

DEPARTMENT OF THE LEGISLATIVE COUNCIL

# Annual Report 2015



## Letter of transmittal

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

Dear Mr President

It is with pleasure that I submit for your information and presentation to the House the annual report for the Department of the Legislative Council for the year ended 30 June 2015.

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

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

I commend the report and hope you find it informative.

Yours sincerely



**David Blunt**  
Clerk of the Parliaments

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## Access to the Legislative Council

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

## The year at a glance

	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010
Department staff	39FTE*	39FTE	38FTE	38FTE	41FTE	39FTE
Secretary Research Assistants	48FTE	47FTE	46FTE	47FTE	52FTE	51FTE
Sitting days	39	51	60	71	48	51
Sitting hours	305	393	460	544	409	389
Bills passed	64	97	107	102	92	125
Amendments to bills (circulated)	478	659	471	527	573	226
Amendments to bills (agreed to)	121	124	78	88	127	80
Orders for papers received	19	26	8	14	22	35
Notices of motion given	592	617	678	663	286	319
Committee inquiries	42	30	28	30	26	27
Committee reports tabled	26	18	18	20	18	18
Submissions to committees	1202	1,882**	2,362***	2,153	700	2,273
Inquiry witnesses (hearings and forums)	471	592	547	850	302	581

\* The Department has an establishment of 41 positions. However, as at 30 June 2015, the Department had 39 full-time equivalent staff members, which is indicative of staff who may work less than full time hours or who may be on leave.

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

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

## Financial summary

	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010
Net cost of services for the Legislative Council*	\$25,562,020	\$23,366,183	\$23,005,304	\$23,634,825	\$23,532,000	\$23,767,000
Operational, Committees and other costs**	\$5,758,091	\$5,557,983	\$5,314,629	\$5,936,596	\$5,203,000	\$5,450,000

\* Members program and the Department of the Legislative Council.

\*\* Department of the Legislative Council only.



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

## President's foreword

I am pleased to present the 2014/2015 annual report of the Department of the Legislative Council. The report underlines the dedication and commitment of department staff in supporting the House, its committees and its members as well as contributing to the numerous parliament-wide projects that have been undertaken during this very busy year.

During 2014-2015 the 55th Parliament concluded and the 56th Parliament was opened. The 2015 election was held in March and the Council welcomed seven new members. In May I was honoured to be re-elected as President of the Legislative Council. There was a ceremonial opening of Parliament in September 2014 which provided the Parliament with an opportunity to farewell Dame Marie Bashir and a commission opening in May 2015 followed by the attendance of the new Governor, His Excellency General The Honourable David Hurley AC DSC (Ret'd) to give a speech on the opening of Parliament.

In addition to supporting the operations of the House, the Department of the Legislative Council continued to contribute to the Visitor Experience Group which coordinated a number of outstanding events throughout the year. This included open days for Sydney Open, the Family Fun Day, Australia Day and ANZAC Day, as well as management of the Fountain Court exhibition space and school talks conducted by our Chamber Support team. Each of these initiatives provided opportunities to share with visitors the important historic building in which we work and the work of the Parliament and its members. I thank all involved in these events for their commitment to enhancing the visitor experience.

The exhibition "Parliament and Sacrifice" which commemorated the centenary of ANZAC and paid tribute to those members and staff of the Parliament who served at home and overseas during the Great War was a personal highlight of the year. I acknowledge the efforts of all those who contributed to that this exhibition, particular Dr Brian Lindsay, my Chief of Staff.

I would like to express my gratitude to the Clerk and his team for their hard work in supporting me and the Legislative Council throughout the year.

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

**The Honourable Don Harwin MLC**  
President

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

## Clerk's review

The 2014/15 reporting year centred around the lead up to, conduct and aftermath of the 25 March 2015 general election and periodic election for the Legislative Council.

The end of the 55th Parliament in March saw the retirement of five members of the Legislative Council, including the Deputy President, the Hon Jenny Gardiner, who had served in the House continuously since 1991, and a former President (from 2009 to 2011), the Hon Amanda Fazio. In January 2015 the Leader of the Opposition in the Legislative Council, the Hon Luke Foley, was elected as Leader of the NSW Opposition. He continued to serve as Leader of the Opposition in the Legislative Council until the expiry of his term in March and was successful at the general election in his bid to be elected to the Assembly where he continues to be the Leader of the NSW Opposition. The Hon Melinda Pavey was also elected to the Assembly after the end of her term in the Council. Not so were two other members of the Legislative Council who resigned from the Council to contest Assembly seats (one of whom subsequently returned to the Council to fill the casual vacancy caused by her resignation).

Of the 21 members elected at the periodic Council election, seven were new members: three represent the Liberal Party, two the National Party, one the ALP and one the Animal Justice party – the first time that party has been represented in a Parliament in Australia. Another new ALP member was elected to fill the second casual vacancy - the Hon Daniel Mookhey is the first person of Indian descent to be elected to the Legislative Council. All of the newly elected members attended a two day induction program in late April/early May, professionally organised by Rebecca Main and team (the details of which are provided at page 14).

The Hon Don Harwin was re-elected as President on the first sitting day of the 56th Parliament, and the Hon Trevor Khan was elected as Deputy President. With the President being elected from the Government benches, the resulting numbers on the floor of the House are: Liberal and Nationals (Government) 19, ALP (Opposition) 12, Greens 5, Christian Democrats 2, Shooters and Fishers 2, Animal Justice 1. The Government requires a further two votes to win divisions – down from three votes required by Governments in the 54th and 55th Parliaments, and precisely the same situation as in the 50th Parliament (1991 to 1995).

The key issue before the people of NSW at the 2015 general election was the Government's proposal to lease the electricity distribution network (the poles and wires) to raise funds for infrastructure projects. During the first sitting week of the new Parliament in May a Legislative Council select committee was established to consider the proposed transaction. The committee, chaired by Revd the Hon Fred Nile, reported on 2 June. Later that day the relevant legislation to facilitate the transaction was debated in the Legislative Council and passed its second reading. The next day the bill was considered in committee-of-the-whole House and 22 amendments were agreed to, mostly in relation to employment protections for workers in the entities to be leased to the private sector, and the bill was read a third time and subsequently received assent. By the end of the first five sitting weeks of the new Parliament, in addition to the passage of the poles and wires legislation and the State Budget, the Legislative Council had re-established all of its committees (and added a sixth General Purpose Standing Committee), and those committees had received or adopted no less than ten references for inquiry.

The period leading up to the end of the 55th Parliament was extremely busy and challenging on many levels. The House agreed to a large number of orders for the production of papers, some of which it must be acknowledged imposed a considerable burden on the public service. A number, however, involved significant issues of public accountability and required the appointment of the independent legal arbiter to consider claims of privilege – details can be found on the Parliament's website.

The summer period saw an unprecedented level of committee activity for a pre-election period (although, of course, in the summer before the last election one very high profile committee inquiry was held into what were known as the Gentrader transactions). This included what became one of the most significant inquiries ever conducted by a Legislative Council committee, in relation to the Ombudsman's investigation known as Operation Prospect, which was concerned with a Police bugging scandal that had caused friction within the Police Force for nearly 15 years. This inquiry involved a range of very sensitive matters and complex issues in relation to the powers of the committee and parliamentary privilege, particularly in respect of statutory secrecy provisions in legislation. These issues have been outlined in a paper presented by the Deputy Clerk, Steven Reynolds, at this year's Presiding and Clerk's Conference and which may be accessed on the Parliament's website. In addition to the dedicated and diligent work of all members of the Committee, tribute must be made to the extraordinary professionalism of the secretariat who served this committee: Beverly Duffy, Sam Griffith, Tina Higgins, Christine Nguyen, Emma Rogerson and all the other staff in the Department of the Legislative Council who assisted along the way. (The secretariat and all of the very busy staff in the Department were ably led and guided by the Deputy Clerk, Steven Reynolds, during the summer period while I was on leave). The importance of this inquiry and its procedural outcomes, not only for the NSW Legislative Council, but for other parliaments in Australia and elsewhere, cannot be overstated.

The other highlight of the reporting year was the tabling of the report of the Law and Justice Committee on its unusual and ground breaking inquiry into the family responses to the 1990's murders of three young Aboriginal children in the northern NSW community of Bowraville. The tabling was immediately followed by a very emotional take-note debate and a function involving representatives of the families and the Bowraville community, members and Ministers. The report was welcomed by the community, as has been the Government's response to the report

which was tabled in June of this year. Further details of the tabling are provided at page 47. Once again, in addition to the dedicated and extraordinarily non-partisan approach of all committee members, it is appropriate to acknowledge here the invaluable contribution of the secretariat who supported this committee: Teresa McMichael, Jenelle Moore and Christine Nguyen.

September/October 2014 saw a change-over in the Office of Governor of NSW. A second session of the 55th Parliament was opened by her Excellency Professor Marie Bashir as a special tribute to her from the Parliament. The new Governor, General the Hon David Hurley, took office in October 2014 and subsequently addressed the opening of the 56th Parliament in May 2015. It was unusual to have two openings of Parliament within the space of eight months. Both openings were, of course, professionally planned and executed by the Usher of the Black Rod, Susan Want, and a team including Rebecca Main, Alex Stedman and Ivana Leo. These events are outlined in detail on pages 15 to 17.

The reporting year provided a number of important opportunities for the Parliament of NSW to contribute to the wider parliamentary community. In October 2014, NSW hosted the annual conference of the Australasian Study of Parliament Group (ASPG). The conference, organised by John Young, Allison Stowe, Kerry Blandon and Sam Griffith, was a great success with some fascinating speakers, panels and papers which will appear in forthcoming issues of the Australasian Parliamentary Review. In January NSW hosted the annual professional development seminar of the Australian and New Zealand Society of Clerks-at-the-Table (ANZACATT) and the biannual meeting of Australian and New Zealand Clerks. Both meetings were also great successes, thanks to the thorough preparation, support and contributions of staff from across the Parliament. Further details about the ASPG conference, ANZACATT seminar and Clerks' meeting can be found on pages 85 to 86.

The reporting period also saw the continued development of the Department's community engagement strategies. The "LC in Practice" seminars for public servants continued to be over-subscribed and, as a compliment to the well-established program of seminars delivered to community organisations through NCOSS a seminar was delivered to public affairs and communications staff from one of Australia's largest businesses.

A number of important twinning activities took place during the year, including a workshop that brought together committee secretariat staff from the National Parliament of the Solomon Islands, the Bougainville House of Representatives and the NSW Parliament. Just prior to the end of the reporting year, the Department of the Legislative Council farewelled Simon Johnston, a Director who has been seconded to the position of Twinning Co-ordinator since 2010. Simon has been largely responsible for the good management and success of the twinning program in recent years and has now moved to a different role in the Department of the Legislative Assembly, as the twinning program moves into a new phase. This year's twinning activities are outlined on pages 71 to 74.

I am very pleased to note that the reporting year saw the expertise of staff of the Department of the Legislative Council recognised, and professional development opportunities provided, through some really interesting secondments. During the year staff were seconded to the Royal Commission into institutional responses to child sexual abuse (Vanessa Viaggio), the expert panel on political donations reform (Madeleine Foley) and the Australian Senate committee office (Shu-Fang Wei).

Finally, I note that as foreshadowed in last year's annual report, the opportunity was taken this year to conduct a series of qualitative interviews with retiring members to gauge their views on the services provided by the Department of the Legislative Council. The interviews were conducted by the former Clerk of the Victorian Legislative Council, Wayne Tunnecliffe. Details of the process and findings are set out at page 25. I am pleased to report that the overall finding was one of very high levels of member satisfaction with the professionalism and dedication of the staff of the Department.

I take this opportunity to acknowledge and thank all of the staff of the Department, in addition to those specifically mentioned above, for their commitment and service this year. Through the support they have provided to members, they have made a real difference and, amongst other things, contributed to the development of parliamentary privilege, to public accountability (and thereby to good government), and to recognition of hurt and to healing for at least one extremely vulnerable and previously disappointed community. Well done!

A handwritten signature in black ink, appearing to read 'DB', with a stylized flourish extending from the bottom right.

**David Blunt**  
Clerk of the Parliaments



# At a glance

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



# The Legislative Council

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

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

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

## Our purpose

The Department provides services to ensure:

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

# The Department of the Legislative Council

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

The three principal program areas of the Department are the Procedure Office, the Committee Office and the Office of the Black Rod. The Department has an establishment of 41 full time equivalent (FTE) staff. See the Corporate Governance section for changes in employment arrangements for Secretary/Research Assistants.

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

## Our values

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

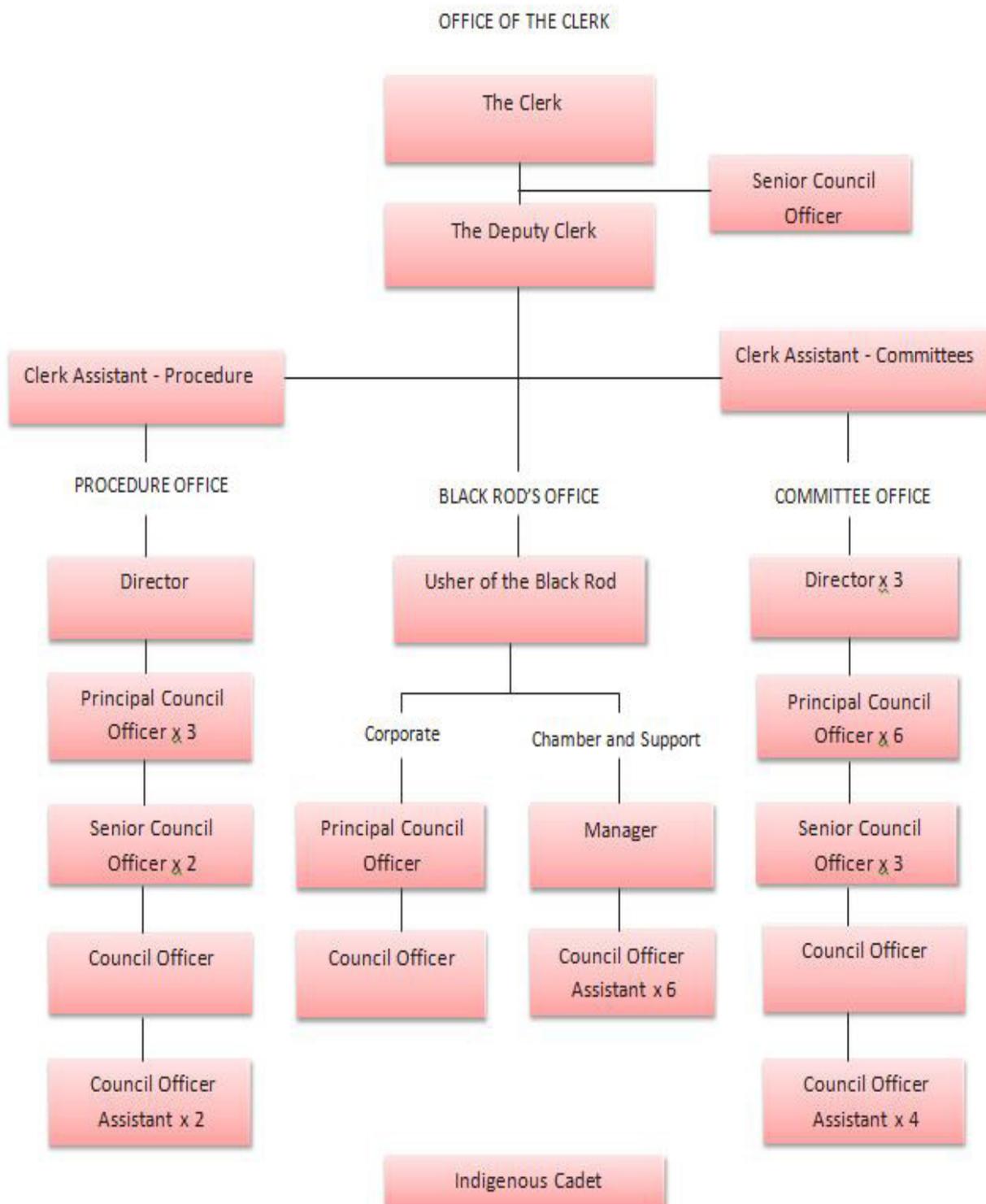
We believe in the importance of parliamentary institutions and the democratic process and we work to strengthen and foster respect for them.

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

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

## Organisational structure

### DEPARTMENT OF THE LEGISLATIVE COUNCIL ORGANISATIONAL CHART (as at 30 June 2015)



## Executive Team



David Blunt, M Phil, LLB (Hons)

### **Clerk of the Parliaments and Clerk of the Legislative Council**

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



Steven Reynolds, BEc, LLB, MPS

### **Deputy Clerk**

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



Beverly Duffy, BSW (Hons)

### **Clerk Assistant - Committees**

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



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

### **Clerk Assistant - Procedure**

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

## Leadership Team

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



Mr Stewart Smith  
**Director - Table Office**



Ms Susan Want  
**Usher of the Black Rod**



Ms Teresa McMichael  
**Director - Committees**



Ms Madeleine Foley  
**Director - Committees**



Ms Rebecca Main  
**Director - Committees**



*The staff of the Legislative Council have a role of supporting the House, its committees and the Council's engagement with the public.  
Absent staff: Mrs Jodi Rahme, Ms Madeleine Foley, Ms Rebecca Main and Ms Sarah Henderson.*

## Election and induction of new members

In 2014/2015, the Department of the Legislative Council together with staff from the Department of Parliamentary Services (DPS) organised a two-day induction program for new members of both Houses elected at the March 2015 election. The purpose of the program was to assist members to function effectively in their new roles as members of Parliament.

The first day was conducted on 20 April 2015, with sessions delivered by Council and DPS staff. The program focused on ‘essentials’ for new members. Topics included an introduction to the role and function performed by the Department of the Legislative Council, ethics and the Code of Conduct for Members, entitlements and allowances, options for the recruitment and employment of staff, and the services provided by DPS. In addition, former members of Parliament were invited to appear as a panel, to speak on the role of members of Parliament and to provide practical advice for new members. Members also had the opportunity to complete necessary forms, conduct a tour of Parliament House, and have their official photographs taken.

The second day on 4 May 2015 was delivered by the Department of the Legislative Council’s Procedure Office. It provided the new members with an overview to the procedures and practices of the Legislative Council. Topics included a guide to the services provided by the Procedure Office and its work in supporting members, how to initiate business and speak in the House, and how to access procedural publications and sitting day resources.

In addition to the induction program the Office of the Black Rod also coordinated the production of a new Legislative Council Members’ Guide April 2015, a comprehensive reference guide covering the Code of Conduct for Members, entitlements, pecuniary interests, and an overview of the procedures of the House and its committees.



*The President and newly elected members of the Legislative Council. Left to right: The Hon Mark Pearson, the Hon Bronnie Taylor, the Hon Ben Franklin, the Hon Courtney Houssos, the Hon Don Harwin, the Hon Daniel Mookhey, the Hon Lou Amato, the Hon Scott Farlow and the Hon Shayne Mallard.*

# The opening of Parliament

The opening of Parliament takes place in the Legislative Council since, by convention, the Monarch or the Monarch's representative does not enter the Lower House. This convention reflects the historical development of the Lower House's right to freedom of speech and uninterrupted debate.

Once the Governor or Commissioners, Members of the Legislative Council and the official guests have assembled in the Council Chamber, the Usher of the Black Rod is sent to summon the Members of the Lower House. When Black Rod arrives at the Legislative Assembly Chamber, the doors are shut. The Usher of the Black Rod raps three times on the door with the Black Rod and awaits the Speaker's invitation to enter the Chamber. Black Rod then delivers the message summoning the Members to the Legislative Council. Led by Black Rod, the Serjeant-at-Arms, Speaker, Officers and Members walk in procession to the Legislative Council for the opening ceremony. If the Governor is present, the ceremony will include a speech by the Governor outlining the Government's broad legislative program for the coming session.

The barring of the Lower House doors to the Monarch or their representative arose from a well-known incident in the months before the English Civil War. A Parliamentary Petition of Rights in 1628 had provided that no taxation should be imposed without Parliamentary consent. However, Charles I, King of England from 1625 to 1649, continued to make frequent new taxation demands. In 1641 five Members of the House of Commons, who had opposed the King's demands for money, were impeached for treason. The Commons refused to deliver them up to the King and on 3 January 1642, Charles I arrived at the House accompanied by armed soldiers intending to seize the offenders. Understandably, the five Members had left, and the Speaker stated that he was unable to give the King any information about them unless the House directed him to. The King noted angrily that "all the birds have flown", and left. Within a few months King and Parliament were at war with each other. Indignant at this breach of privilege and in defence of their rights, Lower Houses in Westminster style parliaments have barred their doors to the Monarch ever since.

## Two openings in the 2014-2015 financial year

A ceremonial opening of the Parliament of New South Wales, while following a well-established protocol, can include a range of traditional and ceremonial proceedings. Such an Opening is a significant logistical exercise involving numerous staff of the Parliament. With the assistance of a number of Legislative Council staff the Usher of the Black Rod co-ordinates all the protocol and ceremonial aspects of the opening including the arrival of the Governor, the honour guard, the attendance of dignitaries, members of Parliament, official guests and community groups. The Department of Parliamentary Services undertakes all the preparations of Parliament House for the day including preparations in the Legislative Council Chamber for the joint sitting of the two Houses, decorations, flags, catering and security.

The official parliamentary proceedings of an opening of a new session of Parliament also vary depending on whether the Governor is in attendance, or Commissioners are appointed by the Governor to open Parliament on their behalf, and whether the opening follows a periodic election of members of the Legislative Council. The year 2014/2015 saw two openings of Parliament which differed in a number of respects.





## Opening of second session of the 55th Parliament

In September 2014 the first session of the 55th Parliament concluded and the second session was opened by Her Excellency Professor The Honourable Dame Marie Bashir AD CVO, then Governor of New South Wales.

The opening followed a traditional course. Her Excellency and Sir Nicholas Shehadie, were escorted from Government House to Parliament House by mounted police. The Federation

Guard and band was in formation on Macquarie Street and on arrival Her Excellency received a Vice Regal Salute before inspecting the Honour Guard. Following the inspection, Her Excellency was welcomed by a representative of the traditional owners of the land on which Parliament sits.

Her Excellency and the Vice-Regal procession then entered the Legislative Council Chamber where Her Excellency commanded the Usher of the Black Rod to advise the Legislative Assembly that their presence was required. On their attendance, Her Excellency formally opened the new session.

Although traditional this opening was also unique in that it provided an opportunity for Her Excellency to give a final address to Members of both Houses of the Parliament of New South Wales, prior to her departure from office on Wednesday 1 October 2014. Her Excellency's speech, rather than setting out the Government's legislative agenda for the forthcoming session, was a personal address to the Parliament which reflected on her time as Governor. Following the opening, a formal lunch in honour of Her Excellency and Sir Nicholas was held in the Strangers' Dining Room with



members, former members and official guests in attendance. The opening was also an opportunity for the Parliament to pay tribute to Her Excellency. Later the same day, the Council debated and unanimously agreed to an Address-in-Reply to Her Excellency's speech, offering sincere congratulations to her Excellency on undertaking the duties of her office with distinction and devotion. Members subsequently presented the Address-in-Reply to the Governor at Government House on Tuesday 16 September 2014.

## Opening of the first session of the 56th Parliament

On 5 May 2015, following the March election, the first session of the 56th Parliament was opened by Commissioners appointed by the new Governor, His Excellency General The Honourable David Hurley AC DSC (Ret'd). According to tradition, the Commissioners were three Ministers of the Legislative Council – the Honourable Duncan Gay MLC, Minister for Roads, Maritime and Freight, and Vice-President of the Executive Council, the Honourable John Ajaka MLC, Minister for Ageing, Minister for Disability Services, and Minister for Multiculturalism, and the Honourable Niall Blair MLC, Minister for Primary Industries, and Minister for Lands and Water.

Following the opening of Parliament and the withdrawal of the Legislative Assembly from the Legislative Council Chamber, newly elected Legislative Council members took a Pledge of Loyalty or made an Oath of

Allegiance before the Commissioners and signed the role of the House. The House then proceeded to the election of a President, Deputy President and Chair of Committees, and Assistant President. The President, the Honourable Don Harwin MLC, who was elected to the office of President for a second time, took the Chair and immediately adjourned the House due to the imminent arrival of His Excellency the Governor.

On arrival at Parliament House, His Excellency General The Honourable David Hurley AC DSC (Ret'd) accompanied by Mrs Linda Hurley, was met by the President and the Usher of the Black Rod. His Excellency then received a Vice Regal Salute and inspected the Guard of Honour, in formation in the Parliament House forecourt. An Indigenous 'Welcome to Country' was extended to His Excellency and Mrs Hurley by a member of the Gadigal clan of the Eora nation, the traditional owners of the land.

The official party was escorted into the Parliament where the newly elected President was formally presented to His Excellency in a traditional ceremony. The Deputy President and Chair of Committees, the Honourable Trevor Khan, the Assistant President, the Reverend the Honourable Frederick Nile, and other office holders, members and officers were then presented to His Excellency.

An informal lunch was held in the Strangers' Dining Room for the Vice-Regal party, official guests, members and their guests.

At 2.30 pm the Council resumed and the Usher of the Black Rod was directed to inform the Legislative Assembly that His Excellency the Governor required their attendance in the Legislative Council Chamber to hear His Excellency deliver a speech outlining the Government's proposed program. Following his speech, the Governor withdrew and the House adjourned.



*The President of the Legislative Council presenting members of the Legislative Council to the Governor, His Excellency General The Honourable David Hurley AC DCS (Ret'd).*



*His Excellency General The Honourable David Hurley AC DCS (Ret'd) delivering his speech in the Legislative Council.*

# Strategic planning

## 2015-2019 Strategic Outlook for the NSW Parliamentary Departments

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

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

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

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

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

## Department of the Legislative Council Strategic Plan 2015-2019

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

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

During the reporting year, the Department undertook a variety of key projects that provided service enhancements. A full list of key projects for 2014-2015 follows, along with a summary of accomplishments. Additional information on these activities is provided throughout the report under relevant sections.



# Key Projects 2014-2015

Enhance procedural knowledge: by completing the Annotated Standing Orders of the Legislative Council for publication in 2015; and continuing to edit and review New South Wales Legislative Council Practice.

## **Annotated Standing Orders**

The annotated standing orders project has progressed significantly and a final draft is scheduled for completion by the end of this financial year. The project is the product of extensive research and analysis to chart the origin, development and operation of each of the current standing orders. The final publication will provide a valuable resource for members, their staff and clerks at the table.

## **New South Wales Legislative Council Practice**

The Department is continuing to review New South Wales Legislative Council Practice. The second edition will be a significant revision of the original work, incorporating both new information on procedural developments since 2008, and the results of recent research. A number of chapters have been updated this year including two committee chapters.

Provide training and support for new members and their staff: by delivering comprehensive and ongoing induction training for new members and their staff following the general election, including a two-day induction program, revised online learning modules and the development of a revised Legislative Council Members' Guide.

## **Two-day induction program**

The Department of the Legislative Council and the Department of Parliamentary Services administered a two-day induction program for seven new Members of the

Legislative Council following the March 2015 general election. The member anticipated to fill a casual vacancy also attended the induction program.

The first training session was held on Monday 20 April 2015 and provided introductory information for members about their roles including the Code of Conduct and ethics, salary and entitlements, staffing and ITS. The second session on Monday 4 May 2015 briefed new members on procedural issues such as how they are sworn in, their inaugural speech, how to move motions, how legislation is dealt with, how committees operate and briefings on the functions of the Office of the Black Rod and parliamentary privilege.

Feedback from participating members suggested that the induction sessions were well-received.

## **Online learning modules**

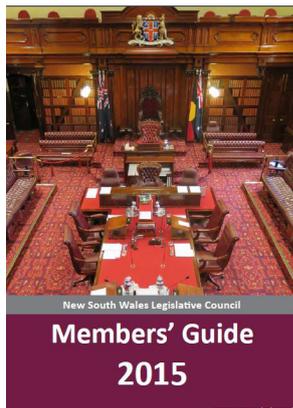
The Department of the Legislative Council has launched the Legislative Council Practice and Procedure online training modules for members and their staff. The series is comprised of 11 modules canvassing subjects such as the legislative process, the conduct of proceedings, private members' business, the rules of debate and the committee system.

The revised modules have been developed in a new online authoring tool which has enabled the modules to be accessed on various technology platforms, including tablets, and with enhanced interactive features such as videos, quizzes and links to relevant resources. The modules have greatly assisted in the process of inducting new members and staff following the 2015 periodic election and, although the training is not compulsory, feedback has indicated that the modules have been enthusiastically accessed by staff.

## **Legislative Council Members' Guide**

The Legislative Council Members' Guide 2015 was updated in preparation for the

arrival of new members following the March 2015 general election. The members' guide provides key information for members about their role including the Code of Conduct, ethics and pecuniary interest responsibilities, members' staff, procedures of the House and Committees. The guide was updated and re-designed by the Office of the Black Rod. Along with printed copies, the guide has been made accessible on the intranet via a frequently asked question style menu.



Supporting initiatives to improve Member's facilities: by working with the Department of Parliamentary Services in the refurbishment of members' offices as part of the Tower office refit; and to work with DPS in office moves associated with the changes of membership post-election.

The Office of the Black Rod supported the work of the Department of Parliamentary Services in the first stage of the refurbishment of members' offices by offering assistance as required (for example, scheduling and liaising with members). The Office also helped facilitate the coordination of the office moves associated with post-election membership, including exiting members' offices, in close consultation with the President's Office. The Tower-block office refit will be concluded in the 2015/16 financial year.

Enhance customer service: by surveying members' satisfaction with all services provided by the Department at the conclusion of this Parliament, including conducting more

detailed qualitative interviews with departing members; and providing a secure and efficient system for distributing committee documents to members in electronic form via E-committees.

### **Exiting members interviews**

Interviews were held with Council members who were not returned or retired at the 2015 election - further detail is at page 25.

### **E-committees**

No further work is planned on this initiative as the introduction of SharePoint over the summer of 2015-16 (a Parliament-wide project which will consolidate all information management services to the SharePoint platform) will facilitate timely and convenient access to committee documents, thus obviating the need to introduce a separate committee document system.

Support the Parliament's new ethics regime: by working with the Department of the Legislative Assembly to implement new arrangements to complement reforms to the ethics regime for members following the recommendations of the Legislative Council and Assembly Privileges Committees.

This work is ongoing and will be pursued in the new Parliament.

Increase public involvement in the awareness of the Parliament and parliamentary processes: by improving access to information about the Legislative Council including working towards a new undergraduate course on Parliament and Democracy at the University of Sydney in the second semester of 2015; development of a strategic relationship with the University of New South Wales' "Parliament Project"; developing a new course for the private sector on the operations of the Parliament in association with IPAA; continuing

the recently instituted training on parliamentary privilege; continuing to build the Legislative Council twitter account; continuing to run 'Legislative Council in Practice' sessions for public sector agencies; and school outreach presentations.

### **Parliament and Democracy at the University of Sydney**

The bachelor level unit of parliamentary studies entitled 'Parliament and Democracy' was approved by the University of Sydney and the first course will commence in the second semester of 2015, with a start date of 29 July. The Department of the Legislative Council and the Department of the Legislative Assembly continues to liaise with A/Professor Rodney Smith regarding the course program including content, learning objectives for the Parliament House sessions, and structure for each session. Presentation material will be prepared by Legislative Council and Legislative Assembly staff for the Parliament House sessions. During the course, four sessions will be held at Parliament House: Overview of the business of parliament (2 September); The legislative process (9 September); The role of a member of parliament: government, opposition, cross-bench (16 September); and the parliamentary committee system (7 October).

### **University of New South Wales' "Parliament Project"**

There were no workshops run between July 2014 and June 2015.

### **Private sector seminar**

In 2014, both the Department of the Legislative Council and the Department of the Legislative Assembly, in consultation with the NSW Business Chamber, developed a one day course for the private sector on the Operations of Parliament. Unfortunately the event did not go ahead due to a lack of registrations.

A customised half-day seminar 'Introduction to Parliament' was developed by the Legislative Council for the Government,

Industry and International Affairs/ Group Corporate Affairs section of the Commonwealth Bank and delivered on Monday 1 June 2015. The seminar received very positive feedback from the 32 attendees. The content will provide a basis for future seminars for the private sector.

### **Training on parliamentary privilege**

The Clerk presented a paper entitled 'Parliamentary Sovereignty and Parliamentary Privilege' on 16 June 2015 during a seminar on The Fundamentals of Law: Politics, Parliament and Immunity conducted by Legalwise Seminars at University of New South Wales CBD Campus. The Clerk presented the paper to members and their staff on 7 and 21 August 2015.

### **Legislative Council twitter account**

The twitter account @nsw\_upperhouse commenced in July 2013, initially on a six-month trial basis. The account is used to deliver public information on the Legislative Council. The account has proven to be popular. By 16 June 2015 the account has posted 1,310 tweets and has 1,241 followers.



### **Legislative Council in Practice**

The Legislative Council in Practice seminars aimed at NSW public servants continue to be popular and well received events. During the reporting period 3 sessions were held on 23 July 2014, 26 November 2014, and 4 March 2015. The seminar dates for the post-election 2015 year have now been set as 18

August 2015 and 3 November 2015. Further information can be found at page 62.

### **School outreach presentations**

The Procedure Office continues to liaise with the Committee Office to identify suitable opportunities for school outreach sessions. During the reporting period a school outreach information session was held on 23 July at Moree, attended by students from St Philomena's School. The session was held in conjunction with the public hearing of the Standing Committee on State Development's inquiry into regional aviation services.

Improve stakeholder access and engagement in committee inquiries: by evaluating the pilot social media strategy used in the State Development Committee's inquiry into regional aviation services with a view to expanding the use of social media in future inquiries; by examining the methods for processing large volumes of individual submissions; reviewing the format of committee reports, and finalising new committee brochures with a focus on plain language and web accessibility; by exploring the most effective ways to increase young peoples' awareness of and involvement in committee inquiries; and by producing instructional online videos on how to participate in committee inquiries for prospective submission authors and witnesses.

### **Evaluation of the social media strategy**

The evaluation of the social media strategy employed in the 2014 regional aviation inquiry was extremely positive. The communication strategy was embraced by committee members, many of whom retweeted inquiry tweets and included the regional aviation hash tag on tweets sent from their own accounts. The Chair was a willing participant in YouTube videos and over 500 people viewed the progress of the inquiry on the Storify page. A social media strategy was successfully used during the recent inquiry into the leasing of electricity infrastructure

and is now being used for the Local Government inquiry. The evaluation report will be presented to the Chairs' Committee which will consider future use of social media platforms.

### **Examining the methods for processing large volumes of individual submissions**

Following a detailed review by committee staff a number of strategies have been identified to more efficiently manage inquiries with large scale engagement. This approach involves the potential use of telephone information lines, online questionnaires conducted through Survey Monkey, and a more practicable approach to managing high volumes of submissions. This new approach should not only reduce the workload associated with processing the hundreds (and sometimes thousands) of submissions received by high-profile inquiries, but may also assist committees to reach more people by providing individuals with an easy, accessible means for engaging in the inquiry process.

General Purpose Standing Committee No. 6 will trial the use of online questionnaires in its inquiry into local government in NSW. The Chairs' Committee will be briefed on the trial and the range of strategies identified in the review.

### **Reviewing the format of committee reports**

The structure and content of committee reports has been reviewed and a scoping document identifying proposed changes has been produced. The first stage of the project focuses on changes that can be implemented immediately, with minimal effort (e.g. reducing the initial report sections and appendices, and introducing a new style of Chair's foreword).

### **Finalising new committee brochures**

To improve access to committee information there is now one generic brochure and two guides (one for witnesses, the other for submission authors). The brochures are designed for access via the internet or email.

### **Increase young peoples' awareness of and involvement in committee inquiries**

This project was not progressed during the summer period, in light of the high volume of committee inquiries during this time.

### **Instructional online videos**

Phase 1 of a project to develop instructional online videos about the committee and inquiry processes – making a submission, giving evidence and what happens after a hearing has been completed. Scripts for the content of each video have also been drafted.

Raise the profile of Legislative Council committees: by implementing the next stage of the 'branding' project involving the design and installation of a removable banner in the Macquarie Room and mobile banners for off-site committee activities and the incorporation of the new committee brand elements in committee publications; and by completing stage two of the committee advertising project which involves reviewing the content and layout of committee advertisements with a view to producing easier to read, eye-catching advertisements which also incorporate the new committee branding.

### **Banners and branding**

A project initiated in 2013-2014 to improve the recognition of Legislative Council committees was progressed during the reporting year. A removable banner has been installed in the Macquarie Room and two portable banners are available for regional hearings and other off-site activities. The new branding has been incorporated into recently published documents including the new brochure and guides. It would appear that the committee branding project and the increasing popularity of the Legislative Council Twitter account may be responsible for an apparent increase in references to: 'the Upper House' and 'Upper House Committees' in media reports.

### **Committee advertising project**

A project to improve the effectiveness of committee advertising commenced in 2014/2015 involved reviewing the content and layout of committee advertisements. Following a review of other jurisdictions, particularly the Australian Parliament changes will be made to the current format of committee advertisements to an easier-to-read format with an eye-catching heading. The revised advertisements will also incorporate the elements of the committee 'brand'.

Enhance the Parliament House visitor experience: by working with the Department of the Legislative Assembly and the Department of Parliamentary Services to contribute to initiatives to enhance the experience of visitors to Parliament House. Three significant initiatives are the Centenary of Anzac landings at Gallipoli Exhibition 2015; participation in the Sydney Open in November 2014; and a refresh of the displays in the Jubilee Room and Premier's Corridor.

### **Anzac landings at Gallipoli Exhibition 2015**

The Parliament hosted Politics & Sacrifice: NSW Parliament and the ANZACs, an exhibition to commemorate World War I from January 2015 to April 2015. The Office of the President and Department of the Legislative Council staff assisted in preparing the exhibition of photographs, books, newspaper articles, propaganda and records from the Parliamentary and other collections. The display reflected on the role that NSW Members of Parliament and parliamentary staff played during the war and explored some of the political aspects of the war including, the conscription referendum campaigns, the treatment of dissenters and enemy subjects, and Aboriginal Servicemen. To commemorate the event a book was produced that captures the exhibition and is available for purchase as part of Parliament's gift range.

## **Sydney Open 2014**

On Sunday 2 November 2014 the NSW Parliament participated in Sydney Open, an event coordinated by Sydney Living Museums that showcases Sydney's architecture and heritage with a focus on landmark buildings in the CBD.

Four parliamentary staff (one from each department and a coordinator/supervisor) and 20 volunteer guides from Sydney Living Museums guided 1,521 visitors around the Fountain Court, the Legislative Council and Legislative Assembly Chambers, and the Parkes and Wentworth Rooms.

Parliament is to participate in Sydney Open in 2015, which has now become an annual event.

## **Jubilee Room and Premier's Corridor**

The renewal of the Jubilee Room and Premier's Corridor is an ongoing project and is now primarily the responsibility of the Department of Parliamentary Services' Facilities Branch in the context of restoration works in the historic Rum Hospital during 2015/16 and 2016/17.

**Support the Twinning Project:** by contributing to ongoing programs funded by the AusAID grant to the NSW Parliament for the Strengthening Parliamentary Institutions in the Solomon Islands and Bougainville Project (the Twinning Project), including secondments, training and mentoring programs in the areas of procedure, administration and committees; and by planning and participating in a week long workshop with committee staff from the parliaments of Bougainville and Solomon Islands in October 2014.

## **Secondments, training and mentoring programs**

There have been a number of attachments and secondments over this reporting period between NSW Parliament and the twinned parliaments. Further information can be found at page 44 and pages 71 to 74.

The Department continued to support the Twinning program throughout the year, maintaining strong relationships with the Solomon Islands and Bougainville Parliaments.

**Improve staff skills and resources:** by working with the Department of the Legislative Assembly and the Department of Parliamentary Services to support the Intranet Steering Committee to develop a new architecture and design for the Parliament's intranet for implementation in the second half of 2014; and by investigating opportunities for training and secondments for staff.

## **Intranet**

The new intranet was launched in October 2014, following extensive planning, development and consultation.

## **Training and secondments for staff - Committee staff participated in three outstanding secondment opportunities in the reporting period.**

In the second half of 2014 a committee director was seconded to the Expert Panel on Political Donations for a four month period; another officer spent three months attached to Senate committees as part of the Senate's secondment program; while a third officer spent time working for the Royal Commission into Institutional Responses to Child Sexual Abuse. Each officer, whose contributions were extremely well regarded, brought back valuable ideas from their placements to share with committee staff. The Department of the Senate has indicated an interest in ensuring similar arrangements can be agreed to in the future.

# Exiting members' interviews

Mr Wayne Tunnecliffe, former Clerk of the Legislative Council, Parliament of Victoria was engaged to conduct confidential interviews with members of the Legislative Council who were not returned or retired at the 2015 election. The purpose of the interviews was to ascertain from the departing members their views on the quality of the services provided by the Department.

Four former members took up the opportunity and interviews were conducted in April 2015. Each member was asked a series of questions which had been provided to them prior to the interviews. Questions were grouped under three broad headings – General, Procedure and Committees. Follow up questions were asked where necessary.

Following the interviews, Mr Tunnecliffe prepared a report which summarised the feedback and answers provided by the members.

The interviewed members were extremely positive about the quality and professionalism of the Department's staff with each member commenting very favourably on the work performed by committee secretariat staff and the procedural advice provided by the Table Office and the Clerks-at-the-Table.

The members were particularly supportive of the changes to the committee of the whole process whereby bills are considered as a whole rather than clause by clause. One member stated that the process was "very useful in complex bills with lots of amendments [and] resulted in coherent and logical debate". Another common theme was the recognition of what an effective upper house committee system can achieve in performing the Council's scrutiny function and contributing to policy development.

The members also identified some instances where Departmental services could be improved or refined. Two areas of identified need were additional procedural and ethics training for members. Another suggestion was that parliamentary budgets should be determined independently rather than through the Treasury process.

Wherever appropriate the Department will use the feedback obtained via the exit interviews to inform the development of some of its future projects.

## Planning ahead for the Department of the Legislative Council

The Department recently updated its Strategic Plan to detail key priorities for the period 2015-2016. The core business of the Department of providing advisory, research and support services remains the same. Several projects from the 2014-2015 year will continue and be further developed. Key projects to be initiated are:

- provide targeted training for members and staff, particularly Temporary Chairs and new members. Training to include Friday ‘debriefs’ on sitting weeks and a review of the online learning modules in early 2016.
- complete the Annotated Standing Orders of the Legislative Council for publication in 2016.
- continue work towards the publication of the second edition of the New South Wales Legislative Council Practice in 2017-18.
- complete stage 2 of the Oral History project, relating to the 1978 reconstitution of the Council as a directly elected body.
- work with the other parliamentary departments in the implementation of SharePoint and the preparation of the business case for a ‘Table Office Production System’ similar to the Australian Parliament.
- build on the records of the House by examining the practicality of recording proceedings in Committee of the Whole in the Minutes and examining opportunities to enhance the administration and accessibility of returns to orders.
- co-develop and co-present a new undergraduate course on Parliament and Democracy with the University of Sydney in the second semester of 2015.
- enhance engagement through social media platforms, including developing a presence on Parliament’s Facebook page.
- publish online the recently digitised parliamentary records from 1824-1901.
- trial and implement a role play for secondary schools visiting Parliament, and continue school outreach presentations.
- collaborate with the other parliamentary departments to deliver an exhibition in 2016 to mark the 200th Anniversary of the Rum Hospital, and participate in the Sydney Open 2015.
- expand training for public sector agencies, including offering seminars on parliamentary privilege.
- complete the review of the format of committee reports and review the format of House in Review.
- revise the format of committee presentations to community organisations.
- support the implementation of reforms to the Parliament’s ethics regime for members arising from the recommendations of the Legislative Council and Assembly Privileges Committees.
- investigate further opportunities for training and secondments for staff to facilitate their ongoing professional development.
- continue to assist the Department of Parliamentary Services with scheduling the refurbishment of members’ offices as part of the Tower office refit.
- examine opportunities to better utilise the Department’s office space on level 8 at Parliament House.
- contribute to ongoing programs for strengthening parliamentary institutions in the Solomon Islands and Bougainville, including through secondments, training and mentoring programs in the areas of procedure, administration and committees.
- ensure a seamless transfer of primary responsibility for the administration of the NSW Branch of the Commonwealth Parliamentary Association from the Department of the Legislative Assembly to the Department of the Legislative Council.
- support and coordinate delegation visits to and from sister states.

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

# Relevant Legislation

## Constitution Act 1902

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

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

## Other legislation

*Parliamentary Evidence Act 1901*

*Parliamentary Electorates and Elections Act 1912*

*Imperial Acts Application Act 1969*

*Parliamentary Papers (Supplementary Provisions Act) 1975*

*Election Funding, Expenditure and Disclosures Act 1981*

*Public Finance and Audit Act 1983*

*Interpretation Act 1987*

*Independent Commission Against Corruption Act 1988*

*Parliamentary Remuneration Act 1989*

*Subordinate Legislation Act 1989*

*Public Interest Disclosures Act 1994*

*Parliamentary Precincts Act 1997*

*Defamation Act 2005*

*Election Funding, Expenditure and Disclosures Amendment Act 2012*

*Local Government Amendment (Members of Parliament) Act 2012*

*Members of Parliament Staff Act 2013*

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



# In the House

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

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

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



# Overview

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

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

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

In 2014-2015 the House sat on 39 days, down from 51 days in 2013-2014. The fewer number of sitting days was due to the long break of parliamentary sittings between the final sitting day of the 55th Parliament on 20 November 2014 and the first sitting day of the 56th Parliament on 5 May 2015 following the 2015 election. As a consequence, some of the statistics on the following pages appear to show a decrease in activity in the House in 2014-2015. However when read in the context of fewer sitting days, the statistics are comparable with previous years.

## The Procedure Office

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

Office's work is carried out collaboratively between the Table Office and the Procedural Research and Training team. The Procedure Office has ten staff and is led by the Clerk Assistant – Procedure.

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

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

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

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

Underpinning the Procedure Office's work is a commitment to providing the best possible environment for members to effectively discharge their parliamentary duties and to

increase public recognition and awareness of the role of members and the Council.

## Support for the new Parliament

A new Parliament provided an opportunity to review the procedural resources that the Procedure Office prepares on behalf of the Clerk for the use of members, their staff and the Legislative Council staff.

Following discussions with members regarding certain procedures of the House, the Procedure Office worked with the Clerk to draft a range of new procedural rules known as sessional orders which were aimed at simplifying existing procedures to enhance the operations of the House. The new sessional orders were adopted by the House on 6 May 2015.

The Procedure Office, with the Committee Office, revamped the way information concerning the rules and orders of the House are published to provide a comprehensive document containing all the current rules and resolutions relating to the House and committees. These documents can be found on the Legislative Council's website.

The publication "Selected Rulings of the President" was updated to include all significant rulings made by the President or other member presiding up until December 2014.

## Visit to the Australian Parliament

On 12 May 2015, Susan Want, A/Clerk Assistant – Procedure and Jenelle Moore, A/Director – Procedure attended the Australian Parliament to study the operation of the new TOPS (Table Office Production system) document production system and meet with clerks at the table to discuss various procedural matters.

The visit provided an insight into the benefits and challenges presented by the move to a centralised House Paper production

process, in preparation for a similar transition proposed for the NSW Parliament.

The findings of the study were relayed to other Legislative Council staff and senior management and will inform a number of procedural and IT initiatives over the coming months and years.

## New procedures for Committee of the Whole

In 2014 an alternative procedure for the consideration of bills in committee of the whole was trailed by the Legislative Council. The key feature of the alternative procedure was provision for committee of the whole to consider a bill as a whole, by leave, with amendments grouped and put by theme, similar to the system operating in the Australian Senate. Prior to this, consideration of a bill in the Council had typically progressed from beginning to end, in accordance with the method set out under the Standing Orders although amendments were regularly grouped and moved 'in globo', by leave. Assistance provided by the Parliamentary Counsel's Office in listing the subject matter of each amendment additionally aided members and the clerks in determining amendments that were similarly themed or consequential in their effect. The new procedure also sets aside the practice of putting the question on individual clauses or on groups or clauses of a bill, with the question instead being put on the bill as a whole at the conclusion of proceedings.

In 2015 the Procedure Office undertook a comprehensive review of the alternative procedure, including interviews with members and clerks. The review determined that the alternative procedure had facilitated more flexible and free-flowing debate in committee of the whole, without being punctuated by the question being put on individual clauses. The review also identified a number of areas for further development, including training for members and staff and refinement of the procedures adopted.

The alternative method will continue to be utilised during the new Parliament, with the incorporation of the various modifications identified as a result of the review.

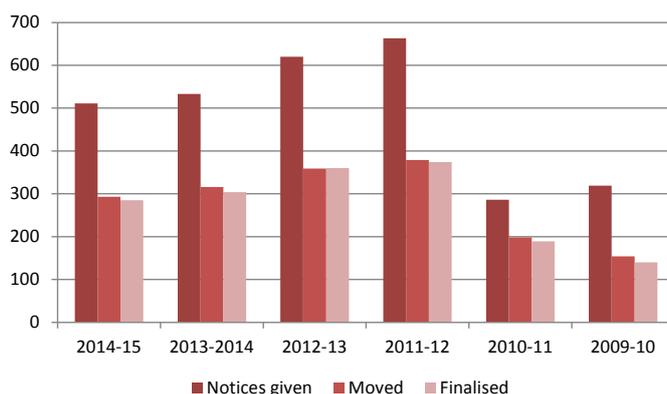
## Preparation for sittings of the House

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

### Notices of motions

Despite fewer sitting days in 2014-2015, there was only a minimal decrease in the number of notices of motions given by government, opposition and cross bench members, down from 612 in 2013-2014 to 592 this year. The minimal decrease is attributable to the new business necessitated by the commencement of the 56th Parliament. The majority of notices of motions given in the House are given by private members. In 2014-2015, 511 notices, 86 per cent of the total number of notices given during the year, were given by private members. Of those notices, 293 were considered by the House and 285 were finalised. The volume of private members' business brought before the House remains high and contributes to a heavy workload

#### Private members' business in the Legislative Council



for the Procedure Office, both in the preparation of notices and in recording their consideration by the House in the Minutes of Proceedings and Running Record.

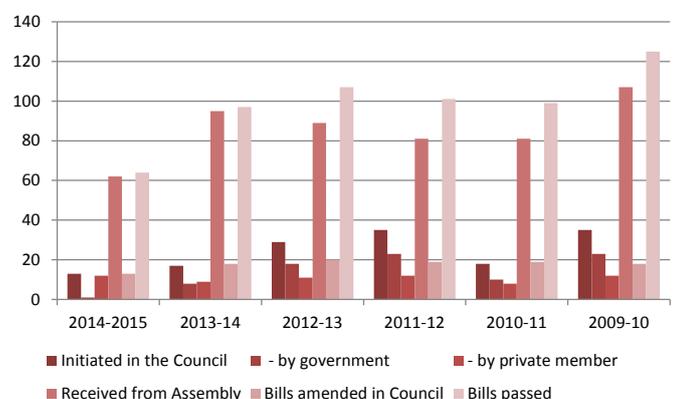
## Bills

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

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

During 2014-2015, 62 bills were received from the Legislative Assembly (including one private member's bill) and 13 were introduced in the Council. Of those bills introduced in the Council, one was introduced by the government and 12 were introduced by private members.

#### Bills considered in the Legislative Council



The Council passed 64 bills during the reporting period, including two bills introduced by private members.

In late 2014, a rarely utilised provision was used to divide the Statute Law (Miscellaneous Provisions) Bill (No 2) 2014 into two bills, the second bill being entitled the Ombudsman and Public Interest Disclosures Legislation Amendment Bill 2014. The new bill was subsequently amended in committee of the whole and returned to the Legislative Assembly as a separate bill.

## Amendments to bills

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

During 2014–2015, the House considered 37 bills in committee of the whole, to which 478 amendments were proposed and 121 agreed to by the House. The number of amendments agreed to was comparable with trends over recent years.

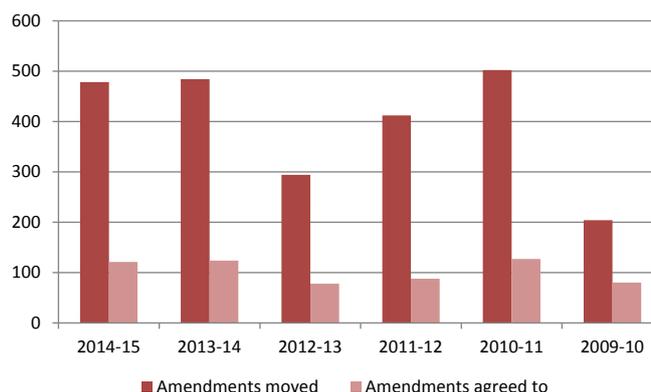
In total, 10 Legislative Assembly bills were amended by the Council:

- Public Health (Tobacco) Amendment (E-cigarettes) Bill 2015
- Statute Law (Miscellaneous Provisions) Bill 2015
- Electricity Network Assets (Authorised Transactions) Bill 2015
- Ombudsman and Public Interest Disclosures Legislation Amendment Bill 2014
- Petroleum (Onshore) Amendment (NSW Gas Plan) Bill 2014

- Environmental Planning and Assessment Amendment Bill 2014
- Surveillance Devices Amendment (Police Body-Worn Video) Bill 2014
- Electricity Supply Amendment (Bush Fire Hazard Reduction) Bill 2014
- Criminal Records Amendment (Historical Homosexual Offences) Bill 2014
- Election Funding, Expenditure and Disclosures Amendment Bill 2014.

Three Council bills were amended in the Council during the reporting period: the City of Sydney Amendment (Elections) Bill 2014 which was a private member's bill, and two government bills which were the Disability Inclusion Bill 2014 and the Mutual Recognition (Automatic Licensed Occupations Recognition) Bill 2014.

### Amendments moved and agreed to by the Legislative Council



## Tabled documents

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

During 2014-2015, 894 documents were tabled in the Legislative Council, the majority of which were annual reports of government departments and agencies, and statutory instruments. Other types of papers tabled in the House included returns to orders for

the production of State papers, petitions, reports from parliamentary committees and messages from the Governor of New South Wales and the Legislative Assembly.

As reported in the previous period, significant building construction work has reduced the space available for the Legislative Council to store the tabled papers series. Consequently, the records of the House are actively managed to maximize capacity in the space available. In 2014-2015, 668 boxes of State Papers returned to order of the House were transferred to the care of State Records.

## Petitions

During 2014-2015, 29 petitions were presented to the House relating to 23 different issues. Four petitions were presented on more than one occasion. The petitions comprised over 18,000 signatures.

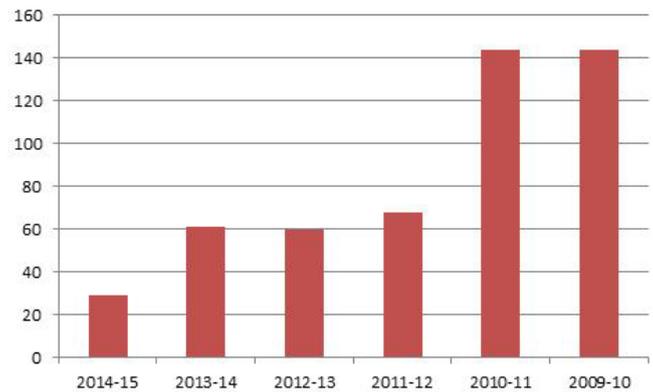
As in previous years the petitions received by the House varied substantially in subject matter, frequency and the number of signatories. In the last three reporting periods the presentation of large petitions was noted. Despite the significant reduction in the overall number of petitions presented the trend towards larger petitions continued in 2014-2015, with six petitions with more than 1,000 signatures presented.

As reported in the previous financial year, the Procedure Committee had previously tabled a report recommending that the House amend standing order 68 to require a minister to table a response to petitions presented to the House with 500 or more signatories.

This recommendation was adopted by the House and sessional orders were passed in both the second session of the 55th Parliament, and the first session of the 56th Parliament requiring responses to petitions with 500 or more signatures. Responses were received to the eight petitions presented during the reporting period that met this requirement.

A full list of petitions presented in the 56th Parliament, and information regarding preparing and presenting petitions, is regularly updated and made available on the Legislative Council's website. Information regarding petitions requiring responses and due dates for responses are published here, with links to responses which are published online on the Tabled Papers database.

### Petitions presented in the Legislative Council



## Orders for papers

A total of 18 orders for the production of State papers were agreed to during 2014-2015. This is broadly comparable with the number of orders made in 2013-2014, considering the reduction in the number of sitting days in 2015 due to the 2015 General Election. Of the 18 orders made, 13 were initiated by members of the Opposition, three by The Greens, one by the Shooters and Fishers Party and one by the Christian Democratic Party. Ten of the orders for papers were agreed to as formal business without debate.

The orders related to the following issues:

- ministerial consultative committees
- Medicare co-payment
- Martins Creek and Wollombi Public Schools
- hospitals, health services and nursing ratios
- Aboriginal land claims
- planning and development in Newcastle and the Hunter
- “Going Home, Staying Home” reforms
- Drayton South Coal project
- Crown land

- transport projects
- the 2015-2016 Budget.

Additionally, the House agreed to one further order for papers relating to the CBD and South East Light Rail project. During the reporting period 377 boxes of papers were returned and processed by the Procedure Office, with 146 of these boxes containing documents over which privilege was claimed and which were only available to be viewed by members of the Legislative Council.

This significant reduction compared to the previous reporting period was due to a reduction in the number of orders made, the focused scope of many orders for papers (for instance one order for papers ordered the production of a single document), and the partial return of one order electronically.

The ability to return documents electronically has rarely been utilised for returns to orders. This process was authorized by a second resolution of the House amending the resolution for the production of papers relating to the “Going Home, Staying Home” reforms. The second resolution limited the scope and extended the time-frame of the original resolution of the House as it applied to email correspondence and specifically allowed for the return of all email correspondence electronically. Access to the additional documents returned on hard drive was made in accordance with the existing rules for viewing papers as well as the Parliament’s Information Security Framework.

Additional documents returned to orders were received on five occasions during the reporting period. While the return of further documents to orders for papers is not unprecedented, the number of additional returns being received may reflect the complexity of many of the orders for papers made during 2014-2015.

Privilege was claimed on documents contained in 15 of the 18 returns during

2014-2015. On two occasions, the validity of the claim of privilege was disputed and referred to an independent legal arbiter for evaluation, as was a dispute to a claim of privilege on documents returned in the previous financial year.

In keeping with the previous reporting period, a number of orders for papers were related to inquiries conducted by Legislative Council Committees. These included planning in Newcastle and the Hunter, the report of Police Strike Force Emblems, and the Martins Creek and Wollombi public schools.

### Order for Papers in the Legislative Council



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

### Address to the Governor

Under standing order 53 the House may resolve to present an address to the Governor calling for papers in relation to the administration of justice. During the reporting period a resolution was made under standing order 53 in relation to warrants issued under the Listening Devices Act 1984, also the focus of a inquiry by the Select Committee on the conduct and progress of the Ombudsman’s inquiry “Operation Prospect”. The Governor, on the advice of the Executive Council, declined the request.

### Questions and answers

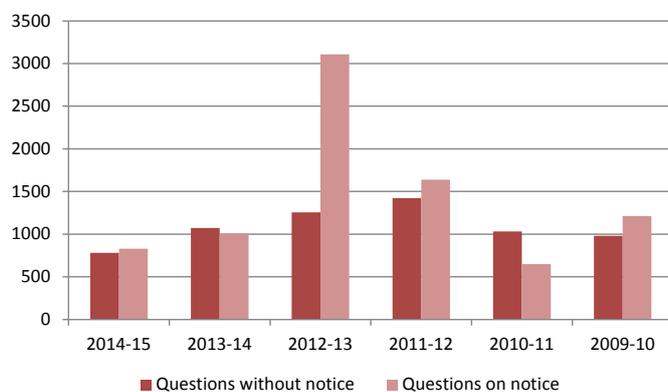
During 2014-2015, a total of 1610 questions were asked by members of the Legislative Council.

A total of 830 questions on notice were lodged during the reporting period, which is an average of 21.2 questions a day, an increase of 1.2 questions, per day, on the previous year.

The substantial decrease in the total number of questions on notice from 3,108 in 2012-2013 to 830 in 2014-2015 is attributed to a reduction in sitting days. In 2012-2013 the House sat 60 days, 2013-2014 the House sat 51 days, and in 2014-2015 the House sat 39 days due to the 2015 Periodic Election. A total of 780 questions without notice were asked in Question Time during the reporting period. This was a decrease of 292 from 2013-2014. This reduction was again attributable to the reduction in sitting days in 2014-2015, but also the fact that on three sitting days during 2014-2015 Question Time was not held. An average of 22.2 questions was asked during Question Time, an increase of 1.2 questions per day on previous years. The most questions asked during Question Time on any one day was 28, in line with the previous year.

A successful trial for ministers' offices to submit answers to questions electronically in 2012-2013 led to the system being adopted permanently in 2014-2015. Ministers' offices may continue to submit answers in hardcopy or do so electronically. All ministers' offices currently use electronic submission.

### Questions in the Legislative Council



## Recording the proceedings of the Legislative Council

In 2014-2015, the Procedure Office continued to ensure that draft editions of the House business papers – the Minutes of Proceedings, the Notice Paper and the Questions and Answers Paper – were completed within 30 minutes of the adjournment of the House each sitting day and made available on the Parliament's website.

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

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

The records of each session of Parliament including the indexed Minutes of Proceedings and certain other records and documents of the House are bound and published as the official journal of the Legislative Council. During the reporting period, the Procedure Office finalised the Journals of the Minutes of Proceedings for the 54th Parliament, together with the Proceedings in Committee of the Whole for the first session of the 55th Parliament.

In 2014-2015, the Procedure Office continued to publish on the website the Running Record, a real-time record of proceedings as they occur in the House. Feedback on the Running Record remains positive. Similarly, the Procedure Office continues to publish the House in Review each sitting week. House in Review summarises the key events that week, including the passage of legislation, and is available on the Parliament's website. As with the Running Record, feedback remains positive.

## Providing research and support on procedural matters

In 2014-2015, the Procedure Office continued to provide high level procedural research and advice, both during sitting weeks and in non-sitting weeks. Issues addressed in research material produced during the reporting period included:

- procedures for the filling of casual vacancies in the Council
- challenges to the election of members of the Council in the Court of Disputed Returns
- disallowance of statutory instruments
- procedures to facilitate the making of valedictory speeches.

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

- a parliamentary commissioner for standards
- the dimensions of the Table in the chamber
- artwork in the chamber
- penalties for breach of the sub judice rule
- pairing arrangements
- photographs in the chamber
- committees concerning members' ethics, parliamentary privilege, and procedure
- members speaking from the Table in the chamber
- committee evidence alleging criminal activities
- temporary substitution of committee membership
- committee arrangements.

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

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

## The Annotated Standing Orders of the LC and the second edition of NSW LC Practice

In 2014-2015, work continued on two long-term procedural research projects: the completion of a published Annotated Standing Orders of the Legislative Council, and a second edition of New South Wales Legislative Council Practice.

The project to develop an *Annotated Standing Orders of the Legislative Council* progressed significantly during the reporting period. The publication will provide an analysis of the operation, history, development and rationale of each of the Council's 234 current standing orders. The project canvasses over 150 years of proceedings of the House and its Standing Orders Committees, the analysis of complex procedural precedents and incorporation of the personal working notes of former clerks and procedure officers. Publication is scheduled for mid-2016.

Limited editing of New South Wales Legislative Council Practice was possible during the reporting period due to the work undertaken on the Annotated Standing Orders. During 2014-2015, a comprehensive review and rewrite of the two committee chapters were undertaken. Two other chapters – sources of authority and delegated legislation were also completed.

## Training for Members and Secretary Research Assistants (SRAs)

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

### New online training modules for members and SRAs

During the financial year, the Procedure Office produced a series of interactive e-Learning training modules on Legislative Council practice and procedure, a key training goal in the Strategic Plan of the Department of the Legislative Council.

As previously reported, the original modules, first published in February 2014, were designed to introduce SRAs to parliamentary procedure and the practical operation of the House. Modules covered topics such as the sources from which the powers of the House are derived, rules of debate, the passage of legislation, the operation of committees, and orders for papers. During the reporting period, the revised modules were refocused to be of assistance to both members and SRAs. The Procedure Office worked with an external software development company to ensure that the revised modules reflect e-Learning industry standards regarding accessibility and interactivity.

The revised e-Learning modules were launched via the Parliament's new online training portal 'Pulse' in May 2015 and made available to members, their staff and staff of the Legislative Council. 'Pulse' is the Parliament's new online training site, a centralised portal through which members and staff can access training across of range of business areas. The 'Pulse' portal is an initiative of the Department of Parliamentary Services.

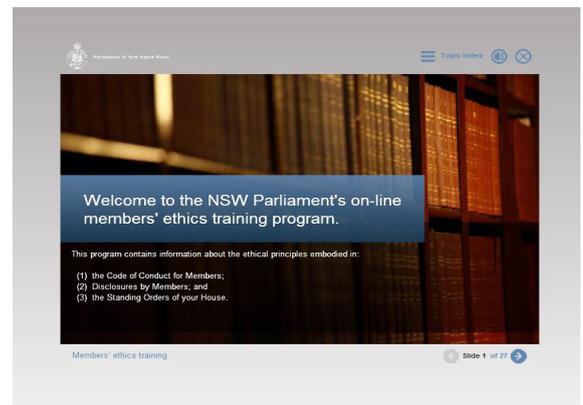
To ensure that the e-Learning modules remain current, a review of the e-Learning

modules will be undertaken in the 2015-2016 financial year.

### Updated ethics module

In preparation for the new parliament the two House Departments revised the online ethics training module provided for the information of members, which was first made available in 2012. The module provides scenario based questions on the Code of Conduct for Members, the interests disclosure regime and the standing orders. The revised module was launched in the Parliament's online training site, 'Pulse'.

The Procedure Office also published an updated document containing a summary of past investigations carried out by the Independent Commission Against Corruption in relation to the conduct of members, including the use of entitlements and other conduct.



### SRA training

In addition to the production of improved online modules noted above, a number of face-to-face procedural training courses were offered to all members and SRAs in 2015.

A broad introductory procedural course was provided to members on 20 May 2015. Following that a series of three hour-long skills-based, procedural training workshops were provided on the Friday of consecutive sitting weeks. The workshop topics were: drafting questions; drafting notices of motion and the legislative process; and advanced procedural techniques.

## Committees supported by the Procedure Office

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

### Privileges Committee

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

#### Inquiries undertaken

In September 2014 the Council ordered the production to the House of the unredacted version of the Crown Casino VIP Gaming Management Agreement which concerned the operating conditions under which Crown Casino may operate a restricted gaming facility at Barangaroo in Sydney. The Agreement was produced to the House with a claim of privilege by the Department of Premier and Cabinet. Certain sections of the claim of privilege were disputed by a member of the House and the Agreement was released to an independent legal arbiter for evaluation of the claim in accordance with standing order 52. The arbiter did not uphold the claim of privilege on the disputed sections which would normally result in a motion being moved to make the document public. In this case, however, given the sensitivity of the matter, the House required the Privileges Committee to inquire into the implementation of the arbiter's report. Having invited submissions in relation to the matter, the Committee supported the arbiter's report and recommended that the Agreement be made public except for those sections which were subject to the claim of privilege and over which privilege had not been disputed.

In November 2014 the Committee reported on a revised draft Memorandum of Understanding with the ICAC concerning the seizure of members' documents under a search warrant. The revised draft extended beyond the execution of search warrants at Parliament House to any premises occupied or used by a member and included additional procedures for the making of claims of parliamentary privilege by members over items that have been seized or removed for examination. The Committee recommended that the revised draft be adopted subject to certain changes to the proposed timeframes within which claims of privilege may be made over items which have been seized or removed.

On 20 November 2014, the last sitting day of the 55th Parliament, the Council authorised the Privileges Committee, whilst the House was not sitting, to undertake the role usually performed by the House in dealing with reports of the independent legal arbiter on disputed claims of privilege, including taking the decision to make public any documents over which privilege has been claimed but not upheld by the arbiter. On the second sitting day of the 56th Parliament the Clerk announced that in December 2014 he had received a report of the independent legal arbiter concerning Byron Central Hospital and Maitland Hospital and referred it to the Privileges Committee. The Committee which had resolved that the report and documents considered by the arbiter not to be privileged be authorised to be made public.

The Committee held inquiries into two right of reply requests.

Further information on the Privileges Committee is available on the website.

## Procedure Committee

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

### Inquiries undertaken

In 2014-2015, two inquiries were referred to the Procedure Committee. The first, referred on 22 July 2014, required the committee to inquire into support for committees in the preparation of bills. The second, referred on 15 October 2014, required the committee to inquire into whether the standing orders should be amended to require that answers to questions be 'directly' relevant to the question asked (the standing orders currently requiring only that answers be relevant). The inquiry was prompted by similar changes adopted in other Australian jurisdictions in recent years.

The committee did not report on either inquiry prior to prorogation.

Further information on the Procedure Committee is available on the website.

## Looking ahead

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

The following activities will be priorities during 2015-2016:

- the publication of the *Annotated Standing Orders of the Legislative Council*
- working with the other parliamentary departments in the implementation of SharePoint and the preparation of the business case for a 'Table Office Production System' similar to the Commonwealth Parliament.
- building on the records of the House by examining the practicality of recording proceedings in Committee of the Whole in the Minutes and examining opportunities to enhance the administration and accessibility of returns to orders.

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

## Overview of activities

### Privileges Committee

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
Meetings	8	12	16	9	5	10
Inquiries	5	2	7	2	0	4
Submissions	3	28	10	0	5	3
Reports	4	2	7	6	4	4

### Procedure Committee

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
Meetings	0	3	0	4	2	0
Inquiries	2	0	2	2	1	0
Submissions	0	0	0	4	0	0
Reports	0	1	0	2	1	1

# In Committees

Supporting members' participation in committee work.

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



# Overview

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

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

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

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

During 2014-2015 there were 25 Legislative Council committees in operation, comprised of five standing committees, six general purpose standing committees (GPSCs) and 14 select committees, including three joint select committees. Twenty-one of these committees were supported by the Legislative Council Committee Office.

Two of the standing committees, the Privileges Committee and the Procedure Committee, were supported by the Procedure Office. The activities of these committees are discussed on page 39 of this report. In addition, two joint select committees were supported by the NSW Legislative Assembly committee office.

Notable issues examined during the reporting period included the family response to the murders in Bowraville, the leasing of electricity infrastructure and an inquiry into the progress of the NSW Ombudsman's investigation 'Operation Prospect'.

## The Committee Office

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

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

The Committee Office was very busy during 2014-2015. As well as managing 56 hearings involving 471 witness and preparing 29 committee reports for consideration by the Chair and committee members, the Committee Office also contributed to a number of innovations in enhancing the committee process including the production of standing committee legacy reports, revised brochures and fact sheets and implementing a committee social media strategy.

In addition to inquiry-related work, Committee Office staff are also actively engaged in various projects designed to improve the operation of committees.

## **Chairs' Committee**

The Chairs' Committee continued to operate as an informal forum for committee chairs to raise procedural and administrative issues relevant to the operation of committees in the Council. The Clerk Assistant Committees attends all meetings of the Chairs Committee to provide procedural advice and administrative support.

During the 55th Parliament the Chairs' Committee considered the development of guidelines for the use of social media during committee hearings and the production of Legacy Reports by the Standing Committees, among other things.

The committee was re-established in the 56th Parliament.

## **New Upper House Committees brochure and online guides**

During the financial year the Committee office developed in-house a new brochure using the software InDesign. The brochure, which was released in March 2015 uses plain language to ensure the information is easy to understand for all inquiry participants. The brochure was professionally printed by an external company and has been made available at public hearings and other committee-related events. The brochure is also available online along with two new guides for writing a submission and appearing at a hearing.

The brochure and guides feature the new Committee Office branding designed by committee staff and approved by the Chair's Committee in the last Parliament.

## **Evaluation of Upper House Committees social media strategy**

The Legislative Council's 2014 annual report outlined a pilot communications strategy for the Standing Committee on State Development inquiry into regional aviation services. The Committee reported on this inquiry in October 2014. The strategy used various forms of social media platforms to promote the inquiry and its activities, including on Twitter, Storify, YouTube and Facebook.

The Storify page, which was populated with information about hearings, site visits, availability of transcripts and inquiry updates, was a particular success, allowing more than 500 people to view the inquiry's progress. In addition, the inquiry's tweets and YouTube videos were placed on the Storify page, along with related media articles and video clips from news reports.

During 2014-2015 the Committee Office evaluated the social media strategy employed in the 2014 regional aviation inquiry. The outcome of the evaluation was extremely positive, finding that the communication strategy was embraced by committee members, many of whom retweeted inquiry tweets and included the regional aviation hash tag on tweets sent from their own accounts. The Chair was a willing participant in YouTube videos and the number of people who viewed the progress of the inquiry on the Storify page was extremely encouraging.

A similar social media strategy was successfully used during the recent inquiry into the leasing of electricity infrastructure and is now being used for the Local Government inquiry. The evaluation report will be presented to the first Chairs' Committee when it first meets in the 56th Parliament.

## Secondments by Committees' staff

One of the key strategic projects in the last year was to explore opportunities for staff secondments. Three Committee Office staff have undertaken secondments in 2014-2015.

Madeleine Foley, Director in the Committee Office was seconded to the Legal Branch of the Department of Premier and Cabinet from August to December 2014 to provide secretariat support to the Expert Panel on Political Donations. The Panel was chaired by Dr Kerry Schott and also included two former members, the Hon John Watkins and Mr Andrew Tink. Ms Foley described the secondment as an opportunity to work with people of the highest calibre, to observe the operations of the public sector close-up, and to re-learn the important art of report writing.

Council Officer, Shu Fang Wei, undertook a 10 week placement in April 2015 with the Australian Senate as part of a newly established secondment program. During her time in Canberra, Ms Wei assisted the Senate Committee Office with the Budget Estimates inquiries and organised interstate hearings. Ms Wei found the secondment to be a great learning experience and used the opportunity to exchange ideas about committee practice with the Senate Committee Office.

Vanessa Viaggio, Principal Council Officer in the Committee Office has been on secondment since mid-2013 to work for the Royal Commission into Institutional Responses to Child Sexual Abuse. Ms Viaggio is due to return to the Department in late 2015.

## Overview of committee activity

Activity	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Meetings	139	135	98	143	75
Inquiries	45	30	19	26	26
Consultation and public participation					
Submissions	1202	1,882*	2,362**	2,153	700
Hearings	56	71	63	86	35
Witnesses (hearings and public forums)	471	592	547	850	302
Duration of hearings (hours)	250	261	276	341	160
Reports tabled	29	22	11	16	18

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

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

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

# Committee activity

## Standing Committees

The Legislative Council has three policy-oriented standing committees that conduct detailed inquiries into complex matters of public policy. These are the standing committees on Law and Justice, Social Issues, and State Development. The membership of these committees for both the 55th and 56th Parliaments are listed in Appendix 5.

### Standing Committee on Law and Justice

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

#### Inquiries undertaken

In 2014, the committee completed its 12th review of the exercise of the functions of the MAA which commenced in the previous reporting period. The committee tabled its report in July 2014 making 16 recommendations, including that the MAA provide a report to the committee annually that includes a comprehensive review of the performance of the Motor Accidents Compensation Scheme, and an analysis of the drivers of high levels of insurer profits.

The committee concurrently conducted its fifth review of the exercise of the functions of the LTCSA. The report, which was also tabled in July 2014, found that the Lifetime

Care and Support Scheme was working well and made 10 recommendations to improve aspects of its operation.

In September 2014, the committee completed its first review of the exercise of the functions of the WorkCover Authority. It received 43 submissions and held three hearings. The review took place two years after significant reforms were made to the workers compensation scheme. The committee made 26 recommendations, including that the Minister for Finance and Services consider the establishment of a separate agency or other administrative arrangements to clearly separate WorkCover's dual roles as both the regulator and nominal insurer in the workers compensation scheme.

The committee also felt that the WorkCover Independent Review Office (WIRO) should be able to undertake its role with complete independence from WorkCover. Accordingly, the committee recommended that the *Government Sector Employment Act 2013* be amended to designate WIRO as a separate agency, and that it receive funding for its operations accordingly.

The committee concurrently conducted its first review of the exercise of the functions of the Workers' Compensation (Dust Diseases) Board. The committee received seven submissions and held two hearings and tabled its report in September 2014. The committee found that the Dust Diseases Board and its compensation scheme are performing in an exemplary manner and made one recommendation for the Government to investigate the feasibility of introducing provisional liability for malignant claims to the scheme.

On 25 June 2015, the committee commenced an inquiry into remedies for the serious invasion of privacy in New South Wales. It is anticipated that the committee will report early 2016.

Following the committee's reviews, in August 2015 Parliament passed the Workers Compensation Amendment Bill 2015 and cognate State Insurance and Care Governance Bill 2015.

The *Workers Compensation Amendment Act 2015* made a number of changes to increase the amount of certain benefits payable to injured workers and relaxed some of the benefit limitations and eligibility thresholds that were established in 2012.

The *State Insurance and Care Governance Act 2015* established three new organisations – Insurance and Care NSW, the State Insurance Regulatory Authority and *SafeWork NSW* – to operate and regulate the State's insurance schemes and workplace safety. In doing so the WorkCover Authority, Motor Accidents Authority and Safety, Return to Work and Support Board were abolished. Under the legislation there will be continued Upper House committee oversight of the new organisations.

## Standing Committee on Social Issues

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

### **Inquiries undertaken**

In June 2015, Deputy Premier, the Hon Troy Grant MP, referred terms of reference to the committee for an inquiry into service coordination in communities with high social needs.

The terms of reference require the committee to examine the extent to which government and non-government service providers are identifying the needs of

clients and providing a coordinated response which ensures access to services both within and outside of their particular area of responsibility. The committee is also required to give consideration to any barriers to the effective coordination of services, as well as initiatives such as the Dubbo Minister's Action Group and best practice models for the coordination of services.

The committee intends to hold public hearings and site visits before tabling its final report by the due date of 11 December 2015.

## Standing Committee on State Development

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

### **Inquiries undertaken**

The committee tabled its report for the inquiry into Regional Aviation Services in October 2014, after holding a number of hearings in the previous reporting period. The report contained 21 recommendations to improve the provision of regular aerial passenger transport services to regional centres in New South Wales. Two of the key findings were to recommend recognition of regional air services as an essential service and a recommendation for a more coordinated approach to the provision of regional air services.

# The family response to the murders in Bowraville

In the early 1990s, three Aboriginal children – Colleen Walker-Craig, Evelyn Greenup and Clinton Speedy-Duroux – were murdered in the small northern New South Wales town of Bowraville. No one has ever been successfully prosecuted for the murders.

The Bowraville inquiry was established to provide an opportunity for the families of the three children to appear before the Law and Justice committee and detail the impact of the murders and subsequent related events on them and their community.

Prior to its first visit to Bowraville the committee underwent Aboriginal cultural awareness training. The members found the training to be so beneficial that they recommended to the Government that similar training opportunities be provided to other members of Parliament and staff.

The committee then engaged in extensive consultation with the affected families throughout the inquiry. In addition to an informal briefing and formal hearings, this included consulting with representatives from the families prior to the finalisation of the report to workshop potential recommendations regarding support and services to the families and their communities, and an acknowledgment for the pain and suffering they have experienced over the past 23 years. This was an invaluable exercise which enabled the committee to tailor its recommendations to best meet the needs of a discrete group of stakeholders.

On 6 November 2014 the committee tabled its unanimous report in the House and commenced the take note debate immediately. This unusual step was to enable the families, who had travelled to Sydney from the Bowraville and Tenterfield regions, to sit in the gallery and witness the live debate. Upon conclusion of the debate members rose for a minute's silence. The committee then held a lunch for the family members which enabled them to ask committee members questions arising from the report and the debate.

The committee successfully navigated this sensitive inquiry in a cohesive manner. The inquiry epitomises the strengths of the Legislative Council Committee system in facilitating members working together towards an important goal.



*The Chair, the Honourable David Clarke tabling Standing Committee on Law and Justice report 'The family response to the murders in Bowraville' while family and community members view from the Legislative Council's public gallery.*

## Standing Committee legacy reports

Each of the three subject standing committees adopted a new initiative in the 55th Parliament by tabling legacy reports in November 2014. The purpose of legacy reports is to provide a summary of the committee's work during the parliament in order to inform the successor committee in the next parliament of the committee's accomplishments and to include suggestions for future activity.

The preparation of legacy reports was first recommended by the Chairs' Committee in August 2014 and was agreed to by the House later that month. The legacy reports were based on similar models in other jurisdictions, such as in Scotland and South Africa.

The Standing Committee on Law and Justice made three recommendations in its report, including for the Chair's Committee to consider the provision of training opportunities to committee members on Aboriginal cultural awareness and for the successor committee to meet with the Community Justice Coalition to discuss issues regarding women in prison.

## General Purpose Standing Committees

The Legislative Council currently has six General Purpose Standing Committees, with each committee allocated responsibility for overseeing specific government portfolios where they examine the expenditure, performance or effectiveness of any government department, statutory body or corporation. In the 55th Parliament, there were five General Purpose Standing Committees, with the sixth committee adopted in the resolution establishing the committees for the 56th Parliament on 6 May 2015.

These accountability-oriented committees were first appointed by the House in 1997. A distinguishing feature of these committees is that, in addition to receiving references from the House, they have the power to self-refer matters for inquiry, and a non-government majority of members. The annual budget estimates inquiry is undertaken by the General Purpose Standing Committees. During this reporting period General Purpose Standing Committees Nos 1 to 5 completed the annual examination of the Budget Estimates and related papers for the financial year 2014-2015 with the committees holding hearings for each of the portfolios for which it is responsible. The membership of these committees for both the 55th and 56th Parliaments are listed in Appendix 5.

### General Purpose Standing Committee No. 1

In the 55th Parliament General Purpose Standing Committee No. 1 was responsible for the portfolios of Finance and Services, Industrial Relations, Infrastructure, Planning, Premier, Treasury, Western Sydney, and Women.

In the 56th Parliament, the committee is responsible for the portfolios of Premier, Western Sydney, Treasury, Industrial

Relations, Finance, Services and Property, and The Legislature.

### **Inquiries undertaken**

In December 2014 the committee completed a review of its earlier inquiry into allegations of bullying in WorkCover NSW. The review tracked progress on the implementation of the 12 recommendations made in the committee's first report, tabled in June 2014. The review found that the Government had made significant progress towards implementing the committee's recommendations, demonstrating its intent to address workplace bullying both within and beyond WorkCover.

## **General Purpose Standing Committee No. 2**

In the 55th Parliament General Purpose Standing Committee No. 2 was responsible for the portfolios of Aboriginal Affairs, Ageing, Citizenship and Communities, Disability Services, Education, Health, Medical Research, Mental Health, The Illawarra, and Veterans Affairs.

In the 56th Parliament the committee is responsible for the portfolios of Roads, Maritime and Freight, Transport and Infrastructure, Family and Community Services, Social Housing, Ageing, Disability Services, and Multiculturalism.

### **Inquiries undertaken**

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

## **General Purpose Standing Committee No. 3**

In the 55th Parliament General Purpose Standing Committee No. 3 was responsible for the portfolios of Local Government, Regional Infrastructure and Services, Roads and Freight, Small Business, The Hunter, The Legislature, The North Coast, Tourism and Major Events, Trade and Investment, and Transport.

In the 56th Parliament the committee is responsible for the portfolios of Education, Health, Early Childhood Education, Aboriginal Affairs, Mental Health, Medical Research, Women, and Prevention of Domestic Violence and Sexual Assault.

### **Inquiries undertaken**

In June 2015 the committee commenced an inquiry into registered nurses in New South Wales nursing homes. The inquiry was established in response to changes in Commonwealth legislation that abolished the distinction between high and low care residential facilities, which in turn impacted on a State legislative requirement to have a registered nurse on duty at all times in nursing homes. The committee received over 160 submissions and conducted three public hearings in August 2015.

An inquiry into reparations for the Stolen Generations in New South Wales was established in June 2015. The inquiry is to consider the New South Wales Government's response to the 1996 'Bringing them Home' report and potential legislation and policies to make reparation (including compensation) to members of the Stolen Generations.

## **General Purpose Standing Committee No. 4**

In the 55th Parliament General Purpose Standing Committee No. 4 was responsible for the portfolios of Attorney General, Fair Trading, Family and Community Services, Hospitality, Gaming and Racing, Justice Police and Emergency Services, Sport and Recreation, and The Arts.

In the 56th Parliament the committee is responsible for the portfolios of Justice and Police, Arts, Racing, Planning, Attorney General, Trade, Tourism and Major Events, and Sport.

### **Inquiries undertaken**

The committee conducted an inquiry into the Fair Trading Amendment (Ticket

Reselling) Bill 2014. The bill was referred to the committee for further examination by resolution of the Legislative Council on 10 September 2014. The Minister in his second reading speech on the bill stated that it was intended to bring openness and transparency to the secondary ticket market, help protect consumers from price gouging and fraud, and empower event organisers to enforce their ticket terms and conditions.

The committee received nine submissions and held a public hearing, with evidence given by stakeholders in both the primary and secondary ticket markets. The committee recommended that the Government not proceed with the bill, and that the Government instead take steps to improve the transparency of the primary ticket selling market, including potentially convening an industry roundtable to discuss possible reforms.

In the current Parliament, the committee self-referred an inquiry into the progress of the Ombudsman's investigation 'Operation Prospect' on 2 June 2015. This followed the completion of another inquiry into Operation Prospect by a select committee in February 2015. The committee received six submissions and held two hearings. The report was tabled on 25 August 2015.

## General Purpose Standing Committee No. 5

In the 55th Parliament General Purpose Standing Committee No. 5 was responsible for the portfolios of Heritage, Natural Resources, Lands and Water, Primary Industries, Resources and Energy, Special Minister of State, The Central Coast, The Environment, and Western New South Wales.

In the 56th Parliament the committee is responsible for the portfolios of Industry, Resources and Energy, Primary Industries, Lands and Water, Environment, and Heritage.

## Inquiries undertaken

The committee completed its inquiry into the Wambelong fire, which it commenced in November 2013 under the committee's self-referencing power. The inquiry examined the causes and management of the fire, which occurred in and adjacent to the Warrumbungle National Park in January 2013.

The committee received a total of 56 submissions. It held two public hearings and a public forum, and conducted a site visit to the Warrumbungle National Park. The committee tabled its report on 20 February 2015. Its 29 recommendations addressed both prevention of bush fires and their management. A key recommendation was that the Government must affirm the authority of the NSW Rural Fire Service to fight bush fires, by enshrining in legislation interim arrangements that clarify which agency has ultimate control of the initial bush fire response.

The committee also completed its self-referred inquiry into the Environment Protection Authority (EPA), which it commenced in June 2014. The inquiry examined the Authority's recent performance against its objectives.

The committee received a total of 254 submissions. It held four public hearings and conducted three site visits to: the White Bay Cruise Terminal to examine its impact on local residents due to diesel emissions, noise and vibrations from the ships; the Hunter Valley to look at issues associated with coal trains; and the Royal Camp State Forest on the Far North Coast of NSW.

The committee tabled its report on 13 February 2015 finding that overall the EPA was performing the majority of its functions in keeping with its objectives. However, there were areas that could be improved, particularly the EPA's governance. The committee made 17 recommendations, which covered areas including corporate governance, air quality monitoring in

the Hunter Valley, licensing, and public engagement.



*General Purpose Standing Committee No. 5 members visit the White Bay Cruise Terminal.*

## General Purpose Standing Committee No. 6

The newly established General Purpose Standing Committee No. 6 is responsible for the portfolios of Local Government, Regional Development, Skills, Small Business, Innovation and Better Regulation, Corrections, Emergency Services and Veterans Affairs.

### **Inquiries undertaken**

In May 2015 the committee commenced an inquiry, that was referred by the House, into local government in New South Wales. The inquiry sought to examine the New South Wales Government's 'Fit for the Future' reform agenda for local government in the state. The committee received over 200 submissions and held six hearings. The committee also trialled an innovative online questionnaire to seek feedback from the community during the inquiry. The questionnaire consisted of 31 questions drafted by the committee and was open from 24 June 2015 until 19 July 2015. The committee tabled its final report (outside the annual report reporting period) on 29 October 2015.

The committee also commenced an inquiry into vocational education and training (VET) in New South Wales in June 2015.

The committee will look at a number of issues facing the VET system, including barriers to participation in VET, the role played by public and private VET providers including in the delivery of services to regional and rural communities, factors affecting the costs of delivering affordable and accessible training, industry participation in the VET sector, and issues arising from the recent Smart and Skilled reforms.



*General Purpose Standing Committee No. 6 at a regional hearing during the inquiry into vocational education and training.*

## Budget Estimates 2014-2015

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

The hearings are conducted by the GPSCs according to their portfolio responsibilities, with the initial round of hearings attended by the relevant ministers and accompanying departmental officials. The Legislative Council referred the 2014-2015 Budget Estimates inquiry to the GPSCs on 12 November 2013, with an amendment to the resolution occurring on 15 May 2014.

The initial round of Budget Estimates hearings were held on the week commencing 18 August 2014. Four days were allocated

in October 2014 for any supplementary hearings.

Twenty three hearings were held during the initial round of hearings, involving 125 witnesses. One supplementary hearing was held in November 2014. This was consistent with the one supplementary hearing held the previous year.

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

In 2014-2015, there were 4,017 questions taken on notice or submitted as supplementary questions, compared with 3,479 questions in 2013-2014.

The Budget Estimates inquiry for 2015-2016 was referred to the GPSCs on 24 June 2015. Initial hearing dates were scheduled for 31 August to 4 September 2015, with supplementary hearings to take place in October 2015.

## **Working in the Legislative Council program**

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

Ms Sarah Dunn from WorkCover NSW and Ms Elizabeth Parker from the Department of Family and Community Services took part in the 2014 program. Both participants provided very positive feedback about their experience in the program and the

Department was very grateful for their contributions to the running of the Estimates process and later inquiry work.

## **Select Committees**

Select committees are appointed by the House to examine specific matters. Once a select committee has presented its final report to the House it ceases to exist. The memberships of these committees are listed in Appendix 5.

### **Select Committee on Social, Public and Affordable Housing**

The select committee was established in November in 2013 to inquire into and report on issues relating to social, public and affordable housing. The committee received 255 submissions and held eight hearings, with the committee taking evidence from community housing providers, not for profit organisations and industry bodies and associations.

The committee also held three public forums and conducted a number of site visits, many in regional areas, including Nowra, Wollongong, Port Macquarie, Tamworth and Dubbo. The committee's report was tabled on 8 September 2014, with 41 recommendations aimed at improving housing supply and managing public housing.

### **Select Committee on ministerial propriety in New South Wales**

The select committee was established in August 2013 to inquire into and report on ministerial propriety in New South Wales. The committee received seven submissions and held one public hearing. The committee tabled its report on 24 February 2015, making three recommendations aimed at strengthening the integrity measures in place governing ministerial conduct.

The recommendations included that the Government introduce legislation to implement a Commissioner for Standards

model, as previously recommended by the Legislative Council Privileges Committee. In the lobbying context, the committee recommended that the NSW Electoral Commission monitor the implementation of the *Lobbying of Government Officials Act 2011* and the Register of Third-Party Lobbyists, and undertake a review in 2016 to consider ways of further strengthening the lobbying scheme. It also recommended that the Government require the publication of ministerial diaries online at least monthly.

### Select Committee on greyhound racing in New South Wales

The select committee was established in August 2013 and tabled its first report on 28 March 2014. During this time the committee sought financial modelling of the economic impacts of five scenarios that had been put forward by industry participants to improve the economic viability and long term sustainability of the industry. Upon tabling the first report the Chair wrote to the Treasurer requesting assistance for the modelling.

The committee tabled its second and final report in October 2014 that analysed the financial modelling provided by Treasury. The committee made two recommendations: that the Racing Administration Regulation 2012 be amended to remove the legislated race field information use fee cap; and for the Government to implement a staged reduction in taxation rates on wagering to ensure New South Wales racing is competitive with racing codes in other States.

### Select Committee on Home Schooling

The select committee was established on 28 May 2014 to inquire into home schooling. The committee received 276 submissions and held three hearings. The committee's report was tabled on 5 December 2014. It included 24 recommendations aimed at improving the regulation of home schooling and support provided to home schooling families.

### Select Committee on the Impact of Gambling

The select committee was established in November 2013 to inquire into and report on the impact of gambling on individuals and families in New South Wales. The committee received 35 submissions, held three public hearings and conducted site visits to William Hill Australia, Oakdene House gambling treatment clinic, and Mounties Club. The committee tabled its report in August 2014 which included 18 recommendations all aimed at minimising the negative impacts of problem gambling.

### Select Committee on the Planning Process in Newcastle and the Broader Hunter Region

The select committee was established on 16 September 2014 to inquire into and report on aspects of the planning process in Newcastle and the broader Hunter Region.

The committee received over 400 submissions and held four public hearings and one public forum. The committee tabled an interim report on 28 March 2014. The report recommended that existing rail infrastructure in Newcastle not be removed until the conduct of a peer reviewed cost benefit analysis. The committee's final report was tabled on 3 March 2015. The report recommendations include that the Minister for Planning and Environment lower the maximum permitted height of buildings within the East End precinct and that the Government reinstate the Newcastle heavy rail line.



*Select Committee on the planning process in Newcastle and the broader Hunter region public hearing held at Newcastle City Hall.*

### Select Committee on the supply and cost of gas and liquid fuels in New South Wales

The select committee was established in November 2014 to inquire into and report on gas and liquid fuels supply, cost and availability in New South Wales. The committee received 36 submissions, held two public hearings and conducted a site visit to the AGL Energy Limited Camden Gas Project. The committee tabled its report in February 2015 which made four recommendations that sought to increase gas market transparency, contain price increases and achieve security of supply.

### Select Committee on the Leasing of Electricity Infrastructure

The select committee was established on 6 May 2015 to inquire into the leasing of electricity infrastructure and held three public hearings. The report was tabled on 2 June 2015. The committee recommendations include that the state owned electricity transmission and distribution businesses be partially leased; that workers be provided with certain employment protections, and that a review be conducted into the powers of the newly proposed Electricity Price Commissioner.

Following the inquiry, legislation enabling the leasing of these assets was passed through Parliament.



*Select Committee on the Leasing of Electricity Infrastructure holding one of three hearings for its inquiry at NSW Parliament.*

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

The select committee was established in June 2015 to inquire into and report on the closure of public schools in New South Wales. Its terms of reference identify a number of public schools which have been closed or placed in recess, or which may close. The committee is examining the processes, policies, procedures, accountability and decision making surrounding school closures. The committee tabled its final report (outside the annual report reporting period) on 22 October 2015.

### Select Committee on the Legislative Council committee system

The select committee was established on 25 June 2015 to inquire into the Legislative Council committee system to ensure that it continues to enable the Council to effectively fulfil its role as a House of Review. This inquiry follows the recent commemoration in September 2013 of 25 years of the modern Legislative Council committee system. The select committee will publish a discussion paper in the next reporting period before calling for submissions.

## Select Committee on the conduct and progress of the Ombudsman's inquiry 'Operation Prospect'

In November 2014 a select committee was established to inquire into the conduct and progress of the Ombudsman's inquiry 'Operation Prospect'. In 2012 the Ombudsman was tasked with investigating allegations of misconduct by officers of the NSW Police Force, the Crime Commission and the Police Integrity Commission in relation to listening device warrants obtained during certain investigations they had carried out between 1998 and 2004. The Ombudsman's investigation had been criticised by some stakeholders for being protracted, conducted in secret and for targeting the whistleblowers that brought complaints about the warrants to light.

This inquiry was complicated by the secrecy provisions in the *Police Integrity Commission Act 1996*, *Crime Commission Act 2012* and *Ombudsman Act 1974* that made it a criminal offence for information directly relevant to the committee's inquiry to be disclosed. The Legislative Council strongly asserts that it has the power under parliamentary privilege to seek information that would otherwise be covered by statutory secrecy provisions and that privilege protects witnesses from potential prosecution for revealing information covered by secrecy.

In order to enhance the confidence of inquiry participants to participate in the inquiry, advice on this matter was sought from Mr Bret Walker SC. Mr Walker confirmed the Council's position on statutory secrecy and stated that he strongly favoured the service of a summons if the committee was substantively questioning witnesses on these matters, so that it was clear that the committee could compel answers to questions that may reveal information covered by secrecy.

In a landmark precedent for Legislative Council committees, all inquiry participants co-operated in providing highly sensitive information, much of which would, in any other context, be prohibited from disclosure. The committee received 28 submissions, predominately from current and former police officers and former senior NSW Crime Commission officials, as well as journalists.

The committee held five hearings, which were attended by 20 witnesses, including the Ombudsman, senior members of the NSW Police Force and the Inspector of the Police Integrity Commission. As recommended by Mr Walker, all witnesses were issued with summons to appear before the committee. All 20 witnesses complied with the summons and were responsive to the committee's questions.

The committee tabled its report on 25 February 2015 which included 10 findings and six recommendations. The primary findings were that a listening device warrant, issued in September 2000, was improperly obtained and that specific persons named on that warrant deserved an apology. The recommendations included that a review of the system for granting surveillance device warrants and a review of the Ombudsman's investigative powers be conducted. In addition, the committee recommended that a single well-resourced police oversight body be established.



*The Hon Robert Borsak, Chair (right) and Mr David Shoebridge, Deputy Chair (left) at the press conference tabling the Select Committee's report.*

## Joint Standing, Statutory and Select Committees

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

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

### Joint Select Committee on Loose-fill Asbestos Insulation

The joint select committee was established on 18 September 2014 to inquire into loose-fill asbestos insulation (also referred to 'Mr Fluffy' insulation), in homes in New South Wales. The committee received 36 submissions and held two public hearings. A site visit was also undertaken to Robson Environmental, a company that provides asbestos management services such as air monitoring and property mediation.

Although the reporting date was 16 February 2015, the committee tabled its report on 17 December 2014, due to the importance of addressing the serious health risks posed by the insulation as quickly as possible. The report made 10 recommendations, the main one being that the Government urgently establish a taskforce to develop and

implement a buy-back scheme to demolish homes identified as being contaminated by loose-fill asbestos insulation in New South Wales, modelled on the approach adopted by the ACT Government.

Two days after the report was tabled, the Government implemented a Loose-fill Asbestos Insulation Taskforce to implement a buy-back scheme for affected homes.

### Joint Select Committee on sentencing of child sexual assault offenders

The joint select committee was established on 21 August 2013 to inquire into whether current sentencing options for perpetrators of child sexual assault remain effective and whether greater consistency in sentencing could be achieved through alternative sentencing options. The committee reported on 20 October 2014.

The committee was administered by the NSW Legislative Assembly committee office.

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

The joint select committee was established on 13 May 2015 to inquire into companion animal breeding practices in New South Wales, including proposals to limit the number of animals allowed to be kept by breeders, calls to implement a breeders' licensing system and the implications of banning the sale of dogs and cats in pet stores.

The committee tabled its final report (outside the annual report reporting period) on 27 August 2015. The committee was administered by the NSW Legislative Assembly committee office.

Appendix 6 contains a table of the membership of joint committees by Legislative Council members from both the 55th and 56th Parliaments.

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

## Looking ahead

The Committee Office will be working towards achieving a number of priorities in 2015-2016, including those that have been identified as key projects in the Department's 2015-2019 Strategic Plan. The following activities to better engage with stakeholders will be undertaken during 2015-2016:

- complete the review of the format of committee reports
- revise the format of committee presentations to community organisations
- continue to explore online consultation methods for committee inquiries, including surveys and social media forums.

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

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# Engaging with the community

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

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



## Overview

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

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

## Office of the Black Rod

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

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

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

During the year the Office of the Black Rod's projects included progress reporting against the Department's Strategic Plan, coordinating

the performance development program and organising the Fountain Court exhibitions. The Office was also responsible for representing the Department on the Policy Review Steering Committee, participating in and providing secretariat support to the Visitor Experience Group, Records Management, Work Health and Safety and Security Committees and administering the Parliamentary Friendship Groups policy.

## Chamber and Support Services

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

Chamber and Support staff deliver talks on the functions and history of the Legislative Council to groups including primary and secondary schools, special interest groups and visiting dignitaries. During the reporting year, approximately 355 schools and other groups visited the Parliament and 14,420 participants undertook tours delivered by Chamber and Support staff.

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

## Looking ahead

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

- completing stage 2 of the Oral History project, relating to the 1978 reconstitution of the Council as a directly elected body
- further developing the role play for secondary schools visiting Parliament,

- and continuing school outreach presentations
- coordinating an exhibition in April 2016 to mark the 200th Anniversary of the Rum Hospital
- coordinating and participating in Sydney Open 2015
- investigating further opportunities for training and secondments for staff to facilitate their ongoing professional development
- supporting and coordinating visits to and delegations from sister states.

## Visitor Experience Group

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

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

- Politics and Sacrifice: NSW Parliament and the ANZACs – production of a book to accompany the Parliament's major Centenary exhibition. The book

- provided in-depth information on some of the key themes of the exhibition, and is an important resource through which to share this aspect of the Parliament's participation in the events surrounding the First World War. The book was funded by the three parliamentary departments and was launched on ANZAC Day 2015
- the parliamentary gift range that was launched in November 2012, was made available to the public for the first time in 2014, following the launch of the public café on Level 7. The gift range is currently being reviewed in order to introduce new items to appeal to members, staff and the public
- delivery of the parliamentary art prizes, including the Plein Air Painting Prize, Aboriginal Art Prize and the Landscape Photography Prize (held in association with the Head On Photo Festival).

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

## Looking ahead

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

- preparing for the next parliament-hosted exhibition to be held in January 2016. This will be the third installation in the Parliament's biennial underSTATED series; an initiative that seeks to share works from the Parliamentary Collection with the public
- preparing for the Parliament's participation in Sydney Open on 1 November 2015 Hosted by Sydney Living Museums, this popular event opens Sydney's iconic buildings for exclusive tours to the public
- delivering an exhibition in April 2016 to mark the 200th Anniversary of the Rum Hospital.

## Community engagement activities

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

### Young Women's Leadership Seminar

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

Two programs were held during the reporting period, 15 October 2014 and 6 March 2015 (to coincide with International Women's Day) attracting approximately 228 students. The program on 6 March included a chamber presentation by Teresa McMichael one of the Directors in the Legislative Council Committees Office.

### Legislative Council in Practice seminars

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

The seminars are presented by department heads and senior officers including the Clerk and Deputy Clerk of the Legislative Council and are introduced by the President of the Legislative Council. A highlight for many participants is the visit to the Council

chamber and the interactive members' panel where Legislative Council members discuss their backgrounds and roles in the Parliament and answer participants' questions.

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

Further seminars are scheduled for the next reporting period.

### Private sector seminars

During the reporting period the Legislative Council, in conjunction with the Legislative Assembly and representatives from the NSW Business Chamber, continued to investigate whether there was a ready private sector market for generalized training on the role and activity of State Parliament, akin to the training seminars successfully offered to the public sector.

Separately, following discussions initiated by the Office of the President with representatives from the Commonwealth Bank, a customised half-day seminar was developed by the Legislative Council for the Group Corporate Affairs department of that organisation. The seminar was run on 1 June 2015 and was attended by 32 employees from the Government, Industry and International Affairs section of the Commonwealth Bank. Feedback on the seminar was very good.

### Effective participation in parliamentary inquiries

Committee staff continued the very successful program of workshops run in conjunction with the Council of Social Service of NSW (NCOSS) aimed at improving non-government stakeholders' understanding of parliamentary inquiries and their skills in participating in them. Four workshops were conducted during the reporting period, including one in Newcastle. In total, 45 people from the community

sector took part. The feedback received from all sessions was positive.

In addition to the NCOSS workshops 15 committee staff delivered 11 presentations to a range of stakeholders on the role and functions of Legislative Council committees. The audiences included university students, the Public Interest Advocacy Centre and official delegations visiting from overseas.

### Seminar on Parliamentary Privilege

On 16 June 2015, the Clerk presented a paper entitled 'Parliamentary Sovereignty and Parliamentary Privilege' during a seminar on 'The Fundamentals of Law: Politics, Parliament and Immunity' conducted by Legalwise Seminars at the UNSW CDB Campus. This presentation was repeated for members' staff and departmental staff.

### School Outreach Program

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

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

A school outreach session was held on 23 July 2014 at Moree, attended by students from St Philomena's School. The session was held in conjunction with a public hearing of the State Development's Inquiry into regional aviation services.

### Fountain Court Exhibitions

The Fountain Court is a venue for free monthly art exhibitions which are

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

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

- 'The Pittwater Collective', an exhibition of artworks a group of artists from the Northern Beaches of Sydney. The exhibition aimed to capture the spiritual energy and beauty of the bush, beach and bay of the Pittwater locality, sponsored by the Hon Robert Stokes MP
- 'Artists of the Shoalhaven', an exhibition of paintings and photographs, coordinated by the Shoalhaven Arts Community. The exhibition aimed to showcase and highlight the diversity and creative imagination of the Shoalhaven city region, sponsored by the Presiding Officers
- 'A Journey of Armenia', an exhibition of photographs, coordinated by the Armenian National Committee of Australia. The exhibition aimed to showcase the places and people of Armenia and to mark the 50th anniversary of the Armenian community in New South Wales, sponsored by Hon Gladys Berejiklian MP
- 'Drawing on Memory', an exhibition of paintings commissioned Mr Harry J Fransman, a survivor of the Holocaust. The exhibition aimed to showcase the hardships and pain he endured and to also serve as a memorial to those who did not survive, sponsored by Revd the Hon Fred Nile MLC
- the Parliament joined the nation in marking the Centenary of World War One with an exhibition titled Politics & Sacrifice: NSW Parliament and the Anzacs. Through a display of photographs, books, newspaper articles, propaganda and records from the Parliamentary and other collections, the exhibition explored some of the political aspects of the war; from the conscription referendum campaigns to the treatment of dissenters and so-called enemy subjects. The exhibition also told the stories of

the members and staff who served as soldiers, officers and medical personnel in campaigns at Gallipoli and the Western Front.

As in previous years, the Aboriginal Art Prize, Head on Art Prize and Plein Air Art Prize were also exhibited. A total of nine exhibitions were held in the Fountain Court during the reporting period.

### YMCA Youth Parliament

Each year the Parliament's Legislative Chambers are handed to the YMCA for its annual NSW Youth Parliament. The 13th edition was held 7 - 11 July, 2014 with 92 participants in the Legislative Assembly Chamber and 43 in the Legislative Council Chamber. In April the participants attended a training camp where they were appointed to one of twenty different committees. Each committee addressed a specific policy area such as education, mental health or indigenous health. At the camp they turned their ideas into bills and learnt the skills of debating them in the Parliament. In July, the participants spent four days debating in the Legislative Chambers. They debated 12 Bills and tabled 8 reports and 4 Matters of Public Importance as well as a variety of other debates and reports. 103 Members of Parliament were involved in the program either through nominating a participant or chairing a debate.

The NSW Youth Parliament is primarily coordinated through the Parliamentary Education Office in the Department of Parliamentary Services.

### Family Fun Day

Each year, Parliamentary Education organises an open day at the Parliament during the October school holidays. The event attracts around 800 visitors, mostly families with children. The program for the day includes tours of the Chambers, Presiding Officers' Dining Rooms, and the Press Gallery, children's craft, and a barbeque in the Speakers Garden. Each year an historical event relevant to the Parliament is the

focus of the day. In 2014, the opening of Parliament was re-enacted featuring Queen Victoria and the Usher of the Black Rod and Serjeant at Arms (performed by the real officers in those positions). Visitors participated in the event by witnessing the proceedings in the Assembly Chamber and then following the procession to the Council Chamber, with children chosen to be the Speaker and the President.

### Australia Day

Parliament House again opened its doors on Australia Day for families and individuals to visit the Chambers and find out a little about the way the Legislature works. Both chambers were open to the viewing public along with the Fountain Court, Jubilee Room, Parkes Room, Wentworth Room and Legislative Council Members' Lounge. A number of staff from both Houses undertook tours of the chambers and meeting rooms.

The visitors numbered 2,558 which was considerably down from last year, due mainly to the inclement weather. Visiting Parliament forms part of the Sydney-wide celebration co-ordinated by the Australia Day Council.

### Commonwealth Day

Commonwealth Day is celebrated on the second Monday in March each year. The Commonwealth Day Council held their annual luncheon on Monday 9 March 2015 at Parliament House. His Excellency General The Honourable David Hurley AC DSC (Ret'd), Governor of New South Wales, as Patron of the Commonwealth Day Council of New South Wales Inc, accompanied by Mrs Linda Hurley, delivered Her Majesty The Queen's 2015 Commonwealth Day Message at the event.

### ANZAC Day Open

Parliament House opened its doors for the first time on the Anzac Day Public Holiday. Both chambers were open to the viewing public along with the Fountain Court, Jubilee Room, Parkes Room, Wentworth Room and Legislative Council Members' Lounge. The open day co-incided with the final days of

the “Politics and Sacrifice” exhibition.

To make the opening more interactive for visitors and to help educate the community regarding the role and functions of the Legislative Council, educational materials were used on a trial basis in the Chamber. The feedback regarding the educational materials from members of the public was very positive. This was attributable to visitors perusing the educational materials and then using what they had learnt as a basis to ask staff questions about the Chamber and other parliamentary processes.

The visitors numbered 245 which was a much smaller figure than for the Australia Day opening.

### Sydney Open

Parliament House opened its doors on Sunday 2 November 2014 between 10.00 am and 4.00 pm for the Sydney Living Museums Sydney Open. In 2014, 6,474 people bought tickets to visit the 55 buildings in Sydney that were open for the day. Staff from the three departments were on duty to guide and answer questions from the 1,521 people who visited Parliament House.

### Articles on the Parliament’s website about the Legislative Council

The staff of the Department of the Legislative Council take a keen interest in examining matters of parliamentary practice and procedure and the various functions of the Council. This is demonstrated by the numerous papers prepared by staff for presentation at professional development seminars or publication in journals such as the Australasian Parliamentary Review. All papers are made available on the Council’s public website. Papers prepared this year looked at topics such as the tension between statutory secrecy and parliamentary privilege, the use of formal business to pass motions, and whether New South Wales should have a parliamentary privileges act.

## Social Media Initiatives

### Twitter Account



Since 2013 the Department has managed the Legislative Council Twitter account which as at June 2015 had over 1,300 followers. The Twitter account is used to inform members, the media and the public about Council activity. The account is @nsw\_upperhouse.

### Twitter coverage of the declaration of the poll for the LC

On 17 April 2015 the Electoral Commission of New South Wales pressed the button for the distribution of preferences for the election of members to the Legislative Council following the March 2015 State Election. The Clerk of the Parliaments and the Deputy Clerk attended the offices of the Electoral Commission and live-tweeted the results as they were announced.

A total of 16 live-tweets were made in the space of an hour, including photographs. Once all seats had been declared, the Legislative Council immediately tweeted a table listing all successful candidates. This became the Legislative Council’s most re-tweeted tweet, with 56 re-tweets, seven favourites and 9,522 ‘impressions’. The 16 tweets received a total of 109 retweets and 22 favourites.

The live-tweeting assisted in generating a high level of traffic on the Legislative Council’s Twitter profile during April with 3,646 profile visits and 38,900 ‘Tweet impressions’.

### Storify

The Department also manages a Storify account which summarises the progress of Legislative Council committee inquiries. It brings together content concerning each inquiry from the Legislative Council Twitter account, the inquiry webpages, as well as content from other sources. To date, five committee inquiries have been documented on the Storify account attracting over 1,226 visitors.



# Parliamentary relations

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

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

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



## Overview

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

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

## Hospitality and visitors

### Delegations and official visits

The following visits and delegations occurred during the reporting period:

#### **Delegation from China 7 July 2014**

Seven officers from the Ethnic Affairs Committee at the National People's Congress, led by Mr Li Jingtian, Chairman of the Committee, and accompanied by the Consul General, Li Huaxin, Consul Wang Yue, Vice Consul Han and Counsellor Yin Zhongyan from the Chinese Embassy in Canberra.

#### **Delegation from China - Budget Affairs Commission of the Standing Committee of the National People's Congress 6 August 2014**

Six officers from the Budget Affairs Commission of the Standing Committee of the National People's Congress, led by Mr Su Jun, Vice Chairman and accompanied by the Consul General Li Huaxin, Counsellor Yin Zhongyan, Consul Wang Yue, and Vice Consul Han Jingtao.

#### **Delegation of Parliamentarians from Latin American countries 28 August 2014**

Delegation of Parliamentarians from Latin American countries arranged through the International and Parliamentary Relations Office, Commonwealth Parliament.

#### **Delegation from the People's Congress of the Tibet Autonomous Region (through Consul General of China) Tuesday 23 September 2014**

Five officers from the People's Congress of the Tibet Autonomous Region, led by Mr Zhao Zhengxiu, Vice Chairman of the Standing Committee of the People's Congress of the Tibet Autonomous Region, and accompanied by the Consul General Li Huaxin, Counsellor Yin Zhongyan, Consul Wang Yue, and Consul Tian Lin.

#### **Delegation from the Republic of Turkey Thursday 25 September 2014**

Arranged through the International and Parliamentary Relations Office, the President hosted a luncheon onboard a cruise boat on Sydney Harbour for 20 delegates from the Republic of Turkey, led by H E Mr Cemil Çiçek, Speaker.

#### **Delegation from the Swiss Senate 7 October 2014**

Mr Hannes Germann, President, and five delegates from the Swiss Senate, arranged through the International and Parliamentary Relations Office, Commonwealth Parliament.

#### **Delegation from the 9th Seoul Metropolitan Council 22 October 2014**

14 delegates from the 9th Seoul Metropolitan Council, visiting as part of our sister state relations.

#### **Delegation from the Federal Republic of Germany 24 October 2014**

Six delegates from the Federal Republic of Germany, led by Professor Dr Norbert Lammert, President of the German Bundestag.

**Delegation from the Parliaments of Myanmar 17-19 November 2014**

17 delegates from the Parliaments of Myanmar, led by U Myint Shwe.

**Delegation from Beijing Municipal People's Congress 3 December 2014**

Nine delegates from Beijing Municipal People's Congress led by Ms Li Xiojuan, Member of BMPC Standing Committee, Deputy Director of the Legislative Affairs Committee.

**Delegation from Hainan Provincial People's Congress 5 December 2014**

Nine delegates from the Hainan Provincial People's Congress, led by His Excellency Mr Chen Haibo, Vice-Chairman of the Standing Committee of Hainan Provincial People's Congress.

**Delegation from the Liaison Office of Central People's Government in the Hong Kong S.A.R. (LOCPG) 10 December 2014**

Six delegates from the Central People's Government in the Hong Kong S.A.R. (LOCPG), led by Mr Yang Jianping, Vice Minister of Liaison Office of Central People's Government in the Hong Kong S.A.R. (LOCPG) and accompanied by the Consul General Mr. Li Huaxin, Consul Tian Lin.

**Delegation from the Indonesian Senate Office 11 December 2014**

12 delegates from the Indonesian Senate Office, led by Professor Dr. Sudarsono Hardjosoekarto, Secretary General of the House of Regional Representatives.

**Visit by Member of the Legislative Assembly of British Columbia 16 January 2015** Member of the Legislative Assembly of British Columbia, Ms Michelle Stilwell MLA.

**Delegation from Telangana Legislative Assembly Hyderabad, India 19 January 2015**

Delegation of Members of the Telangana

Legislative Assembly Hyderabad, India.

**Delegation from the Canadian CPA Branch 12 February 2015**

Delegation of members from the Commonwealth Parliamentary Association Branch of Canada.

**Delegation from the German Federal Parliament 13 February 2015**

Committee on Economic Affairs and Energy at the German Federal Parliament

**Delegation from Trinidad and Tobago Friday 20 February 2015**

Delegation from Trinidad and Tobago, led by the Hon. Wade Mark MP, Speaker of the House of Representatives of the Parliament of Trinidad and Tobago.

**Delegation of senior parliamentary staff from Myanmar 2 - 4 March 2015**

Delegation of senior parliamentary staff from Myanmar, sponsored by the Inter-Parliamentary Union.

**Visit by Malaysian Young Political Leaders Thursday 21 May 2015**

Visit by Malaysian Young Political Leaders.

**Delegation from Parliament of India 29 May 2015**

Delegation of Ministers and Members from the Parliament of India, arranged through the Consul General's office in Sydney.

## Official visits

Official calls are made to the President of the Legislative Council by diplomats of ambassadorial status together with other dignitaries. A list of official calls made during 2014-15 appears below:

- Consul General of Japan
- Ambassador of Portugal
- Director General, Taipei Economic & Cultural Office, Sydney
- Ambassador of Republic of Korea

- Rear Admiral Hideki Yuasa, Japanese Maritime Self Defence Force's Training Squadron
- Ambassador of the Republic of Azerbaijan
- Ambassador of Croatia
- Ambassador of the Republic of Indonesia
- Commander of the French Naval Vessel La Glorieuse
- Commander of the French Naval Vessel La Vendemiaire
- Ambassador of Islamic Republic of Iran
- Consul General of China
- Ambassador of Norway.

### Official visit by the Governor of Guangdong Province

On Friday 19 September 2014 His Excellency Mr Zhu Xiaodan, Governor of Guangdong Province, China was invited to give an address to members of both Houses assembled in the Legislative Assembly Chamber. The Governor's address was part of a series of events to mark the 35th anniversary of the Sister-State relationship between New South Wales and Guangdong Province, China. The Speaker welcomed the Governor, and speeches were given by the Premier and the Leader of the Opposition, followed by the Address by the Governor. Proceedings concluded with a farewell hosted by the President.

The Governor's visit was coordinated by both the Legislative Council and the Legislative Assembly.



*His Excellency Mr Zhu Xiandan, Governor of Guangdong Province official visit to NSW Parliament on 19 September 2015.*

## Vice Regal visits

The former Governor, Her Excellency Professor the Honourable Dame Marie Bashir AD CVO, visited the Parliament on two occasions in her capacity as patron or guest of honour, prior to her departure from office on Wednesday 1 October 2014.

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

### Change in the Governor of New South Wales

The reporting year saw a change in the Governor of New South Wales. Her Excellency Professor The Honourable Dame Marie Bashir AD, CVO, who had been Governor since 2001 completed her term in office on 1 October 2014. His Excellency General The Honourable David Hurley AC DSC (Retd.) was sworn in as the 38th Governor of NSW on 2 October 2014.

In addition to the usual protocols surrounding the interaction between the Governor and the Parliament and the change in Governor, the completion of Professor Bashir's term as Governor was marked by a "ceremonial" opening of Parliament.

The two openings of the Parliament in 2014-2015 are described on pages 16-18.

### Assumption of the Administration of the Government by His Excellency General The Honourable David Hurley AC DSC (Retd)

On Thursday 2 October 2014, General David Hurley informed the Legislative Council that Her Majesty The Queen by Commission under Her Royal Sign Manual and the Public Seal of the State of New South Wales, on 8 May 2014, appointed him as Governor of New South Wales and that on that day he took the Oath of Allegiance and the Official and Judicial Oath before the Honourable Thomas Bathurst, Chief

Justice of the Supreme Court of New South Wales, and assumed the administration of the Government of the State accordingly.

General Hurley has enjoyed a distinguished military career, including three years as Chief of the Defence Force. In 2010 General Hurley became a Companion of the Order of Australia for eminent service to the defence force and was awarded the Distinguished Service Cross for service in Somalia.

The message from His Excellency General The Honourable David Hurley AC DSC (Retd) communicating the fact of his assumption of the administration of the Government of the State was reported to the House on Tuesday 14 October. As is customary, the Leader of the Government moved a motion for an address-in-reply to the message which was agreed to. The address in reply was presented to His Excellency by the whole House at Government House on Tuesday 11 November 2014.

## Commonwealth Parliamentary Association

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

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

Administrative support is provided to the NSW Branch by the Honorary Assistant Secretary-Treasurer. Under the Constitution of the NSW Branch, the positions of

Honorary Secretary-Treasurer and Assistant Honorary Secretary-Treasurer rotate between the Legislative Assembly and Legislative Council each parliament. Since the end of financial year, the Clerk of the Parliaments assumed the position of Honorary Secretary-Treasurer following the first annual general meeting of the CPA NSW Branch in the 56th Parliament on October 2015.

### CPA Twinning Program

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

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

Activities conducted with our twinned parliaments continue to focus on strengthening the parliamentary institutions in Bougainville and Solomon Islands through secondments of staff from the Pacific parliaments to the NSW Parliament, and attachments of staff from the NSW Parliament to the Pacific parliaments in areas of need – for example: strengthening

procedural support for Members; building inquiry management skills within committee secretariats; and conducting needs analyses of Hansard and Library sections.

Both Solomon Islands and Bougainville have had elections since last year.

The National Parliament of Solomon Islands has a new Speaker, Hon Ajilon Jasper Nasiu, and a new Clerk, Mr Clezy Rore.

During 2014-2015 the Autonomous Region of Bougainville elected a new Speaker, Hon Simon Pentanu while Mr Edwin Kenehata continued as Acting Clerk. At the time of reporting Mr Robert Tapi had been reappointed as Clerk. The Parliaments and the executive governments of both Solomon Islands and Bougainville continue to strongly support the twinning arrangements between the parliaments.

Some highlights for the year included:

- the attendance of the President, Hon Don Harwin MLC, and his Chief of Staff Dr Brian Lindsay at the inauguration of the third Autonomous Region of Bougainville House of Representatives on Monday 15 June 2015
- the revised Standing Orders adopted by the Bougainville House of Representatives in March 2015 achieved via a collaborative effort led by the Acting Clerk Edwin Kenehata and Director - Procedure Peter Topura, with technical support and assistance provided by procedure staff of the NSW Parliament
- a committee professional development workshop held in the Solomon Islands in October 2014 which was attended by all Solomon Islands committee staff, as well as four Bougainville committee staff and four NSW Parliament staff.

## Bougainville

The following activities with the Bougainville House of Representatives took place during the reporting period:

- August 2014 – Attendance of the Bougainville Clerk and Deputy Speaker at the Presiding Officers and Clerks Conference in Samoa. Participation in this Conference provides recognition of the sovereign parliament of the Autonomous Region of Bougainville, and provides opportunities for relationship-building with Presiding Officers from the region.
- August/September 2014 – Attachment of Jenelle Moore, Principal Council Officer, Legislative Council; and Simon Johnston, Twinning project coordinator, with the Bougainville House of Representatives. Ms Moore's attachment focused on assisting with the review of the Standing Orders, together with the Bougainville Director – Procedure, Peter Topura. Mr Johnston's attachment focused on project coordination, liaison with key stakeholders (including the United Nations Development Programme) and identification of future activities.
- October 2014 – Attendance of four Bougainville House of Representatives staff at the Twinning Committee Workshop in Honiara. The four staff were Ignatius Hamal, Executive Officer to the Clerk; Donald Misang, Director – Committees; Stephanie Kimisi, Committee Officer; and Douglas Pisi, Committee Officer.
- October/November 2014 – Secondment of Peter Topura, Director – Procedure, with the NSW Parliament to prepare materials supporting the Standing Orders Committee's review of the Standing Orders.
- January/February 2015 – Secondment of Ignatius Hamal, Executive Officer to the Clerk, to the NSW Parliament to undertake research and writing tasks associated with parliamentary privilege

and its application in the Autonomous Region of Bougainville.

- March 2015 – Attachment of Director, Table and Chamber Services (Legislative Assembly), Rachel Simpson to the Bougainville Committee Office to consolidate the work of the October 2014 Committee Workshop, and to assist with finalisation of Committee reports before the final sitting of the House of Representatives.
- March 2015 – Attachment of the Acting Clerk Assistant – Procedure (Legislative Council), Susan Want to the Bougainville Procedure Office to assist with finalising the report of the Standing Orders Committee of the House of Representatives for tabling and implementation.
- June 2015 – Secondment of two Bougainville House of Representative staff with the NSW Parliament. Ruby Garnean, Procedure Officer; and Stephanie Kimisi, Committee Officer, who spent two weeks with staff in their counterpart sections in both the Legislative Assembly and Legislative Council.
- June 2015 – Visit of the NSW Legislative Council President, the Hon Don Harwin MLC, to the Autonomous Region of Bougainville to observe the swearing-in of elected Members and the election of the Speaker and Deputy Speaker. The president was accompanied by the Twinning Project Coordinator, Simon Johnston; and the President's Chief of Staff, Dr Brian Lindsay. Note that expenses associated with the President and his Chief of Staff were not met from the Twinning budget.
- June – July 2015 Attendance of the Deputy Speaker, Hon Francesca Semoso, at the 2015 Presiding Officers and Clerks Conference in Hobart. Attendance at the Conference gave Presiding Officers from the two Pacific parliaments an opportunity to meet each other, as well as to meet representatives of the NSW Parliament; and to consider

future collaboration opportunities.

The Deputy Speaker also attended the Commonwealth Women Parliamentarians Conference in Sydney in July, making a valuable contribution to that event and raising the profile of women parliamentarians from the Pacific.

## Solomon Islands

Activities with the National Parliament of Solomon Islands in 2014-2015 were limited as a consequence of the Solomon Islands election in November 2014, and the election of the Speaker in January 2015. The following activities with the National Parliament of Solomon Islands took place during the reporting period:

- October 2014 – Twinning Committee workshop held in Honiara, Solomon Islands. The Twinning Committee workshop consolidated the lessons learnt by staff from all three parliaments over the past five years of activity. All staff of the National Parliament's Committee Secretariat participated, together with four staff from the Bougainville House of Representatives (see above) and five staff from the NSW Parliament: Ms Beverly Duffy, Clerk Assistant – Committees (Legislative Council); Ms Rachel Simpson, Director, Table (Legislative Assembly; Ms Christine Nguyen, Administration Officer (Legislative Council); Ms Teresa McMichael, Committee Director (Legislative Council) and Simon Johnston, Twinning project coordinator.
- March 2015 – Secondment of the NSW Parliament Security Manager, Ralph Ewen, to the National Parliament of Solomon Islands to work with the Serjeant-at-Arms on a review of current security arrangements.
- June 2015 – visit of the Speaker, Hon Ajilon Jasper Nasiu; and Clerk, Mr Clezy Rore, to the NSW Parliament. The visit provided an opportunity to meet with the President of the Legislative Council

and the Clerks and Executive Manager at an early stage after election/appointment to build professional and personal relationships.

- June – July 2015 Attendance of the Speaker, Hon Ajilon Jasper Nasiu; and Clerk, Mr Clezy Rore, at the 2015 Presiding Officers and Clerks Conference in Hobart.

## Looking ahead

Just prior to the end of the reporting year, the Department of the Legislative Council farewelled Simon Johnston, a Director who has been seconded to the position of Twinning Co-ordinator since 2010. Simon has successfully driven the twinning program in recent years and has now moved to a role with the Department of the Legislative Assembly.

As a result of Simon's departure, from July 2015 the Twinning project will be coordinated through the New South Wales Parliament's Senior Management Group (SMG) – the two Clerks and the Executive Manager of the Department of Parliamentary Services. Requests from the Pacific parliaments will be considered and action taken by the SMG, which will draw on the experience and recommendations of staff of the parliament who have previously been involved in Twinning activities. Administrative support will be provided by the House departments as required. The intensive project coordination over the past five years has established strong relationships that should ensure continued effective collaboration into the future.



*Mr Simon Johnson at the Twinning Committee workshop held in Honiara, Solomon Islands.*

## Commonwealth Women Parliamentarians

The Australian Region of the Commonwealth Parliamentary Association's Commonwealth Women Parliamentarians Steering Committee (CWP) comprises one female parliamentarian from each region branch. The committee plans the work of CWP in the region. The current Chair of CWP Australia is the Hon Catherine Cusack, a member of the Legislative Council. The work of the CWP is supported from the Office of the Clerk of the Legislative Assembly. Further details are set out in the annual report of the Department of the Legislative Assembly.

## Parliamentary Friendship Groups

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

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

At the time of reporting 15 Parliamentary Friendship Groups were in operation. The Office of the Black Rod coordinates jointly with the Department of the Legislative Assembly the annual reports from Parliamentary Friendship Groups which are required by 31 March each year.

# Corporate governance

Committed to continuous organisational capacity building.



## Overview

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

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

## Parliament-wide groups

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

### Management groups

There are two principal management groups:

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

The two groups meet on a regular basis to discuss governance and other issues applicable to the Parliament as a whole.

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

## Audit and Risk Committee

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

### Membership

#### Current membership:

- Ms Carol Holley (Independent Chair from 1 June 2015)
- Mr Alex Smith (Independent Member from 1 June 2015)
- Mr David Antaw (Independent Member from 1 June 2015).

#### Members whose terms ended during 2014-15:

- Mr Jim Mitchell (Independent Chair from October 2006 to March 2015)
- Ms Christine Feldmanis (Independent Member from March 2011 to March 2015)
- Ms Gerry Brus (Independent Member from May 2011 to May 2015).

The Clerks and the Executive Manager, the Chief Audit Executive and an Audit Office of NSW representative, attended all Committee meetings.

### Audit and Risk Committee Meetings

The Committee met four times during the year. In all, the Committee oversaw and monitored:

- internal audit and external audit reports completed during the financial year
- tracking of internal and external audit actions items from prior reports
- internal financial performance reports

- the Parliament's Early Close Procedures
- the Parliament's End of Year Financial Statements
- the Audit Office of NSW's Client Services Report and Management Letter
- Management's Representation Letter to the Audit Office of NSW
- Management's Certification of Internal Financial Controls
- business continuity planning project implementation
- business risk assessment and updated risk register
- new strategic internal audit plan for 2014-15 to 2016-17
- assessment of its own performance.

## Internal Audit

The following audits were conducted by BDO East Coast Partnership, the internal auditors during 2014-15:

- individual audits of the entitlement usage of 80 Members covering transactions during the 2012-13 and 2013-14 financial years
- individual audits of entitlement usage of any other Members that served during the 55th Parliament to ensure that all were subject to review
- payroll operations
- catering operations.

## External Audit

The Audit Office of NSW provided external audit services, covering:

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

## Enterprise Risk Management

The business risk assessment completed in 2013-14 was endorsed by the Audit and Risk Committee during the year. It formed the basis of the new Internal Audit Plan for 2014-15 to 2016-17 that was also endorsed and adopted by the Committee. The risk register will be progressively updated as internal audits are completed and any new risks emerge.

## Business Continuity Management

The Parliament is renewing its Business Continuity Management System (BCMS) to align with the international business continuity management standard ISO 22301:2012. The purpose of a BCMS is to protect against business interruption events, by reducing the risk of them and ensuring prompt recovery from them, ensuring critical operations continue at desired levels and that the reputation and interests of stakeholders are protected.

The Parliament completed a new Business Continuity Policy, Business Continuity Management Program and Business Interruption Response Plan during the year. Individual Business Resumption Plans were prepared for 10 key activities of the Parliament and Business Continuity Officers (BCO) assigned responsibility for their operation and maintenance. Training has been provided to BCOs and awareness training to other key staff. Information on the Parliament's BCMS has also been included in its Induction Program for new staff.

Full disaster recovery capability has been implemented for the Parliament's IT systems, applications and data. Establishment of a business recovery site for the Parliament's back office functions is well advanced and expected to be finalised in the latter part of 2015. Arrangements for an alternative site

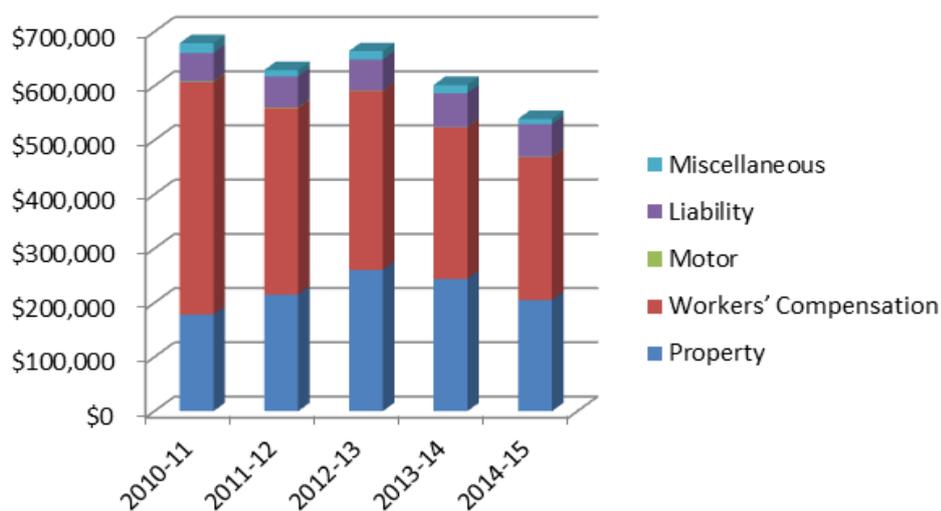
for Parliament to sit and Members to be accommodated, in the event of a business interruption, is also expected to be finalised by the end of 2015.

## Insurance

Insurance covers were provided to the Parliament, its Members and employees by the NSW Treasury Managed Fund. Covers included: Workers Compensation, Legal Liability, Motor Vehicle, Property (including Business Interruption), Miscellaneous (including Personal Accident and Personal Effects). Over the past five years The Legislature has contributed the premiums excluding GST, to the Treasury Managed Fund:

	2010-11	2011-12	2012-13	2013-14	2014-15
Property	\$178,210	\$215,570	\$260,520	\$244,170	\$205,080
Workers' Compensation	\$428,940	\$343,410	\$330,130	\$279,059	\$263,575
Motor	\$1,350	\$1,470	\$790	\$940	\$800
Liability	\$52,670	\$57,510	\$57,360	\$62,350	\$60,060
Miscellaneous	\$17,960	\$11,530	\$15,560	\$15,220	\$9,890
Total	\$679,130	\$629,490	\$664,360	\$601,739	\$539,405
Savings*	8%	7%	-6%	9%	10%

\* The Legislature anticipates a 5 per cent savings in the financial-year ending 30 June 2016.



## Policy Review Steering Committee

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

A number of policies were finalised during the reporting year, including policies regarding parliamentary friendship groups, secondments to ministerial offices, and records management.

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

## Security Committee

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

## Records management committee

In 2014-2015 a Collection Management Policy was formalised to establish the scope of the Parliament's Collected Archives. These archives consist of original third party documents, photos and ephemera which the Parliament has collected over time through gift or donation.

The policy provides a governance framework which ensures transparency regarding the management of this material and guides

future decisions about acquisitions and de-accessions by the Records Management Committee, upon which all three departments are represented.

## Parliament-wide projects

As well as undertaking the key projects set out in the Strategic Plan for the 2014-2015 year Legislative Council staff also contributed to a number of major projects managed by the Department of Parliamentary Services Information Services. The projects included the migration of the Parliaments Intranet from Lotus Notes to SharePoint and new Members, Committee, Hansard and House Papers webpages.

## Digitisation project

During 2014-2015 a project commenced to digitise the records of the Parliament of New South Wales from 1824 to 1901.

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

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

It is expected that in January 2016 the documents will be accessible to agencies, members of the public, researchers and historians via the Parliament's website. The project has included staff from the three

departments with the Usher of the Black Rod representing the Legislative Council.

## Industrial matters

### Staffing

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

The Department of the Legislative Council has an establishment of 41 staff members. However, as at 30 June 2015, the Department recorded 39 full time equivalent (FTE) staff members. This lower figure is due to a number of staff members who work less than full time hours.

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

	2014-15	2013-14	2012-13
Council Officers	39 FTE	39 FTE	38 FTE

### Staffing changes

A number of staffing changes occurred within this reporting period. Mr Simon Johnston, Twinning Project Coordinator (substantive position Director – Committees) left the Department of the Legislative Council to work with the Department of Legislative Assembly as a Corporate Services Director. In addition, Ms Rebecca Main was appointed to the position of Director – Committees. The Department also farewelled Mr Ian Young, a Senior Council Officer who had worked in both Committees and the Procedure Office. Mr Young left the Department to take up a position with Transport for NSW as its Cabinet and Parliamentary Inquiry Officer.

## Salary movements

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

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

The *Statutory and Other Officers Remuneration Tribunal Determination* of 25 June 2015 also increased the salaries of the Clerks, Executive Manager, DPS and Deputy Clerks by 2.5 per cent effective from 1 July 2015 to 30 June 2016.

## Public Interest Disclosures

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

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

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

## Parliamentary Service Awards

Since 1986 the Presiding Officers have presented Parliamentary Service Awards to staff who have reached significant milestones of service to the Parliament. At a function held in the Macquarie Room on Thursday 13 November 2014, the Presiding Officers, Clerks and Executive Manager presented awards. The recipients of awards from the Department of the Legislative Council were:

- Mr Maurice Rebecchi, Chamber and Support – 30 years
- Ms Lucy Smith, Chamber and Support – 20 years
- Stewart Smith, Committees – 20 years
- Steven Reynolds, Deputy Clerk – 15 years
- Stephen Frappell, Procedure – 10 years.



*Mrs Lucy Smith and the Honourable Don Harwin, President of the Legislative Council at the Parliamentary Service Awards ceremony.*

## Equal Employment Opportunity

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

- Merit selection – the Department's recruitment processes are underpinned by the principles of merit selection, including fairness, equity, and open competition
- Flexible work practices – the Department provides employees with access to a

range of flexible work practices to assist staff to achieve a balance between their professional and personal life. Many of our staff have returned from maternity leave on a part-time basis. Other flexible work practices and family friendly conditions of employment used by staff from time to time include working from home arrangements, variations to working hours, family and community service leave and flex time

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

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

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

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

## Trends in the representation of EEO Groups in the Legislative Council at 30 June 2015\*

Representation	Benchmark/ Target	2015	2014	2013
Women	50 per cent	66 per cent	64.6 per cent	63.7 per cent
Aboriginal or Torres Strait Islanders	2.6 per cent	4.3 per cent	4.2 per cent	1.8 per cent
People whose language first spoken as a child was not English	19 per cent	6.4 per cent	6.3 per cent	24.3 per cent
People with a disability	N/A	2.1 per cent	2.1 per cent	8.1 per cent
People with a disability requiring work-related adjustments	1.5 per cent	0 per cent	0 per cent	7.2 per cent

\* The information in this table is provided by the Public Service Commission and is recorded by calendar year rather than financial year

### Indigenous cadetship program

The Department suspended the Indigenous Cadetship Program in 2014 due to unforeseen circumstances. The Department commenced recruitment proceedings for a new cadet in June 2015. Following the recruitment process a new cadet is anticipated to commence with the Department in the second half of 2015. The Office of the Black Rod is responsible for managing the program.

### Parliament House Internship Program

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

The placements are promoted through partnerships with universities as part of their program of study. During the reporting year, twelve were placed within the Legislative Council (mainly with Members but two within the Department), undertaking a range of projects, research and other related work. personal or work related problems. The

### Performance Development Program

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

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

All staff participated in the Performance Development Program this year.

In summarising the responses received, several staff expressed an interest in being mentored by senior departmental officers, undertaking training in public speaking and learning more about the procedures of the House.

### Employee Assistance Program

In conjunction with the Legislative Assembly and the Department of Parliamentary Services, the Department of the Legislative Council engages the services of Davidson Trahaire Corpsych to provide counselling and support for staff who are experiencing

service is completely confidential and voluntary.

## Work Health and Safety

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

A re-constituted Work Health and Safety Committee has recently commenced operation and the Department of Legislative Council is represented by Ms Susan Want, Usher of the Black Rod and Ms Lynn Race, Council Officers Assistant. In December 2014 a new Parliament-wide Work Health and Safety Policy was adopted with the objective of providing for a pro-active, reasonably practicable risk management approach to identify, assess, control, monitor and review hazards in the workplace, in compliance with work health and safety legislation, regulation and codes of practice established by WorkCover NSW.

The table below (which applies to the Legislative Council as a whole, namely the Department, members and their staff) indicates that in 2014/2015 there was a small increase in reported incidents compared to the previous year. This result however still represented an improvement on the reported incidents in 2012/2013. The Department will continue to work with the Department of Parliamentary Services to offer a number of

measures, including ergonomic assessments to maintain as safe a workplace as possible.

## Adoption of standing desks

In 2014/2015, the Department purchased 12 Varidesks, a desktop sit/stand converter, to promote alternatives to sitting.

Standing desks have recently received significant media attention and are increasing in popularity with research showing that adverse health effects can occur from excess sitting. Some of the negative health impacts of sitting too much include: back and spine injuries, low energy expenditure leading to obesity, poor blood flow and reduced concentration. In 2013, the American Medical Association adopted a new policy on sitting in the workplace, urging employers to make alternatives to sitting available to workers.

Staff have commented positively as to the benefits of standing while working. It has been observed that standing can increase energy levels which help maintain focus on detailed research work over sustained periods of time, as well as alleviate back and neck pain.

### Summary of workplace health and safety incidents

	2014-15	2013-14	2012-13
No. of incidents	3	1	5
Near miss/hazards	1	1	0
Strains & overuse	1	0	4
Slip trips & falls	1	0	1
Other (not categorised)	0	0	0
Lost time injuries	1	0	1
Claims	1	0	2
New Claims cost	\$2,339.95	\$0.00	\$3,939.57

## Professional development and training

The Department of the Legislative Council is committed to cultivating a workplace that is professionally and personally rewarding for staff. The Department provides opportunities for development through internal and external training programs. During the reporting year, the Department spent \$14,361.32 on staff training and development which included: leadership training, InDesign essentials training and first aid courses.

## Parliamentary Ethics Advisor

Mr Ian Dickson resigned from the position of Parliamentary Ethics Advisor effective 31 December 2013. In June 2014 both Houses passed resolutions for the appointment of former Clerk of the Parliaments, Mr John Evans PSM, as Parliamentary Ethics Advisor. On Tuesday 8 July 2014 the Joint Clerks entered into an agreement with Mr Evans for the period up to 30 June 2015. (A further agreement has since be signed continuing Mr Evans' services until 30 June 2016.

Under the contract of engagement for the provision of services as Parliamentary Ethics Adviser, the sum of \$19,000 was paid to Mr Evans for the period 8 July 2014 to 7 July 2015 and was shared equally between the Houses.

## Parliamentary Law, Practice and Procedure Program

ANZACATI, the professional development body for Australasian parliamentary officers, sponsors the Parliamentary Law, Practice and Procedure Program run in conjunction with the University Tasmania.

The program is a university accredited professional development opportunity for parliamentary staff from around Australia and New Zealand that develops participants' understanding of the fundamental principles of parliamentary law, practice and procedure, and of the place of parliaments in the systems of government of Australia and New Zealand.

In addition to a sound theoretical grounding, the program provides an opportunity to learn from the practical experiences of officers from the different parliaments. The Legislative Council supported the participation of Ms Selene Hung, Senior Council Officer - Table Office, in July 2014. Mr Stephen Frappell, Clerk Assistant – Procedure was invited to co-present the course content on Parliamentary Privilege.

# ANZACATT Professional Development Seminar

The 2015 professional development seminar of the Australian New Zealand Clerks at the Table (ANZACATT) was hosted by the NSW Parliament between 20 to 22 January 2015, the first time it has been held in Sydney since 2004. This is the annual professional development seminar for parliamentary officers, and was very well attended with over 120 registrants including attendees from all Australian parliaments, New Zealand, the United Kingdom, Canada and the United States. The seminar was very effectively organised by our colleagues in the Assembly, assisted by a consultative committee on which the Legislative Council was represented by the Deputy Clerk.

The theme of the conference was “The Challenge of Change”. To recognise the way that changes in the world impact on the parliamentary environment, a session was held on the impact of the rise of China and India, with a recognition that inter parliamentary relations through receiving delegations, sister state relations and constituency work by members with local communities requires an understanding of our neighbours in an Asian century and may become part of the needs of future parliaments. The workshops included a panel of members, including former President Fazio and the Deputy President Jenny Gardiner, and a panel discussion of former clerks, including Lynn Lovelock, Clerk of the Parliaments from 2007-2011.

In total five Legislative Council staff presented papers: Teresa Mc Michael on consultation methods with the local community as part of the Bowraville Murders inquiry; Rebecca Main on sessional orders; Jenelle Moore on developments in arbiters’ advice on orders for papers; and Beverly Duffy on the Chair’s Committees.

There were two separate events organised to coincide with the ANZACATT seminar. On Monday 19 January, the day before the ANZACATT seminar, the NSW Department of Parliamentary Services initiated a free seminar on joint service issues, with a particular focus on HR and training. Speakers included local DPS and Assembly staff as well as representatives from Federal Parliament, Victoria, Queensland and New Zealand. The Departments of the Council and Assembly both provided input to the running of this seminar through a management committee. Also, at the conclusion of the ANZACATT seminar on Friday 23 January the LC Clerk’s Office organised the Biennial Clerks meeting, a half day meeting of all the Clerks of the respective Australian and New Zealand jurisdictions. Issues discussed included: parliamentary privilege; statutory secrecy; indexing the minutes of proceedings; and Twinning.



# Australasian Study of Parliament Group

From 1 to 3 October 2014, the NSW Parliament hosted the Australasian Study of Parliament Group (ASPG) annual national conference, with the Legislative Council responsible for the development and management of the event.

The title of the conference was 'How representative is representative democracy?'. Keynote speakers included noted election expert Antony Green, former Western Australia Premier and University Professor Geoff Gallop, Professor of Constitutional Law Anne Twomey, as well as a number of Federal, State and New Zealand parliamentarians.

Through the presentation of papers and subsequent plenary sessions, conference delegates examined a number of themes, including election funding, emerging parliamentary democracies in the Pacific Islands, representation and diversity, alternative representative and decision-making models, candidate selection methods and the strengths and weaknesses of various election models.

Over 130 delegates attended the conference, with representatives from all Australian States and Territories as well as New Zealand and the Autonomous Region of Bougainville.



*Mr David Blunt, Clerk of the Parliaments presenting his paper on 'Parliamentary speech and the location of decision making' at the ASPG annual national conference.*



*Mr Peter Topura from the Autonomous Region of Bougainville Parliament presenting his paper on the 'Bougainville House of Representatives Standing Orders'.*

## Training on wise and ethical decision making

In June 2015, 32 staff of the Department of the Legislative Council took part in training on wise and ethical decision making in relation to workplace dilemmas that could arise in the Council. The aims of the workshops were to:

- enhance our familiarity with the staff code of conduct
- engage staff in a discussion about how our values might be tested in every day work situations
- enhance our understanding of ethics in this unique workplace and our confidence in our own decision making in different situations.

During the workshops, facilitated by Sharon Bent of Bent Psychology, participants broke into small groups to explore a number of ethical scenarios. Then as a larger group they developed a 'compass' of four key questions to guide their decision making in future situations. The workshops received excellent feedback from participants.

## Training on group facilitation skills

In April 2015 approximately 18 staff participated in training on group facilitation skills run by Ms Carolyn Grenville of the NSW Cancer Council. The purpose of the workshop was to enable staff to conduct well planned and engaging training and information sessions that promote the work of the Council. This interactive and very practical workshop focused on:

- how to design and conduct a training session for adult learners
- techniques to engage participants
- strategies to overcome barriers to learning.

The workshop was rated extremely highly by participants and has been bearing

fruit in more creative and engaging staff presentations, both internal and external.

## Multicultural policies and services

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

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

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

## Code of conduct

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

# Travel expenditure

## Overseas travel

The Department expended approximately \$23,633.76 on overseas travel during the reporting year, excluding Twinning related activity.

## 45th Presiding Officers and Clerks' conference

In July 2014, the President and the Clerk Assistant – Committees travelled to Apia, Samoa for the 45th Presiding Officers and Clerks Conference. The total cost of the trip was \$7,362.

## Commonwealth Parliamentary Association Annual Conference

In October 2014, the Deputy Clerk accompanied the Commonwealth Parliamentary Association delegate the Hon Amanda Fazio to the 60th Commonwealth Parliamentary Association Conference in Yaoundé, Cameroon. The Deputy Clerk also attended the 51st General Meeting of the Society of Clerks-at-the-Table in Commonwealth Parliaments held in Yaoundé at the same time. The total cost of the trip for the Department of the Legislative Council was \$16,303.76.

## Domestic travel

The Department expended approximately \$9,647.50 on domestic travel by staff during the reporting year:

- **July 2014**—Senior Council Officer, Selene Hung, participated in the ANZACATT Parliamentary Law, Practice and Procedure Course in Hobart, Tasmania. Total cost: \$2,224
- **July 2014**—Clerk Assistant – Procedure, Mr Stephen Frappell, by invitation, delivered a presentation to the ANZACATT Parliamentary Law, Practice and Procedure Course in Hobart, Tasmania. Total cost: \$891
- **July 2014**—Clerk of the Parliaments, Mr

David Blunt, by invitation, participated on the interview panel for the position of Deputy Clerk of the Legislative Council of the Parliament of Victoria. Total cost: \$981

- **July 2014**—Clerk of the Parliaments, Mr David Blunt, Melbourne, Victoria, to attend a meeting of Australasian Clerks and, at the invitation of the President of the Legislative Council of the Parliament of Victoria, the Honourable Bruce Atkinson MLC, attended the farewell for Mr Wayne Tunnecliffe, Clerk of the Legislative Council of the Parliament of Victoria. Total cost: \$587
- **August 2014**—Deputy Clerk, Mr Steven Reynolds, by invitation, participated on the interview panel for the position of Clerk Assistant – Committees of the Legislative Council of the Parliament of Victoria. Total cost: \$1,049
- **December 2014**—A/Principal Council Officer, Ms Kate Mihajlek, to attend the Induction Day for new members of the Parliament of Victoria to view the content of the program. Total cost: \$781
- **March 2015**—Clerk of the Parliaments, Mr David Blunt, Hobart, Tasmania to attend a seminar on Procedure and Administration at the invitation of the departing Clerk of the House of Assembly at the Parliament of Tasmania, Mr Peter Alcock. Total cost: \$793
- **April 2015**—Mr Simon Johnston, Twinning Project Coordinator, attended a meeting of the CPA Australian Region Management Committee in Melbourne, Victoria. Total cost: \$1,097
- **June 2015**—Ms Jenelle Moore, Principal Council Officer, Table Office and Ms Susan Want, Usher of the Black Rod, travelled to the Australian Parliament House to examine table office House paper production systems recently implemented in the Senate and the House of Representatives. Total cost \$1,244.50.

## CPA - parliamentary supported travel

During the reporting period, the following

members undertook CPA travel:

- **October 2014**—The Hon. Amanda Fazio MLC attended the 60th Commonwealth Parliamentary Association Conference in Yaoundé, Cameroon. Total cost: \$16,171.80.
- **October 2014**—The Hon. Catherine Cusack MLC in her capacity as Chair of the Commonwealth Women Parliamentarians (CWP) for the Australian region attended the 60th Commonwealth Parliamentary Association Conference in Yaoundé, Cameroon. Total cost: \$14,175.47.
- **April 2015**—The Hon. Jenny Gardiner MLC attended the Commonwealth Parliamentary Association in collaboration with Monash University a Workshop on Parliamentary Codes of Conduct – Establishing Benchmarks and Building Public Trust in Melbourne, Victoria. Total cost: \$2,183.70.
- **May 2015**—The Hon. Trevor Khan MLC attended the Post-Election Seminar for the Senate of Pakistan in Islamabad, Pakistan. Total cost: \$8,137.43.
- **May 2015**—The Hon. Natasha Maclaren-Jones MLC attended the 12th CPA Canadian Parliamentary Seminar in Ottawa, Canada. Total cost: \$13,385.20.

## Communications

The Department of the Legislative Council is committed to strong communication throughout the department and the Parliament as a whole. A number of strategies are utilised to ensure that staff are kept abreast of information and developments relevant to their roles including staff meetings, a departmental newsletter *Elucidations* and contributions to the Parliament's active news feed on the Intranet. The Department also engaged the services of Mr Bret Walker SC to provide advice concerning the Select Committee's inquiry into the conduct and progress of the Ombudsman's inquiry 'Operation Prospect', incurring expenditure of \$11,000.

## General staff meetings

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

## Elucidations

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

## Use of consultants, contractors and legal services

The Department expended approximately \$117,525 on consultancy, contractor and legal services, the detail of which is provided below.

## Television coverage and other filming services

The Legislative Council engaged the services of G K Productions to provide television coverage in the Chamber as well as services for the Opening of the second session of the 55th Parliament on 9 September 2015 and the opening of the 56th Parliament on 5 May 2015. In 2014-2015 G K Productions was paid \$56,029.34 for services provided including camera operators and equipment.

## Legal services

The Department engaged the Honourable Keith Mason to evaluate and report on claims of privileged documents on three occasions:

1. WestConnex Business Case, incurring expenditure of \$13,200
2. VIP Gaming Management Agreement, incurring expenditure of \$5,445
3. Byron Central Hospital and Maitland Hospital, incurring expenditure of \$1,980.

Total \$31,625.

## Professional services

The Department used professional photography to capture two openings of parliament and to take new portraits of members and staff during 2014-2015. The total cost incurred for these services was \$7,860.60.

The Department used the Government Records Repository to store Legislative Council documents, incurring a cost of \$1,362.18.

Total: \$9,222.78.

## Shared expenditure

The Legislative Council contributes to the cost of services delivered across the Parliament, including the Employee Assistance Program (\$6,966.66) and the Flu vaccination program (\$875).

The Department also contributed \$2,642.23 for payment of the professional fees charged by the independent members of the Parliament's Audit and Risk Committee.

The Department also contributed \$10,164 to the payment of Crowe Horwath (Aust) Pty Ltd for the provision of Business Continuity Management Services.

Total: \$20,647.89.

## Credit card certification

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

The Department has 11 credit cards issued with individual limits ranging from \$5,000 up to \$20,000 and a total combined limit of \$75,000. Any expenditure must be authorised by a supervisor. Any expenditure by the Clerk is authorised by the Executive Manager, Parliamentary Services or the Clerk of the Legislative Assembly.

## Sustainability

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

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

- 7.1 tonnes of cardboard and 50.4 tonnes of paper were recycled
- the solar panels on the roof delivered approximately 44,000kWh of energy.

The Parliament's capital works program has also ensured sustainability is incorporated into projects so as to promote further savings in water, energy and ventilation, including:

- the new visitor chairs in member offices that are 67 per cent recyclable and have a steel tube frame whose braces are 100 per cent recyclable
- ergonomic office chairs selected for the Tower Block Fit out project which are 94 per cent recyclable and manufactured using up to 53 per cent recycled content
- blinds with metalised sunscreen which block out 95 per cent of heat and glare and has a solar reflection of 53 per cent, reducing energy requirements from air conditioning usage in the building
- the installation of solar powered lighting along the level 9 garden path
- the installation of LED lighting in the tower block
- the installation of sensor activated lighting in some areas of the tower block.

## Annual report

This report is available on the New South Wales Parliament website:

[www.parliament.nsw.gov.au](http://www.parliament.nsw.gov.au). The overall production of this 2014-2015 annual report was completed in-house.



# Financial performance

# Department of the Legislative Council

The net cost of services of the Legislative Council, including both the members' program and the Department was \$25.562 million, representing 18.9% of the total net cost of services of the Parliament (excluding the Parliamentary Budget Office) for the 2014-15 financial year. This compares to a budget of \$25.462 million reflecting an unfavourable variance against budget of \$100,000 or 0.4%.

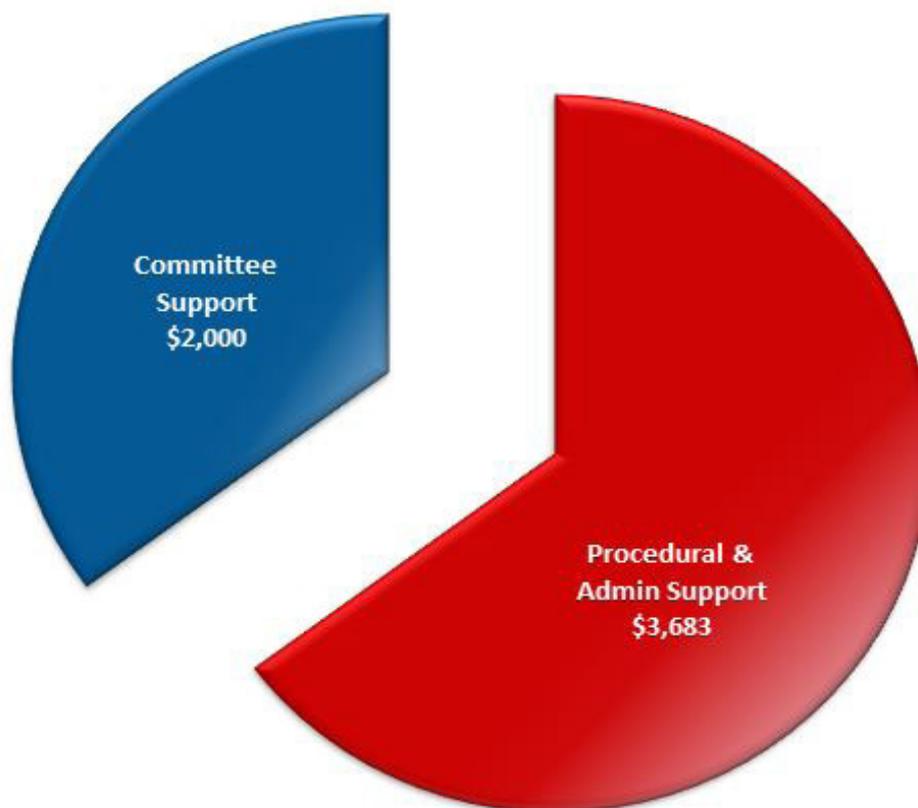
The main components of this variation include:

- employee related expenses for Members' staff being higher than budget by \$300,000 primarily as a result of separation payments made following the election;
- other operating expenses being \$122,000 higher than budget attributable to greater than anticipated members' entitlements costs
- revenue being \$308,000 higher than budget mostly attributable to additional grants and contributions received.

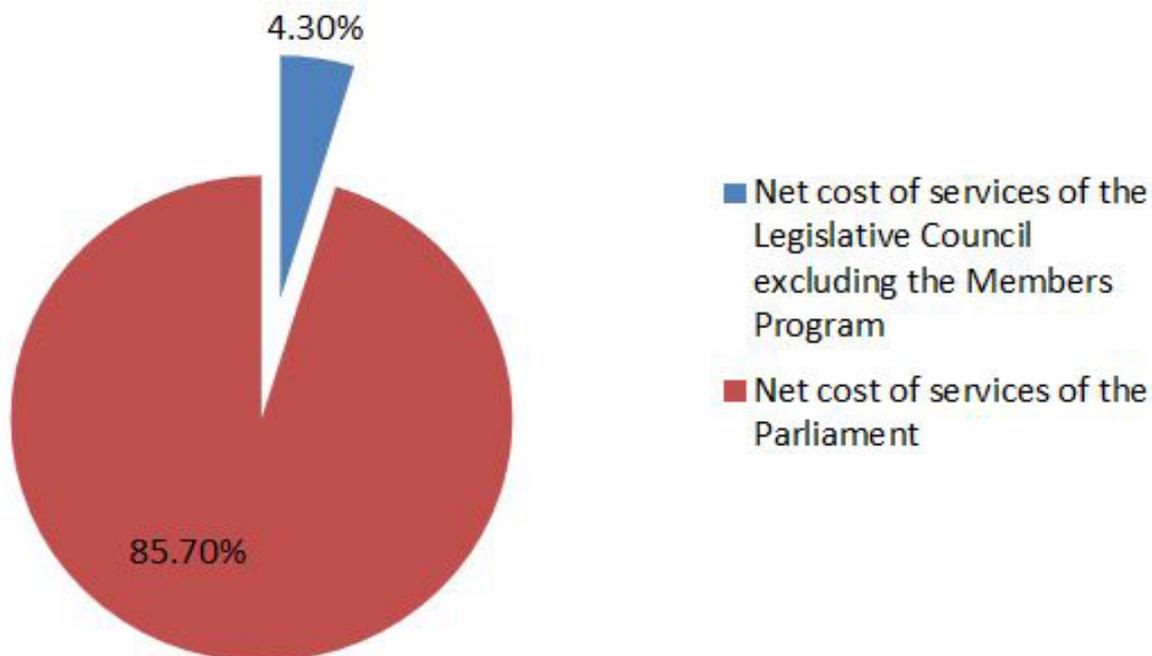
The net cost of services for the Department of the Legislative Council, excluding expenditure on the Members' program, was \$5.758 million, which equates to 4.3% of the total net cost of service for the Parliament and 22.5% of the Legislative Council's total net cost of service. The two main operational activities within the Department are Procedural and Administrative Support and Committee Support.

The Legislature's financial statements as at 30 June 2015 are contained in a standalone document which is accessible on the Parliament's website.

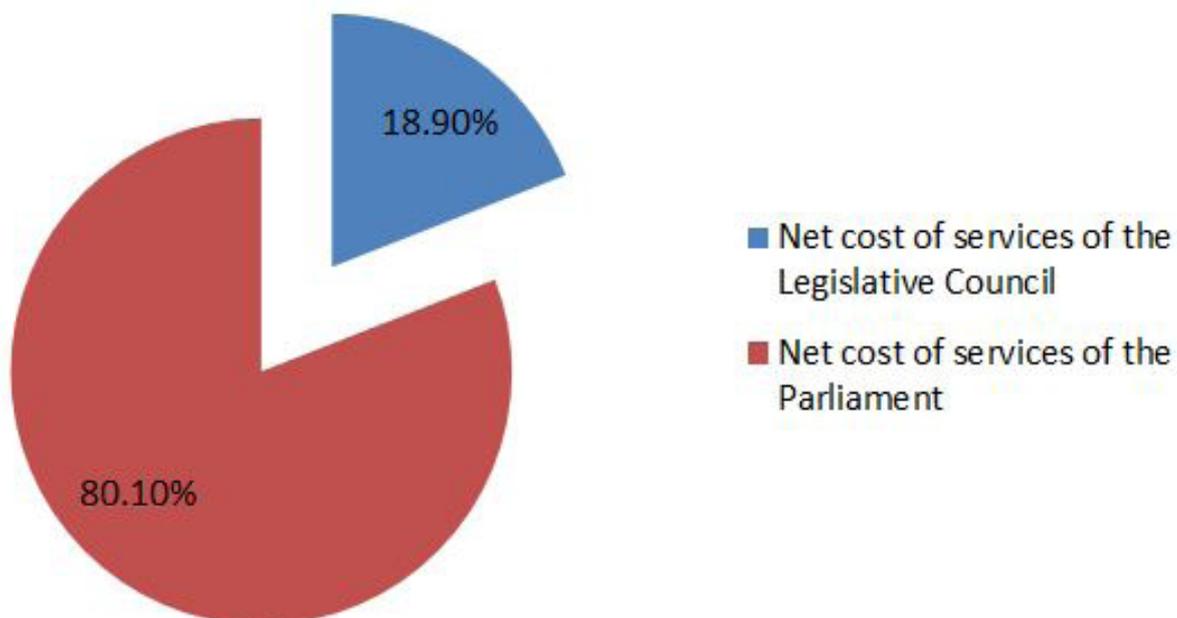
## Legislative Council Operations \$'000



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



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



## Start of unaudited financial statements

# Legislative Council Supplementary Financial Information

## Legislative Council Total (including members' program and the Department) Statement of comprehensive income for the year ended 30 June 2015

	Actual 2015 \$'000	Budget 2015 \$'000	Actual 2014 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	11,426	11,126	10,315
Other operating expenses	3,523	3,401	2,118
Depreciation and amortisation	131	139	180
Other expenses - Members' remuneration	11,470	11,476	11,628
<b>Total Expenses excluding losses</b>	<b>26,550</b>	<b>26,142</b>	<b>24,241</b>
<b>Revenue</b>			
Sale of goods and services	611	615	595
Grants and contributions	309	7	240
Other revenue	68	58	40
<b>Total Revenue</b>	<b>988</b>	<b>680</b>	<b>875</b>
Loss on disposal	-	-	3
<b>Net Cost of Services</b>	<b>25,562</b>	<b>25,462</b>	<b>23,366</b>

## Legislative Council - Parliamentary Representation (members' program only) Statement of comprehensive income for the year ended 30 June 2015

	Actual 2015 \$'000	Budget 2015 \$'000	Actual 2014 \$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	6,149	5,969	5,301
Other operating expenses	2,692	2,115	1,396
Depreciation and amortisation	117	124	158
Other expenses - Members' remuneration	11,470	11,476	11,628
<b>Total Expenses excluding losses</b>	<b>20,428</b>	<b>19,684</b>	<b>18,483</b>
<b>Revenue</b>			
Sale of goods and services	611	615	595
Other revenue	13	5	2
<b>Total Revenue</b>	<b>624</b>	<b>620</b>	<b>597</b>
<b>Net Cost of Services</b>	<b>19,804</b>	<b>19,064</b>	<b>17,886</b>

**Legislative Council - Operations (the Department only)**  
**Statement of comprehensive income for the year ended 30 June 2015**

	Actual	Budget	Actual
	2015	2015	2014
	\$'000	\$'000	\$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	5,111	4,992	4,938
Other operating expenses	613	874	646
Depreciation and amortisation	14	15	22
<b>Total Expenses excluding losses</b>	<b>5,738</b>	<b>5,881</b>	<b>5,606</b>
<b>Revenue</b>			
Grants and contributions	-	-	10
Other revenue	55	53	38
<b>Total Revenue</b>	<b>55</b>	<b>53</b>	<b>48</b>
<b>Net Cost of Services</b>	<b>5,683</b>	<b>5,828</b>	<b>5,558</b>

**Legislative Council - Special Projects**  
**Statement of comprehensive income for the year ended 30 June 2015**

	Actual	Budget	Actual
	2015	2015	2014
	\$'000	\$'000	\$'000
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	166	165	77
Other operating expenses	218	412	75
<b>Total Expenses excluding losses</b>	<b>384</b>	<b>577</b>	<b>152</b>
<b>Revenue</b>			
Grants and contributions	309	7	230
<b>Total Revenue</b>	<b>309</b>	<b>7</b>	<b>230</b>
<b>Net Cost of Services</b>	<b>75</b>	<b>570</b>	<b>(78)</b>

**End of unaudited financial statements**

# Appendices



# Appendix 1

## Members of the Legislative Council as at 30 June 2015

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

**PARTY REPRESENTATION: HOUSE OF 42 MEMBERS**

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

**OFFICERS OF THE LEGISLATIVE COUNCIL**

**President**

The Honourable Donald Thomas Harwin

**Deputy President and Chair of Committees**

The Honourable Trevor John Khan

**Assistant President**

The Reverend the Honourable Frederick John Nile

**Clerk of the Parliaments**

David Michael Blunt M Phil LLB (Hons)

**Deputy Clerk**

Steven Reynolds BEc LLB MPS

**Clerk Assistant - Procedure**

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

**Clerk Assistant - Committees**

Beverly Duffy BSW (Hons)

**Usher of the Black Rod**

Susan Want B (Soc Sci) MPS

# Appendix 2

## 2014-2015 Legislative Council members' allowances and expenditure (55th Parliament)

Note: The figures reported are accurate as at the closing date for the 2014-2015 financial accounts. Any adjustments to data by subsequent reconciliation processes will be reported in the following year's annual report.

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

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
John Ajaka	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			20,397.94 55,460.34 75,858.28 54,859.47 20,998.81			
Jan Barham	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		6,965.44	27,151.64 74,506.32 101,657.96 97,289.03 4,368.93	8,512.35		
Niall Blair	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		8,152.76	29,755.48 72,811.87 102,567.35 59,611.92 42,955.43	6,516.24	170.10	624.15
Robert Borsak	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining	2,470.00		17,794.10 18,149.82 35,943.92 35,943.92 0.00	8,161.45	1,534.66	83.14
Robert Brown	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			20,397.94 26,146.87 46,544.81 24,364.22 22,180.59	17,746.10		
Jeremy Buckingham	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		13,430.64	27,151.64 4,288.06 31,439.70 30,539.32 900.38	9,780.31		2,392.19
David Clarke	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			20,397.94 35,644.85 56,042.79 39,933.73 16,109.06	881.54		
Rick Colless	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		6,467.99	29,755.48 58,846.33 88,601.81 75,186.45 13,415.36	17,761.05		

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Sophie Cotsis	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 43,764.59 61,558.69 51,145.43 10,413.26			
Catherine Cusack	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		13,473.47	29,755.48 21,216.29 50,971.77 44,326.11 6,645.66	12,942.87	839.72	330.34
Greg Donnelly	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 11,555.73 29,349.83 29,349.83 0.00	9,350.84		
Mehreen Faruqi	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 1,500.67 19,294.77 17,801.48 1,493.29	2,427.18		647.72
Amanda Fazio	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			20,858.42 21,357.86 42,216.28 38,825.48 3,390.80	6,603.36	1,128.60	3,268.01
Marie Ficarra	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 25,217.17 43,011.27 16,796.13 26,215.14			
Luke Foley	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			25,770.20 60,449.87 86,220.07 74,385.73 11,834.34	2,006.22		549.95
Michael Gallacher	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			18,323.01 80,226.73 98,549.74 3,735.76 94,813.98	1,047.43	501.69	
Jenny Gardiner	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		16,251.82	29,755.48 27,769.40 57,524.88 39,250.95 18,273.93	7,473.25		
Duncan Gay	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		334.23	29,755.48 103,207.45 132,962.93 93,384.47 39,578.46	3,597.16	2,012.75	
Paul Green	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining	940.00	9,975.15	27,151.64 72,180.65 99,332.29 57,050.44 42,281.85	3,408.59	115.23	
Don Harwin	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			38,200.19 55,657.24 93,857.43 48,736.07 45,121.36	2,982.86		291.97

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
John Kaye	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 63.60 17,857.70 17,857.69 0.01	3,667.83		
Trevor Khan	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		24,885.57	29,755.48 54,413.61 84,169.09 34,294.84 49,874.25	15,758.72	9,723.54	892.00
Charlie Lynn	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		4,367.92	20,397.94 1,860.79 22,258.73 22,258.73 0.00	4,069.19	851.27	
Scot Macdonald	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		21,546.20	27,151.64 498.06 27,649.70 27,255.85 393.85	17,071.36	2,336.26	26.25
Natasha Maclaren-Jones	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		3,540.33	29,755.48 22,514.00 52,269.48 51,623.21 646.27	10,619.05		
Matthew Mason-Cox	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		4,737.35	29,755.48 66,969.41 96,724.89 70,259.51 26,465.38	855.66		
Sarah Mitchell	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		14,896.37	29,755.48 55,364.74 85,120.22 65,256.59 19,863.63	10,481.84	1,075.82	840.80
Shaoquett Moselmane	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 12,473.71 30,267.81 21,995.55 8,272.26	295.26		
Fred Nile	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			20,397.94 1,919.17 22,317.11 15,414.19 6,902.92			
Melinda Pavey	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		15,490.16	29,755.48 11,803.05 41,558.53 37,551.80 4,006.73	14,303.56	4,188.45	
Gregory Pearce	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 65,005.78 82,799.88 26,877.51 55,922.37	9,164.56	1,829.77	59.65
Peter Phelps	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		21,547.48	30,215.96 71,638.93 101,854.89 79,716.28 22,138.61	9,117.57	240.46	59.65

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Peter Primrose	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			18,323.01 20,149.44 38,472.45 22,093.44 16,379.01	785.20		
Adam Searle	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			21,796.77 58,402.71 80,199.48 50,082.37 30,117.11	7,710.77		
Walt Secord	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 10,096.52 27,890.62 15,955.86 11,934.76	6,340.27		
Penny Sharpe	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 2,156.59 19,950.69 5,031.49 14,919.20	1,347.75		
David Shoebridge	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 8,625.51 26,419.61 26,419.61 0.00	12,717.66		
Michael Veitch	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		7,966.28	27,151.64 51,040.16 78,191.80 64,556.62 13,635.18	3,893.95		658.59
Lynda Voltz	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			20,397.94 3,384.70 23,782.64 23,782.64 0.00	1,412.48		220.36
Helen Westwood	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 28,059.09 45,853.19 33,345.29 12,507.90			
Steve Whan	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		12,796.91	27,151.64 49,629.15 76,780.79 59,735.56 17,045.23	6,134.63	666.33	
Ernest Wong	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			17,794.10 2,674.85 20,468.95 20,194.00 274.95			

## 2013-2014 Sydney Allowance for Members of the Legislative Council (55th Parliament)

Note: The Sydney Allowance is reported on retrospectively to capture reconciliation processes and ensure the figures accurately reflect final expenditure. Consequently, the following data is representative of the 2013-2014 financial year.

Member	Description	Sydney Allowance 2013/2014 (may include actual expenses claimed)
Jan Barham	Allocation for 2013/14	36,720.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		36,720.00
	Expended claimed	30,736.00
	Funds Remaining	5,984.00
Niall Blair	Allocation for 2013/14	38,080.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		38,080.00
	Expended claimed	21,760.00
	Funds Remaining	16,320.00
Jeremy Buckingham	Allocation for 2013/14	5,712.00
	(Annual payments)	
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	5,712.00
	Expended claimed	5,712.00
	Funds Remaining	0.00
	Allocation for 2013/14	27,540.00
	(Daily claims)	
Add: Entitlement not previously allocated		
Less: Late claims/Accounts Receivable	27,540.00	
Expended claimed	25,024.00	
Funds Remaining	2,516.00	
Richard Colless	Allocation for 2013/14	29,919.96
	Add: Entitlement not previously allocated	8,160.04
	Less: Late claims/Accounts Receivable	
		38,080.00
	Expended claimed	38,080.00
	Funds Remaining	0.00
Catherine Cusack	Allocation for 2013/14	38,080.00
	Add: Entitlement not previously allocated	34.56
	Less: Late claims/Accounts Receivable	
		38,114.56
	Expended claimed	38,114.56
	Funds Remaining	0.00
Michael Gallacher	Allocation for 2013/14	45,696.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	3,264.00
		42,432.00
	Expended claimed	39,712.00
	Funds Remaining	2,720.00
Jenny Gardiner	Allocation for 2013/14	38,080.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		38,080.00
	Expended claimed	38,080.00
	Funds Remaining	0.00
Duncan Gay	Allocation for 2013/14	48,688.00
	Add: Entitlement not previously allocated	
	Less: Late claims/Accounts Receivable	
		48,688.00
	Expended claimed	48,688.00
	Funds Remaining	0.00



Member	Description	Sydney Allowance 2013/2014 (may include actual expenses claimed)
Adam Searle	Allocation for 2013/14 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable  Expended claimed Funds Remaining	20,400.00 816.00  21,216.00 21,216.00 0.00
Michael Veitch	Allocation for 2013/14 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable  Expended claimed Funds Remaining	36,720.00   36,720.00 36,720.00 0.00
Steve Whan	Allocation for 2013/14 Add: Entitlement not previously allocated Less: Late claims/Accounts Receivable  Expended claimed Funds Remaining	36,720.00   36,720.00 22,848.00 13,872.00

## 2014-2015 Legislative Council members' allowances and expenditure (56th Parliament)

Note: The figures reported are accurate as at the closing date for the 2014-2015 financial accounts. Any adjustments to data by subsequent reconciliation processes will be reported in the following year's annual report.

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

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
John Ajaka	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			7,177.06 n.a. 7,177.06 38.74 7,138.32			
Lou Amato	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,446.99 n.a. 6,446.99 378.98 6,068.01			
Jan Barham	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		2,139.39	9,823.39 n.a. 9,823.39 3,943.91 5,879.48	1,856.64		
Niall Blair	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		437.36	10,421.30 n.a. 10,421.30 346.94 10,074.36	13.94		
Robert Borsak	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,588.79 n.a. 6,588.79 2,798.20 3,790.59	1,387.11		
Robert Brown	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,598.43 n.a. 6,598.43 2,405.00 4,193.43	1,599.94	171.70	
Jeremy Buckingham	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		4,322.22	9,553.36 n.a. 9,553.36 3,335.40 6,217.96	2,169.39		479.07
David Clarke	Allocation for 2013/14 C/Forward from 2012/13 Total available 2013/14 Expended claimed Funds Remaining			6,916.68 n.a. 6,916.68 2,798.00 4,118.68			
Rick Colless	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		2,560.25	10,209.14 n.a. 10,209.14 6,309.66 3,899.48	3,440.72		
Sophie Cotsis	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 3,071.44 3,189.46			

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Catherine Cusack	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		5,458.32	10,209.14 n.a. 10,209.14 6,173.87 4,035.27	4,169.31		
Greg Donnelly	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,820.24 n.a. 6,820.24 4,522.80 2,297.44	2,172.04		
Scott Farlow	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,656.30 n.a. 6,656.30 5,758.87 897.43	2,638.08	126.00	
Mehreen Faruqi	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 4,784.12 1,476.78	2,492.81		
Ben Franklin	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		2,938.41	9,674.68 n.a. 9,674.68 9,673.40 1.28	2,198.69		716.13
Michael Gallacher	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,446.99 n.a. 6,446.99 458.46 5,988.53			
Duncan Gay	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			10,469.52 n.a. 10,469.52 1,586.94 8,882.58	727.18	108.41	
Paul Green	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		2,710.40	9,553.36 n.a. 9,553.36 4,227.69 5,325.67	1,712.26	710.54	
Don Harwin	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			13,440.82 n.a. 13,440.82 3,161.16 10,279.66	1,377.62		152.05
Courtney Houssos	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 3,013.33 3,247.57	921.39		
John Kaye	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 1,719.03 4,541.87	638.22		
Trevor Khan	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		5,504.20	10,103.06 n.a. 10,103.06 3,528.94 6,574.12	2,283.16		

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Scot MacDonald	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		3,823.80	10,209.14 n.a. 10,209.14 6,605.49 3,603.65	4,259.32	948.16	
Natasha Maclaren-Jones	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		1,085.70	9,620.87 n.a. 9,620.87 7,590.91 2,029.96	2,680.04		
Shayne Mallard	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 2,371.53 3,889.37	611.27		
Matthew Mason-Cox	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		1,232.74	9,601.58 n.a. 9,601.58 0.00 9,601.58			
Sarah Mitchell	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		6,894.83	10,209.14 n.a. 10,209.14 3,028.29 7,180.85	1,746.10	538.43	99.71
Daniel Mookhey	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			3,690.64 n.a. 3,690.64 137.88 3,552.76			
Shaoquett Moselmane	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			7,214.24 n.a. 7,214.24 3,667.59 3,546.65			
Fred Nile	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,810.60 n.a. 6,810.60 1,941.97 4,868.63			
Gregory Pearce	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,723.80 n.a. 6,723.80 3,435.65 3,288.15	1,373.57	962.89	
Mark Pearson	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,446.99 n.a. 6,446.99 3,476.60 2,970.39			
Peter Phelps	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		6,658.83	10,631.54 n.a. 10,631.54 4,202.03 6,429.51	3,094.11		
Peter Primrose	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 1,394.06 4,866.84	345.47		

Member	Description	Committee Allowance	Members' Home to Sydney Travel	Logistic Support Allocation (LSA) total	Members' LSA travel	Spouse / Approved Relative LSA Travel	Members' Staff LSA travel
Adam Searle	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			9,069.96 n.a. 9,069.96 645.84 8,424.12	173.55	72.73	
Walt Secord	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			7,341.62 n.a. 7,341.62 3,318.68 4,022.94			
Penny Sharpe	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			3,690.64 n.a. 3,690.64 4,278.86 -588.22	1,405.84		1,699.03
David Shoebridge	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 6,130.03 130.87	3,032.47		
Bronnie Taylor	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		3,214.80	10,016.26 n.a. 10,016.26 7,512.38 2,503.88	3,256.85	756.59	
Michael Veitch	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining		1,895.46	9,553.36 n.a. 9,553.36 4,027.86 5,525.50	2,413.80		604.85
Lynda Voltz	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 3,801.47 2,459.43	2,096.84		
Ernest Wong	Allocation for 2014/15 C/Forward from 2013/14 Total available 2014/15 Expended claimed Funds Remaining			6,260.90 n.a. 6,260.90 5,110.72 1,150.18			

# Appendix 3

## Committee reports and Government responses

Committee	Report no.	Report name	Report Date	Government response due	Government response received
GPSC1	41	Review of the inquiry into allegations of bullying in WorkCover NSW	11/12/2014	11/06/2015	10/06/2015
	42	Budget Estimates 2014/15	11/12/2014	N/A	N/A
GPSC2	42	Budget Estimates 2014/15	19/11/2014	N/A	N/A
GPSC3	30	Tourism in local communities	6/03/2014	8/09/2014	14/10/2014
	31	Budget Estimates 2014/15	19/11/2014	N/A	N/A
GPSC4	29	Budget Estimates 2014/15	23/10/2014	N/A	N/A
	30	Fair Trading Amendment (Ticket Reselling) Bill 2014	19/02/2015	19/08/2015	Pending
GPSC5	39	Budget Estimates 2014/15	20/11/2014	N/A	N/A
	40	Environment Protection Authority	13/02/2015	13/08/2015	Pending
	41	Wambelong fire	20/02/2015	20/08/2015	Pending
Law and Justice	51	Twelfth review of Motor Accidents Authority	3/07/2014	3/01/2015	12/01/2015
	52	5th review of Lifetime Care and Support Authority	3/07/2014	3/01/2015	12/01/2015
	53	Review of Workers Compensation (Dust Diseases) Board	3/09/2014	3/03/2015	27/02/2015
	54	Review of the exercise of the functions of the WorkCover Authority	17/09/2014	17/03/2015	Pending
	55	Family response to the murders in Bowraville	6/11/2014	6/05/2015	6/05/2015
	56	Legacy report	13/11/2014	N/A	N/A
State Development	38	Regional Aviation services	23/10/2014	23/04/2015	9/03/2015
	39	Legacy report	13/11/2014	N/A	N/A
Social Issues	49	Legacy report	12/11/2014	N/A	N/A
Select Committee	1	Greyhound racing	28/03/2014	29/09/2014	14/10/2014
Select Committee	1	Impact of gambling	14/08/2014	16/02/2015	16/04/2015
Select Committee	1	Social, public and affordable housing	8/09/2014	9/03/2015	Pending
Select Committee	1	Greyhound racing	16/10/2014	16/04/2015	16/04/2015
Select Committee	1	Home Schooling	5/12/2014	5/06/2015	13/07/2015
Select Committee	1	Newcastle planning (Interim)	18/12/2014	3/09/2015	Pending
Select Committee	1	Newcastle planning (Final)	3/03/2015	3/09/2015	22/06/2015
Select Committee	1	Ministerial propriety in NSW	24/02/2015	24/08/2015	Pending*
Select Committee	1	Supply and cost of gas and liquid fuels in New South Wales	25/02/2015	25/08/2015	25/08/2015
Select Committee	1	Conduct and progress of the Ombudsman's inquiry "Operation Prospect"	25/02/2015	25/08/2015	Pending
Select Committee	1	Leasing of Electricity Infrastructure	2/06/2015	2/12/2015	Pending
Joint Select Committee	1	Loose fill asbestos insulation	17/12/2014	17/06/2015	Pending

\*Pending: In most of these cases correspondence has been received from the Government noting its reasons for not providing a response or for the response being delayed. This correspondence can be found on the committee's website.

# Appendix 4

## Committee travel expenses<sup>1</sup>

### General Purpose Standing Committee No. 5

Date	Inquiry	Destination	Activity	In attendance	Expenses
20 October 2014	Environment Protection Authority	Balmain	Site visit	Brown, MacDonald, Colless, Donnelly, Faruqi, Foley, Phelps, Secretariat (4)	\$844.00
29 October 2014	Environment Protection Authority	Lismore	Public hearing and site visit	Brown, MacDonald, Colless, Donnelly, Faruqi, Foley, Phelps, Secretariat (4) Hansard (2)	\$18,478.48
10 November 2014	Environment Protection Authority	Newcastle	Public hearing and site visit	Brown, MacDonald, Colless, Donnelly, Faruqi, Foley, Phelps, Secretariat (3) Hansard (2)	\$3,950.10
3-4 September 2014	Wambelong fire	Coonabarabran	Public hearing, site visit and public forum	Brown, Colless, Donnelly, Faruqi, MacDonald, Phelps, Voltz, Secretariat (4) Hansard (2)	\$20,802.58
				TOTAL	\$44,075.16

### Select Committee on the supply and cost of gas and liquid fuels in New South Wales

Date	Inquiry	Destination	Activity	In attendance	Expenses
11 December 2014	Supply and cost of gas and liquid fuels in New South Wales	Camden	Site visit	Borsak, Buckingham, MacDonald, Phelps, Searle, Veitch, Secretariat (3)	\$922.90
				TOTAL	\$922.90

<sup>1</sup> Travel expenses may include venue hire, chartered flights, accommodation, meals, catering, bus hire, taxi fares etc. Committees not represented in these tables incurred no travel related expenses in the reporting period.

### Joint Select Committee on loose-fill asbestos insulation

Date	Inquiry	Destination	Activity	In attendance	Expenses
17 November 2014	Loose-fill asbestos insulation	Fyshwick/Queanbeyan	Site Visit/Public hearing	Nile, Blair, Shoebridge, Veitch, Whan, Barilaro, Maguire, Secretariat (4) Hansard (2)	\$8,385.00
				TOTAL	\$8,385.00

### Select Committee on the planning process in Newcastle and the broader Hunter region

Date	Inquiry	Destination	Activity	In attendance	Expenses
7 November 2014	Planning process in Newcastle and the broader Hunter region	Newcastle	Public hearing	Nile, Shoebridge, Cusack, Pearce, Voltz, Donnelly, Secretariat (3) Hansard (2)	\$3,811.62
21 November 2014	Planning process in Newcastle and the broader Hunter region	Newcastle	Public hearing and forum	Nile, Shoebridge, Cusack, Pearce, Voltz, Donnelly, Secretariat (3) Hansard (2)	\$4,222.40
				TOTAL	\$8,034.02

### Standing Committee on State Development

Date	Inquiry	Destination	Activity	In attendance	Expenses
22-24 July 2015	Regional aviation services	Dubbo, Moree and Tamowrth	Public hearings and site visits	Colless, Veitch, Green, Whan, MacDonald, Cusack, Secretariat (3) Hansard (2)	\$29,832.85
				TOTAL	\$29,832.85

### Standing Committee on Law and Justice

Date	Inquiry	Destination	Activity	In attendance	Expenses
29 August 2014	Family response to the murders in Bowraville	Bowraville	Consultation with stakeholders	Clarke, Primrose, Cusack, MacDonald, Mitchell, Moselmane, Shoebridge, Secretariat (5) Hansard (2)	\$3,623.60
				TOTAL	\$3,623.60

# Appendix 5

## Membership of all Legislative Council committees

### Standing Committee membership - 55th Parliament (1 July 2014 – 6 March 2015)

Member	Party	Social Issues Committee	State Development Committee	Law and Justice Committee
Barham, Jan	G	Member		
Blair, Niall	NAT	Chair		
Clarke, David	LIB			Chair
Colless, Richard	NAT		Chair	
Cusack, Catherine	LIB		Member	
Donnelly, Gregory	ALP	Member		
Green, Paul	CDP		Member	
Lynn, Charlie	LIB	Member		
MacDonald, Scott	LIB		Member	Member
Maclaren-Jones, Natasha	LIB	Member		
Mitchell, Sarah	NAT			Member
Moselmann, Shaoquett	ALP			Member
Phelps, Peter	LIB	Member*		
Primrose, Peter	ALP			Deputy Chair
Shoebridge, David	G			Member
Veitch, Michael	ALP		Deputy Chair	
Whan, Steve	ALP		Member	
Westwood, Helen	ALP	Deputy Chair		

\* Mr Lynn replaced Dr Phelps on 22 October 2014.

**ALP** Australian Labor Party

**N** The Nationals

**CDP** Christian Democratic Party

**SF** Shooters and Fishers Party

**G** The Greens

**LIB** Liberal Party

## Standing Committee membership - 56th Parliament (6 May 2015 – 30 June 2015)

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

## General Purpose Standing Committee membership - 55th Parliament

Member	Party	GPSC1	GPSC2	GPSC3	GPSC4	GPSC5
Barham, Jan	G		Member			
Blair, Niall	NAT			Deputy Chair		
Borsak, Robert	SFP				Deputy Chair	
Brown, Robert	SFP					Chair
Buckingham, Jeremy	G					Deputy Chair
Clarke, David	LIB		Member			
Colless, Richard	NAT					Member
Cusack, Catherine	LIB	Member				
Donnelly, Gregory	ALP					Member
Faruqi, Mehreen	G			Member		
Gardiner, Jenny	NAT		Member			
Green, Paul	CDP		Deputy Chair	Member		
Kaye, John	G	Member			Member <sup>2</sup>	
Khan, Trevor	NAT				Member	
Lynn, Charlie	LIB				Member	
MacDonald, Scot	LIB	Member <sup>3</sup>		Member		Member
Maclaren-Jones, Natasha	LIB			Chair		
Mitchell, Sarah	NAT				Chair	
Moselmane, Shaoquett	ALP		Member			
Nile, Frederick	CDP	Chair				
Pavey, Melinda	NAT	Deputy Chair	Chair <sup>4</sup>			
Pearce, Gregory	LIB	Member		Member <sup>5</sup>		
Phelps, Peter	LIB					Member
Primrose, Peter	ALP					Member
Searle, Adam	ALP	Member <sup>6</sup>			Member	
Secord, Walt	ALP	Member				
Sharpe, Penelope	ALP			Member		
Shoebridge, David	G	Member <sup>7</sup>			Member	
Veitch, Michael	ALP	Member		Member		
Voltz, Lynda	ALP				Member	
Westwood, Helen	ALP		Member			

<sup>2</sup> Dr Kaye substituted for Mr Shoebridge as a member of General Purpose Standing Committee No. 4 for the duration of the inquiry into Fair Trading Amendment (Ticket Reselling) Bill 2014

<sup>3</sup> Mr MacDonald replaced Mr Pearce on 21 October 2014 as a member of General Purpose Standing Committee No. 1

<sup>4</sup> Mrs Pavey elected Chair of General Purpose Standing Committee No. 2 on 2 July 2014

<sup>5</sup> Mr Pearce replaced Mr MacDonald on 21 October 2014 as a member of General Purpose Standing Committee No. 3

<sup>6</sup> Mr Searle substituted for Mr Secord as a member of General Purpose Standing Committee No. 1 for the duration of the inquiry into the review of the inquiry into allegations of bullying in WorkCover NSW

<sup>7</sup> Mr Shoebridge substituted for Dr Kaye as a member of the General Purpose Standing Committee No. 1 for the duration of the inquiry into the review of the inquiry into allegations of bullying in WorkCover NSW.

## General Purpose Standing Committee membership - 56th Parliament

Member	Party	GPSC1	GPSC2	GPSC3	GPSC4	GPSC5	GPSC6
Amato, Lou	LIB						Deputy Chair
Barham, Jan	G			Chair			
Borsak, Robert	SFP				Chair		
Brown, Robert	SFP					Chair	
Buckingham, Jeremy	G					Member	
Clarke, David	LIB				Member		
Colless, Richard	NAT					Member	
Cotsis, Sophie	ALP		Member				
Cusack, Catherine	LIB						Member
Donnelly, Gregory	ALP		Chair				
Farlow, Scot	LIB	Member					Member
Faruqi, Mehreen	G		Member				
Franklin, Ben	NAT	Deputy Chair		Member			Member <sup>8</sup>
Green, Paul	CDP		Deputy Chair				Chair
Houssos, Courtney	ALP			Member			
Kaye, John	G	Member					Member <sup>9</sup>
Khan, Trevor	NAT	Member			Member <sup>10</sup>		
MacDonald, Scot	LIB					Member	
Maclaren-Jones, Natasha	LIB			Deputy Chair			
Mallard, Shayne	LIB				Member		
Mason-Cox, Matthew	LIB		Member				
Mitchell, Sarah	NAT			Member			
Mookhey, Daniel	ALP						Member
Moselmane, Shaoquett	ALP				Member		
Nile, Frederick	CDP	Chair		Member			
Pearce, Gregory	LIB				Member <sup>11</sup>	Member	
Phelps, Peter	LIB		Member				
Primrose, Peter	ALP	Member					Member <sup>12</sup>
Searle, Adam	ALP	Member			Member <sup>13</sup>		
Secord, Walt	ALP			Member			
Sharpe, Penelope	ALP					Member	
Shoebridge, David	G				Deputy Chair		Member
Taylor, Bronnie	NAT		Member	Member <sup>14</sup>	Member		
Veitch, Michael	ALP					Deputy Chair	
Voltz, Lynda	ALP				Member		
Wong, Ernest	ALP						Member

<sup>8</sup> Mr Franklin substituted for Mr Farlow as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into local government in New South Wales.

<sup>9</sup> Dr Kaye substituted for Mr Shoebridge as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into vocational education and training in New South Wales.

<sup>10</sup> Mr Khan substituted for Mrs Taylor as a member of General Purpose Standing Committee No. 4 for the duration of the inquiry into the progress of the Ombudsman's investigation 'Operation Prospect'.

- 11 *Mr Pearce substituted for Mr Clarke as a member of General Purpose Standing Committee No. 4 for the duration of the inquiry into the progress of the Ombudsman's investigation 'Operation Prospect'.*
- 12 *Mr Primrose substituted for Mr Mookhey as a member of General Purpose Standing Committee No. 6 for the duration of the inquiry into local government in New South Wales.*
- 13 *Mr Searle substituted for Mr Moselmane as a member of General Purpose Standing Committee No. 4 for the duration of the inquiry into the progress of the Ombudsman's investigation 'Operation Prospect'.*
- 14 *Mrs Taylor substituted for Mr Franklin as a member of General Purpose Standing Committee No. 3 for the duration of the inquiry into registered nurses in New South Wales nursing homes.*

## Privileges Committee and Procedure Committee membership - 55th Parliament

Member	Party	Privileges Committee	Procedure Committee
Ajaka, John	LIB		Member
Borsak, Robert	SFP		Member
Clarke, David	LIB	Member	
Fazio, Amanda	ALP	Deputy Chair	Member
Foley, Luke	ALP		Member
Gardiner, Jenny	N	Member	Member
Gay, Duncan	LIB		Member
Harwin, Don	LIB		Chair
Kaye, John	G	Member <sup>17</sup>	Member
Khan, Trevor	N	Chair	
Maclaren-Jones, Natasha	N	Member	
Mason-Cox, Matthew	LIB	Member	
Mitchell, Sarah	N		Member
Nile, Fred	CDP	Member	Member
Phelps, Peter	LIB		Member
Primrose, Peter	ALP	Deputy Chair <sup>16</sup>	
Searle, Adam	ALP	Member <sup>15</sup>	Member

15 Mr Searle replaced Ms Fazio as a member on 5 December 2015.

16 Mr Primrose nominated as Deputy Chair on 8 December 2014.

17 Dr Kaye appointed as a member for the purposes of the inquiry into the Crown Casino VIP Gaming Agreement.

## Privileges Committee and Procedure Committee membership - 56th Parliament

Member	Party	Privileges Committee	Procedure Committee
Ajaka, John	LIB		Member
Borsak, Robert	SFP		Member
Donnelly, Greg	ALP	Member	
Faruqi, Mehreen	G	Member	
Franklin, Ben	N		Member
Gay, Duncan	LIB		Member
Harwin, Don	LIB		Chair
Kaye, John	G		Member
Khan, Trevor	N	Member	Member
Maclaren-Jones, Natasha	N	Member	
Mason-Cox, Matthew	LIB	Chair	
Moselmane, Shaoquett	ALP		Member
Nile, Fred	CDP	Member	Member
Phelps, Peter	LIB	Member	Member
Primrose, Peter	ALP	Deputy Chair	
Searle, Adam	ALP		Member
Secord, Walt	ALP		Member

## Select Committee membership - 55th Parliament

Member	Party	Conduct and progress of the Ombudsman's inquiry "Operation Prospect	Greyhound racing in New South Wales	Home schooling	Impact of gambling	Ministerial propriety in NSW	Planning process in Newcastle and the broader Hunter region	Social, public and affordable housing	Supply and cost of gas and liquid fuels in NSW
Barham, Jan	G								
Blair, Niall	N	Chair	Chair			Chair		Deputy Chair	Member
Borsak, Robert	SF								Chair
Brown, Robert	SF			Member				Member	
Buckingham, Jeremy	G							Member	Deputy Chair
Clarke, David	LIB							Member	
Colless, Rick	N			Member					
Cotis, Sophie	ALP								
Cusack, Catherine	LIB		Member***						
Donnelly, Greg	ALP	Member				Deputy Chair	Member		
Fazio, Amanda	ALP			Chair			Member	Chair	
Ficarra, Marie	LP	Member	Deputy Chair	Deputy Chair		Member			
Foley, Luke	ALP	Deputy Chair	Member	Member	Member	Member			
Green, Paul	CDP				Member				
Kaye, John	G	Member							
Khan, Trevor	N								
Lynn, Charlie	LIB		Member	Member				Member**	
MacDonald, Scot	LIB				Deputy Chair				Member
Maclaren-Jones, Natasha	LIB				Chair				
Mason-Cox, Matthew	LIB			Member	Member			Member	
Mitchell, Sarah	N				Deputy Chair				
Nile, Fred	CDP				Chair		Chair		
Pearce, Greg	LIB				Member				
Pavey, Melinda	N				Member		Member	Member	
Phelps, Peter	LIB		Member			Member			Member



## Select Committee membership - 56th Parliament

Member	Party	Leasing of electricity infrastructure	Closure of Public Schools	Legislative Council Committee System
Amato, Lou	LIB		Member	
Borsak, Robert	SFP	Member	Deputy Chair	
Clark, David	LIB	Deputy Chair		
Cusack, Catherine	LIB	Member		
Donnelly, Gregory	ALP		Member	Member
Farlow, Scott	LIB			Chair
Franklin, Ben	NAT		Member	
Green, Paul	CDP		Chair	
Houssos, Courtney	ALP		Member	
Kaye, John	G	Member	Member	Member
Khan, Trevor	NAT	Member		Member
Maclaren-Jones, Natasha	LIB		Member	
Nile, Frederick	CDP	Chair		Member
Pearce, Gregory	LIB			Member
Phelps, Peter	LIB	Member		Member
Primrose, Peter	ALP	Member		
Searle, Adam	ALP	Member		
Veitch, Mick	ALP			Member

# Appendix 6

## Legislative Council membership of Joint Committees - 55th Parliament

Member	Party	Children and Young People	Electoral Matters	Health Care Complaints	ICAC	Legislation Review	Office of the Ombudsman and PIC	Staysafe (Road Safety)	Office of the Valuer-General	Select Committee on Child Sexual Offences	Select Committee on Loose-fill asbestos insulation
Barham, Jan	G	Member									
Blair, Niall	N	Member			Member						Deputy Chair
Borsak, Robert	SFP		Deputy Chair								
Colless, Rick	N							Deputy Chair			
Donnelly, Greg	ALP	Member									
Fazio Amanda	ALP		Member								
Green, Paul	GDP			Member							
Khan Trevor	N		Member		Member <sup>18</sup>		Member		Member		
Lynn, Charlie	LIB										
Maclaren-Jones, Natasha	N			Member							
Mitchell, Sarah	N	Member <sup>19</sup>					Member				
Moselmane, Shaoquett	ALP					Member					
Nile, Frederick	GDP	Member				Member			Member		Chair
Pavey, Melinda	N	Deputy Chair									
Phelps, Peter	LIB			Member			Member				
Primrose, Peter	ALP			Member							
Searle, Adam	ALP							Member		Member	
Secord, Walt	ALP								Member		
Shoebridge, David	G						Member				Member
Veitch, Mick	ALP										Member
Voltz, Lynda	ALP					Member					
Westwood, Helen	ALP	Member			Member						
Whan, Steve	ALP										
Wong, Ernest	ALP									Member <sup>20</sup>	Member

Note: These joint committees are administered by the Legislative Assembly, with the exception of the joint Committee on loose-fill asbestos insulation.

<sup>18</sup> Mr Khan replaced Mr Blair on 22 October 2014.

<sup>19</sup> Mrs Mitchell replaced Mr Blair on 22 October 2014.

<sup>20</sup> Mr Wong replaced Mr Searle on 14 August 2014.

## Legislative Council membership of Joint Committees - 56th Parliament

Member	Party	Children and Young People	Electoral Matters	Health Care Complaints	ICAC	Legislation Review	Office of the Ombudsman and PIC	Staysafe (Road Safety)	Office of the Valuer-General	Select Committee on Child Sexual Offences
Amato, Lou	LIB			Member						
Barham, Jan	G			Member						
Borsak, Robert	SFP		Deputy Chair							
Donnelly, Greg	ALP	Member								
Farlow, Scott	LIB				Member		Member			
Faruqi, Mehreen	G							Member		
Franklin, Ben	N		Member							
Green, Paul	CDP	Member								
Houssos, Courtney	ALP		Member							
Khan Trevor	N				Member		Member			
MacDonald, Scot	LIB							Deputy Chair		Member
Moselmane, Shaoquett	ALP					Member				
Mookhey, Daniel	ALP							Member		
Nile, Frederick	CDP				Member					
Pearce, Greg	LIB					Member			Member	
Pearson, Mark	AJP									Member
Phelps, Peter	LIB		Member							
Primrose, Peter	ALP		Member							
Scarle, Adam	ALP						Member			
Secord, Walt	ALP			Member						
Shoebridge, David	G					Member				
Taylor, Bronnie	N	Member								Member
Veitch, Mick	ALP									Deputy Chair
Voltz, Lynda	ALP				Member					
Wong, Ernest	ALP								Member	

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

# Appendix 7

## Inquiry statistics

Inquiry Name	Submissions received	No. of hearings	Witnesses	Reports
<b>General Purpose Standing Committee No. 1</b>				
Budget Estimates 2014/15	0	4	26	1
Budget Estimates 2015/16	0	0	0	0
Review of the inquiry into allegations of bullying in WorkCover NSW	15	1	8	1
<b>General Purpose Standing Committee No. 2</b>				
Budget Estimates 2014/15	0	5	34	1
Budget Estimates 2015/16	0	0	0	0
<b>General Purpose Standing Committee No. 3</b>				
Budget Estimates 2014/15	0	6	37	1
Budget Estimates 2015/16	0	0	0	0
Tourism in local communities	91	0	0	0
Reparations for the Stolen Generation	0	0	0	0
Registered nurses in NSW nursing homes	0	0	0	0
<b>General Purpose Standing Committee No. 4</b>				
Budget Estimates 2014/15	0	5	31	1
Budget Estimates 2015/16	0	0	0	0
Fair Trading Amendment (Ticket Reselling) Bill 2014	9	1	9	1
Progress of the Ombudsman's investigation "Operation Prospect"	6	2	6	0
<b>General Purpose Standing Committee No. 5</b>				
Budget Estimates 2014/15	0	4	26	1
Budget Estimates 2015/16	0	0	0	0
Wambelong fire	56	3	26	1
Environment Protection Authority	254	4	39	1
<b>General Purpose Standing Committee No. 6</b>				
Budget Estimates 2015/16	0	0	0	0
Local government	182	0	0	0
Vocational education and training	60	0	0	0
<b>Standing Committee on Law and Justice</b>				
12th review of MAA	12	0	0	1
Fifth review of LTCSA	13	0	0	1
Review of Workers Compensation (Dust Diseases) Board	7	0	0	1
Review of the exercise of the functions of the WorkCover Authority	43	0	0	1
Family response to the murders in Bowraville	30	0	0	1
Legacy report	0	0	0	1
Remedies for the serious invasion of privacy	2	0	0	0
<b>Standing Committee on Social Issues</b>				
Service coordination in communities with high social needs	0	0	0	0
Legacy report	0	0	0	1
<b>Standing Committee on State Development</b>				
Regional Aviation Services	65	4	43	1
Legacy report	0	0	0	1

Inquiry Name	Submissions received	No. of hearings	Witnesses	Reports
<b>Select Committees</b>				
Closure of public schools	2	0	0	0
Conduct and progress of the Ombudsman's inquiry "Operation Prospect"	28	5	21	1
Greyhound racing	1027	0	0	1
Home schooling	276	3	30	1
Impact of gambling	35	0	0	1
Leasing of electricity infrastructure	37	3	42	1
Legislative Council committee system	0	0	0	0
Ministerial propriety in NSW	7	0	0	1
Planning process in Newcastle and the broader Hunter region	379	4	46	2
Sale of the Currawong property at Pittwater	3	0	0	0
Social, public and affordable housing	258	1	2	1
Supply and cost of gas and liquid fuels in NSW	36	1	20	1
<b>Joint Select Committees</b>				
Loose-fill asbestos insulation	36	2	25	1
<b>TOTAL</b>	<b>2969</b>	<b>58</b>	<b>471</b>	<b>29</b>

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