



Stewart Smith
Director – Committees
Parliament House
Macquarie St
Sydney NSW 2000

12 September 2013

Dear Mr Smith,

Thank you for your correspondence of 22 August 2011 regarding supplementary questions pertaining to the inquiry into Budget Estimates 2013-14 for The Legislature, conducted by General Purpose Standing Committee No. 3 on Monday 19 August 2013.

Answers to the supplementary questions are attached in hard copy format as requested. My staff have also provided the answers electronically.

Please do not hesitate to contact my office on 9230 2300 should you require anything further in relation to this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Don Harwin'.

The Hon. Don Harwin MLC
President

BUDGET ESTIMATES 2013-2014

GENERAL PURPOSE STANDING COMMITTEE NO. 3

Answers to Supplementary Questions: The Legislature

Questions from Dr John Kaye MLC:

1. **Is it proposed to replace a number of trades classifications within Facilities Maintenance Service Operation, including communications, electricians, litter operators, painters, plumbers and mechanical fitter with four Building Technicians?**
 - a. **What minimum trade qualifications will the Building Technician be required to hold?**
 - b. **What trade licences will these Building Technicians be required to hold?**
 - c. **Will the parliament continue to employ at least one licensed electrician?**
 - d. **Will the parliament continue to employ at least one licensed plumber?**

Answer: The Facilities Branch, Engineering Unit has not been reviewed since 1986 (27 years). Over the past decade, a number of new building systems have been installed within Parliament House including digital controls for the air conditioning system, a High Definition broadcast system for the Chambers and committee hearing rooms, and sustainable energy systems and life-long lighting products. A new staffing structure is currently being implemented to ensure Engineering staff have the necessary skill sets to be able to operate and maintain these sophisticated building systems. The new structure will see 15 positions deleted, which includes 5 positions that have been vacant for many years. Seven new positions will be created resulting in a net reduction of 3 positions. The new positions include the Assistant Manager, Building Infrastructure and Services, the Maintenance Administrator, four Building Technicians and a Maintenance Carpenter. As noted below, the position descriptions for the Building Technicians and Maintenance Carpenter require the possession of a recognisable trade certificate, for example in carpentry, building, electrical or air conditioning.

- a. The minimum trade qualification required for the Building Technician position will be a recognised trade certificate, preferably in electrical or air conditioning.
- b. The Building Technician position is required to have a recognised trade licence, preferably in the field of electrical or air conditioning.
- c. As the Building Technician position requires the possession of a recognised trade certificate, preferably in electrical or air conditioning, it is expected that one of the four Building Technician positions will hold an electrical licence.
- d. There has not been a full time Plumber employed at Parliament House since 2009. Over the past 10 years there has been a diminishing need for a full time role due to the limited daily maintenance plumbing work required at Parliament House. Since the voluntary departure of the last full-time plumber in 2009, plumbing work has been carried out by a specialist contract plumber on an as-needs basis, working approximately one day per week. In the event of an emergency, the contract plumber response time is to be on site within

two hours. This arrangement has proven to be an effective and efficient service delivery model, and will continue under the new structure.

2. **What was the original estimated cost of the Level 9 Corporate Accommodation Project?**
- a. **When was that estimate made?**
 - b. **Have there been any subsequent cost estimates?**
 - i. **If so, when were those estimates made and what were they?**

Answer: The original estimated cost of the Level 9 Accommodation Project was \$5.798 million over 3 years.

- a. The estimate was made in November 2011.
- b. Yes.
 - i. The subsequent estimate was made in August 2012 and was \$5.7M.

3. **Is Mr Ray Carter still being paid as an electorate office or other classification for the Member of Terrigal?**
- a. **If so, is Mr Carter on suspension with full pay?**
 - b. **If so, for how long has Mr Carter been on suspension?**
 - c. **Is the matter of Mr Carter's suspension awaiting the finding of a body?**
 - d. **If so, when is it expected that that body will release findings?**
 - e. **If not, why is Mr Carter still on suspension?**
 - f. **Is the Parliament providing a replacement for Mr Carter in the electorate office of the member for Terrigal?**
 - i. **If so, when did that position commence and how much has it cost the Parliament to date?**

Answer: I am unable to provide the Member with any information about any matter to do with the Department of the Legislative Assembly which I have no role in administering and in accordance with the principle of comity between the Houses. This has been the approach taken by my predecessors when similar questions have been asked in Budget Estimates.

Questions from Hon Peter Primrose MLC:

4. **What procedures are in place to ensure that proper stock and inventory usage can be assured in the Catering Section of the Dept. of Parliamentary Services?**

Answer: Parliamentary Catering follows public sector practices and procedures and well established catering industry standards and for the procurement, sale and stocktaking of all inventory items.

Following an audit undertaken by Deloitte in 2005, a system of procedures was implemented to ensure the necessary checks are undertaken and records maintained on all goods ordered, receipted and dispersed. The Parliament engaged Deloitte to perform an internal audit of the controls in place at catering operations. Deloitte provided a number of findings and recommendations on beverage and stock management, supplier management, cash management, point of sale system controls, management of functions and staff management. As per industry standards, Parliamentary Catering undertakes monthly stocktakes throughout the year. This confirms the cost of goods sold with comparisons of stock purchases and usage.

Parliamentary Catering maintains a spreadsheet with details on the nature, number and cost of goods.

In addition, to ensure an appropriate segregation of duties, numerous procurement and accounting processes are now undertaken by a staff across DPS. For example, consumables that arrive at Parliament House are received by the Stores section of Facilities Branch. Invoices and packing slips are documented and provided to the Director of Parliamentary Catering for checking and approval. All invoices are then provided to the Financial Services Branch for further checking and payment.

Parliamentary Catering is also audited by the Parliament's internal auditors and the NSW Audit Office on an annual basis.

Parliamentary Catering is currently working with Information Services and Financial Services in developing the software to link the procurement of consumable items to the point of sale system. The new system will further enhance stock control processes, with the capacity to electronically monitor stock.

5. Can copies of these policies or guidelines be supplied to the Committee?

Answer: Parliamentary Catering adheres to publicly available public sector policies and procedures for the procurement, sale and stocktaking of all inventory items. For example, Treasurer's Direction 464 is complied with for stocktaking (available from the NSW Treasury website) and the Parliament of New South Wales Finance Policies & Procedures Manual (available on the Intranet).

6. Why was the display cabinet outside the Post Office on level 7 removed?

Answer: In 2008, the Parliament commissioned a Conservation Management Plan as required for buildings of State heritage significance. Prepared by Clive Lucas Stapleton & Partners Architects, the Plan recommended that the Parliament House Fountain Court be restored to its original appearance and that the circulation area be kept free from visual clutter and obstruction.

Following these recommendations, the coffee cart, numerous palm tree pot plants, and glass display cabinet outside the Post Office were progressively removed.

7. In the LC Strategic Plan one key project for 2013-14 is to enhance the Parliament House visitor experience. How does the removal of the sale of souvenirs fit with that key project?

Answer: A Visitor Experience Group was established in early 2012 and is managed by the three parliamentary departments to drive coordinated programs aimed at enhancing the visitor experience at the Parliament. A key function of the Visitor Experience Group was to develop and implement a new Visitor Experience Strategy for the Parliament. Listed as one of the major initiatives in the Parliament's Strategic Outlook for 2012-2015, the new strategy was approved in September 2012. Visitor Experience projects are now a major focus in the strategic plans of the parliamentary departments, and hence are identified as one of the Legislative Council's Key

Projects for 2013-14. It should be noted that souvenirs are still for sale to visitors at the Post Office, despite the removal of the display cabinet.

8. Was the Post Office provided with any compensation for the loss of this revenue stream? If not, why not?

Answer: The cabinet was not part of the lease agreement with the post office licensee and no rental income was ever received by the Parliament for the use of the display cabinet or the space occupied by it. The majority of the merchandise contained in the display case was unrelated to the Parliament.

9. Are you concerned that unlike many parliaments both in Australia and world-wide, visitors now have no opportunity to purchase a souvenir of their visit?

Answer: Following an initiative to re-introduce the availability of souvenirs in 2013, a range of high quality but small volume of souvenirs are now available to Members and staff via the office of the Facilities Branch, Department of Parliamentary Services. The Parliament has trialled the sale of this range of souvenirs over the past six months to gauge interest and to avoid excessive levels of unwanted stock. Following the success of this trial, the next phase of the project is to investigate the sale of souvenirs to visitors to the Parliament, including members of the community, tourists, conference attendees and school groups.

10. What loss of income has the parliament incurred since the removal of the display cabinet?

Answer: There has been no loss of income to the Parliament as a result of the removal of the display cabinet as noted in the answer to question 8 above. No rental income was ever received from the display cabinet.

11. Do you have any plans to allow the sale of souvenirs to visitors in the near future?

Answer: As noted in the answer to question 9 above, the parliamentary departments are currently investigating the sale of souvenirs to visitors.

12. Why in the LC Strategic Plan Key Projects for 2013-2014 is there no mention of extra services for members?

Answer: As stated in the Department of the Legislative Council Strategic Plan 2012/2015, the core business of the Department is the provision of advisory, research and support services to the House and its committees. In addition to the day-to-day activities undertaken by staff to provide those services, a number of longer term projects are identified each year that are designed to continually improve our ability to undertake our core work.

Each of the Key Projects are framed within the six strategic objectives enunciated in the Department's Strategic Plan and have as their ultimate purpose the enhancement of services to the House, its committees and its members. For instance one project refers to on-line training modules for members' staff; another refers to analysing the results of the 2013 member's survey

to develop and implement service improvement initiatives in response to needs identified in that survey; and a third involves implementation of the Members of Parliament Staff Act 2013.

13. When will LC members' offices, furniture and fittings be upgraded to meet the OH&S requirements of the 21st century?

Answer: DPS recognises the ageing infrastructure of Parliament House and has for some years made repeated attempts at seeking capital funding to improve compliance with buildings codes and work health and safety requirements.

A strategy is being developed to upgrade the infrastructure of Members' offices, including replacement of furniture and fittings that are over 30 years old. The project aims to provide an appropriate working environment for building occupants that aligns the Parliament with current industry and work, health and safety standards. The implementation of this strategy will take place following consultation with members and as funds become available.

14. Why is the policy for the establishment of Parliamentary Friendship Groups being reviewed?

Answer: On becoming President one of my priorities was to ensure more effective regulation of approved Parliamentary Friendship Groups. My predecessor as President, the Honourable Amanda Fazio, had also raised this issue with me at the conclusion of her term. Groups were not required to report their activities, there were no criteria for membership and no required governance structure.

In May 2011, a Parliamentary Friendship Groups Policy was adopted by the Presiding Officers. Since then all 24 of the currently approved Groups have been approved by the Speaker and myself under that Policy through a formal application process.

In mid-June this year the Speaker and I indicated that, having had almost two years of operation, it was time to review the effectiveness of the existing policy. As a result we have put in place a moratorium on approval of new applications until this review is complete. The Usher and the Serjeant-at-Arms are conducting the review.

15. What problems have occurred with the current policy?

Answer: Under the Parliamentary Remuneration Tribunal determination it is permissible for members to use their LSA for activities associated with an approved parliamentary friendship group. Therefore it is important that we have rigorous standards for Parliamentary Friendship Groups.

The key concern that I have is over the linkage between Parliamentary Friendship Groups and commercial activities.

There are developments overseas which could have relevance to our local situation. The Standards Committee of the House of Commons is currently conducting a review of its equivalent friendship groups, known as All Party Parliamentary Groups. The review stems from, among other issues, the recent proliferation of such groups and concerns about

influences on, or even external manipulation of, such groups for commercial purposes. I look forward to the outcome of the UK review informing our own process in NSW.

16. If complaints have been received from members or the community, can copies be provided to the Committee, If not, why not?

Answer: The Hon. Lynda Voltz raised concerns in relation to the establishment of the Parliamentary Friends of Rugby League. I was provided with a copy of an email she sent to the initiators of the group on 8 May 2013. She made further reference to this in an Adjournment Speech in the House on 22 May 2013.

The concerns she raised were dealt with by way of conditional approval. Members of this group and two others may not use their LSA to attend sporting events associated with Friendship Group activities.

However, consideration of her concerns, and others brought to my attention in conversation with regard to the linkages between friendship groups and commercial activities, highlighted an area of weakness in the policy. This prompted the review.

Ms Voltz's email is attached as Annexure A.

17. Why is it claimed that it is not possible to have Co-Convenors of Friendship Groups, as this is a clear demonstration of the bi-partisan nature of such groups?

Answer: The policy was modelled on the guidelines in place in the Commonwealth Parliament

18. When will this review be completed?

Answer: The Review is underway and will be completed as soon as practicable. As previously stated, I am keen to ensure that the outcomes of the Standards Committee of the House of Commons Inquiry into All Party Parliamentary Groups can be considered as part of our Review. I am advised that their report is due in late October/early November.

19. Will consultation be held with members and or the existing friendship groups? If not, why not? If so, when will this happen and what form will these consultations take?

Answer: It has always been the intention of the Usher of the Black Rod and the Sergeant-At-Arms to consult members and existing friendship groups in the course of the review. I am advised that this will occur shortly.

20. How often are emergency evacuation drills held in the Parliament?

Answer: The Parliament of NSW Emergency or Critical Incident Policy provides for an emergency evacuation exercise to be conducted each calendar year. This is in line with the current Australian Standards for emergency planning in facilities. The most recent emergency evacuation drill was undertaken in July 2013.

**21. What is the current number of full time cleaners employed directly by the parliament?
a) What was this number in the 2012/13 financial year?**

b) **What was this number in the 2011/12 financial year?**

Answer:

- a) There were nine full time cleaners employed directly by the Parliament in 2012/13.
- b) There were nine full time cleaners employed directly by the Parliament in 2011/12.

22. **What is the current number of part time cleaners employed directly by the parliament?**

- a) **What was this number in the 2012/13 financial year?**
- b) **What was this number in the 2011/12 financial year?**

Answer:

- a) There were 21 part time cleaners employed directly by the Parliament in 2012/13.
- b) There were 21 part time cleaners employed directly by the Parliament in 2011/12.

23. **What is the current number of casual cleaners employed directly by the parliament?**

- a) **What was this number in the 2012/13 financial year?**
- b) **What was this number in the 2011/12 financial year?**

Answer:

- c) There were no casual cleaners employed by the Parliament in 2012/13.
- d) There were no casual cleaners employed by the Parliament in 2011/12.

24. **What is the current number of subcontractor cleaners employed by the parliament?**

- a) **What was this number in the 2012/13 financial year?**
- b) **What was this number in the 2011/12 financial year?**

Answer:

- a) The number of subcontractor cleaners employed by the Parliament in 2012/13 varied between 5 to 10 cleaners, depending on workload, leave relief, and the sitting calendar.
- b) The number of subcontractor cleaners employed by the Parliament in 2011/12 varied between 5 to 10 cleaners, depending on workload, leave relief, and the sitting calendar.

25. **What is the current cleaning staff to cleaning area ratio?**

- a) **What was the cleaning staff ratio in the 2012/13 financial year?**
- b) **What was the cleaning staff ratio in the 2011/12 financial year?**

Answer:

- a) The cleaning program is not based on cleaning staff to cleaning area ratio due to the unique nature of Parliament House which comprises a range of different building types (including heritage areas, corporate accommodation and car park) and the significant variation in cleaning load between sitting days and non-sitting days. The cleaning program is based on the frequency, type and location of the cleaning task.
- b) As above.

26. **What is the current number of full time building services staff employed directly by the parliament?**

- a) **What was this number in the 2012/13 financial year?**
- b) **What was this number in the 2011/12 financial year?**

Answer:

- a) There were 36 full time staff employed by the Facilities Branch, Department of Parliamentary Services in 2012/13.
- b) There were 34 full time staff employed by the Facilities Branch, Department of Parliamentary Services in 2011/12.

27. **What is the current number of part time building services staff employed directly by the parliament?**

- a) **What was this number in the 2012/13 financial year?**
- b) **What was this number in the 2011/12 financial year?**

Answer:

- a) There were 23 part time staff employed by the Facilities Branch, Department of Parliamentary Services in 2012/13.
- b) There were 23 part time staff employed by the Facilities Branch, Department of Parliamentary Services in 2011/12.

28. **What is the current number of casual building services staff employed directly by the parliament?**

- a) **What was this number in the 2012/13 financial year?**
- b) **What was this number in the 2011/12 financial year?**

Answer:

- a) There were 2 casual staff employed by the Facilities Branch, Department of Parliamentary Services in 2012/13.
- b) There were 2 casual staff employed by the Facilities Branch, Department of Parliamentary Services in 2011/12.

29. **What is the current number of subcontractor building services staff employed by the parliament?**

- a) **What was this number in the 2012/13 financial year?**
- b) **What was this number in the 2011/12 financial year?**

Answer:

- a) As per the answer to question 24a) above, there were 5 to 10 subcontractor cleaners employed by the Facilities Branch, Department of Parliamentary Services in 2012/13.
- b) As per the answer to question 24b) above, there were 5 to 10 subcontractor cleaners employed by the Facilities Branch, Department of Parliamentary Services in 2011/12.

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30. What procedures does the Parliament have in place to ensure the adequate provision of and taking of breaks as required by relevant work agreements in:
- a) Hansard
 - b) Cleaning
 - c) Catering
 - d) Building Services

Answer:

- a) Hansard staff are employed under the Parliamentary Reporting Staff (Salaries) Award. Hansard staff undertake hours of duty associated with the sittings of the Houses and their committees and are encouraged to take regular breaks when the Houses and committees adjourn for lunch and dinner. During extended sitting hours, Hansard managers ensure staff take regular breaks throughout the evening. In addition, staff are instructed to have regular screen breaks, particularly between reporting on House or committee proceedings and office-based work.
- b) Cleaning staff are employed under the Building Services Staff Enterprise Agreement. Section 11 (b) of the Agreement provides that meal breaks of at least 30 minutes are to be taken after a maximum of 5 hours on duty, and in the case of overtime a meal break of 30 minutes after every 4 hours of continuous work. Facilities Branch managers ensure that cleaning staff take the required breaks.
- c) Parliamentary Catering staff are employed under the *Crown Employees (Parliament House Conditions of Employment Award) 2010*. In relation to meal breaks, Clause 10 of the Award provides that:
 - Meal breaks must be given to and taken by staff members. No staff member shall be required to work continuously for more than 5 hours without a meal break, provided that:
 - (a) where the prescribed break is more than 30 minutes, the break may be reduced to not less than 30 minutes if the staff member agrees. If the staff member requests to reduce the break to not less than 30 minutes, the reduction must be operationally convenient; and
 - (b) where the nature of the work of a staff member or a group of staff members is such that it is not possible for a meal break to be taken after not more than 5 hours, local arrangements may be negotiated between the Department Head and the Association to provide for payment of a penalty.

Catering managers ensure that staff take the required 30 minutes breaks.

- d) Facilities Branch staff (formerly known as Building Services) are employed under the Parliamentary Building Services Engineering Staff Enterprise Agreement. This agreement refers back to the Parliament House Conditions Award for break requirements – please see Parliamentary Catering Staff above. Facilities Branch managers ensure that staff take the required 30 minutes breaks. Managers also monitor this obligation by way of checking the respective timesheets or flex sheets on a regular basis.

General

1. What is your relationship to Michael Photios?

Answer: Since I met Michael Photios in 1984, I have had dealings with him in the following capacities:

- Fellow member of the Young Liberals
- Fellow member of the NSW Liberal Party
- Fellow member of the NSW Liberal Party State Executive
- Employee, while he was Minister for Multicultural and Ethnic Affairs, and
- Friend

2. How often do you speak with him?

Answer: Fairly regularly

3. Have you met with clients of PremierState?

Answer: : I have not received any requests from lobbyists on behalf of a third party for whom the Lobbyist has provided paid or unpaid services for meetings in relation to the operations of the Department of Parliamentary Services or the Department of the Legislative Council, which are the focus of these Budget Estimates.

In relation to the Spring Ball, the Parliament's art prizes and its exhibitions, I have approached a range of corporations, industry associations and lobbyists for financial sponsorship.

Other contact or meetings with lobbyists have been of either a personal nature or incidental to their membership of the Liberal Party.

4. On how many occasions and what dates did you meet with Michael Photios or representatives of PremierState?

Answer: Refer to the answer to question 3, above.

5. What was discussed at these meetings?

Answer: Refer to the answer to question 3, above.

6. On how many occasions have you declined to meet with Michael Photios or a client of PremierState?

Answer: Refer to the answer to question 3, above.

7. Did you attend his wedding?

Answer: Yes. All three.

8. Did Michael Photios vote in your preselection?

Answer: I was unopposed when I sought preselection for the 2007 election. Therefore, not applicable.

9. **Have you met with lobbyists other than PremierState?**

Answer: Refer to the answer to question 3, above.

10. **How many times has Michael Photios or PremierState held functions in the President's Dining room since April 2011?**

Answer: Zero.

11. **How many times has Michael Photios or PremierState held functions in other areas of Parliament House since April 2011?**

Answer: On 28 May 2013 PremierState booked the Members' Bar for a function hosted by three Central Coast Bus Companies: Port Stephens Coaches, Rover Coaches and Red Bus Services. I did not attend. The booking was made directly with Parliamentary Catering. This is an area of the building where bookings do not require the approval of the Presiding Officers.

12. **On how many occasions have you met with a lobbyist, and what were the dates of these meetings?**

Answer: Refer to the answer to question 3, above.

13. **Which lobbyists have you met with, and what was discussed?**

Answer: Refer to the answer to question 3, above.

14. **On how many occasions have you declined to meet with a lobbyist?**

Answer: Refer to the answer to question 3, above.

15. **To deliver greater transparency and accountability, will you publish a monthly online diary of all meetings with lobbyists?**

Answer: Refer to the answer to question 3, above.

16. **In order to deliver greater transparency and accountability, as promised by the Premier, will you commit to keeping a record of all lobbying activities and documentation and allow them to be subject to the Government Information (Public Access) Act?**

Answer: Refer to the answer to question 3, above.

17. **Since becoming President, have you taken any interstate or intrastate trips involving overnight accommodation or flights?**

Answer: Yes.

18. Will you provide a list to the committee of the details of all travel?

Answer:

2011 July 4-5 & 8-15 – Brisbane – en route to and from Solomon Islands for signing of the Twinning Project MOU followed by attendance of Presiding Officers and Clerks Conference

2013 January 29-30 – Melbourne – to attend CPA Australian Region Working Group Meeting

2012 August 1-2 – Deniliquin – to attend a regional Committee Hearing (GPSC5)

2013 June 30 – July 5 – Canberra- to attend Presiding Officers and Clerks Conference

19. Have you taken any trips intrastate or interstate to attend Liberal/National Party functions? What are the details of the trips including dates and costs?

Answer:

Participation in the activities of organised parties is expressly identified by the Members' Code of Conduct as a legitimate activity of a Member of Parliament. The Parliamentary Remuneration Tribunal determination makes clear that Members may use their entitlements (such as the LSA) to participate in political party activity. However, use of entitlements for direct campaigning or electioneering, or membership recruitment is expressly forbidden.

The amount spent by a Member on travel is disclosed in the Department of the Legislative Council's Annual Report. This expenditure is audited internally and is subject to audit by the Auditor General.

There has been an accepted principle for many years, at least since the current PRT determination came into operation in 2000, whereby Clerks and the President have never disclosed information about an individual Member's use of their entitlements (other than to ICAC where it exercises its statutory powers).

The Office of the President budget has not been used to pay for any trips intrastate or interstate to attend Liberal or National Party functions.

20. Have you taken any trips intrastate or interstate to attend lobbyists' functions? What are the details of the trips including dates and costs?

Answer: No

21. Were these trips paid for by the taxpayer?

Answer: Not applicable

22. Were these trips booked through the government travel management system?

Answer: Not applicable

23. Since becoming President, have you paid back money to the state because you booked unauthorised travel with the government travel management system? How much?

When did you travel? When did you pay back the money? How many occasions has this happened?

Answer: No

- 24. Have you had meetings scheduled interstate or intrastate on Fridays or weekends which involved you staying overnight?**

Answer: No

- 25. Did you take your spouse/partner on these trips?**

Answer: Not applicable

- 26. Have any members of your staff made complaints to or raised concerns with you, your Chief of Staff or the Department of Parliamentary Services about bullying in your office?**

Answer: No.

- 27. If so, have any members of your staff resigned or been removed from their position after making such a complaint or raising such concerns?**

Answer: No.

- 28. How many blackberries or smart phones are assigned to your staff?**

Answer: Two

- 29. For each phone, how much was each bill in the 2012/13 financial year?**

Answer:

July 2012	\$40.00 and \$40.00
Aug 2012	\$40.86 and \$40.00
Sep 2012	\$40.39 and \$40.00
Oct 2012	\$40.23 and \$40.00
Nov 2012	\$40.55 and \$40.00
Dec 2012	\$41.37 and \$40.00
Jan 2013	\$40.30 and \$40.00
Feb 2013	\$40.30 and \$40.00
Mar 2013	\$41.73 and \$40.00
Apr 2013	\$40.17 and \$40.00
May 2013	\$41.34 and \$40.00
June 2013	\$41.94 and \$40.00

- 30. How many have phones have been lost in your office?**

Answer: Zero

31. **What is the cost of replacing those phones?**

Answer: Not Applicable

32. **How many iPads or tablet computers does DPS assign to your Ministerial office and to whom have they been issued?**

Answer: None

33. **How many iPads or tablet computers have you purchased for your office and to whom have they been issued?**

Answer: None

34. **How many iPhones or other smart phones does DPS assign to your Ministerial office and to whom have they been issued?**

Answer: None

35. **How many iPhones or other smart phones have you purchased for your office and to whom have they been issued?**

Answer: None

36. **How many iPhones or other smart phones have been lost in your office?**

Answer: None

37. **How many iPads or tablet computers have been lost in your office?**

Answer: None

38. **What is the cost of replacing those phones or iPads or tablet computers?**

Answer: None

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

Answer: Yes. These are disclosed in the Department of the Legislative Council's Annual Report.

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

Answer: No.

41. **How much did your office spend on taxi fares, including Cabcharge in the 2012/13 financial year?**

Answer: At total of \$580.51 was spent on taxi fares from the Office of the President budget in the 2012/13 financial year. These charges relate to the following:

- a) travel home from Parliament House by staff after a late-night sitting of Parliament;
- b) travel home from by the President from a function on occasions when the over-time cost associated with keeping his driver waiting would have exceeded the cost of the taxi or been in breach of the relevant award (eg late-night sittings); and
- c) travel between airports, hotels and meetings by the President in cities other than Sydney.

42. Are any of Parliament's areas undergoing a restructure?

Answer: There is currently a restructure in progress of the Engineering section, Facilities Branch, Department of Parliamentary Services. The new structure is based on other modern facilities management operations. The previous model for the Engineering Unit had not been reviewed since 1986 (27 years). The new structure will ensure that staff have the necessary skills set to be able to meet the needs of members', staff and visitors in maintaining the Parliament's various building systems. The new structure will also provide staff with a career structure and with the ability for staff to apply for higher graded positions. Comprehensive consultation has been undertaken with staff and representatives from the Public Service Association. There are no restructures or reviews currently being undertaken by the Department of the Legislative Council.

43. How many jobs are expected to be cut as a result of that restructure?

Answer: The restructure of the Engineering section, Facilities Branch will see 15 positions deleted, including 5 positions that have been vacant for many years. Seven new positions will be created, leaving a net reduction of 3 positions.

44. How many people are expected to have their wages cut as a result of that restructure?

Answer: There are no staff expected to have their wages cut as a result of restructures within the Parliament.

45. How many voluntary redundancies were offered in the Parliament since April 2011?

Answer: There has been one voluntary redundancy offered by the Department of Parliamentary Services and no voluntary redundancies offered by the Department of the Legislative Council since April 2011.

46. How many voluntary redundancies were accepted from employees in the Parliament since April 2011?

Answer: There was one voluntary redundancy accepted by an employee of the Department of Parliamentary Services and no voluntary redundancies accepted by employees of the Department of the Legislative Council since April 2011.

47. How many voluntary redundancies are expected to be offered in 2013/14?

Answer: There are up to seven planned voluntary redundancies that may be offered by the Department of Parliamentary Services in 2013/14. No voluntary redundancies are expected to be offered by the Department of the Legislative Council in 2013/14.

48. How much did your office spend on catering in 2012/13?

Answer: A total of \$12,415.49 was spent on catering from the Office of the President budget in the 2012/13 financial year from a catering budget of \$11,804.00 for the 2012/13 financial year. The overspend was absorbed by making savings elsewhere in the budget, which overall ended the financial year with an underspend.

49. How much did your office spend on stationary in 2012/13?

Answer: A total of \$117.55 was spent on stationery from the Office of the President budget in the 2012/13 financial year from a stationery budget of \$1,165.00 for the 2012/13 financial year.

50. What is your office's catering budget?

Answer: Refer to the answer to question 48, above.

51. What is your office's stationary budget?

Answer: Refer to the answer to question 49, above.

52. In 2012/13 how many invoices has the Parliament failed to pay a supplier or contractor for more than 30 days?

Answer: During 2012-13, 92% of invoices paid by the Parliament were for Members' fixed and flexible cost centres. This includes claims by Members for reimbursement of expenses submitted in accordance with the Parliamentary Remuneration Tribunal 60 day lodgement condition. Accordingly, it isn't appropriate to assess payment within 30 days for these invoices when most would be over 30 days when submitted for payment.

Of the remaining 8% or 3,339 invoices paid during 2012-13, 80% or 2,683 were paid within 30 days. The remaining 656 invoices paid after 30 days from invoice date were due to delays in approval or disputes with suppliers. Once invoices are received approved for payment, processing for payment occurs within 7 days.

53. As a result of late payment, how much penalty interest has been paid to contractors since 1 January 2011?

Answer: There has been no penalty interest paid to contractors, as a result of a late payment, providing services to the Department of Parliamentary Services or the Department of Legislative Council since 1 January 2011.

54. How many contractors has the Parliament retained since 1 July 2013 and at what cost?

Answer: The Parliament has retained 31 contractors since 1 July 2013 at a cost of \$626,807 to the end of August 2013. The major contractor accounting for the bulk of this amount is the

NSW Police Force for the provision of Special Constables. They are classed as contractors. Services have been provided to the Parliament as a whole or directly to the Department of Parliamentary Services and the Department of Legislative Council.

55. What is the current level of Aboriginal employment within the Parliament?

Answer: There are currently four people identifying as Aboriginal or Torres Strait Islander employed by the Parliament.

56. How has that changed since 1 July 2012?

Answer: There is no change in the number of Aboriginal or Torres Strait Islander people employed since 1 July 2012.

57. Is the Parliament 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?**

Answer: There is a service review currently underway of three sections of the Information Services Branch of the Department of Parliamentary Services: IT Services, Library and Records/Archives.

- a) The terms of reference for the review are to ensure that the services provided by Information Services Branch are aligned and prioritised according to client needs, and that all supporting processes and resources are similarly aligned.
- b) The review is being conducted by the Director, Information Services Branch with the assistance of the managers within the Branch
- c) Not applicable as the review was managed internally
- d) No
- e) The timeline includes consultation which commenced in May 2013, draft report and recommendations formulation during August and September 2013, with planned implementation from November 2013 subject to approval by the Executive Manager and Presiding Officers.
- f) Not applicable as the review was managed internally.