

**BUDGET ESTIMATES 2014-2015**  
**SUPPLEMENTARY QUESTIONS ON NOTICE**

**The Legislature**

**Questions from Dr John Kaye MLC**

1. Please provide information on the waste management practices being adhered to during the refurbishment of members offices, including the disposal of
  - (a) computers
  - (b) carpet

**(a) IT Services disposes of obsolete IT equipment via e-waste recycling companies with accreditation under the ISO 14001 standard. In recent years these have included Hewlett Packard, Toshiba, Computer Source Australia and Greenbox. In connection with the recent upgrade of IT equipment in Legislative Council members' offices, the equipment remains onsite in a secure location while all data storage components are being wiped, after which an accredited e-waste recycling company will be engaged to collect it.**

**(b) The Parliament remains committed to responsible waste management while undertaking capital projects. Disposal options have been given careful consideration for each element of the tower block fit-out project.**

**As most existing carpet is over thirty years old and in poor condition, the building contractor has advised that it is not possible to reuse as second hand carpet. To minimise the work health and safety risk to contractors, members and staff of dust exposure, the carpet has been cut up and disposed of responsibly by the builder.**

2. What steps are being taken to make NSW Parliament more energy efficient?

**As part of any new capital works programs at Parliament House, the latest standards for sustainable engineering practices are incorporated into each project.**

**In the tower block fit-out project, careful consideration has been given to the environmental sustainability and energy efficiency elements of the refurbishment of members' offices. For example the blinds were selected to replace the existing curtains in members' rooms. The blinds are an Australian-made product that has a metalized sunscreen which blocks out 95% of heat and glare and has a solar reflection of 53%, reducing energy requirements from air-conditioning usage in the building.**

**The recent renovation of the Parliament's kitchens have resulted in a wide range of energy efficiency improvements. The new cool room system has a saving of 30% on**

direct energy consumption while cabinet refrigeration has a saving of 50% on direct energy consumption. The installation of the new fridges, freezers and cool rooms has resulted in an overall saving on the use of refrigerant gas of approximately 30%. The new exhaust hood system in both kitchens has a 25% efficiency saving on energy. The removal of the older gas ovens and the introduction of Combi steamers has brought a saving of around 25% in gas consumption. The Combi steamers provide a more efficient cooking time along with the added efficiency of being able to produce more food in the same amount of time. The replacement of the thirty year old dishwasher resulted in a saving of energy, water and chemicals consumption of 30% while the new glass washers have resulted in an approximate 25% saving of energy, water and chemicals. The new ice makers produce the same amount of ice with water efficiencies of 33% by using less water in the freezing process. The Ewater system for washing and sterilising salads, vegetables and preparation surfaces has a chemical saving of up to 50%.

The recent upgrade of the Legislative Council chamber air conditioning has also significantly reduced energy consumption. The previous air conditioning unit did not have an “outside air” functionality. As a feature of the new air conditioning system, an outside air intake mode was incorporated, which enables the system to use fresh air directly from outside without the need to always use energy to condition air from within the building.

With regard to lighting in Parliament House, as the existing 50 watt dichronic light fittings require replacement, new LED 18 watt globes are being installed to minimise energy consumption.

3. Does the NSW Parliament have an environmental and/or sustainability policy in place?
  - (a) If so please provide details
  - (b) If not why not?

A new Environmental Sustainability Policy for the Parliament is presently being drafted, and it is anticipated that it will be submitted for formal approval later this calendar year. This policy has been under a process of consultation with the Parliamentary Departments and is part of the DPS Strategic Plan for 2013-2015 objectives.

4. From what company and/or supplier does the NSW Parliamentary café and catering department currently source their eggs from?
  - (a) Please specify whether what type of production system the eggs come from (cage, barn laid, free-range or other)

The Parliament sources its eggs from the supplier Gourmand Providore. Their eggs are sourced from Hoxton Park, Liverpool. The supplier advises that the eggs are free range but barn laid. Parliamentary Catering regularly reviews supplier sources and efforts are being made to source free range chicken products.

5. From what company and/or supplier does the NSW Parliamentary café and catering department currently source their pig products, including pork, bacon and ham from? (Please list the different companies/suppliers if there are more than one)
- (a) Please specify whether what type of production system the pig products come from (intensively raised, bred free-range, free-range or other)

**The Parliament sources fresh meat through Bangalow Sweet Pork in Alstonville. To our knowledge, their pork is the only true free range available. We understand that this pork has no antibiotics, no added hormones and has no genetically modified feeds used. Our ham and bacon products are sourced from B E Campbells, who obtain Stock from Northern NSW. We are unaware of the production system for these products. Parliamentary Catering is currently reviewing its sourcing of ham and bacon in an effort to source free range products.**

6. Would the NSW parliament café and consider developing a higher animal welfare procurement policy to aid in the purchase of more humane and sustainable foods?
- (a) If not why not?

**Consideration will be given to developing a higher animal welfare procurement policy.**

7. Does the NSW parliament source their seafood from suppliers that adhere to sustainable fishing practices?
- (a) If not why not?

**The Parliament sources the majority of its fresh and frozen seafood from Poulos Brothers Group. To our knowledge, Poulos purchase and distribute from fisheries that adhere to sustainable fishing practices. Parliamentary Catering seeks to ensure seafood menu options include fish species that adhere to either sustainable wild caught practices or are farmed from aquaculture habitats. The Parliament will continue to review our seafood suppliers to ensure sustainable practices are maintained.**

### **Questions from Hon Amanda Fazio MLC**

8. In the original briefings regarding the building works on Level 9 it was indicated that the new office building would have a minimal impact on the existing footprint of buildings on that level. The current new structure has taken up half the existing garden space which previously has been the only private open space available to members. Can you advise:
- (a) If the size and scope of this development has increased since originally being mooted?
- (b) When will the garden will be reopened and the memorials reinstated?
- (c) Is the corrugated metal finish on the new building the final finish and if not, what will the final finish be?

- (d) Are you aware that it is now being referred to as “the tractor shed”?
- (e) Will the new buildings allow all committee staff to be located within Parliament House?

- a) **The building envelope size has not changed since the original concept design was presented to the Government and Opposition Whips.**
- b) **Part of the garden will be reinstated once the construction stage of the project has been completed in early 2015. The heritage roof restoration project will require a part of the garden to remain closed for a further period of time to be completed by the end of 2015. The memorials will be reinstated at this stage.**
- c) **The final finish of the building facade will be glass with window frames and timber veneer portals, as designed by Architect Andrew Andersons. A three dimensional render of the design is accessible from the Facilities Branch projects page on the intranet.**
- d) **The corrugated iron currently visible on the level 9 addition construction site is a temporary measure for weather protection at the builder’s initiative.**
- e) **The level 9 addition is part of a broader capital accommodation strategy to accommodate all committee staff within Parliament House.**

9. Please provide the details of the staged program of refurbishments of the offices in the tower block?

**The current stage of the tower block fit-out project involves the replacement of the carpet, wallpaper and curtains in all members’ offices on levels 7 to 12 for the period July 2014 to April 2015. These works are being staged during non-sitting periods to minimise disruption. Individual members are being consulted about the staging of their rooms which impacts on staging times. The current detailed staging program has been confirmed for the September-October 2014 non-sitting period, with the scheduling for remaining rooms still under development including consultation with members.**

10. Why is there no parliamentary gift shop open to visitors and members of the public?

**On 16 September 2014, Parliamentary Catering will be opening the Staff Bar to the public. Cabinets have been purchased that will display a range of souvenirs and gifts that visitors and members of the public can purchase from the public café.**

11. Will this decision be reviewed?

**As outlined, the opening of a public café will provide visitors and members of the public with a venue from which to buy gifts and souvenir items.**

12. Why have the Legislative Council Committees been rebranded as “Upper House Committees” rather than referring to them as “Legislative Council Committees”?

13. Who decided on this change?

One of the strategic objectives of the NSW Legislative Council is to ensure the community is aware of the role and functions of the Legislative Council, of which committees are an integral component.

Developing an accessible and consistent 'brand' is an important exercise in most successful organisations. Effective branding helps people to instantly recognise and make a connection with an organisation.

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

- Legislative Council Committees
- Council committees
- LC Committees
- Parliamentary committees
- Upper House Committees (similar to our Twitter hashtag)
- State Senate (committees)

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

While a quantitative analysis has not been conducted, it appears that the term: 'Upper House Committees' is increasingly being used in the media, which may or may not be directly attributable to the introduction of the Council's Twitter account but was another factor taken into account in this decision.

While the Committee Office contemplated the possibility of some form of focus group testing to test the proposed brand, given the twitter handle was already well established it did not consider this would be a worthwhile exercise.

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

14. When will the embroidery works commissioned for the former staff dining room be placed on public display again?

The embroidery works by Heather Dorough that were commissioned for the former staff dining room are now hanging in the area between the Members' Bar and Strangers' Dining Room. The embroidery works are of significant size and available wall space in public areas is limited. While there is no current plan to display the embroidery works in the public areas, opportunities may arise in the

future to display the embroidery works as part of a temporary exhibition in the 'underSTATED' series.

15. How many incidences of bullying have been reported in the Department of Parliamentary Services in the last two financial years?

**There have been four allegations of bullying reported in the Department of Parliamentary Services over the past two financial years. After comprehensive investigations of each case, only one bullying case was found to be substantiated. In this case, disciplinary action was taken with the staff member involved.**

16. How many days of leave have been taken as a result of staff bullying?

**One staff member took sick leave for six months. Around the same time, the staff member lodged a grievance, however after a comprehensive investigation the allegations of bullying were found to be unsubstantiated.**

17. How many staff have either taken leave in excess of one month or have resigned due to bullying at work?

**As above. There have been no known resignations in DPS due to bullying at work.**

18. What action has been taken to remedy this problem and ensure that staff in DPS have access to a safe workplace?

**The Department of Parliamentary Services is committed to ensuring there is a safe and healthy workplace for all staff. In 2013, the Parliament's *Anti-Bullying Policy* and *Harassment Free Workplace Policy* were reviewed and updated. Following a directive from the Public Service Commission to all government agencies to conduct staff training in anti-bullying, the Human Services Training and Recruitment team devised and delivered a compulsory training and education program for all parliamentary staff in appropriate workplace behaviour. The training sessions provided an overview of the *Anti-Bullying Policy* and *Harassment Free Workplace Policy* and the parliamentary staff *Code of Conduct*. All DPS staff attended the sessions.**

19. On how many occasions in the last two financial years have registered lobbyists used the President's Dining Room? Please provide the names of the registered lobbyists, the dates on which the room was used and the purpose of the events.

**The President's Dining Room, upon application, is available for use by other Members. From a review of the bookings for the financial years 2012/13 and 2013/14, it seems as though no bookings were made by other Members for use of the room by registered lobbyists. In terms of my own usage of the room during**

**those two financial years, I can confirm that I did not host any events for registered lobbyists.**

20. Does the Legislature utilise the services of Labour Hire Firms? If yes, please advise in table form:
- (a) The names of the firms utilised
  - (b) The total amount paid to each firm engaged
  - (c) The average tenure period for an employee provided by a labour hire company
  - (d) The longest tenure for an employee provided by a labour hire company
  - (e) The duties conducted by employees engaged through a labour hire company
  - (f) The office locations of employees engaged through a labour hire company

**The information regarding Labour Hire Firms for the Legislative Council and the Department of Parliamentary Services is provided in the table at attachment A.**

21. Who is the current provider of the Parliament's Employee Assistance Program?

**The Parliament's Employee Assistance Program (EAP) provider is Davidson Trahaire Corpsych.**

22. How long have they been the provider?

**Davidson Trahaire Corpsych has been the Parliament's EAP provider since 1995.**

23. Has there ever been any review of the providers' performance?
- (a) If so, when was the last review conducted?

**A comprehensive review of Davidson Trahaire Corpsych was undertaken in July 2003. The review process involved an evaluation panel and full tender process. A primary reason for the selection of Davidson Trahaire Corpsych is due to the fact that they are one of the few EAP programs who provide services across the State. The accessibility to a local, confidential EAP service is important employees working in regional and remote areas.**

24. Has there been any consultation with employees about their satisfaction with the current provider?

**The 2003 review included consultation with employees regarding their experiences with the current provider. In addition, employees occasionally provide feedback regarding the service, although due to the confidential nature of the service provided by Davidson Trahaire Corpsych this feedback is not sought on a regular basis. Senior parliamentary officers meet with the Parliament's EAP account manager on an annual basis to discuss the services provided to the Parliament. Regular feedback is provided to Davidson Trahaire Corpsych on the seminar sessions they deliver throughout the year and their annual statistical report to the parliamentary departments.**

25. Has there been any consultation with employees seeking suggestions on improving service and accessibility of the Parliaments Employee Assistance Programme provider?

**While mindful of the importance of ensuring employee's confidentiality is maintained, consideration is currently being given to ways to consult with employees on the services provided by the current provider. The matter will be discussed with the Davidson Trahaire Corpsych account manager at the annual meeting to be held in September 2014. The Parliament is committed to supporting employees in need of confidential professional counselling and advice, and is always looking for ways to enhance the service and accessibility to our EAP provider.**

26. Did you receive any donations for the 2011 election campaign? If so please answer the following questions.

**Yes.**

27. Given evidence at ICAC that Hunter Liberal Members of Parliament received cash from prohibited donors, can you guarantee that you did not receive an illegal donation at the last election?

**I can guarantee that I have never accepted an illegal donation.**

28. Last week the Premier put out a statement that said:

*"I have always absolutely complied with the electoral funding laws and the records are there for all to see. Yes, I can guarantee that I have never accepted an illegal donation."*

Will you make that same statement?

**Yes**

29. Given that the Liberals channel all donations through a centralised accounting system which means most individual MPs do not disclose the people and organisations that personally donate to their campaigns, will you fully disclose the source of all donations you received at the 2011 election campaign?

**The Election Funding, Expenditure and Disclosures Act 1981 requires the disclosure of political donations received and/or made, and electoral expenditure incurred, by or on behalf of parties, elected members, groups, candidates and third party campaigners. It also requires the disclosure of political donations of \$1000 or more made by major political donors.**

30. Will you release the full list of donors who donated to your 2011 election campaign?

**The Election Funding, Expenditure and Disclosures Act 1981 requires the disclosure of political donations received and/or made, and electoral expenditure**

**incurred, by or on behalf of parties, elected members, groups, candidates and third party campaigners. It also requires the disclosure of political donations of \$1000 or more made by major political donors.**

31. In the interest of transparency and accountability, will you commit to publicly release the source of donations for the 2015 election?

**The Election Funding, Expenditure and Disclosures Act 1981 requires the disclosure of political donations received and/or made, and electoral expenditure incurred, by or on behalf of parties, elected members, groups, candidates and third party campaigners. It also requires the disclosure of political donations of \$1000 or more made by major political donors.**

32. Have any of your overseas trips in the past year been paid for in part or in full by using public money?

**Yes. The details will be included in the Legislative Council's Annual Report and my Disclosure of Pecuniary Interests.**

33. If so, did any of your relatives or friends accompany you on these trips?

**No.**

34. In relation to feasibility studies, audits, taskforces and reviews:  
Is DPS currently undertaking any feasibility studies, audits, taskforces or reviews? If so; then;

- (a) What are the terms of reference or details of each study, audit, taskforce or review?
- (b) Who is conducting the study, audit, taskforce or review?
- (c) Was each study, audit, taskforce or review was publically advertised seeking expression of interest or competitive tenders?
- (d) Is there a contract in place detailing terms of engagement for the study, audit, taskforce or review?
- (e) What is the timeline of each study, audit, taskforce or review?
- (f) What are the details of any costs involved in each study, audit, taskforce or review?

**There are no feasibility studies, taskforces or special audits in progress outside of routine internal and external audits.**

**A review of the services delivered by the Financial Services Branch within DPS is the only review that is in progress.**

**In relation to the audit program:**

- a) **The internal audit program includes audits of Member Entitlements and audits of a corporate nature such as payroll. There is currently an audit in progress of the entitlements of approximately 80 Members. This audit is routine and part of**

a program to ensure that each Member is audited once during a parliamentary term.

- b) The internal audit program is conducted by its appointed contractor, BDO East Coast Partnership
- c) The appointment of BDO East Coast Partnership was subject to a select tender from the Prequalified Scheme: Performance and Management Services managed by the Department of Finance and Services.
- d) Their appointment commenced from April 2014 for 3 years with an option of a one year extension.
- e) The current internal audit program commenced in April 2014 for 3 years
- f) The cost of the current audit program of Members' Entitlements in progress is \$130,500, excluding GST.

In relation to the review:

- a) The terms of reference are to review the services delivered by the Financial Services Branch to the Parliament of NSW to determine how the effectiveness and cost efficiency can be improved
- b) The review is being performed by Crowe Horwath
- c) A request for quotation was issued to 3 firms selected from the Prequalified Scheme: Performance and Management Services under the Category 4 (b) Human Resources
- d) A contract is in place based on the Prequalified Scheme standard contract.
- e) The review commenced in April 2014 and is expected to be completed in September 2014
- f) The fixed fee for the review is \$45,000, excluding GST