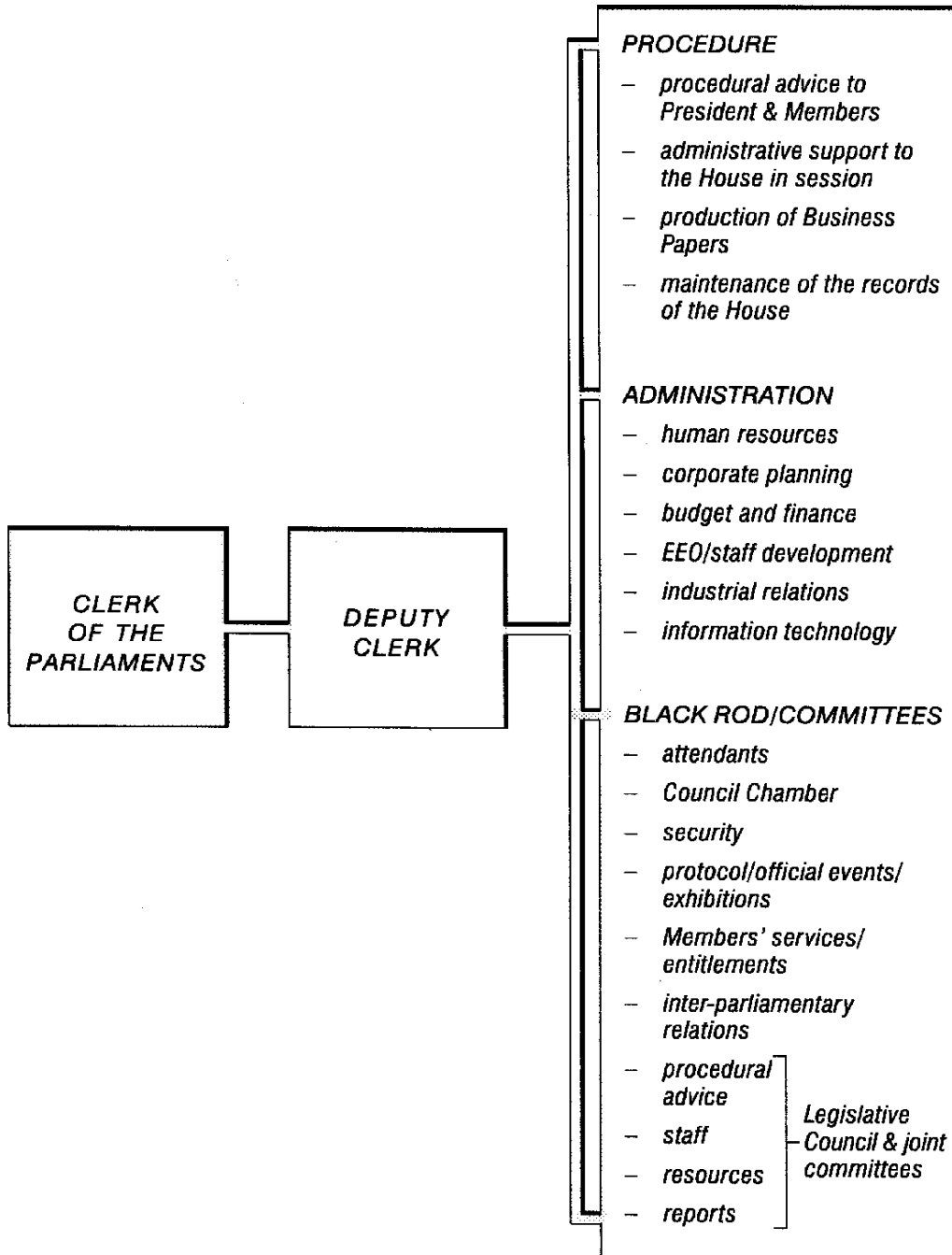
Director, Standing Committee on State Development

**Dr Robin Taylor**

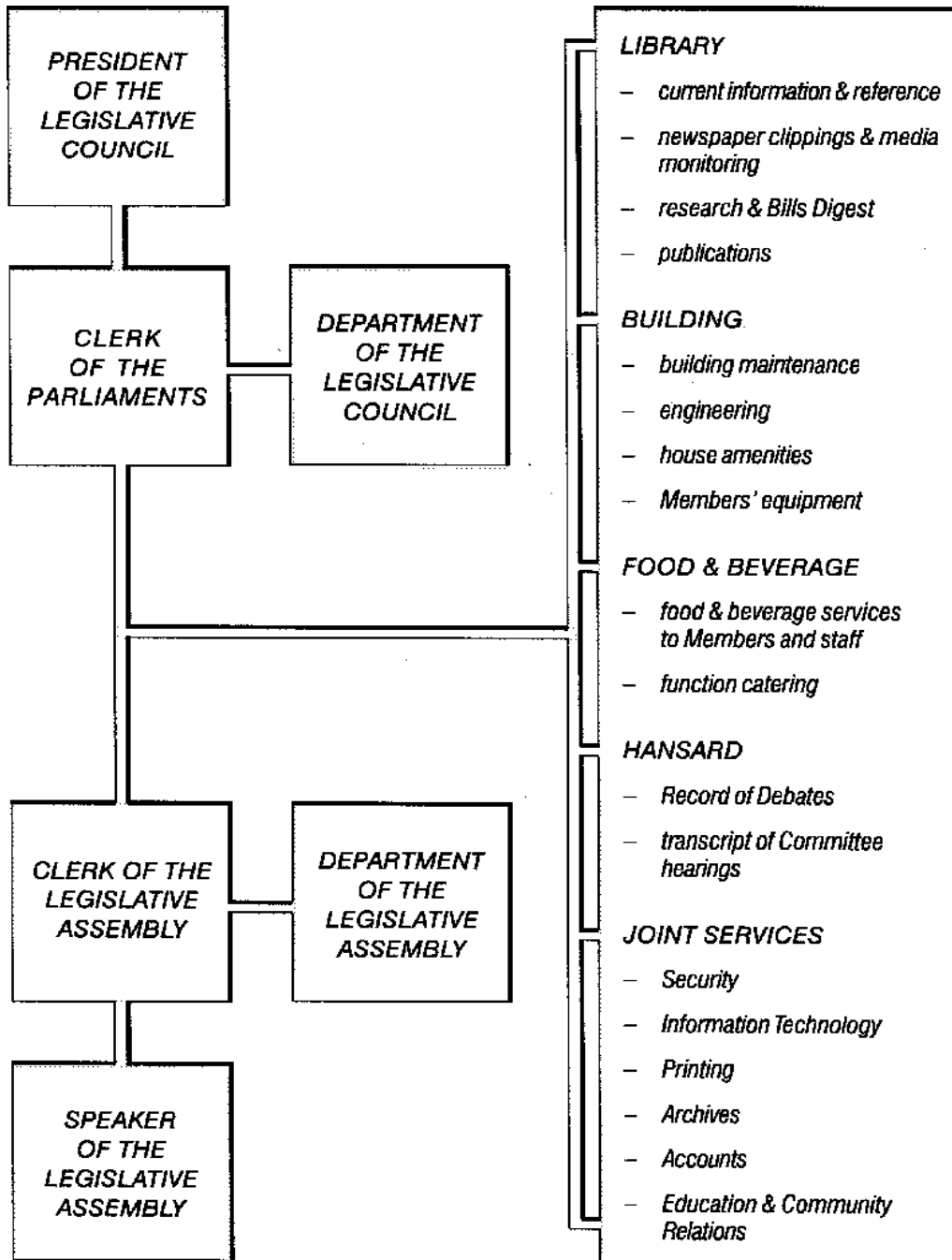
M.B., B.S. M.P.H. F.A.F.P.H.M.

Robin has 12 years experience in the NSW Public Sector. She joined the Legislative Council in 1993 following 5 years as a Manager with NSW Lotteries. Prior to this she worked in Health, initially in research and health education, then as a Senior Policy Analyst and ultimately as a Manager. She was appointed to the position of Director, Standing Committee on State Development in October 1995, after previously working as Clerk Assistant - Administration with the Legislative Council.

# Organisation Chart—Parliament House



# Organisation Chart—Department of the Legislative Council



## Clerk's Overview

An increase in minor party representation in the Council, continuing budget cuts and testing of the Council's power to order production of documents resulted in an interesting and challenging year for the Council and its staff.

The Legislative Council is playing a major and increasing role in amending legislation, reflecting its traditional role as a House of Review.

Since the last election in March 1995, minor parties comprise seven of the forty-two positions in the Council. The Labor Party has seventeen representatives in the Council, requiring negotiations with the minor parties in order to pass legislation. As a result, proceedings in the Chamber can at times be quite complex. The provision of high quality procedural advice to the various parties is therefore of critical importance, as is the Clerks' capacity to ensure compliance with Standing and Sessional Orders and parliamentary practice and procedure.

Major legislation passed during the year included the Industrial Relations Bill, introduced in the Council on 17 April 1996. The Bill was finally passed on 23 May 1996 after thirty one hours of debate. During debate, one hundred and fifty amendments to the Bill were moved and fifty-five were passed.

The production of documents to the House became a major issue during the year, with the Council on several occasions ordering the production of certain documents held by the Government. With the exception of some documents in one case, the documents were not tabled as required. The Government objected to production on various grounds, including that the House lacked the power to make such orders and that the documents were subject to public interest immunity. In May, the House resolved to suspend the Treasurer for his failure to comply with an order to produce documents and the Treasurer was consequently escorted from the precincts of the Parliament by the Usher of the Black Rod. The Treasurer subsequently brought an action in the Supreme Court of NSW against the President of the Legislative Council and the Usher of the Black Rod, seeking a declaration that the defendants had committed an unlawful trespass to the person. The matter is now before the Court and it is anticipated that, in the course of reaching a decision, the Court will need to decide questions relating to the powers of the House to order the production of documents as well as the power of the House to remove Members from the precincts of the Parliament.

The year has seen an increase in the number of references to Council Standing Committees. Some references required a very quick turnaround, placing a strain on Committee resources. A good example of this was the Law & Justice Committee's enquiry into the Crimes (Mandatory Life

Sentences) Amendment Bill. The Committee was given a reporting deadline of 28 days, which is quite unusual given the complexity of the issues raised.

In terms of corporate management, the Department was particularly active during the year, despite continuing budget cuts. Over the year the Council has contributed to the development and implementation of policies across the Parliament in the areas of grievance and dispute resolution, protected disclosures, Employee Assistance Program, performance management and salary determination for Secretary/Research Assistant positions. We also continued to provide work placements and experience for school students and people on employment programs.

Perhaps the most important program developed during the period concerned performance management. The program is aimed at improving efficiency and career development for staff and is being progressively implemented after staff consultation. Performance management is designed to define performance expectations and provide constructive feedback and support to staff, including planned training and development, on the job assistance and job rotation. The program is in its early days and I plan for it to be well-established during 1996/97.

The year has been a busy and interesting one, filled with challenges. I would like to take this opportunity to thank all the staff of the Council for their excellent work and service throughout the year. I hope that we can continue to work successfully together in the future to achieve our goals.

# Mission of the Parliament

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

## Corporate Goals of the Parliament

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



# Procedural Advice and Support

## GOAL 1

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

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

The Legislative Council comprises 42 Members directly elected by every voter in New South Wales. The method of voting is known as optional preferential proportional representation. In order to be elected candidates need to obtain a quota which is about 4.5% of the total formal vote. Members are elected for a period of eight years. One half of the Legislative Council is elected at the same time an election for the Legislative Assembly occurs. When Members resign before the end of their term a casual vacancy occurs. During the year there were a number of vacancies in the Council. The Hon R Webster (National Party), the Hon E Pickering (Liberal Party), the Hon P O'Grady (Labor Party) and the Hon S Mutch (Liberal Party), resigned to be replaced by the Hon M Kersten, the Hon C Lynn, the Hon P Primrose, and the Hon M Gallacher respectively. The Government remains in a minority which has been the case since the March 1995 election with seven of the 42 Members from minor parties, groups or independents. As a result the Legislative Council plays an important role in the review of legislation and the parliamentary committee process.

Under the Constitution Act the Governor has the power to prorogue the Legislative Council and Assembly. When Parliament is prorogued all business before either House is effectively stopped until Parliament is reconvened by proclamation of the Governor. All bills not dealt with before prorogation cease to exist, and may only be reintroduced if a notice of motion is given, restoring them to the same stage they had reached the previous session. All Select or Sessional Committees established by an order of the House also cease to exist after prorogation. While the Standing Committees of the House continue to exist they cannot meet or transact business. Committees appointed by statute such as the Regulation Review Committee, the Committee on the Independent Commission Against Corruption, the Committee on the Office of the Ombudsman and the Committee on the Health Care Complaints Commission have powers to sit and transact business despite any prorogation or adjournment of the House.

Following the prorogation of the First Session of the Fifty-first Parliament on 27 January 1996, the Governor issued a Proclamation convening Parliament to meet on Tuesday 16 April 1996. A Commission was issued appointing three Ministers in the Legislative Council, the Hon Messrs Egan, Dyer and Shaw, as Commissioners to open the Second Session of the Fifty-first Parliament in the Legislative Council Chamber. The decision

to prorogue Parliament on the 27 January 1996 followed a written request from a majority of Members that the President recall the House earlier than the 16 April 1996 adjournment to debate the issue of the role of the Governor and the use of Government House which the Government proposed to change with the appointment of a new Governor. On 25 January 1996 the President recalled the House to meet on Tuesday 13 February 1996. This recall was contrary to the advice of the Leader of the Government but the President felt duty bound to respond to the wishes of the majority of Members. Subsequently the session was prorogued on the 27 January 1996 to prevent the recall of the Council.

On 12 March 1996 the Hon Richard Jones resigned as a Member of the Australian Democrats to take up a position on the cross benches as an Independent Member of the Council. Following his resignation the cross benches are now made up of the following: Call to Australia Group (2), Australian Democrats (1), A Better Future for our Children (1), the Greens (1), Shooters Party (1) and Independents (1).

#### **PROCEDURAL ADVICE**

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

#### **Key Projects to improve effectiveness**

Advice is sometimes sought from the Crown Solicitor to clarify inconsistent or complicated procedural matters. In September 1995 a request was made to the Crown Solicitor for advice on the authority of the House to confer casting and deliberative votes on Committee Chairs. Resolutions establishing the Standing Committees of the House give the Chair a deliberative vote, and a casting vote in the event of an equality of votes. Since the Constitution Act 1902 only allows the President a casting vote, it was feared that the resolution of the House was ultra vires the Constitution Act. The advice from the Crown Solicitor concluded that proceedings of parliamentary Committees are distinct from proceedings in the House, and that it was within the power of the House to give Committee Chairs a deliberative vote as well as a casting vote.

President's rulings are decisions made from the Chair that govern the proceedings in the House. They are determined by precedent in much the same way that judges determine common law. The Clerks-at-the-Table advise the Chair as to which rulings should be followed. Each ruling is made under different circumstances and may be distinguished from earlier

ones. However, if the issue is substantially the same a ruling similar to that used in the past may be applied. For example if the President has to rule on offensive words, if they were not considered offensive in the past they are unlikely to be considered offensive now. During the financial year the President's Rulings for 1994 were compiled and transferred onto electronic format to be loaded onto a database for search and retrieval at a later date. This will enable rulings to be retrieved quickly by the Clerk when the President or other officer presiding is required to make a ruling on a complicated procedural matter.

All Members of the Legislative Council have been provided with television sets in their offices. Following the approval of additional funding from Treasury a closed circuit broadcast of proceedings in the House has been provided and completed for the Budget session of Parliament in 1995. The broadcast provides an invaluable opportunity for Members to keep in touch with the proceedings in both Houses while at the same time performing other parliamentary and constituency duties.

The election of three new cross bench Members at the March 1995 State election, together with four other previously elected cross bench Members, and the introduction of family friendly hours prompted the development of changes to the sessional orders. The time for the adjournment debate has been extended by 15 minutes to accommodate the demands of the increased number of Members wishing to speak in the adjournment debate. Under the new sessional order the maximum time allowed for the debate is now 30 minutes.

In order to more effectively deal with the motion for disallowance of Statutory Instruments, the Legislative Council adopted a new sessional order providing for precedence of such motions as business of the House. When the Notice of Motion is called on, however, the House must first decide whether to proceed with the Motion forthwith as Business of the House, or whether to set it down as a General Business Notice for next sitting day at the end of business already set down for that day. If the motion proceeds as business of the House debate is limited to 15 minutes for the mover, 10 minutes for all other speakers (including the mover in reply), and a total debate time of 1½ hours.

### **Legislative Council Journals**

The Journals contain detailed procedural information and form the permanent records of the House. At the end of each session statistical returns are prepared by staff and are compiled together with final copies of the business papers. These are indexed by the Clerks and then printed, bound and distributed to libraries and the Parliament.

The Minutes Journals for the 1992–93 session were published, and the 1993 and 1994 sessions were completed and ready for publication at the end of the reporting period. The Questions and Answers paper for the sessions 1992–93, 1993 and 1994 were compiled and are being indexed. The production of the final bound Journals remains a problem because indexing is a long and arduous process, and places a large strain on resources. A key project for the 1996–97 financial year will be to implement a program designed to bring the production of the Journals up to date.

## RECORDS OF THE HOUSE

On every day that the House sat, the Department compiled and issued the next day the following papers which are required to be published under the Standing Orders of the House:

■ **Minutes of the Proceedings of the Legislative Council—**

The official records of the votes and proceedings of the House.

■ **Notices of Motions and Orders of the Day paper—**

A list of Notices of Motions and Orders of the Day to be dealt within the Legislative Council.

■ **Questions and Answers paper—**

A list of Questions on Notice addressed to Government Ministers by Members of the House, and the Answers supplied.

Proof copies of business papers are available by 9.00 am following a sitting day. Struck-offs are the final version of the Business Papers which form part of the Journals and contain all corrections made to proof copies of the Business Papers. The changes involve correcting minor procedural wording as well as spelling and grammatical mistakes. The final copies, or struck offs, however, may take up to a month to produce, especially towards the end of the session when demands on staff are extremely high.

During the reporting period a change was made to the Notice of Motions paper to reduce the size of the document and thus save on printing costs. Previously the Contingent Notices of Motion were listed in full on each day the paper was produced. Many of the Contingent Notices are worded in exactly the same way. In order to save space the full list now only appears for the first sitting day of each week, with Contingent Notices listed under individual subject headings and Members' names appearing in the order the Notices are given. In addition, to enhance information available to Members and the public, the first Notice Paper for each week now contains a short summary of all Joint and Legislative Council Committee activities.

Questions on Notice are questions asked by Members which require detailed information from Ministers. The questions are compiled in the Council Office each day and are published as the Questions and Answers paper. In

July new word processing macros designed to assist Members in the process of preparing questions were loaded onto the personal computers of all Members' Secretary/Research Assistants. The Secretary/Research Assistants now supply disks containing questions on notice in a form that allows them to be copied straight into the Questions and Answers paper, thus requiring minimal changes to the format. This has saved valuable time on a sitting day by freeing up staff to concentrate on other areas to support the Chamber.

Lotus Notes is a new tool which acts as a computer bulletin board of Parliamentary information. The system was implemented on a trial basis by the Parliaments' Information Technology Services in October 1995, and enables Members and Staff to access daily Business Papers and other procedural and administrative documents. It has since been updated to include sitting times and Committee enquiries and arrangements are in place to ensure regular updates, as required.

#### **INFORMATION FOR MEMBERS**

The Department conducted a number of seminars for Members and their staff on practice and procedure, Standing Orders, Business Papers and petitions. The seminars provided an excellent opportunity to inform Members about the nature and role of Parliament, and gave new Members an opportunity to ask questions and familiarise themselves with Council staff.

The Parliamentary Biographical Handbook which contains photographs and biographical information on Members of both Houses of Parliament was updated and published in December 1995. A new edition of the Handbook is published after the commencement of each new Parliament, and periodic update sheets issued as necessary. It is an essential reference point for anyone interested in New South Wales politics and has been a useful tool in providing concise information about parliamentarians to the public.

#### **PARLIAMENTARY COMMITTEES**

Legislative Council Members are appointed to serve on a number of Parliamentary Committees which report to the House on various issues referred to them by the Legislative Council, a Minister, or if it is a Joint Committee, either House.

Committees of the House may be Standing, Sessional or Select and may be joint with the Legislative Assembly. Appendix 2 contains details of Committee memberships from May 1995 to January 1996. Appendix 3 contains details of committee membership from April 1996.

## **Legislative Council Standing Committees**

The Legislative Council has four Standing Committees. The Standing Committee on Privilege and Ethics is staffed by officers from the Legislative Council while the Standing Committees on Social Issues, State Development and Law and Justice are each supported by a permanent secretariat.

### ***Standing Committee on Law and Justice***

The functions of the Law and Justice Committee are to enquire into and report to the Legislative Council on:

- matters concerned with legal and constitutional issues including law reform, family law, parliamentary matters, criminal law and administrative law
- issues arising in connection with the NSW criminal justice system, including matters concerned with the Attorney General, justice, police and corrective services
- state emergency services.

Like the other Legislative Council Standing Committees, the Law and Justice Committee enquires into matters referred to it by the Legislative Council or by a Minister. During the reporting period the Committee received three references from the Legislative Council.

In October 1995 the Committee received a reference to enquire into and report upon the Crimes Amendment (Mandatory Life Sentences) Bill 1995. This enquiry was quite unusual for Legislative Council Standing Committee enquiries as the Committee was given a reporting deadline of only 28 days. Furthermore the Bill was referred to the Committee at the end of the second reading debate, but prior to a vote being taken, and after a number of members of the Committee had already expressed conclusive views on the Bill. The Committee reported in November 1995, recommending two amendments to the Bill and also making a number of recommendations about future references of Bills to Standing Committees. During the 1996 budget session the Parliament passed a new version of the Crimes (Mandatory Life Sentences) Bill which adopted one of the Committee's recommendations that had the effect of excluding young persons under the age of 18 years at the time of the offence from the operation of the legislation.

In December 1995 the Committee received a reference to enquire into and report on the Motor Accidents Scheme (Compulsory Third Party Insurance). Due to the prorogation of Parliament in January it was not possible for the Committee to take any formal action on this reference until April 1996. A public seminar was held in the Parliamentary Theatre

on 19 April. There were 20 speakers at the seminar and an audience of over 130. The Committee published the seminar proceedings as a discussion starter for the enquiry. By the end of June the Committee had received over fifty submissions and was about to embark on a series of public hearings and interstate study tours in relation to this enquiry.

In June 1996 the Committee received a reference from the Legislative Council to enquire into and report upon workplace safety matters.

### ***Standing Committee on Parliamentary Privilege and Ethics***

The Committee was first established as the Standing Committee Upon Parliamentary Privilege by resolution of the House on 9 November 1988 and re-established in 1991. On 24 May 1995 at the commencement of the 51st Parliament the Committee was reconstituted as the Standing Committee on Parliamentary Privilege and Ethics.

During the reporting period the Committee conducted 27 meetings, 9 hearings and 2 briefings, including several joint hearings with the Legislative Assembly Standing Ethics Committee and a briefing session with the visiting Members' Ethics and Parliamentary Privileges Committee from the Queensland Parliament.

The Committee has two main roles:

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

### ***Parliamentary Privilege***

During the reporting period the Committee reported on 2 matters of Parliamentary Privilege:

1. Sanctions to be imposed where a Minister fails to obey an order of the House to table papers (tabled 14 May 1996)
2. Responsibilities of public sector officers who have been called as witnesses before Parliamentary Committees (tabled 30 May 1996)

In addition, in June 1996, the Committee received a further reference from the House on a possible contempt of Estimates Committee No. 1.

### *Ethics*

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

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

The principal focus of the Committee's activities during 1995/96 was the enquiry into the development of a draft code of conduct for Members of the Legislative Council. The Committee held extensive public hearings on this issue and received several written submissions in response to advertisements published in major newspapers.

A delegation from the Committee comprising the Chair, the Hon Meredith Burgmann, MLC, the Hon Jenny Gardiner, MLC and the Clerk of the Committee, Lynn Lovelock undertook a study tour to several overseas Parliaments to gather information for the enquiry and examined codes of conduct and different approaches to the regulation of Members' conduct. A report on the study tour was tabled in the Council on 23 May 1996, with the final report due for tabling by 30 September 1996.

### ***Standing Committee on Social Issues***

The functions of the Social Issues Committee are to inquire into, consider and report to the Legislative Council on:

- any proposal, matter or thing concerned with the social development of the people in all areas of New South Wales
- the equality of access to the services and benefits including health, education, housing and disability services provided by the government and non-government sector to the people in all areas of New South Wales
- recreation, gaming and sporting matters
- the role of government in promoting community services and the welfare of the people in all areas of New South Wales.

During the reporting period the Committee tabled two reports, one on Youth Violence, the other on Incidence of Sexual Offences: Part II: Emerging Issues in the area of Sexual Violence.



The Youth Violence Enquiry, which was referred to the Committee on 24 May 1995, was completed with the tabling of the report on 19 September 1995. The Report is over 400 pages in length and contains 181 recommendations. The Government's Response to the Report was tabled in the House in June 1996, and was essentially supportive of the recommendations of the Committee.

Part Two of the Sexual Violence Report, entitled "Incidence of Sexual Offences: Part II: Emerging Issues in the area of Sexual Violence" was tabled on 23 April 1996. The Report is over 500 pages in length and contains 203 recommendations. The release of the report brought considerable media interest including a segment on television news and a number of articles in all major newspapers. In addition the Chair was interviewed by a range of Sydney based and regional radio stations. The Government is now considering the Report and a response is expected within the next six months.

The Committee currently has three enquiries referred to it by the House. These are children's advocacy, Aboriginal representation in Parliament, and children of imprisoned parents.

The Committee placed advertisements in the major newspapers calling for written submissions for its enquiry into children's advocacy. A large number of submissions were received and Committee hearings commenced in November 1995. The Committee received 60 submissions, has taken evidence from 72 witnesses and has held 71 briefings in Sydney, Kempsey and Taree. The Committee also undertook a three week study tour of Norway, Canada and the United States in June 1996. Meetings were held with experts in the field of child welfare, juvenile justice, health and education.

Work has also commenced on the other two enquiries. The Committee advertised the Terms of Reference for the enquiry into Children of Imprisoned Parents in early October 1995 and called for written submissions. Over 70 submission packs were sent to various agencies, support groups and individuals. The Senior Project Officer also undertook a 10 day study tour of New Zealand as part of the enquiry into aboriginal representation in Parliament, where he met with Parliamentarians, community representatives and academics involved in the issue of indigenous representation.

The Annual Report of the Committee for year ended 30 June 1995 was tabled in the House on 14 May 1996.

### *Standing Committee on State Development*

The State Development Committee was set up to enquire into, consider and report on the following matters:

- options for future policy directions and emerging issues to ensure that opportunities for sound growth and wise development for the benefit of the people in all areas of New South Wales are pursued
- any proposal, matter or thing concerned with economics and finances, resources and energy, transportation, tourism, public administration, local government, the Olympics, primary industry, industrial and technological developments and environmental issues in New South Wales
- employment practices, issues and conditions
- any proposal, matter or thing concerned with the problems or disadvantages uniquely or predominantly experienced in country areas, including the viability of cities and towns in those areas.

The Committee currently has four enquiries:

- Role of Government in facilitating international competitiveness of New South Wales Agriculture
- Factors influencing the relocation of the Regional headquarters of Australian and overseas corporations to New South Wales
- Proposed closure of veterinary laboratories at Armidale and Wagga, and Rydalmere Biological and Chemical Research Institute
- Fisheries allocation and management in New South Wales.

The Committee conducted 5 deliberative meetings and 12 hearings plus 2 site visits during the reporting period. The Committee focused on the Regional Headquarters and Regional Veterinary Laboratories enquiries.

For the Regional Headquarters enquiry the Committee received submissions from a wide range of corporations, institutions, professional associations, legal firms, accounting firms and government agencies following advertisements placed in the Australian and Asian press. Hearings commenced in October 1995 and witnesses included representatives of Austrade, the State Chamber of Commerce and the former Chief Executive of the Sydney 2000 Olympic Games bid. The Committee also undertook a study tour of Singapore, Malaysia, Hong Kong, Belgium and the United Kingdom as part of its enquiry. At the end of the reporting period the Committee had drafted three chapters of the Report.

Work has commenced on the Committee's enquiry into Regional Veterinary Laboratories. By June 30 the public enquiry process had been completed with no further submissions received. Several chapters of the Report have been drafted with the Committee due to report back to the House by 31 July 1996.

The Committee tabled its Annual Report for year ended 30 June 1995 in the Legislative Council on 10 October 1995. Copies of the Report are available to the public and may be obtained through the Committee.

### **Legislative Council Select Committees and Estimates Committees**

Members are also expected to serve on Select and Estimates Committees.

Select Committees are usually appointed for short periods within a session to consider topical matters, although their enquiries may extend beyond one session. Once a Select Committee reports to the House, or to both Houses in the case of a Joint Select Committee, it ceases to exist.

A Select Committee of the Legislative Council was established to enquire into and report on the Government's success in cutting hospital waiting lists for elective procedures. On 7 December 1995 the Select Committee on Hospital Waiting Lists was established consisting of seven Members: four Government, two Opposition and one Cross Bench Member. The Committee was to produce an interim report by 28 February 1996 and the final report by 30 April 1996. Due to the prorogation of the House, however, the Committee lapsed and did not issue its report. On 17 April 1996 the Committee was reappointed with an interim report due by 12 September 1996.

On 17 October 1995 the Legislative Council appointed three Estimates Committees. Estimates Committees are appointed each year to enquire into and report on funding proposals outlined in the Budget Papers. Estimates Committees examine and report upon proposed expenditures from the Consolidated Funds for each Government department and agency. Legislative Council officers organise committee meetings and provide procedural advice during hearings. In previous years there have been Joint Committees with the Legislative Assembly. However for the 1995–96 financial year the Committees became Council-only to reflect the Legislative Council's role as a House of review. The three Committees reflected the distribution of the Government Ministers' portfolio responsibilities in the Council. Membership of each Committee comprised four Government Members, two Opposition Members and two cross bench Members. The Chair of each Committee was a Government Member who had the casting vote. Committee hearings commenced on 26 October and finished on 2 November. Reports of the Committee were tabled in the House on 13 November 1995.

For the 1996–97 financial year the State Budget was brought forward to May 1996 in order to have all funding arrangements in place for the commencement of the new financial year. Three Estimates Committees were appointed on 17 April with a slight change to the composition to provide for three Government Members, three Opposition Members and two Cross Bench Members on each Committee. The Committees met from 30 May to 5 June and tabled their reports in the Legislative Council on 25 June 1996. In order to facilitate the smooth running of the 1996–97 Estimates Committees a Manual for Estimates Committees was published in May. The Manual provides a guide to Members of the Legislative Council who serve on Estimates Committees and contains details on the most common practices and procedures. Committee Clerks were also on hand to provide more comprehensive information to Members if the need arose.

This year the Committees met when the House was sitting which placed a considerable strain on staff and resources. Contractors were engaged to undertake Hansard reports of those Committees which met while the House was sitting, as well as to prepare the Questions and Answers paper.

**Parliamentary committees on which Members of the  
Legislative Council serve.**

**2 May 1995–27 January 1996  
16 April 1996–30 June 1996**

LEGISLATIVE COUNCIL COMMITTEES	JOINT COMMITTEES
<b>Standing Committees</b>	<b>Joint Standing Committee</b>
Law and Justice	StaySafe
Parliamentary Privilege and Ethics	
Social Issues	<b>Joint Statutory Committees</b>
State Development	Health Care Complaints Commission
	Independent Commission Against Corruption
<b>Sessional Committees</b>	Ombudsman
House	Regulation Review
Library	
Printing	<b>Select Committee</b>
Standing Orders	Hospital Waiting Lists

## Services to the Committees

Due to the prorogation of the Legislative Council on 27 January 1996, the Committees' enquiries were halted and administrative work undertaken. Work included: archiving material presented to committees; analysis and summary of submissions received before the House was prorogued; preparation of overview papers for Chairmen on references received by the Committees; drafting of discussion papers and reports on submissions for when the Committees recommenced; informal meetings and discussions with interest groups on upcoming enquiries; and the conduct of public seminars on Committee enquiries. In particular the Law and Justice Committee held a successful seminar on Friday 19 April 1996 on the Motor Accidents Scheme (Compulsory Third Party Insurance). The meeting was opened by the Attorney General, the Hon Jeff Shaw, and key speakers included representatives from the NRMA, the Insurance Council of Australia, and the Supreme Court of NSW.

### Summary of Activities of the House 1 July 1992–30 June 1996

	1995–96	1994–95	1993–94	1992–93
<b>Sittings</b>				
Sitting days	64	33	40	42
hours of sitting	516.8	264	302	430.24
average length of sitting days	8.07	8.02	7.5	10.25
sittings after midnight	7	4	2	1
<b>Bills</b>				
initiated in Council				
– by Government	22	37	15	27
– by private Member	8	5	8	8
received from Assembly	133	60	109	100
bills passed	128	78	118	112
<b>Documents tabled</b>				
– petitions presented	140	101	145	151
– reports	482	387	345	377
– statutory instruments	566	355	342	492
<b>Questions asked</b>				
– without notice	1298	530	562	537
– on notice	399	306	374	280
<b>Divisions</b>				
– in House	93	35	28	42
– in Committee	92	30	11	26
<b>Private Members business</b>				
– notice given	74	56	59	82
– moved	39	17	17	26
– resolved	20	5	13	6
– withdrawn/discharged	4	—	5	4
– adjourned/interrupted	22	9	5	5
– motions under SO 13 to discuss an urgent matter of public importance	1	2	2	2
– matters of public interest	4	5	4	6
– replies to adjournment matters	—	—	1	—
<b>Ministerial Statements</b>	8	7	3	5
<b>Hansard (Pages of debate)</b>	3446	1632	2588	2095

# Services to Members

## GOAL 2

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

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

### **MEMBERS' STAFF**

The Legislative Council consists of 42 Members elected on a state wide franchise. Because Members are actively involved in Parliamentary, constituency and Committee duties they place heavy demands on their staff. The Council employs a Secretary/Research Assistant on behalf of each Member and provides recruitment, training and employment administration support in relation to those staff. Recognising the demands placed on staff, the Legislative Council received approval from Treasury in 1994/95 to provide additional staff for the seven cross bench members.

From time to time the Legislative Council receives requests from Members to advance their Secretary/Research Assistant along the available salary scale. Previously these requests were dealt with on an ad hoc basis. In October a review was undertaken which established a policy on the matter, including criteria for determining commencement salaries and advancement thereafter. The policy requires all future recommendations on salary levels to be made in terms of these criteria.

### **MEMBERS' EQUIPMENT**

The Council continued to provide and replace Members' office equipment to assist in their parliamentary and electoral duties. During 1995/96 computer printers for Members' Offices were replaced, and general updating of old equipment occurred on an ongoing basis.

### **MEMBERS' ALLOWANCES AND ENTITLEMENTS**

During the year the Premier approved of a number of changes to Members' allowances on the recommendation of the Parliamentary Remuneration Tribunal. These included an increase in postage allowances, allowing travel to Papua New Guinea to be undertaken on the same conditions as travel within Australia, and removal of restrictions on transferability of interstate and intrastate air travel warrants. The Parliamentary Remuneration Tribunal also determined the salary of office for the newly established positions of Chairman of the Standing Committees on Law and Justice and Parliamentary Privilege and Ethics.

The Members' Guide was continually updated throughout the year to ensure that changes in entitlements were notified to Members in a timely manner. The changes included an additional salary increase for Members of Parliament, an office and expense allowance for the Deputy Government Whip and a minor change to the entitlements of the Deputy Leader of the Liberal Party in the Legislative Council. The Members' Guide has been added to the Lotus Notes database to allow Members and staff access through the computer network.

A new Members' entitlements computer system was introduced on a trial basis in conjunction with the Parliamentary Information Technology Services, Office of the Financial Controller and Legislative Assembly. The system is intended to improve the efficiency and accuracy of administering Members' entitlements. Data is currently being entered into the system and an assessment of the package will be made in the new financial year.

**LEGISLATIVE COUNCIL  
ATTENDANTS**

Legislative Council Attendants provide a wide variety of support services to Members, both in the House and to their offices. They also attend dignitaries and official guests to the Parliament, assist on ceremonial occasions, keep the Chamber secure, provide guided tours and ensure that visitors behave in an orderly manner. The Attendant team is led by Mr Ian Pringle and continues its focus on improving services to Members, staff and the public.

# Corporate Management

## GOAL 3

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

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### **SYSTEMS DEVELOPMENT**

A major review of the Legislative Council's asset management system was initiated in August 1995, together with a review of our purchasing system. The review identified a number of problems in the management of assets, ranging from inadequate purchasing procedures to a lack of control post-purchase.

After extensive consultation it was decided to move to a computerised management system. In the initial stages all assets between the value of \$100 and \$5,000 will be registered. If possible all assets will be bar coded, and regular audits conducted to ensure information contained on the system is accurate.

The package traces assets from purchase through to disposal, and monitors the use of equipment, where it is located, and the repair history. It also allows for scanning of pictures of the asset. It is anticipated that the assets management policy will be progressively implemented over 12 months and will increase the Legislative Council's capacity to manage its assets effectively.

Osborne Computer Corporation, a major long-standing supplier of computers under State Government Contract, suffered financial difficulties and went into administration in June 1995 at which time the Parliament was exposed to possible losses of \$136,000. Although the situation was subsequently satisfactorily resolved, the Parliament has issued and implemented a new policy in respect to the prepayment for goods and services to prevent such a situation recurring.

### **CORPORATE MANAGEMENT**

In order to meet a reduction in the Council's budget, a new structure for the Procedure and Administration areas came into effect on 5 February. The restructure combined the Clerk Assistant - Committees and Usher of the Black Rod positions, and abolished the position of Parliamentary Officer - Corporate Services while establishing some new, lower-level positions. The restructure resulted in one staff member taking voluntary redundancy.

The Clerk and several senior managers of the Parliament attended a Performance Management Seminar conducted by the Public Employment Office. The two day seminar focused on situational leadership, performance feedback, the skills required to lift performance and conflict resolution. Following the seminar a Performance Management Scheme was developed and implemented progressively from February 1996.



The Council continued to provide assistance to the joint services areas. During 1995/96 this assistance took the form of support in establishing CHRIS (Computerised Human Resource Information System) in Building Services, in recruitment assistance and in the management of a major review of the Parliamentary Information Technology Service.

As a standard condition of employment, officers appointed to permanent positions with the Parliament are required to serve a probationary period prior to their appointment being confirmed. Different Departments and Sections in Parliament House however, specified probationary periods of varying length. As part of the ongoing process to standardise conditions of employment across Parliament House, the Council initiated a review of the policy. Following a recent court decision that a probationary period of twelve months for most staff would be considered unreasonable the Parliament adopted a standard six month probationary period for staff up to grade 10, and twelve months for staff at grade 11 or above. This applies to all new appointees from 1 December 1995.

**EQUAL EMPLOYMENT  
OPPORTUNITY**

The Department does not have statistics for all equal employment opportunity target groups, however the following information is available: At June 1996 the Department employed 62 women or 67% of a total of 92 staff. At the middle and senior management level (above \$42,067 per annum) women hold 59% of positions. Below this level women hold approximately 66% of positions, which reflects the predominance of female Secretary/Research Assistants to Members.

During March Parliament undertook an Equal Employment Opportunity survey as part of a larger data collection process across all Government Departments. Participation in the survey will allow the Parliament to establish a baseline of EEO data that has never been collected before and will be used for planning and policy development to ensure fair employment practices in the workplace. Information provided by Parliament will be collated with information from other government agencies to provide statistics which summarise the number of EEO group members and their work status. The summary statistics will be a guide in improving EEO programs, and will be included in a report from the Director of Equal Opportunity in Public Employment to the Premier.

# A Safe Working Environment

## GOAL 4

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

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

### **OCCUPATIONAL HEALTH AND SAFETY**

#### **Health Education Programs**

In August 1995 the Legislative Council implemented a pre-placement health assessment policy. The policy was adopted as an integral part of the Parliament's ongoing occupational health and safety risk management strategy. Health assessments are now based on genuine health requirements that are directly related to positions. The introduction of the program eliminates the need for staff to undergo a full medical examination prior to confirmation of their permanent appointment. These assessments are not used to exclude people with disabilities from employment or promotion. In accordance with the Parliament's EEO policy reasonable adjustments can be made to the work or work environment to accommodate people with disabilities.

#### **Accommodation for Members and their staff**

The provision of suitable accommodation for Members and their staff, as well as Council Committees, continues to be difficult given the space limitations and the increasing resources and staff required by Members. Several Members have staff occupying their offices while other common staff rooms are overcrowded. Two rooms designated as Committee meeting rooms are being used to accommodate Members' staff as well as staff of the Law and Justice Committee. During the reporting period the Public Service Association lodged a dispute in the Industrial Commission regarding the accommodation conditions of Members' staff on occupational health and safety grounds. The matter came before the Commission in August and again in September 1995. The Presiding Officers, with the assistance of Building Services are considering a variety of options to improve accommodation, all of which will require additional funding from Treasury. At the end of the reporting period the matter had yet to be resolved.

#### **Committee Accommodation**

The secretariat for the Legislative Council Standing Committee on Law and Justice was allocated a room on Level 12. The Committee was initially set up in a temporary location while the larger room was fitted out with furniture and equipment. Because of space limitations the Committee occupies a Committee meeting room until suitable alternative accommodation can be found.

## **EMPLOYEE RELATIONS**

In March 1996 Parliament, in consultation with the Unions, agreed to a new grievance and dispute resolution policy. The Industrial Relations Act 1991 requires employers to establish procedures which can be used to resolve disputes. The purpose of this is to encourage the parties (staff, unions and management) to try and deal with problems themselves instead of going to the Industrial Relations Commission or Industrial Court. A pamphlet was issued to all staff detailing the policy, and outlining the procedures to be followed when making a grievance. Under the new policy a number of grievances were received from staff and various issues were discussed and resolved with union workplace representatives.

Under the Framework Document (a joint publication between the PEO, PSA and POA) Legislative Council staff received a 3% increase in salaries on the first pay period after 1 July 1995 under the Crown Employees (Public Sector Salaries 1995) Award. A further 3% increase in salaries will be paid following the first pay period after 1 July 1996. As part of the framework agreement which provided for two pay increases, the Parliament agreed to undertake a review in a number of employment-related areas. These areas include flexible work arrangements, pay equity, performance management and conditions of employment.

## **STAFF DEVELOPMENT**

Training and development for staff was again a high priority throughout the year. With the progressive implementation of performance management, training needs will be assessed according to performance requirements and an appropriate program developed. This can include: further training and development essential for current duties; training that would greatly assist an aspect of current duties; training required for future duties, or training required for personal development.

The Department conducted a number of in-house training seminars for Members and their staff on practice and procedure, Standing Orders, Business Papers and petitions. The seminars provided an excellent opportunity to inform Members and their staff about the nature and role of Parliament, and gave new Members an opportunity to ask questions and familiarise themselves with Council staff.

In addition, a number of staff took advantage of external training courses in order to increase skill levels and job knowledge. These included attendance at approved tertiary courses, Union training, and various other seminars and training courses. In particular the Council focused on performance management, with the Clerk and several senior managers of the Parliament attending a two day Seminar conducted by the Public Employment Office. A new Study Assistance Policy for Staff is expected to be introduced early in the new financial year.

## HUMAN RESOURCES

A computerised human resource management system (Complete Human Resources Information System or CHRIS) has been acquired to replace the existing manual recording and administration of staff entitlements. The system enhances the capability of the Department to record, access and analyse human resource information. The database includes personal and leave details for Legislative Council staff as well as conditions of employment and position classifications. The program is able to calculate leave entitlements automatically, as well as possessing the capacity to generate a number of management reports. CHRIS was implemented in the Legislative Council in September 1995 and later supplied to Parliamentary Building Services and Food and Beverage Services. Legislative Council staff have provided extensive training to these Departments in the use and maintenance of the software.

Job evaluation involves assessing the appropriate classification and grading of positions, with the assistance of a point factor job evaluation system. The Parliament's Job Evaluation Policy was agreed in principle by the Presiding Officers in August 1994 following comments from Department and Section heads, the Chairman of the Workplace Group and the Public Service Association. In April 1996 the Job Evaluation Policy was amended to reflect current practice, again following extensive consultation with staff and the Union.

In March 1996 Parliament House was surveyed to assess the needs of staff and management for flexible work practices and the level of implementation to date. The Flexible Work Practice policy allows employees and management to negotiate work practices including leave without pay, part time work, job-sharing, career breaks, part year employment, working from home and short term absences for family and community service responsibility. The survey was conducted through a series of focus groups which were well attended with nearly 20% of employees at Parliament House participating in the discussions. The main findings concerned the need to vary the flexible hours arrangements, especially the need for greater flexibility when Parliament is sitting. A report was prepared and sent to the Public Employment Office where the information will be collated and a sector wide policy statement issued.

As part of the Legislative Council's ongoing commitment to improve efficiency and career opportunities for staff, a performance management system is being progressively introduced after consultation with staff. The system ensures all staff are aware of their key tasks and supervisor expectations in the overall context of the Department's corporate directions. The scheme is designed to provide constructive feedback to staff on their performance in a position, and identifies poor, satisfactory and outstanding performances. Appropriate action takes place in each case and can include further training and development in identified areas, increased focus and assistance 'on the job' with problem areas, and may also include job rotation to broaden experience.

Work has commenced on a Manual for recruiting Legislative Council staff. The manual is intended to be a step by step guide for personnel and supervisory staff to use when recruiting employees. Standard advertisements and job descriptions for each position will be created, and training in staff selection techniques offered. In addition, procedures to be followed in advertising, culling, interviewing and notifying applicants will be included. The Manual will be completed during 1996/97.

During the reporting period work commenced on an Attendant procedure manual. Previously no manual existed and as a result the duties of Attendants were not clearly defined. The manual will clarify the role of Attendants, specify duties which need to be undertaken, and abolish a number of outdated work practices. The manual will be used to train new staff and ensure duties are carried out in accordance with performance management indicators.

The Protected Disclosures Act 1994 (sometimes called the “Whistleblowers” legislation) was introduced to encourage and help staff in public organisations to report corrupt conduct, maladministration or serious or substantial waste of public money. Under the Act employees of Parliament House are considered “public officials” and are protected from retaliatory action which causes injury, intimidation, discrimination, prejudice or disciplinary proceedings. In January 1996 Parliament implemented a protected disclosures policy in line with other public sector organisations. A pamphlet summarising the policy was distributed to staff and a number of seminars held to explain how the new policy operates.

An Employee Assistance Program (EAP) was developed for Parliament following recognition that staff sometimes face problems which are not work related and which can make life difficult, affecting health, well-being and job performance. The Parliament engaged the services of an independent counselling service to provide a range of free and confidential services to staff. The program was launched in November 1995, with briefing seminars for managers, supervisors and staff, and the issuing of pamphlets to staff outlining details of the scheme. Problems such as marriage and family issues, grief and bereavement, health concerns and career issues can all be addressed by the counsellors.

As part of the ongoing review of security in Parliament House, the Parliament introduced interim security measures in May aimed at protecting Members and staff. New measures implemented include the installation of metal detectors at the main entrances to the Legislative Council and Assembly, and Hospital Road. Additional security has also been stationed at the car park entrance to Parliament House. The measures are in line with security procedures already in place at other parliamentary buildings throughout Australia. At the end of the financial year permanent measures were still being considered by the Presiding Officers. It is anticipated that these arrangements will be in place in the new financial year.

**SICK LEAVE**

Based on the available data, staff took an average of 3.3 days sick leave in 1995/96. The figures are based on an average of 1.1 days for Members' staff, 5.4 days for procedural and administrative staff and 6 days per year for Committee staff. This compares to an average of 2.8 in 1994/95. The rise may be attributed to a small number of people taking sick leave over a longer period of time.

**PARLIAMENTARY SERVICE AWARDS**

The following Legislative Council staff were presented with awards by the Presiding Officers in recognition of their service:

Carol Boughton (Secretary/Research Assistant)—20 years  
Giselle Dawson (Clerk Assistant - Committees)—15 years  
Ian Pringle (Parliamentary Attendant)—10 years  
Robert Proud (Parliamentary Attendant)—10 years  
Maurice Rebecchi (Parliamentary Attendant)—10 years  
Susan Tracey (Secretary/Research Assistant)—10 years

# Promoting Public Awareness of Parliament

## GOAL 5

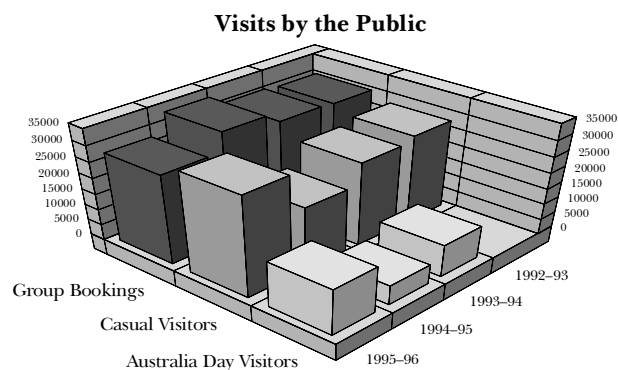
*Promote public awareness of the purpose, functions and work of the Parliament.*

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An important role of the Department of the Legislative Council is promoting public awareness of the functions and work of the Parliament and its Committees. The Council continued to provide an effective enquiry service for the public, education programs for visitors to Parliament House, as well as a variety of publications.

### VISITS BY THE PUBLIC

The Attendants are available to show visitors around the historic Council Chamber and other areas of the Parliament, and to give talks on the Council's role and history. The Council Attendants also assist members of the public who wish to view proceedings in the House from the gallery. During the year, these services were used by 28,016 people through group bookings, and by 31,535 casual visitors.



The Attendants provide information and conduct tours for numerous casual visitors to Parliament House. In addition a large number of people visited the Legislative Council for various special occasions during the year, the most notable being Australia Day, 26 January 1996, when Parliament House was open to the public as part of the Sydney Eastside celebrations. The Legislative Council and Legislative Assembly Chambers, Jubilee Room and the Fountain Court were open to the public and the Parliamentary Attendants and staff were on duty to answer questions. A total of 14,575 people passed through, an increase from 6,239 in 1995.

The Legislative Council co-ordinated the Commonwealth Day celebrations on Monday 11 March 1996 to mark Australia's role in the Commonwealth of Nations. The celebrations featured a public ceremony in Martin Place involving the reading of Her Majesty's message, a performance staged by the Department of School Education reflecting Commonwealth themes, a mass display of flags of the member nations of the Commonwealth, and a series of promotional booths set up by various consulates and tourist bureaus. A commemorative luncheon in Parliament House was hosted by

the President and Speaker with parliamentarians, consular corps, business leaders, school students and other community leaders attending. A student briefing was also held at Parliament House on the role of the Commonwealth.

The Legislative Council provided co-ordination of the guest list and protocol advice for the Australia Remembers memorial debate on 23 November. The event marked the 50th Anniversary of the end of World War II. A commemorative book to mark the event has been published.

The 10th Annual Schools in Parliament session took place in the Legislative Council Chamber in May. Forty-eight students from thirty-two schools across NSW conducted a Parliamentary session debating a mock "Violence Avoidance Studies" Bill as well as presenting an address to the Presiding Officers commending the Parliament on its prompt action in debating the issue of gun control. The Schools in Parliament program is an excellent educational tool, providing students with "hands on" experience on the functioning of Parliament. The event was co-ordinated by the Law Week Committee, with support provided by the Parliamentary Education Unit.

Work commenced on the Internet Home Page for the Legislative Council. Once the Home page is set up it will contain information on the history of the Council, its roles and functions, biographical details of Members and Chamber Officers, and Committee membership and current activities. The Home Page is expected to be released early in the new financial year.

## **PUBLICATIONS**

A book on Australia's First Parliament was first produced in 1987 to commemorate the restoration of the old Parliamentary buildings and the construction of a major new building for the Parliament of New South Wales. The book offered an extensive description and account of the buildings, as well as the historical development and operation of Australia's first Parliament. During 1995/96 a second edition was produced updating existing information and including a new chapter on Parliament at work.

To commemorate the 50th Parliament, a book on the Presiding Officers was published. The book, written and produced by the Parliamentary Archives Section, comprises: an historical essay on the role of the Presiding Officers; chronological lists of the Presidents of the Legislative Council and Speakers of the Legislative Assembly; and a short biography and photograph of each President and Speaker since the inception of responsible government in 1856.

In April 1996 an updated edition of the Parliamentary Record was published after extensive research. The book contains detailed information on Members of Parliament since 1823, including date of appointment,



positions held and notable achievements. The Parliamentary Record was last published in 1988 and this edition contains a number of improvements. For the first time a supplementary index to the Legislative Council has been included containing an alphabetical index of all Members of the Council since 1823, and a list of Members by seniority of service since 1823.

In addition a new photographic publication of the Members and officers of the Legislative Council was produced. The booklet contains photographs of Members and provides details of Party representation, Ministerial or shadow Ministerial portfolios held and Committee membership. It is intended for the booklet to be updated as changes in membership occur.

## **PROTOCOL**

The Legislative Council arranges programs for official delegations from other Parliaments and associated organisations. The visits play an important role in promoting the Parliament's regional and international relations, and in facilitating the exchange of ideas on parliamentary issues. The Clerk Assistant - Committees and Usher of the Black Rod is responsible for planning and co-ordinating all such visits. Twenty three official visits, ten delegations from foreign countries, and twenty three official visits by Ambassadors and Consul Generals of Foreign Missions were hosted during the year.

### **Highlights:**

- The Legislative Council co-ordinated the official visit to the Parliament by their Imperial Highnesses Prince and Princess Akishino of Japan on 10 October 1995. The Prince and Princess were greeted by the President and Speaker and escorted to an official lunch hosted by the Premier. The goodwill visit was aimed at strengthening ties between New South Wales and Japan.
- On Tuesday 21 November 1995 the President hosted an official afternoon tea for the Right Honourable Baroness Margaret Thatcher. Baroness Thatcher was visiting Australia as part of an international speaking tour.
- In October the Presiding Officers co-hosted a visit to the Parliament by the Tokyo Metropolitan Assembly Study Mission. The President then led a delegation to the Tokyo Metropolitan Assembly on 27 October for 9 days. The Hon D Moppett, the Hon P O'Grady, Ms Lynn Lovelock, Deputy Clerk and Mr Jason Collins, Executive Officer to the President took part in the delegation.
- Members of the Queensland Parliament met with Committee Members and staff of the Council as part of a fact finding tour of other Parliaments to investigate the operation of Estimates Committees. The Queensland delegates were gathering information in order to establish Estimates Committees in their own Parliament.

### Public and Official Visits to the Legislative Council

Visitors to Parliament House	1994/95	1995/96
Casual Visitors	20,036	31,535
Bookings	33,805	28,016
Australia Day	6,239	14,575
Total	60,080	74,126
Official Visits by His Excellency the Governor of New South Wales to Parliament House	5	5
Visits by delegations from foreign countries	18	10
Official visits by Ambassadors and Consuls General of Foreign Missions	27	23
Other visits, including Heads of State	17	23

#### EXHIBITIONS

Arrangements for the staging of exhibitions in the Parliament House Fountain Court are co-ordinated through the Legislative Council. Ministers and Members may sponsor exhibits to promote their Department's or constituents' programs. Significant exhibits in 1995/96 included:

- The Hon R Carr, MP sponsored an exhibition of sculptures organised by the NSW Sculptor's Society. The display contained a number of examples of traditional and modern sculpting using a number of different mediums, including metal, wood and stone.
- A Joint "Australia Remembers" Exhibition was organised by Parliamentary Archives and the British Consulate General. The display outlined the Parliament's involvement with the Second World War and Members who served during the war. An exhibition sponsored by the President of war-time photographs provided by the British Consulate General depicted the involvement of the British military forces in the Pacific during World War II.
- The Hon R Debus, MP, Minister for Corrective Services sponsored the annual art and pottery display from the Department of Corrective Services. The exhibition highlighted the artistic talent of prisoners, and demonstrated the success of the prison workshop scheme.
- The Hon P Allan, MP, Minister for the Environment sponsored an exhibition entitled "The Logging Fields—Photographs from the vanishing rainforests of Papua New Guinea and the Solomon Islands", by photographer Peter Solness. The exhibition consisted of mainly black and white photographs depicting the devastating impacts of logging operations in these two countries.

- An exhibition entitled “The United Nations in Rwanda” was sponsored by the Hon Dr B Pezzutti, MLC. The exhibition included photographs, sketches and paintings by official war correspondent, George Gittoes. The exhibition celebrated 50 years of United Nations (UN) peacekeeping. Dr Pezzutti has a special interest in United Nations peacekeeping, having volunteered and been accepted for medical service during the Gulf War in 1991 and serving as part of the Australian medical contingent in Rwanda under the banner of the UN between July and August 1995.
- The National Conference of Women held an exhibition in the Fountain Court from April to June. The exhibition was a joint project between the National Council of Women, Parliamentary Archives and the State Library. On display were photographs and biographical information of women who had achieved success in their chosen field, as well as information on the role of the National Council of Women.

**WORK EXPERIENCE PROGRAM**

The Legislative Council played host to a number of University, TAFE and School students throughout the year who participated in work experience programs. The program provides a valuable opportunity for students to participate in a work environment. Students are usually placed in a number of different work environments over the period of a week, giving them an opportunity to experience how different work places operate. A typical work experience student’s week would involve viewing the proceedings of the House, spending time in a Member’s office, working in the Library, viewing a Committee in action and spending time in the Procedure Office. At the end of the period the student is required to fill in a short questionnaire. The feedback from the questionnaire indicates that the program is successful, with nearly all students finding their time with the Parliament rewarding and enjoyable.

In addition, the Council has an ongoing executive shadow scheme with Asquith Girls High School. The scheme has been running for a number of years and gives young women the opportunity to “shadow” an executive woman for a week to view in detail the day to day activities of a senior manager.

**LEGISLATIVE COUNCIL STANDING COMMITTEES**

All Standing Committees continued to promote public awareness of their enquiries, and of the findings and recommendations contained in their reports. Committee enquiries were widely advertised and members of the public were invited to make submissions or to appear and give evidence as part of the Committees’ enquiries.

To assist public participation, the Committees have published a series of pamphlets on the purpose and role of the standing committees and how to make a submission or give evidence to a Standing Committee enquiry.

The “Preparing a Submission” pamphlet contains details on what a submission should contain, confidentiality, Parliamentary Privilege and the use of submissions. The pamphlet on “Giving Evidence” outlines aspects of Parliamentary privilege, opening procedures of Committee hearings, tabling of documents, examination of witnesses, the provision of “in camera” or private evidence, and editorial corrections by witnesses. Both pamphlets have been useful guides for people involved in the Committee process.

The Standing Committees on State Development and Social Issues both publish Annual Reports which are available to the public and provide information on the operations, budget and expenditure of each Committee. The newly established Committee on Law and Justice will table its first Annual Report later in the year.

# Physical Environment

## *Goal 6*

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

---

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

During the reporting period, approval was given for the installation of additional seating in the Legislative Council Chamber. Traditional bench seating in the style that already exists in the Chamber will be added, increasing the number of seats available to the public to watch proceedings in the House or special events such as the opening of Parliament.

In order to improve the safety of visitors to the Chamber a new railing was installed in the upper gallery. The railing is higher and sturdier, and has been finished in the same material as the previous railing in order to preserve the heritage value of the Chamber.

The problem of insufficient accommodation for staff on level 12 was raised with the NSW Industrial Commission by the Public Service Association. The Parliament has been exploring a number of options including accommodation changes, new building work and rental of off-site premises in order to address the issue. All of these will involve a significant cost and, at year end resolution had not been reached.

## Key Plans 1996–97

- Develop and implement program of seminars for Members on parliamentary practice and procedure.
- Implement an induction program for new members of Standing Committees.
- Review and update Manual on 'Practice & Procedure for Committee Members'.
- Compile and publish Sessional Rulings of the President.
- Compile and publish Principal Rulings of the President.
- Publish Procedural Briefing Notes.
- Compile a catalogue of LOQS for the Chamber.
- Transfer Members' Handbook to Lotus Notes to improve access.
- In conjunction with Union and Legislative Assembly, develop an Industrial Agreement for Parliament House, in order to standardise conditions of employment.
- Deliver seminars/training programs to staff in relation to employment, performance and conditions.
- Monitor and ensure the application of performance management to all staff.
- Undertake, evaluate and implement results of a training needs survey of Members' staff.
- Replace the Chamber Timing System.
- Upgrade the closed circuit television broadcast of proceedings of the House.
- Review and improve current mail management procedures.
- Review and improve records management practices.

FINANCIAL  
STATEMENTS



LEGISLATIVE COUNCIL

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BOX 12 GPO  
SYDNEY NSW 2001

## INDEPENDENT AUDIT REPORT

### THE LEGISLATURE

**To Members of the New South Wales Parliament, Clerk of the Legislative Assembly and Clerk of the Parliaments**

#### Scope

I have audited the accounts of the Legislature for the year ended 30 June 1996. The preparation and presentation of the financial statements consisting of the accompanying statement of financial position, operating statement and statement of cash flows, together with the notes thereto, and the information contained therein, is the responsibility of the Clerk of the Legislative Assembly and Clerk of the Parliaments. I have conducted an audit of the Legislature's financial statements in order to express an opinion on these statements to Members of the New South Wales Parliament and the Clerk of the Legislative Assembly and Clerk of the Parliaments. My responsibility does not extend here to an assessment of the assumptions used in formulating budget figures disclosed in the financial statements.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view which is consistent with my understanding of the Legislature's financial position, the results of its operations and its cash flows.

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

#### Audit Opinion

In my opinion, the financial statements of the Legislature present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the Legislature as at 30 June 1996 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in black ink, appearing to read 'A. C. Harris'.

A. C. HARRIS

SYDNEY  
30 September 1996



**THE LEGISLATURE**

PARLIAMENT HOUSE,

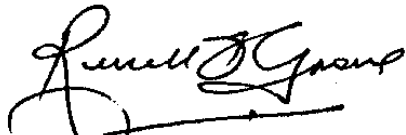
SYDNEY, N.S.W., 2000


**FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 1996**

**Statement by Department Heads**

We state that:

- (a) the accompanying financial statements have been prepared to conform with the provisions of the Public Finance and Audit Act, 1983, the Financial Reporting Code under Accrual Accounting for inner Budget Sector Entities, the applicable clauses of the Public Finance and Audit (Departments) Regulation 1986 and the Treasurer's Directions.
- (b) the statements exhibit a true and fair view of the financial position and transactions of the Legislature and
- (c) there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

  
Russell D Grove  
*Clerk of the Legislative Assembly*  
20 September 1996  
CA\OFFICE\WP\WIN\WP\WORK\AUDIT\PH\STAT.WPD

  
John D Evans  
*Clerk of the Parliaments*

# THE LEGISLATURE

## Operating Statement

For the Year Ended 30 June 1996

	Notes	Actual 1996	Budget 1996	Actual 1995
		\$000	\$000	\$000
<b>Expenses</b>				
Operating Expenses				
Employee Related	4(a)	35,171	34,980	32,922
Other Operating Expenses	4(b)	13,989	13,612	13,349
Maintenance	4(c)	527	660	667
Depreciation and Amortisation	4(d)	2,172	2,257	1,955
Other Services	4(e)	20,562	20,168	19,134
<b>Total Expenses</b>		<b>72,421</b>	<b>71,677</b>	<b>68,027</b>
<b>Revenues</b>				
User Charges	5(a)	1,084	935	996
Other	5(b)	1,217	790	1,074
<b>Total Revenues</b>		<b>2,301</b>	<b>1,725</b>	<b>2,070</b>
<b>Net gain / (loss) on sale of property, plant and equipment</b>	15(b)	(62)	0	18
<b>NET COST OF SERVICES</b>	3	<b>70,182</b>	<b>69,952</b>	<b>65,939</b>
<b>Government Contributions</b>				
Consolidated Fund Recurrent Appropriation	18(b)	57,370	57,461	55,814
Consolidated Fund Capital Appropriation	18(b)	2,144	2,250	2,280
Acceptance by the State of Legislature Liabilities	2(b),4(a) 18(b)	9,602	9,147	8,573
<b>Surplus/ (Deficit) for the Year</b>		<b>(1,066)</b>	<b>(1,094)</b>	<b>728</b>
Accumulated Surplus at the beginning of the year		134,734	134,734	22,226
Equity Adjustment		0	0	111,780
<b>Accumulated Surplus at the end of the year</b>	12	<b>133,668</b>	<b>133,640</b>	<b>134,734</b>

The accompanying notes form part of these statements.

# THE LEGISLATURE

## Statement of Financial Position

As at 30 June 1996

	Notes	Actual 1996	Budget 1996	Actual 1995
		\$000	\$000	\$000
<b>Current Assets</b>				
Cash	6	1,945	618	1,746
Receivables	7	986	991	991
Inventories	8	108	0	0
<b>Total Current Assets</b>		<b>3,039</b>	<b>1,609</b>	<b>2,737</b>
<b>Non-Current Assets</b>				
Property, Plant & Equipment	2(e) 9	134,538	134,662	134,503
<b>Total Non-Current Assets</b>		<b>134,538</b>	<b>134,662</b>	<b>134,503</b>
<b>TOTAL ASSETS</b>		<b>137,577</b>	<b>136,271</b>	<b>137,240</b>
<b>Current Liabilities</b>				
Creditors	10	2,249	1,002	1,002
Provisions	11	1,660	1,629	1,504
<b>TOTAL LIABILITIES</b>		<b>3,909</b>	<b>2,631</b>	<b>2,506</b>
<b>NET ASSETS</b>		<b>133,668</b>	<b>133,640</b>	<b>134,734</b>
<b>Equity</b>				
Accumulated Surplus	12	133,668	133,640	134,734
<b>TOTAL EQUITY</b>		<b>133,668</b>	<b>133,640</b>	<b>134,734</b>

The accompanying notes form part of these statements.

# THE LEGISLATURE

## Cash Flow Statement

For the Year Ended 30 June 1996

	Notes	Actual 1996	Budget 1996	Actual 1995
		\$000	\$000	\$000
<b>Cash Flow from Operating Activities</b>				
Payments				
Employee Related		(25,315)	(25,708)	(24,503)
Maintenance and Working		(13,947)	(14,272)	(14,483)
Other Services		(20,439)	(20,168)	(19,235)
		(59,701)	(60,148)	(58,221)
Receipts				
User Charges		1,008	935	938
Other		1,142	790	923
		2,150	1,725	1,861
<b>Total Net Cash Outflow on Operating Activities</b>	15(a)	(57,551)	(58,423)	(56,360)
<b>Cash Flow from Investing Activities</b>				
Purchases of Property, Plant & Equipment	15(b)	(1,856)	(2,416)	(2,678)
Proceeds from Sale of Plant & Equipment	15(b)	92	0	103
<b>Total Net Cash Outflow on Investing Activities</b>		(1,764)	(2,416)	(2,575)
<b>Net Cash Outflow from Operating and Investing Activities</b>		(59,315)	(60,839)	(58,935)
<b>Government Funding Activities</b>				
Consolidated Fund Recurrent Appropriation	18(b)	57,370	57,461	55,814
Consolidated Fund Capital Appropriation	18(b)	2,144	2,250	2,280
<b>Total Net Cash Provided by Government</b>		59,514	59,711	58,094
<b>Net Increase/(Decrease) in Cash</b>		199	(1,128)	(841)
Opening Cash Balance		1,746	1,746	2,587
<b>CLOSING CASH BALANCE</b>	6	<b>1,945</b>	<b>618</b>	<b>1,746</b>

The accompanying notes form part of these statements.

## THE LEGISLATURE

### Notes to and Forming Part of the Financial Statements

#### 1. THE REPORTING ENTITY

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

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Legislature's financial statements are a general purpose financial report prepared in accordance with Statements of Accounting Concepts, applicable Australian Accounting Standards and conform with the requirements of the Public Finance and Audit Act 1983 and Regulations, and the Financial Reporting Directives published in the Financial Reporting Code for Inner Budget Sector Entities in NSW.

The Operating Statement and the Statement of Financial Position are prepared on an accruals basis. The Cash Flow Statement is prepared in accordance with AAS28, using the "direct" method.

The statements are prepared in accordance with the historical cost convention apart from Land, Buildings, Antique and Artworks Collections and certain items of property, plant and equipment which are recorded at valuation. The Library and Archives collections are recorded at a nominal value of one dollar (refer note 2(e)). All amounts shown in the statements are rounded to the nearest one thousand dollars and are expressed in Australian currency.

##### (a) Changes in Statement Presentation

Following approval from Treasury to establish a separate program for Parliamentary Committees, the expenses of Committees are shown as part of employee related and other operating expenses. Prior to 1995/96 Committee expenditure was shown as part of Other Services and previous years figures have been adjusted to reflect the change.

##### (b) Employee Related Expenses

The cost of employee entitlements for long service leave and superannuation are included in employee related expenses as are Members of Parliament superannuation expenses. The Legislature's liabilities for long service leave and superannuation are assumed by the State, the Legislature accounts for the liability as having been extinguished resulting in non-monetary revenue described as "Acceptance by the State of Legislature Liabilities".

On the advice of the NSW Treasury, the Legislature has continued to apply the nominal method for calculating the liability for Long Service Leave. It is Treasury's view that use of this method in lieu of adopting the present value calculation as prescribed by application of Accounting Standard AAS30 will not result in any material misstatement to the Legislature's or the Consolidated Fund Financial Statements.

Sick leave entitlements for Legislature employees is non-vesting. Examination of past records of sick leave taken for all employees shows that in each financial year sick leave taken is less than the entitlement accruing in that year. This experience is expected to continue in future years. Since indications are that the liability existing at balance date will not be required to be paid out in the future, the liability at balance date has not been recognised in the financial statements.

The amounts expected to be paid to employees for their pro-rata entitlement to recreation leave are accrued annually at current pay rates.

**(c) Government Contributions**

Monetary and non-monetary resources which are allocated to the Legislature by the Government and which are controlled by the Legislature are recognised as revenues of the financial period in which they are received. Non-monetary allocations are recognised at fair value.

**(d) Acquisition of Assets**

The cost method of accounting is used for all acquisitions of assets unless otherwise stated regardless of whether resources are acquired separately or as part of an interest in another entity. Cost is determined as the fair value of the assets given up at the date of acquisition plus costs incidental to the acquisition.

**(e) Property, Plant and Equipment**

The following valuation policies have been adopted by the Legislature in accordance with Treasury's Guidelines for the Valuation of Land and Heritage Assets in the NSW Public Sector dated May 1995.

*Land*

The land on which the Parliamentary Building is sited in Macquarie Street has been valued by the NSW Valuer Generals Office in May 1993, at \$42,000,000 based on existing use.

*Buildings*

The value of the Parliament House Building has been included in the Financial Statements for year ending 30 June 1996, at \$86,500,000. This represents the estimated written down replacement cost of an appropriate facility having a similar functional potential excluding the unique heritage features.

The Valuer General's Office provided the building valuation in May 1993, and advised in June 1995, that the valuation was generally current in terms of the new valuation guidelines, which specifies current replacement cost excluding depreciation.

Separately identifiable plant and machinery components of the building with an economic life of less than 100 years have been capitalised at valuation by the Public Works Department at 1 July 1992 (\$19,494,000) and depreciated on a straight line basis over the remainder of their economic life. These components are currently valued at \$19,728,000 following acquisitions and disposals since that date.

### *Works of Art*

The Legislature utilised the services of the NSW Art Gallery in June 1995, to provide a valuation of the Artworks Collection. The valuation methodology used by the Art Gallery involves the use of mean market values within the following ranges:

\$1–\$999	Mean value \$500
\$1,000–\$9,999	Mean value \$5,000
\$10,000–\$24,999	Mean value \$17,500
\$25,000–\$49,999	Mean value \$37,500
\$50,000–\$74,999	Mean value \$62,500
\$75,000–upwards	Use actual valuation

Based on the above methodology the Artworks Collection has a value of \$868,000 after bringing to account further artworks valued at \$19,000 which had not previously been accounted for due to an oversight in the 1994/95 financial year (see note 9 also).

### *Antiques*

The Parliament's antique collection was included in the Financial Statements for the first time in 1994/95 based on a market value of \$1,841,000.

Ms T Cleary, an antique collections expert, was contracted in June 1995, to provide a market value of the Parliament's extensive antique collection. Additional antique items have subsequently been located in 1995/96 and valued at \$129,000 by Ms Cleary. These have been brought to account in the current financial year as income through the Operating Statement, plus purchases during the year of \$1,000, resulting in a total value of \$1,971,000 (\$1,841,000 in 1994/95). No depreciation is deducted from this asset category as the value is expected to appreciate.

### *Library and Archives Collections*

The value of the Legislature's collections have been included in the Financial Statements for year ended 30 June 1996, at a nominal value of \$1 pending agreement with the NSW Treasury and Audit Office on a cost effective valuation methodology for library collections throughout the public sector.

### *Electorate Office Fitouts*

The fit out of Members' Electorate Offices is valued at original cost which is then subject to amortisation over the term of the lease for the relevant electorate office.

### *Other Property, Plant and Equipment*

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

The valuation of assets has been undertaken by Legislature Officers with assistance from Public Works Department Engineers in respect to Plant and Machinery (Building Technical Services) Assets based on the written down value as at 1 July 1992. Assets acquired since this date have been included at cost and subject to depreciation over their useful life.



**(f) Depreciation and Amortisation**

Depreciation or amortisation is provided for on a straight line basis against all depreciable or amortisable assets so as to write off the value of the asset as it is consumed over its useful life.

Depreciation charges have not been applied to the following asset categories:

- Land
- Buildings (except Plant and Machinery Building Technical Services Assets)
- Antique Collection
- Artwork Collection

In recognition of the Parliament House Building being a heritage asset and the extensive building maintenance program in place, depreciation is only applied to the building technical services components which have been separately identified and have a value of \$19,728,000 as at 30 June 1996.

**(g) Inventories**

Inventories have been included in the Statements for the first time following the publication of a second edition of Australia's First Parliament.

The inventory is stated at the lower of cost and net realisable value. Costs include external labour, design, layout and printing on the basis of expenditure incurred as part of publication.

**3. BUDGET REVIEW**

The actual net cost of services exceeded the budget by \$230,000. This result represents a variance of .33 of one percent and was primarily due to overexpenditure on computer related purchases for Members and staff to improve productivity and replace aging equipment which was no longer capable of operating current software packages.

Members of Parliament salary costs and parliamentary overseas delegation expenditure also exceeded budget expectations. These increased costs were largely offset by increased revenue from the supply of energy to Sydney Hospital and the State Library, together with a contribution from the NSW Parliamentary House Committee of \$500,000 which exceeded budget expectations by \$100,000. Assets not previously recognised now brought to account through the operating statement has also influenced the net cost of services result of \$70,182,000 for the reporting year.

**4. EXPENSES**

**(a) Employee Related Expenses**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Salaries and Wages	21,005	20,071
Payroll Tax and Fringe Benefits Tax	2,170	1,977
Annual/Recreation Leave	1,787	1,653
Workers Compensation Insurance	155	392
Other	452	256
	<u>25,569</u>	<u>24,349</u>
Liabilities accepted by the State:		
Members Superannuation	5,472	5,017
Superannuation and Extended Leave	4,130	3,556
	<u>35,171</u>	<u>32,922</u>

**(b) Other Operating Expenses, excluding Special Projects comprise:**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Building Refurbishment	150	60
Cleaning and Laundry	417	405
Gas and Electricity Charges	989	978
Rent, Rates and Associated Costs	2,212	1,948
Postage and State Mail Charges	1,168	1,028
Telephone and Facsimile Charges	1,857	1,399
Printing and Stationery	1,529	1,699
Stores	717	626
Computer Costs	1,495	2,268
Consultancy Fees	330	77
Contract and Other Fees	324	310
External Audit Fees	29	25
Internal Audit Fees	64	39
Travel Expenses	1,816	1,697
Training and Development	175	166
Library Resources	170	160
Other	547	464
	<u>13,989</u>	<u>13,349</u>

**(c) Maintenance comprises:**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Maintenance on Non Current Assets	399	404
Maintenance on Legislative Assembly Offices	128	263
	<u>527</u>	<u>667</u>

**(d) Depreciation and Amortisation comprise:**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Depreciation		
Plant	956	924
Office Equipment and Furnishings	514	369
Computer Equipment	458	279
Amortisation of Leasehold Costs	244	383
	<u>2,172</u>	<u>1,955</u>

**(e) Other Services comprise:**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Salaries and Allowances of Members of Parliament	20,169	18,885
Special Projects	393	249
	<u>20,562</u>	<u>19,134</u>

Parliamentary Committee expenditure forms part of employee related expenses and other operating costs for comparative purposes in both 1995 and 1996 (see note 2(a)).

## 5. OPERATING REVENUES

### (a) User Charges, comprise of:

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Publications Sold	123	179
Energy Recoup from Sydney Hospital and State Library	494	329
Dining Room Functions	411	414
Parking Space Charges	43	44
Other User Charges	13	30
	<u>1,084</u>	<u>996</u>

### (b) Other Revenue, comprised of:

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Grant from Department of Veteran Affairs	3	0
Interest	251	246
Contribution from House Committee	500	400
Assets not Previously Recognised (refer note 2(e) & 9)	166	0
Other Miscellaneous Revenue	297	428
	<u>1,217</u>	<u>1,074</u>

- (c) To commemorate the 50th anniversary of the end of World War II the NSW Parliament produced a commemorative booklet called Australia Remembers. This booklet cost \$6,426 to produce which was partly offset by a grant of \$3,000 from the Commonwealth Department of Veteran Affairs (see note 5(b)).

## 6. CURRENT ASSETS—Cash

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Cash at Bank	1,943	1,744
Cash on Hand	2	2
	<u>1,945</u>	<u>1,746</u>

## 7. CURRENT ASSETS—Receivables

(a)	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Trade Debtors	623	402
Prepayments	363	589
	<u>986</u>	<u>991</u>

### (b) At year end debtors outstanding were aged as follows:

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Less than 30 days	606	384
Between 30 and 60 days	15	8
60 days and over	2	10
	<u>623</u>	<u>402</u>

- (c) Bad debts of \$100 were written off during the year (Nil—1994/95).

No provision has been made for doubtful debts in 1995/96 (nil 1994/95) as all amounts are considered recoverable.

**8. CURRENT ASSETS—INVENTORIES**

<b>(a)</b>	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Published books for sale on-hand	108	0
	<hr/> 108	<hr/> 0

**(b)** The Parliament printed externally 5,000 copies of a second edition of Australia's First Parliament publication during the year for subsequent sale to Members of Parliament, staff and the general public. The 4,990 books on hand at 30 June 1996 have been included at the lower of cost and net realisable value (refer also note 2(g)).

## 9. Non-current Assets - Property Plant and Equipment

(a)	Land	Buildings	Plant & Machinery	Office Equipment & Furnishings	Computer Equipment	Other Property Leasehold Costs	Antiques	Artworks	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>At cost of Valuation</b>									
Balance 1 July 1995	42,000	67,353	20,084	3,625	2,582	1,385	1,841	849	139,719
Additions			203	938	839	410	1		2,391
Assets not Previously Recognised Transfers			1	17			129	19	166
Disposals			(300)	(144)					(444)
Work in Progress Writeback				(20)					(20)
<b>Balance 30 June 1996</b>	<b>42,000</b>	<b>67,353</b>	<b>19,988</b>	<b>4,416</b>	<b>3,421</b>	<b>1,795</b>	<b>1,971</b>	<b>868</b>	<b>141,812</b>
<b>Accumulated Depreciation</b>									
Balance 1 July 1995	0	0	2,775	817	576	1,048	0	0	5,216
Depreciation for the year	0	0	956	514	458	244	0	0	2,172
Writeback on Disposal			48	66					114
<b>Balance 30 June 1996</b>	<b>0</b>	<b>0</b>	<b>3,683</b>	<b>1,265</b>	<b>1,034</b>	<b>1,292</b>	<b>0</b>	<b>0</b>	<b>7,274</b>
<b>Written Down Value</b>									
At 1 July 1995	42,000	67,353	17,309	2,808	2,006	337	1,841	849	134,503
At 30 June 1996	42,000	67,353	16,305	3,151	2,387	503	1,971	868	134,538
<b>(b) Fully Depreciated Assets</b>									
At cost or valuation			8		218	904			1,130
Quantity (individual items)			1		25	38			64

Other property leasehold costs relate to Legislative Assembly Member's Electorate Offices which had fit out costs amortised over the term of the original lease. The leases on these 38 offices have been renewed for a further term thus explaining the existence of these assets in the Financial Position Statement.

**10. CURRENT LIABILITIES—Creditors**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Operating activities		
Staff Salaries and Wages	422	181
Members Salaries	123	0
Accrued Charges	276	282
Trade Creditors	1,428	539
	<u>2,249</u>	<u>1,002</u>

**11. CURRENT LIABILITIES—Provisions**

The movement in the provision for employee annual/recreation leave is as follows:

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Balance 1 July	1,504	1,418
Increase in provision	156	86
Balance 30 June	<u>1,660</u>	<u>1,504</u>

The amounts of recreation leave both provided and paid were charged directly to the Operating Statement.

**12. EQUITY—Accumulated Surplus**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Accumulated surplus at beginning of year	134,734	22,226
Current Year Surplus (Deficit)	(1,066)	728
Equity adjustment	0	111,780
Total Equity	<u>133,668</u>	<u>134,734</u>

**13. COMMITMENTS FOR EXPENDITURE****(a) Capital Commitments**

Aggregate capital expenditure contracted for at balance date but not provided for in accounts payable:

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Not later than one year	723	127
Total Capital Commitments	<u>723</u>	<u>127</u>

**(b) Lease Commitments**

Aggregate operating lease expenditure contracted for at balance date but not provided for in accounts payable:

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Not later than one year	1,185	1,138
Later than one year but not later than 2 years	835	406
Later than two years but not later than 5 years	981	251
Later than 5 years	0	0
<b>Total Lease Commitments</b>	<b>3,001</b>	<b>1,795</b>

All lease commitments are non-cancellable. Legislative Assembly Electorate Offices included in the above figures represent the following commitments:

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Not later than one year	1,169	1,120
Later than one year but not later than 2 years	830	400
Later than two years but not later than 5 years	981	251
Later than 5 years	0	0
<b>Total Non-cancellable Electorate Office Lease Commitments</b>	<b>2,980</b>	<b>1,771</b>

**14. ASSISTANCE PROVIDED TO THE LEGISLATURE**

In addition to the Legislature's outlays, maintenance expenditures by the Department of Public Works on the Parliament House building totalled \$754,000 in 1995/96 which was the same amount as that incurred in 1994/95. This expenditure was part of the program for the essential maintenance of State assets.

**15. NOTE TO CASH FLOW STATEMENT**

**(a) Reconciliation of Net Cash Used in Operating Activities to Net Cost of Services**

	<b>1996</b>	<b>1995</b>
	<b>Actual</b>	<b>Actual</b>
	<b>\$000</b>	<b>\$000</b>
Net Cost of Services	(70,182)	(65,939)
Increase in employee entitlements	156	86
Increase (decrease) in creditors	711	(1,477)
Depreciation	2,172	1,955
Acceptance by Crown of liability for employee entitlements	9,602	8,573
Loss (profit) on sale of assets	62	(18)
Expenditure capitalised previous years	20	0
Assets brought to account not previously capitalised	(166)	0
Increase in inventories	(108)	0
Decrease in prepayments	309	669
Increase in receivables	(127)	(209)
<b>Net Cash used in Operating Activities</b>	<b>(57,551)</b>	<b>(56,360)</b>

The Legislature has no standby or unused credit facilities.

**(b) Purchases of Property, Plant and Equipment**

	<b>1996</b>	<b>1995</b>
	<b>\$000</b>	<b>\$000</b>
Additions at cost	2,391	2,622
Decrease/(increase) in creditors	(535)	56
Cash Paid	1,856	2,678
<b>Disposal of Property, Plant and Equipment</b>		
Cost or value	445	136
Less: Accumulated depreciation	114	51
Proceeds from insurance claim outstanding	177	0
Gain/(loss) on sale	(62)	18
Cash received	92	103

**16. UNCLAIMED MONIES**

There were no unclaimed monies (nil—1994/95) held by the Legislature at balance date.

**17. CONTINGENT LIABILITIES**

The Legislature is currently involved in separate legal proceedings in both Houses involving the Presiding Officers and their Chamber Officers versus a Member of Parliament in each House. Should damages be awarded against the Legislature these are expected to be minimal whilst legal costs may total as high as \$169,000.



**Note 18 Program Information**

	Notes (a)	Program 1.1.1		Program 1.1.2		Program 1.1.3		Program 1.1.4		Program 1.1.5		Program 1.1.6	
		Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000
Operating Expenses													
Other		10,414	9,611	2,615	2,259	31,823	30,447	3,228	3,146	4,074	4,008	3,229	2,346
<b>Total Operating Expenses</b>		<b>10,414</b>	<b>9,611</b>	<b>2,615</b>	<b>2,259</b>	<b>31,823</b>	<b>30,447</b>	<b>3,228</b>	<b>3,146</b>	<b>4,074</b>	<b>4,008</b>	<b>3,229</b>	<b>2,346</b>
Operating Revenue													
User Charges		0	0	19	18	0	17	18	18	0	0	0	0
Other Revenue		25	52	52	12	91	131	74	12	5	4	108	17
Gain/(Loss) on Sale of non-current assets		0	0	0	0	0	0	0	0	0	0	0	0
<b>NET COST OF SERVICES</b>		<b>10,389</b>	<b>9,559</b>	<b>2,544</b>	<b>2,229</b>	<b>31,732</b>	<b>30,299</b>	<b>3,136</b>	<b>3,116</b>	<b>4,071</b>	<b>4,004</b>	<b>3,121</b>	<b>2,329</b>
Government Contributions	(b)	10,007	9,238	2,571	2,212	31,359	29,957	3,441	3,471	4,076	4,011	3,292	3,055
<b>Operating Result after Consolidated Fund Contributions</b>		<b>(382)</b>	<b>(321)</b>	<b>27</b>	<b>(17)</b>	<b>(393)</b>	<b>(342)</b>	<b>305</b>	<b>355</b>	<b>5</b>	<b>7</b>	<b>171</b>	<b>726</b>
<b>Total Assets</b>		<b>55</b>	<b>62</b>	<b>303</b>	<b>207</b>	<b>888</b>	<b>638</b>	<b>460</b>	<b>377</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>32</b>

Note (a)

**1.1 Parliamentary Government**

**Program 1.1.1**

Parliamentary Representation - Legislative Council

Objective: To represent the electorate at large.

**Program 1.1.2**

Operation of the Legislative Council

Objective: To assist Members of the Legislative Council in the performance of their parliamentary duties.

**Program 1.1.3**

Parliamentary Representation - Legislative Assembly

Objective: To represent the local electorate.

**Program 1.1.4**

Operation of the Legislative Assembly

Objective: To assist Members of the Legislative Assembly in the performance of their parliamentary duties.

**Program 1.1.5**

Executive Government

Objective: To exercise Ministerial control and responsibility in the administration of government departments and authorities within allocated portfolios.

**Program 1.1.6**

Parliamentary Committees

Objective: To operate standing, select and scrutiny committees of the Legislative Assembly and Legislative Council.

## Note 18 Program Information (cont)

	Notes (a)	Program 1.2.1		Program 1.2.2		Program 1.2.3		Program 1.2.4		Program 1.2.5		Program Total	
		Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000	Actual 1996 \$000	Actual 1995 \$000
Operating Expenses		2,794	2,675	2,411	2,084	4,771	4,673	2,432	2,362	4,630	4,416	72,421	68,027
Other		2,794	2,675	2,411	2,084	4,771	4,673	2,432	2,362	4,630	4,416	72,421	68,027
Total Operating Expenses													
Operating Revenue		0	0	85	143	503	337	411	414	48	49	1,084	996
User Charges		10	34	20	4	34	61	508	409	292	338	1,217	1,074
Other Revenue		0	0	0	0	(75)	0	(1)	0	14	18	(62)	18
Gain/(Loss) on Sale of non-current assets													
<b>NET COST OF SERVICES</b>		2,784	2,641	2,306	1,937	4,309	4,275	1,514	1,539	4,276	4,011	70,182	65,939
Government Contributions		2,759	2,539	2,311	2,196	3,353	3,222	912	1,642	5,055	5,124	69,116	66,667
Operating Result after Consolidated Fund Contributions	(b)	(25)	(102)	5	259	(956)	(1,053)	(602)	103	779	1,113	(1,066)	728
Total Assets		615	570	70	11	128,348	129,478	279	249	6,500	5,616	137,577	137,240

## Note (a)

## 1.2 Parliamentary Support Services

<b>Program 1.2.1</b>	Parliamentary Library	Objective: To assist parliamentarians in the performance of their duties by making available a full range of current information resources.
<b>Program 1.2.2</b>	Hansard	Objective: To produce a permanent record of the parliamentary debates and to prepare transcripts of evidence given to parliamentary committees and of proceedings at ministerial conferences.
<b>Program 1.2.3</b>	Building Services	Objective: To maintain building services at Parliament House.
<b>Program 1.2.4</b>	Food and Beverage Services	Objective: To provide Members, staff and others authorised, with food and beverage services. To cater for the State Government and ministerial functions when held at Parliament House.
<b>Program 1.2.5</b>	Special Services	Objective: To provide administrative, accounting, computer and support services for Members of both Houses of Parliament, particularly in relation to servicing of committees.



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APPENDICES



LEGISLATIVE COUNCIL

## APPENDIX 1—LIST OF MEMBERS

### MEMBERS OF THE LEGISLATIVE COUNCIL AS AT 30 JUNE 1996

<b>Arena</b> , The Honourable Franca, A.M.	ALP	<b>Kaldis</b> , The Honourable James	ALP
<b>Bull</b> , The Honourable Richard Thomas Marshall <b>Deputy Leader of the Opposition</b>	NP	<b>Kersten</b> , The Honourable Mark Raymond	NP
<b>Burgmann</b> , The Honourable Doctor Meredith Anne, M.A.(Syd.), Ph.D.(Macq.)	ALP	<b>Kirkby</b> , The Honourable Elisabeth <b>Temporary Chairman of Committees</b>	AD
<b>Burnswoods</b> , The Honourable Janice Carolyn, B.A.(Hons), Dip.Ed.	ALP	<b>Lynn</b> , The Honourable Charlie John Stuart, p.s.c.	LIB
<b>Chadwick</b> , The Honourable Virginia Anne, B.A., Dip.Ed.	LIB	<b>Macdonald</b> , The Honourable Ian Michael, B.A.(Hons)	ALP
<b>Cohen</b> , The Honourable Ian, B.A.,Dip.Ed.	GRN	<b>Manson</b> , The Honourable Andrew Bruce	ALP
<b>Corbett</b> , The Honourable Alan Gordon, B.A., Dip.Ed., Dip T.E.F.L., M.A.	BFC	<b>Moppett</b> , The Honourable Douglas Frederick, B.Sc.Agr.	NP
<b>Dyer</b> , The Honourable Ronald David, Dip.Law, Dip.Crim. <b>Minister for Community Services, Minister for Aged Services and Minister for Disability Services</b>	ALP	<b>Nile</b> , The Honourable Elaine Blanche	CTA
<b>Egan</b> , The Honourable Michael Rueben, B.A. <b>Treasurer, Minister for Energy, Minister for State and Regional Development, Minister Assisting the Premier, and Vice-President of the Executive Council.</b>	ALP	<b>Nile</b> , The Reverend the Honourable Frederick John, E.D., L.Th. <b>Temporary Chairman of Committees</b>	CTA
<b>Forsythe</b> , The Honourable Patricia, B.A., Dip.Ed.	LIB	<b>Obeid</b> , The Honourable Edward Moses, O.A.M.	ALP
<b>Gallacher</b> , The Honourable Michael Joseph	LIB	<b>Pezzutti</b> , The Honourable Doctor Brian Patrick Victor, R.F.D., M.B., B.S.(Syd.), F.F.A.R.A.C.S., A.N.Z.C.A.	LIB
<b>Gardiner</b> , The Honourable Jennifer Ann, B.Bus. <b>Temporary Chairman of Committees</b>	NP	<b>Primrose</b> , The Honourable Peter Thomas, B.Soc.Stud.(Syd.)	ALP
<b>Gay</b> , The Honourable Duncan John <b>Chairman of Committees</b>	NP	<b>Ryan</b> , The Honourable John Francis, B.A.(Hons), Dip.Ed.	LIB
<b>Goldsmith</b> , The Honourable Doctor Marlene Mary Herbert, B.A., M.Ed.(Hons), Ph.D.(Minn.) <b>Temporary Chairman of Committees</b>	LIB	<b>Saffin</b> , The Honourable Janelle Anne	ALP
<b>Hannaford</b> , The Honourable John Planta, LL.B. <b>Leader of the Opposition</b>	LIB	<b>Samios</b> , The Honourable James Miltiadis, M.B.E., B.A., LL.B. <b>Deputy Leader of the Liberal Party</b>	LIB
<b>Isaksen</b> , The Honourable Dorothy May <b>Government Whip</b>	ALP	<b>Sham-Ho</b> , The Honourable Helen Wai-Har, B.A., Dip.Soc.Wk, B.Leg.S. <b>Temporary Chairman of Committees</b>	LIB
<b>Jobling</b> , The Honourable John Hughes, Ph.C., M.P.S. <b>Opposition Whip</b>	LIB	<b>Shaw</b> , The Honourable Jeffrey William, Q.C., B.A., LL.B. <b>Attorney General, and Minister for Industrial Relations</b>	ALP
<b>Johnson</b> , The Honourable John Richard <b>Temporary Chairman of Committees</b>	ALP	<b>Smith</b> , The Honourable Robert Baron Rowland	NP
<b>Jones</b> , The Honourable Richard Stanley Leigh	IND	<b>Stanton</b> , The Honourable Patricia Jane, A.M., R.N., LL.B. (Lon.) Barrister-at-Law	ALP
		<b>Symonds</b> , The Honourable Elizabeth Ann <b>Temporary Chairman of Committees</b>	ALP
		<b>Tingle</b> , The Honourable John Saxon	SP
		<b>Vaughan</b> , The Honourable Bryan Henry, LL.B.	ALP
		<b>Willis</b> , The Honourable Max Frederick, R.F.D., E.D., LL.B. <b>President</b>	LIB

ALP	–	Australian Labor Party (17)
LIB	–	Liberal Party of Australia (12)
NP	–	National Party of Australia (6)
CTA	–	Call to Australia Group (2)
AD	–	Australian Democrats (1)
GRN	–	The Greens (1)
BFC	–	A Better Future for our Children (1)
SP	–	Shooters Party (1)
IND	–	Independent (1)

**APPENDIX 2—LEGISLATIVE COUNCIL COMMITTEES**

**1st SESSION of the 51st PARLIAMENT**

(Commencing 2 May 1995 and ending 27 January 1996)

**JOINT COMMITTEES OF THE LEGISLATIVE COUNCIL AND LEGISLATIVE ASSEMBLY**

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Joint Standing Committee Upon Road Safety	Mr Jobling Mr Manson Mr Tingle	(1) Report No. 28 entitled “StaySafe 28: Sleep Disorders, Driver Fatigue and Safe Driving”, dated December 1995	7/12/95
Regulation Review Committee	Mr Ryan Ms Saffin	(1) Discussion Paper No. 1 on the Scrutiny of National Scheme Legislation and the Desirability of Uniform Scrutiny Principles, dated September 1995  (2) Report No. 32 entitled “Report of the Regulation Review Committee arising out of an enquiry into the Sydney Water Corporation Limited (Catchment Management) Regulation 1995: (I) as to representations made to the Committee by certain environmental groups; and (II) as to compliance with the Subordinate Legislation Act 1989”, dated November 1995  (3) Report No. 33 entitled “Report of the Regulation Review Committee arising out of an enquiry into the Fair Trading (Product Safety Standards) Regulation 1995 so far as it relates to Baby Walkers”, dated December 1995	19/9/95  16/11/95  12/12/95
Joint Committee on the Independent Commission Against Corruption	Mr Gay Mr Macdonald Mr Vaughan	Nil	
Joint Committee on the Office of the Ombudsman	Mr Gallacher Mrs Nile Ms Staunton	Nil	
Joint Committee on the Health Care Complaints Commission	Ms Kirkby Dr Pezzutti Ms Staunton	Nil	

**ESTIMATES COMMITTEES FOR 1995/96**

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Premier, Arts and Ethnic Affairs	Dr Burgmann Mr Johnson Ms Staunton Mr Vaughan Mr Gay Mr Mutch Mr Corbett Revd Mr Nile	Report	13/11/95
Attorney General, Industrial Relations	Dr Burgmann Mr Johnson Ms Staunton Mr Vaughan Mr Gay Mr Mutch Mr Corbett Revd Mr Nile	Report	13/11/95
Corrective Services, Emergency Services	Dr Burgmann Mr Johnson Ms Staunton Mr Vaughan Mr Gay Mr Mutch Mr Corbett Revd Mr Nile	Report	13/11/95
Local Government	Dr Burgmann Mr Johnson Ms Staunton Mr Vaughan Mr Gay Mr Mutch Mr Corbett Revd Mr Nile	Report	13/11/95
Police	Dr Burgmann Mr Johnson Ms Staunton Mr Vaughan Mr Gay Mr Mutch Mr Corbett Revd Mr Nile	Report	13/11/95
Treasury, Energy and State Development	Dr Burgmann Mr Johnson Ms Staunton Mr Vaughan Mr Gay Mr Mutch Mr Corbett Revd Mr Nile	Report	13/11/95
Community Services, Aged Services, Disability Services	Mrs Arena Mrs Isaksen Mr Manson Mrs Symonds Mrs Sham-Ho Mr Smith Ms Kirkby Mrs Nile	Report	13/11/95



Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Consumer Affairs and Women	Mrs Arena Mrs Isaksen Mr Manson Mrs Symonds Mrs Sham-Ho Mr Smith Ms Kirkby Mrs Nile	Report	13/11/95
Gaming and Racing, Hunter Development	Mrs Arena Mrs Isaksen Mr Manson Mrs Symonds Mrs Sham-Ho Mr Smith Ms Kirkby Mrs Nile	Report	13/11/95
Health and Aboriginal Affairs	Mrs Arena Mrs Isaksen Mr Manson Mrs Symonds Mrs Sham-Ho Mr Smith Ms Kirkby Mrs Nile	Report	13/11/95
Sport and Recreation	Mrs Arena Mrs Isaksen Mr Manson Mrs Symonds Mrs Sham-Ho Mr Smith Ms Kirkby Mrs Nile	Report	13/11/95
Urban Affairs and Planning, Housing	Mrs Arena Mrs Isaksen Mr Manson Mrs Symonds Mrs Sham-Ho Mr Smith Ms Kirkby Mrs Nile	Report	13/11/95
Agriculture	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95
Education and Training	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Environment	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95
Land and Water Conservation	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95
Mineral Resources, Fisheries	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95
Public Works and Services, Olympics, Roads	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95
Small Business and Regional Development, Ports	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95
Transport and Tourism	Mr Kaldis Mr Macdonald Mr Obeid Ms Saffin Miss Gardiner Mr Kersten Mr Cohen Mr Jones	Report	13/11/95

## LEGISLATIVE COUNCIL STANDING COMMITTEES

### Standing Committee on Law and Justice

*Members of the Committee*

Mr Vaughan (Chairman)  
Mrs Sham-Ho (Deputy Chairperson)  
Ms Burnswoods  
Mr Macdonald  
Revd Mr Nile  
Mr O'Grady  
Mr Ryan

*Director of Committee:*

David Blunt

*Senior Project Officer:*

Vicki Mullen

*Committee Officer:*

Vacant

*Reports tabled 1995*

- Report No. 1 "Report on the Crimes Amendment (Mandatory Life Sentences) Bill 1995", dated November 1995, together with Minutes of Proceedings and certain submissions and evidence (tabled 16 November 1995)

### Standing Committee on Parliamentary Privilege and Ethics

*Members of the Committee*

Dr Burgmann (Chair)  
Miss Gardiner  
Mr Johnson  
Mr Jones  
Mr Lynn  
Mr Manson  
Mr Vaughan

*Committee Clerk*

Lynn Lovelock

*Senior Project Officer*

Velia Mignacca

*Reports tabled 1995*

Nil.

### Standing Committee on Social Issues

*Members of the Committee*

Mrs Symonds (Chairperson)  
Dr Goldsmith (Deputy Chairman)  
Mrs Isaksen  
Mr Kaldis  
Ms Kirkby  
Mr Moppett  
Ms Saffin

*Director of Committee:*

Jennifer Knight

*Senior Project Officers:*

Alexandra Shehadie  
Glen Baird

*Committee Officer:*

Jane Millett

*Secretary to the Chairman:*

Julie Langsworth

*Reports tabled 1995*

- Annual Report of the Standing Committee on Social Issues for the year ended 30 June 1994 (tabled 19 September 1995)
- Report No. 8 “A Report into Youth Violence in New South Wales”, dated September 1995, together with the Proceedings of the Committee, Minutes of Evidence and written submissions. (tabled 19 September 1995)

**Standing Committee on State Development**

*Members of the Committee*

Ms Staunton (Chairman)

Dr Pezzutti (Deputy Chairman)

Mr Cohen

Miss Gardiner

Mr Johnson

Mr Obeid

Ms Saffin

*Director of Committee:*

Robin Taylor

*Senior Project Officer:*

Stewart Webster

*Committee Officer:*

Annie Marshall

*Reports tabled 1995*

- Annual Report of the Standing Committee on State Development for the year ended 30 June 1994 (tabled 19 September 1995)
- Annual Report of the Standing Committee on State Development for the year ended 30 June 1995 (tabled 10 October 1995)

## LEGISLATIVE COUNCIL SELECT COMMITTEE

### Select Committee on Hospital Waiting Lists

#### *Members of the Committee*

Ms Kirkby (Chairperson)

Mr Macdonald

Mr Moppett

Dr Pezzutti

Mr Samios

Ms Staunton

Mr Vaughan

#### *Clerk to the Committee*

Warren Cahill

#### *Terms of reference*

“To report on the Government’s promise to cut hospital waiting lists for elective procedures by 25,000 by 4 April 1996, and in particular:

- (a) definitions in operation when the promise was made on 20 March 1995, and subsequent alteration to them and the consequent impact of the change, with particular reference to:
  - (i) the length of time waiting used as the criteria for inclusion on waiting lists
  - (ii) the range and names of institutions whose waiting lists are included
  - (iii) the range of elective procedures included on waiting lists, actual numbers waiting for these procedures at the end of March 1995, June 1995, September 1995, December 1995, March 1996 and hospital involved
  - (iv) procedures which have been excluded from inclusion on waiting lists, actual numbers waiting for these procedures at the end of March 1995, June 1995, September 1995, December 1995, March 1996 and hospital involved
  - (v) any measure to improve the facility service to patients
- (b) actual numbers of patients who have undergone elective, surgical and medical procedures between 31 March 1995 and 31 March 1996
- (c) the way in which data is sourced, collected, collated and reported.

#### *Reports tabled 1995*

Nil.

**LEGISLATIVE COUNCIL SESSIONAL COMMITTEES**

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
House	The President (Chairman) Dr Burgmann Mrs Isaksen Mr Jobling Mr Johnson Mr Jones Mr Macdonald Mr Moppett Mr Obeid Mr O'Grady	Nil	—
Library	The President (Chairman) Ms Burnswoods Miss Gardiner Mr Johnson Mr Jones Ms Saffin Mrs Sham-Ho Ms Staunton Mrs Symonds Mr Vaughan	Nil	—
Printing	Mr Manson (Chairman) Mrs Forsythe Mr Gallacher Mr Kaldis Mr Manson Mr Obeid Mr O'Grady Dr Pezzutti Ms Saffin Mr Smith	Report No. 1	14/12/95
Standing Orders	The President (Chairman) Mr Bull Mr Dyer Mr Egan Mr Hannaford Mrs Isaksen Mr Johnson Ms Kirkby Mr Manson Revd Mr Nile Mr O'Grady Mr Shaw	Nil	—

**APPENDIX 3—LEGISLATIVE COUNCIL COMMITTEES**

**2nd SESSION of the 51st PARLIAMENT**

(Commencing 16 April 1996)

**JOINT COMMITTEES OF THE LEGISLATIVE COUNCIL AND LEGISLATIVE ASSEMBLY**

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Joint Standing Committee Upon Road Safety	Mr Jobling Mr Manson Mr Tingle	(1) Report No. 30 entitled "Staysafe 30: Pedestrian Safety. III. Bicycle courier activities in the Sydney Central Business District", dated May 1996	22/5/96
Regulation Review Committee	Mr Ryan Ms Saffin	(1) Report of the Regulation Review Committee entitled "Further Report on the Scrutiny of National Scheme Legislation and the Desirability of Uniform Scrutiny Principles", dated April 1996	23/4/96
Joint Committee on the Independent Commission Against Corruption	Mr Gay Mr Macdonald Mr Vaughan	Nil	
Joint Committee on the Office of the Ombudsman	Mr Gallacher Mrs Nile Ms Staunton	Nil	
Joint Committee on the Health Care Complaints Commission	Ms Kirkby Dr Pezzutti Ms Staunton	(1) Report entitled "First Meeting on the Annual Report of the Health Care Complaints Commission", dated May 1996  (2) Report entitled "Report on the Disclosure by the Health Care Complaints Commission of Information Subject to a Suppression Order", dated June 1996	4/6/96  20/6/96

**ESTIMATES COMMITTEES FOR 1996/97**

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Premier, Arts and Ethnic Affairs	Ms Staunton Mr Obeid Mrs Symonds Mr Hannaford Mr Jobling Mr Gay Revd Mr Nile Mr Corbett	Report	25/6/96
Transport and Tourism	Ms Staunton Mr Obeid Mrs Symonds Mr Hannaford Mr Jobling Mr Gay Revd Mr Nile Mr Corbett	Report	25/6/96
Urban Affairs and Planning, Housing	Ms Staunton Mr Obeid Mrs Symonds Mr Hannaford Mr Jobling Mr Gay Revd Mr Nile Mr Corbett	Report	25/6/96
Public Works, Ports	Ms Staunton Mr Obeid Mrs Symonds Mr Hannaford Mr Jobling Mr Gay Revd Mr Nile Mr Corbett	Report	25/6/96
Olympic and Roads	Ms Staunton Mr Obeid Mrs Symonds Mr Hannaford Mr Jobling Mr Gay Revd Mr Nile Mr Corbett	Report	25/6/96
Treasury, Energy, State and Regional Development	Ms Staunton Mr Obeid Mrs Symonds Mr Hannaford Mr Jobling Mr Gay Revd Mr Nile Mr Corbett	Report	25/6/96
The Legislature	Ms Staunton Mr Obeid Mrs Symonds Mr Hannaford Mr Jobling Mr Gay Revd Mr Nile Mr Corbett	Report	25/6/96



Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Health, Aboriginal Affairs	Mrs Arena Mr Primrose Dr Burgmann Mr Samios Mr Kersten Mr Moppett Mr Jones Mrs Nile	Report	25/6/96
Gaming and Racing, Hunter Development	Mrs Arena Mr Primrose Dr Burgmann Mr Samios Mr Kersten Mr Moppett Mr Jones Mrs Nile	Report	25/6/96
Fair Trading, Women	Mrs Arena Mr Primrose Dr Burgmann Mr Samios Mr Kersten Mr Moppett Mr Jones Mrs Nile	Report	25/6/96
Sport and Recreation	Mrs Arena Mr Primrose Dr Burgmann Mr Samios Mr Kersten Mr Moppett Mr Jones Mrs Nile	Report	25/6/96
Agriculture	Mrs Arena Mr Primrose Dr Burgmann Mr Samios Mr Kersten Mr Moppett Mr Jones Mrs Nile	Report	25/6/96
Mineral Resources, Fisheries	Mrs Arena Mr Primrose Dr Burgmann Mr Samios Mr Kersten Mr Moppett Mr Jones Mrs Nile	Report	25/6/96
Community Services, Aged Services, Disability Services	Mrs Arena Mr Primrose Dr Burgmann Mr Samios Mr Kersten Mr Moppett Mr Jones Mrs Nile	Report	25/6/96

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
Police	Mr Macdonald Ms Burnswoods Mr Vaughan Mrs Chadwick Mrs Sham-Ho Mr Bull Mr Cohen Ms Kirkby	Report	25/6/96
Corrective Services, Emergency Services	Mr Macdonald Ms Burnswoods Mr Vaughan Mrs Chadwick Mrs Sham-Ho Mr Bull Mr Cohen Ms Kirkby	Report	25/6/96
Education and Training	Mr Macdonald Ms Burnswoods Mr Vaughan Mrs Chadwick Mrs Sham-Ho Mr Bull Mr Cohen Ms Kirkby	Report	25/6/96
Environment	Mr Macdonald Ms Burnswoods Mr Vaughan Mrs Chadwick Mrs Sham-Ho Mr Bull Mr Cohen Ms Kirkby	Report	25/6/96
Land and Water Conservation	Mr Macdonald Ms Burnswoods Mr Vaughan Mrs Chadwick Mrs Sham-Ho Mr Bull Mr Cohen Ms Kirkby	Report	25/6/96
Local Government	Mr Macdonald Ms Burnswoods Mr Vaughan Mrs Chadwick Mrs Sham-Ho Mr Bull Mr Cohen Ms Kirkby	Report	25/6/96
Attorney General, Industrial Relations	Mr Macdonald Ms Burnswoods Mr Vaughan Mrs Chadwick Mrs Sham-Ho Mr Bull Mr Cohen Ms Kirkby	Report	25/6/96

## LEGISLATIVE COUNCIL STANDING COMMITTEES

### Standing Committee on Law and Justice

*Members of the Committee*

Mr Vaughan (Chairman)  
Mrs Sham-Ho (Deputy Chairperson)  
Ms Burnswoods  
Revd Mr Nile  
Mr Primrose  
Mr Ryan  
Ms Saffin

*Director of Committee:*

David Blunt

*Senior Project Officer:*

Vicki Mullen

*Committee Officer:*

Heather Crichton

*Reports tabled 1996*

- Report on Proceedings of the Public Seminar on the Motor Accidents Scheme (compulsory third party insurance), dated 19 April 1996, together with background information (tabled 28 May 1996)

### Standing Committee on Parliamentary Privilege and Ethics

*Members of the Committee*

Dr Burgmann (Chair)  
Miss Gardiner  
Mr Johnson  
Mr Jones  
Mr Lynn  
Mr Manson  
Mr Vaughan

*Clerk to the Committee:*

Lynn Lovelock

*Senior Project Officer:*

Velia Mignacca

*Reports tabled 1996*

- Report No. 1 entitled "Inquiry into Sanctions where a Minister fails to table documents", dated May 1996 (tabled 14 May 1996)
- Report on study tour to India, Europe and North America, dated January 1996 (tabled 23 May 1996)
- Report No. 2 entitled "Inquiry into the Attendance of Witnesses Before Party Committees", dated May 1996 (tabled 30 May 1996)

## **Standing Committee on Social Issues**

### *Members of the Committee*

Mrs Symonds (Chairperson)  
Dr Goldsmith (Deputy Chairman)  
Mrs Isaksen  
Mr Kaldis  
Ms Kirkby  
Mr Moppett  
Ms Saffin

### *Director of Committee:*

Jennifer Knight

### *Senior Project Officers:*

Alexandra Shehadie  
Glen Baird

### *Committee Officer:*

Jane Millett

### *Secretary to the Chairman:*

Julie Langsworth

### *Reports tabled 1996*

- Report No. 9 “Sexual Violence: Addressing the Crime”, dated April 1996, together with the Proceedings of the Committee, Minutes of Evidence and written submissions (tabled 23 April 1996)
- Annual Report of the Standing Committee on Social Issues for the year ended 30 June 1995 (tabled 14 May 1996)

## **Standing Committee on State Development**

### *Members of the Committee*

Ms Staunton (Chairman)  
Dr Pezzutti (Deputy Chairman)  
Mr Cohen  
Miss Gardiner  
Mr Johnson  
Mr Macdonald  
Mr Obeid

### *Director of Committee:*

Robin Taylor

### *Senior Project Officer:*

Stewart Webster

### *Committee Officer:*

Annie Marshall

### *Reports tabled 1996*

Nil.

## LEGISLATIVE COUNCIL SELECT COMMITTEE

### Select Committee on Hospital Waiting Lists

#### *Members of the Committee*

Ms Kirkby (Chairperson)

Mr Lynn

Mr Macdonald

Mr Moppett

Dr Pezzutti

Ms Staunton

Mr Vaughan

#### *Clerk to the Committee:*

Warren Cahill

#### *Project Officer:*

Paula Jackson

#### *Terms of reference*

To report on the Government's success in cutting hospital waiting lists for elective procedures by 25,000 before 4 April 1996, and in particular:

- (a) definitions in operation when the promise was made on 20 March 1995, and subsequent alteration to them and the consequent impact of the change, with particular reference to:
  - (i) the length of time waiting used as the criteria for inclusion on waiting lists
  - (ii) the range and names of institutions whose waiting lists are included
  - (iii) the range of elective procedures included on waiting lists, actual numbers waiting for these procedures at the end of March 1995, June 1995, September 1995, December 1995, March 1996 and hospital involved
  - (iv) procedures which have been excluded from inclusion on waiting lists, actual numbers waiting for these procedures at the end of March 1995, June 1995, September 1995, December 1995, March 1996 and hospital involved
  - (v) any measure to improve the facility service to patients
- (b) actual numbers of patients who have undergone elective, surgical and medical procedures between 31 March 1995 and 31 March 1996;
- (c) the way in which data is sourced, collected, collated and reported.

#### *Reports tabled 1996*

Nil.

**LEGISLATIVE COUNCIL SESSIONAL COMMITTEES**

Name of Committee	LC Members on Committee	Reports Tabled	Date Tabled
House	The President (Chairman) Dr Burgmann Mrs Isaksen Mr Jobling Mr Johnson Mr Jones Mr Macdonald Mr Moppett Mr Obeid Mr Primrose	Nil	—
Library	The President (Chairman) Ms Burnswoods Mr Gallacher Mr Johnson Mr Jones Mr Kersten Ms Saffin Ms Staunton Mrs Symonds Mr Vaughan	Nil	—
Printing	Mr Manson (Chairman) Mrs Forsythe Mr Gallacher Mr Kaldis Mr Manson Mr Obeid Mr Primrose Ms Saffin Mr Smith	Report No. 1	20/6/96
Standing Orders	The President (Chairman) Mr Bull Mr Dyer Mr Egan Mr Hannaford Mrs Isaksen Mr Johnson Ms Kirkby Mr Manson Revd Mr Nile Mr Shaw Mrs Symonds	Nil	—

## APPENDIX 4—STATISTICS

### HUMAN RESOURCES STATISTICS

#### NUMBER OF CES/SES POSITIONS

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

#### ESTABLISHMENT LIST

##### Legislative Council Staff Establishment for Four Years

	30/6/93	30/6/94	30/6/95	30/6/96
<b>Chamber Officers</b>				
Clerk	1	1	1	1
Deputy Clerk	1	1	1	1
Clerk Assistant - Procedure	1	1	1	1
Clerk Assistant - Committees	1	1	1	—
Usher of the Black Rod	1	1	1	—
Clerk Assistant - Committees and Usher of the Black Rod	—	—	—	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>
<b>Office of the Clerk</b>				
Executive Secretary, Office of the Clerk	1	1	1	1
Secretary, Office of the Clerk	1	1	1	1
Project Officer	1	1	1	1
Senior Project Officer	—	—	—	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Procedure Office</b>				
Manager, Procedure Office and Deputy Usher of the Black Rod	—	—	—	1
Parliamentary Officer - Table	1	1	1	—
Parliamentary Officer - Bills	1	1	1	1
Parliamentary Officer - Papers & Printing	1	1	1	—
Parliamentary Relations Officer	1	1	1	1
Parliamentary Officer - Procedure Support	1	1	1	—
Parliamentary Officer	1	1	1	1
Parliamentary Clerical Officer	1	1	1	1
Parliamentary Officer - Papers and Procedure	—	—	—	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>

	30/6/93	30/6/94	30/6/95	30/6/96
<b>Administration Office</b>				
Clerk Assistant - Administration	—	1	1	1
Corporate Development Officer	—	—	1	—
Deputy Manager - Administration	—	1	1	—
Parliamentary Officer - Administration	1	—	—	—
Parliamentary Officer - Administration (Policy and Projects)	—	—	—	1
Parliamentary Officer - Administration (Projects)	—	—	—	1
Parliamentary Officer - Administration (Projects) (Part time)	—	—	—	0.5
Parliamentary Officer - Administration (Personnel and Training)	1	1	1	1
Parliamentary Officer - Administration (Finance)	1	1	1	1
Parliamentary Officer - Administration (Records)	1	1	1	1
Office Secretary	1	—	—	—
Parliamentary Clerical Officer	—	1	1	1
<b>Total</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>7.5</b>
<b>President's Staff</b>				
Executive Officer	1	1	1	1
Secretary to President	1	1	1	1
Assistant Secretary	1	1	1	1
General Assistant	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Attendants</b>				
Principal Attendant	1	1	1	1
Deputy Principal Attendant	1	1	1	1
Senior Chamber Attendant	1	1	1	1
Chamber Attendant	1	1	1	1
Relieving Chamber Attendant	3	3	3	3
Attendant	3	3	3	3
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Members' Staff</b>				
Secretary/Research Assistants	38	37	45	45
<b>Total</b>	<b>38</b>	<b>37</b>	<b>45</b>	<b>45</b>
<b>Committees Staff</b>				
Directors	2	2	3	3
Senior Project Officer	3	3	4	4
Secretary to Chair	1	0.5	0.5	0.5
Committee Officer	1	1	2	3
Assistant Committee Officer	1	2	3	3
<b>Total</b>	<b>8</b>	<b>8.5</b>	<b>12.5</b>	<b>13.5</b>



## EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT

### Representation of women within salary levels at 30 June 1996

	1995			1996		
	Total	Women	%	Total	Women	%
Below (equiv. A&C 1)	0	0	0	0	0	0
(equiv. A&C 1-2)	3	3	100	3	3	100
(equiv. A&C 3-5)	7	2	28	12	9	75
(equiv. A&C 6-9)	7	4	57	10	6	60
(equiv. A&C 10-12)	5	3	60	6	3	50
(above grade)	2	1	50	2	1	50
<b>Attendant staff</b>						
Below (equiv. A&C 1)	5	0	0	4	1	25
(equiv. A&C 1-2)	3	0	0	2	0	0
(equiv. A&C 3-5)	1	0	0	3	0	0
<b>Members' staff</b>						
<i>(Full time Equivalent)</i>						
(equiv. A&C 3-4)	38	31.5	85.1	45	38	76
<b>Total</b>	<b>71</b>	<b>44.5</b>	<b>62.7</b>	<b>87</b>	<b>61</b>	<b>70.1</b>

## APPENDIX 5—MISCELLANEOUS REPORTING

### LEGAL CHANGE

There were no legislative changes or judicial decisions which affected the operations of the Legislative Council during the year.

### CONSUMER RESPONSE

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

### CODE OF CONDUCT

There were no amendments to the Department's code of conduct for staff. A code of conduct for work experience students was prepared during the period.

### CONSULTANTS

#### **Consultants exceeding \$30,000**

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

#### **Consultants less than \$30,000**

Consultants were engaged on 2 separate occasions at a total cost of \$7,900.

### PROMOTION

Various publications dealing with the functions and activities of the Department were available to the public in 1995/96. This material was of two types: publications relating directly to the functioning of the House and its Committees; and material intended primarily for the information of the public.

*Material relating to the functioning of the House and parliamentary committees*

- Minutes of the Proceedings.  
These are the records of the decisions and proceedings of the House.
- Notices of Motions and Orders of the Day paper.
- Questions and Answers paper.
- Statutory Rules and Instruments paper.  
Contains details of statutory rules or regulations which appear in the Government Gazette.
- List of Members.
- Register of Members' Interests.
- Journal of the Legislative Council.  
The Department produces on a sessional basis bound volumes of the Minutes of Proceedings together with an index and other information related to proceedings in the House.
- Alphabetical List of Acts.  
A record of all acts passed by the Legislative Council since 1856, and whether they have been repealed, reprinted or are still in force.

- Parliamentary Record.

Contains details of Members from 1824 including date of election, ministerial portfolios held, date and manner of ceasing to be a Member. Also contains information concerning the duration of Parliaments and composition of Ministries. The last edition was published in 1988 and a new edition was published in 1995/96.

- Parliamentary Handbook.

Contains personal details of Members, details of parliamentary, community and party service, and photographs of Members. A new edition was published during 1995/96.

- Standing Committee and Select Committee Reports.

- Sessional Orders

- Sessional Resolutions

- Standing Orders

*Material for the information of the public*

- Australia's First Parliament (2nd Edition)

- Booklet commemorating the 50th anniversary of the end of World War II

- Booklet on the Legislative Council

- Booklet on Black Rod

- "Fact sheets"—information sheets dealing with aspects of the history and functions of the Legislative Council and procedures followed in the House.

- Pamphlets

- Witnesses appearing before Committees

- Making a submission before a Committee

- Role of a Member of the Legislative Council

- Photographic publication of the Members and officers of the Legislative Council

- Presiding Officers of the Legislative Council

- Parlidex—an interactive computer program on the NSW Parliament, government and the judiciary is available for public visitors to the Legislative Council and is available for sale through the Government Information Service.

## OVERSEAS VISITS

In July the President and Clerk attended the 26th Conference of Presiding Officers and Clerks. The conference was organised by the Port Moresby branch of the Commonwealth Parliamentary Association. The President presented a paper entitled "Parliament and its Relations with the Executive".

In October the Presiding Officers co-hosted a visit to the Parliament by the Tokyo Metropolitan Assembly Study Mission. The President then led a delegation to the Tokyo Metropolitan Assembly on October 27 for 9 days. The Hon D Moppett, MLC, the Hon P O'Grady, MLC, Ms Lynn Lovelock, Deputy Clerk and Mr Jason Collins, Executive Officer to the President took part in the delegation.

In December 1995 the President and the Clerk attended the Pacific Conference in Hawaii. The Conference has been held since 1982 and attracts public and private sector leaders to promote interstate and international co-operation in the region. The Clerk presented a paper on Information Technology in the Parliament of New South Wales, and the President presented a paper entitled "The Future of the Pacific Rim 2010".

In April 1996 the President visited the Hong Kong Legislative Council and the Taiwan Provincial Assembly.

The Hon Dr M Burgmann, the Hon J Gardiner and the Deputy Clerk undertook a fact finding tour of India, Europe and the United States as part of the Parliamentary Privilege and Ethics Committee's enquiry into a code of conduct for Members of the Legislative Council. A report of the study tour was tabled on 23 May 1996.

In January the Hon Ann Symonds and the Senior Project Officer of the Social Issues Committee undertook a fact finding tour to Britain, Sweden, Denmark and the United States as part of their enquiry into Children's Advocacy and Children of Imprisoned Parents.

In June the Senior Project Officer of the Social Issues Committee undertook an investigative tour of New Zealand for the enquiry into Aboriginal Representation in Parliament.

On 28 June the Deputy Chair, the Hon M Goldsmith, the Hon J Saffin, and the Senior Project Officer of the Social Issues Committee undertook a three week study tour of Norway, Canada and the United States for the enquiry into Aboriginal Representation in Parliament.

On 29 June the Chair, the Hon P Staunton, the Deputy Chair, Dr B Pezzutti and the Senior Project Officer of the State Development Committee undertook a three week study tour of Singapore, Malaysia, Hong Kong, Belgium and Great Britain as part of their enquiry into Regional Headquarters.

### **FREEDOM OF INFORMATION**

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

### **FUNDS GRANTED TO NON-GOVERNMENT COMMUNITY ORGANISATIONS**

No funds were granted to non-Government community organisations.

### **LAND DISPOSAL AND MAJOR WORKS**

No land or properties were disposed of and no major works were in progress during 1995/96.

### **MAJOR ASSETS**

The Legislative Council made no acquisitions of major assets, defined as assets valued at \$20,000 and above, during the 1995/96.

## **RECYCLING ACTIVITIES**

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

## **ANNUAL REPORT INFORMATION**

300 copies of the Annual Report were printed at an estimated average cost of \$17.00 per copy. The report may also be obtained on disk by contacting the Parliamentary Officer - Administration (Projects) on (02) 9230 2320.

## **RISK MANAGEMENT AND INSURANCE**

The Legislature is a member of the NSW Treasury Managed Fund which provides self insurance to inner budget sector government agencies for workers' compensation, liability, motor vehicles, property and miscellaneous (including air travel and personal accident cover for Members) insurance categories.

With the commencement of the 1995/96 financial year the Treasury Managed Fund was restructured and funding was provided by Treasury based on benchmark premiums obtained from WorkCover for workers' compensation and motor vehicle categories of insurance. Provision has also been made for hindsight premium adjustments after three years which will take into account actual claim costs over this period.

The number of claims lodged during the year have increased slightly from 35 to 37 for the Parliament as a whole with Legislative Council staff responsible for three of the claims made. These claims had an estimated average claim cost of \$2,588 which compares favourably with the Treasury Managed Fund average of \$4,224 and the Parliament's overall average cost per claim of \$10,335.

An analysis of the claims lodged disclosed that they related to body stressing and falls/slips. On a Parliament wide basis strategies are currently being developed by the Rehabilitation Co-ordinator to return injured employees to the work force as soon as possible in an attempt to reduce average claim costs and an ongoing education program on safe work practices is in place. Notwithstanding these measures an increase in work related stress claims represents the largest challenge to reducing workers' compensation claims costs in the year ahead.

A review of other insurance categories discloses that 12 claims were lodged by the Legislative Council for loss of portable equipment and in particular mobile telephones which were issued to Members of Parliament for the first time in the reporting year. The Treasury Managed Fund has placed the Parliament on notice that premiums will increase in subsequent years if the current level of loss or theft continues.

A policy limiting the number of claims allowed within a given period by the custodian of the portable equipment is currently being developed plus, special identification labels have been issued for attachment to the equipment and notices issued warning of possible theft if telephones are left in unattended motor vehicles.

A total of three motor vehicle insurance claims were lodged during the reporting year by the Legislative Council, although these were minor in nature and involved accumulated damage and theft of accessories. The average cost per claim being \$289.

No claim costs were incurred for liability and miscellaneous categories of insurance in the reporting year.

#### **AMOUNT OF RECREATION/LONG SERVICE LEAVE**

The Legislative Council had liability for recreation leave of \$280,582 and long service leave of \$412,086 as at 30 June 1996.

## APPENDIX 6—LEGISLATIVE COUNCIL STAFF

AS AT 30 JUNE 1996

### Chamber Officers

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

### Office of the Clerk

Executive Officer, Office of the Clerk	Ms Jovy Cano
Secretary, Office of the Clerk	Ms Phillipa Gately
Senior Project Officer	Ms Velia Mignacca
Project Officer	Ms Roza Lozusic

### Procedure Office

Manager, Procedure Office and Deputy Usher of the Black Rod	Mr Stuart Lowe
Parliamentary Officer - Bills	Mr Malvyne Jong Wah
Parliamentary Officer - Papers and Procedure	Ms Kristin Flowers
Parliamentary Clerical Officer	Ms Teresa Richardson

### Administration Office

Clerk Assistant-Administration	Ms Kathleen Caden
Parliamentary Officer - Policy and Projects	Ms Sandra Hoy
Parliamentary Officer - Administration (Personnel and Training)	Mr Tim Growden
Parliamentary Officer - Administration (Finance)	Ms Anne Livingston
Parliamentary Officer - Administration (Records)	Ms Jacki Mead
Parliamentary Officer - Administration (Projects)	Mr Simon Waterhouse
Parliamentary Officer - Administration (Projects) (Part time)	Ms Judy Bartlett
Parliamentary Clerical Officer	Ms Lucy Gan

### Office of the Usher of the Black Rod

Parliamentary Officer - Members and Committees	Ms Paula Jackson
Parliamentary Relations Officer	Vacant
Parliamentary Officer - Members' Services	Mr Adrian Sanders
Parliamentary Clerical Officer	Ms Helen Garry

### Parliamentary Attendants

Principal Attendant	Mr Ian Pringle
Deputy Principal Attendant	Mr Maurice Rebecchi
Senior Chamber Attendant	Mr Michael Santiago
Relieving Chamber Attendants	Mr Mike Jarrett
	Mr George Moutsos
Parliamentary Attendants	Mr Charles Barden
	Mr Robert Proud
	Ms Lucy McNeil
	Vacant
	Vacant

## **Committee Staff**

### *Standing Committee on State Development*

Director	Dr Robin Taylor
Senior Project Officer	Mr Stewart Webster
Committee Officer	Ms Annie Marshall
Assistant Committee Officer	Vacant

### *Standing Committee on Social Issues*

Director	Dr Jennifer Knight
Senior Project Officers	Ms Alexandra Shehadie
	Mr Glen Baird
Committee Officer	Ms Jane Millett
Assistant Committee Officer	Vacant
Secretary to Chairman (Part time)	Ms Julie Langsworth

### *Standing Committee on Law and Justice*

Director	Mr David Blunt
Senior Project Officer	Ms Vicki Mullen
Committee Officer	Ms Heather Crichton
Assistant Committee Officer	Vacant

## **President's Office**

Executive Officer	Mr Jason Collins
Secretary	Ms Vicki Page
Assistant Secretary	Vacant
General Assistant	Mr Ralf Hobeck

## **Secretary/Research Assistants to Honourable Members**

Ms Yvette Andrews	Ms Gloria Klyne
Ms Jan Barham	Ms Alexis Lindsay
Mr Nicholas Berman	Mr Leigh Martin
Ms Nina Blackwell	Ms Fiona McClure
Ms Cintina Blaney	Ms Miriam Moses
Mr Marcus Bleechmore	Mr Stephen Murray
Ms Lila Borjesson	Ms Emma Murphy
Ms Tanya van den Bosch	Ms Melissa Nalder
Ms Fiona Cameron	Ms Rita Perivolarys
Mr James Carlton	Ms Monica Poeltl
Mr Bruce Coleman	Ms Anne Purcell
Ms Veronica Cosic	Mr Michael Ross
Ms Joanna Daley	Ms Julie Rae
Mr Simon Disney	Ms Adriana Sammartano
Mr Grahame Douglas	Ms Jackie Silsbey
Ms Jenni Emblem	Ms Maria Sipka
Ms Sheila Fairhurst	Ms Natalie Shymko
Ms Suzanne Fosberry	Mr Jeff Sorrell
Ms Anita Gylseth	Ms Karen Stapleton
Ms Katrina Hadjimichael	Ms Janene Theol
Mr Andrew Hegedus	Ms Kerrie Thornton
Ms Nichole Hertogs	Ms Susan Tracey
Ms Georgina Inwood	Ms Katherine Wood
Ms Susan Joiner	Ms Vanessa Zahra



## ANNUAL REPORT REQUIREMENTS—COMPLIANCE INDEX

<b>Requirement</b>	<b>Page</b>
Charter .....	4
Aims and objectives .....	5
Access .....	inside back cover
Management and structure .....	8–11
Summary review of operations .....	12–13
Funds granted to non-government organisations .....	90
Legal change .....	88
Management and activities .....	30–31
Human resources .....	34
Consultants .....	88
Equal Employment Opportunity .....	31, 87
Land disposal .....	90
Promotion .....	88
Consumer response .....	88
Guarantee of service .....	4
Risk management and insurance activities .....	91

## INDEX

<b>A</b>		<b>L</b>	
Access to services .....	inside back cover	Land disposal .....	90
Aims and objectives .....	14	Legal change .....	88
Annual Report—submission to Parliament .....	3	Legislative Council .....	4
Annual Report—number of copies printed and cost .....	91	Letter to President .....	3
Audit—			
Auditor General .....	47	<b>M</b>	
internal .....	48	Major assets .....	90
		Management and Activities—	
<b>C</b>		measures of performance .....	34
Charter .....	4	nature and range of activities .....	30–36
Chief Executive and Senior Officers .....	8	Management and Activities—names, positions and qualifications	
Code of conduct .....	88	of principal officers .....	8
Committee—		Management and Activities—organisation chart .....	10–11
activity .....	20	Members’—	
membership .....	69, 77	entitlements .....	28
information on .....	19	equipment .....	28
reports and publications .....	69, 77	list of .....	68
secretariats .....	20–25	services .....	28
Committees (by name)—		staff .....	28
Estimates .....	69–72, 78–80	Minutes of Proceedings .....	18
Health Care Complaints .....	69, 77		
Hospital Waiting Lists .....	75, 83	<b>N</b>	
House .....	76, 84	Notice Paper .....	18
Independent Commission Against Corruption .....	69, 77		
Law and Justice .....	20, 73, 82	<b>O</b>	
Library .....	76, 84	Occupational Health and Safety .....	32
Ombudsman .....	69, 77	Overseas Travel .....	89
Parliamentary Privilege and Ethics .....	21, 73, 82		
Printing .....	76, 84	<b>P</b>	
Regulation Review .....	69, 77	Parliament, Opening of .....	15
Social Issues .....	22, 73, 81	Parliament House—	
Standing Orders .....	76, 84	Heritage building .....	43
State Development .....	24, 74, 81	Visitors to .....	40
StaySafe .....	69, 77	Parliamentary Attendants .....	29
Computers—		Parliamentary service awards .....	36
programs .....	19, 30, 38	Performance management .....	34
Consultants—		President, rulings of .....	16
costing more than \$30,000 .....	88	Procedural advice .....	16
costing less than \$30,000 .....	88	Promotion—list of promotional material .....	88
Consumer response .....	88	Protocol .....	39
Corporate—		Publications—	
management .....	30	Australia’s First Parliament .....	38
plan .....	14, 44	Members and Officers of Parliament .....	39
Crown Solicitor, advisings .....	16	Minutes .....	18
		Notices .....	18
<b>D</b>		Parliamentary Handbook .....	39
Departmental reorganisation .....	30	Parliamentary Record .....	38
		Presiding Officers .....	38
<b>E</b>		Questions and Answers .....	18
Employee Assistance Program .....	35		
Equal Employment Opportunity—		<b>Q</b>	
achievements and strategies .....	31	Questions and Answers .....	18
statistical information .....	87		
Exhibitions .....	40	<b>R</b>	
		Records of the House .....	18
<b>F</b>		Risk management and insurance activities .....	91
Financial statements .....	45		
Financial statements—Audit opinion .....	47	<b>S</b>	
Freedom of Information .....	90	Security .....	35
Funds granted to non-Government community organisations .....	90	Seminars .....	33
		Sick leave .....	36
<b>H</b>		Staffing—	
Human Resources—		relations .....	33
industrial relations policies and practices .....	33	entitlements .....	33
number of employees by category .....	85	human resources .....	34–36
overseas visits .....	89	performance management .....	34
personnel policies and practices .....	30	Summary Review of Operations—narrative summary of significant	
		operations—	
<b>I</b>		amount of recreation leave and long service leave entitlements	
Information for Members .....	19	92	
		Systems development .....	30
<b>J</b>			
Job evaluation .....	34	<b>W</b>	
Journal production .....	17	Work experience program .....	41

# Access to Services

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## Office operating hours

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

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

## Visits by the public

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

Organised tours for school and community groups can be booked by contacting 9230 2440, or the Legislative Council reception desk.

Wheelchair access to the building is available.

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## ACKNOWLEDGEMENT

This report was compiled by Simon Waterhouse, Parliamentary Officer - Administration (Projects)