

Legislative Council

Annual Report 2004

Volume 1

Department of the
Legislative Council

Ordered to be printed 10 December 2004 am

New South Wales Parliamentary Library cataloguing-in-publication data:

New South Wales. Parliament. Legislative Council.

Annual Report 2004. Volume 1, Department of the Legislative Council/Legislative Council. [Sydney, N.S.W.]

:The Council, 2004 — vii, 98 leaves; 30cm

“Ordered to be printed December 2004”.

ISSN 1324-1974

1. New South Wales. Parliament. Legislative Council.
2. Parliamentary committees—New South Wales (Parliamentary thesaurus term)
 - I. Title
 - II. Title: Department of the Legislative Council

328.944071

How to contact the Legislative Council

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Office operating hours

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

Sitting days

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

Visits by the public

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

Organised tours for school and community groups can be booked by telephoning 9230-2440. Wheelchair access to the building is available.

Contact telephone & facsimile numbers

	Telephone	Facsimile
Switchboard	9230-2111	
Members	9230-2111	
Clerk's Office	9230-2773	9230-2761
Procedure Office	9230-2331	9230-2876
Corporate Support Office	9230-3041	9230-2876
Attendants' Reception	9230-2319	9230-2876
Standing Committees:		
Privileges & Ethics	9230-2346	9230-2761
Social Issues	9230-3078	9230-2981
Law & Justice	9230-3311	9230-3371
State Development	9230-2641	9230-2981
General Purpose	9230-3544	9230-3416



LEGISLATIVE COUNCIL

THE HON. DR MEREDITH BURGMANN PRESIDENT OF THE LEGISLATIVE COUNCIL

I am pleased to present to the Legislative Council the Annual Report prepared by the Clerk of the Parliaments on the operations of the Department of the Legislative Council for the year ending 30 June 2004.

A handwritten signature in cursive script, reading 'Meredith Burgmann'.

Meredith Burgmann
President

Parliament House
Macquarie Street
Sydney

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LEGISLATIVE COUNCIL

OFFICE OF THE CLERK

The Hon Dr M Burgmann MLC
President of the Legislative Council
Parliament House
Macquarie Street
SYDNEY NSW 2000

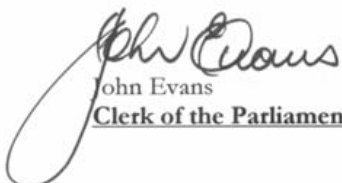
Dear Madam President

I am pleased to submit for your information and presentation to the House the Annual Report of the Department of the Legislative Council for the year ended 30 June 2004.

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

This report also includes a report on performance of committees.

Yours sincerely


John Evans
Clerk of the Parliaments

Parliament House
Macquarie Street Sydney
NSW 2000 Australia

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Clerk's foreword

During the 2003/2004 financial year the Legislative Council department embarked on a new vision for the future. This journey was commenced to ensure the Legislative Council meets the ever-changing needs of the House, Members, staff and the public, while remaining financially sustainable.

Our vision is to improve our ability to be flexible and adaptable to successfully meet the constant changes of our environment and to enhance the versatility of our skills in the provision of innovative and cost effective Legislative Council for the people of NSW.

The department researched and commenced implementation of an internal staffing restructure to ensure maximum utilisation of resources and improve our efficiency and professional service to our clients. The restructure will be completed early in the 2004/2005 Financial Year.

This annual report has been redesigned to reflect our vision. The report has been produced in a cost effective and easy to read format and provides the reader with an improved understanding of the operations and performance of the Legislative Council.

Legislative Council Committees again have had a very busy and productive year. All information on their performance is contained in volume 2 of this report.

The Legislative Council has continued to strive to provide support to Members and implement improvements to the processes of the House, to ensure good government.

The success this financial year can be attributed to the expertise and hard work of all Legislative Council staff and I would like to congratulate them on their achievements.

We are looking forward to a dynamic 2004/2005 financial year for the Legislative Council. With our new staffing organisation supporting our Key Plans we will be able to meet all challenges presented and further improve our cost effectiveness.

John Evans
Clerk of the Parliaments

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Chapter 1 Role of the Department

Mission

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

Historical Overview

The first Legislative Council was established in 1824 by an Act of the British Parliament, Act 4 Geo IV Cap. 96. Under the New Constitution Act of 1853, Act 17 Vic. No. 41, this Council was replaced by a bicameral Parliament consisting of a nominated Legislative Council and an elected Legislative Assembly. The bicameral Parliament first met on 22 May 1856.

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

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

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

Role of the Clerk

The Clerk of the Parliaments provides expert advice and counsel to the President, Ministers and Members of the Legislative Council on parliamentary law, practice and procedure. The Clerk, as Chief Executive Officer, manages the operations of the Legislative Council. The Clerk, jointly with the Clerk of the Legislative Assembly, is responsible for ensuring the effective operation of the joint services of the Parliament.

Role and functions of the Department

The Department of the Legislative Council provides services to Members of the Legislative Council, enabling them to perform their parliamentary duties, including their work within the House, on committees and within the community. There are three principal program areas of the Department:

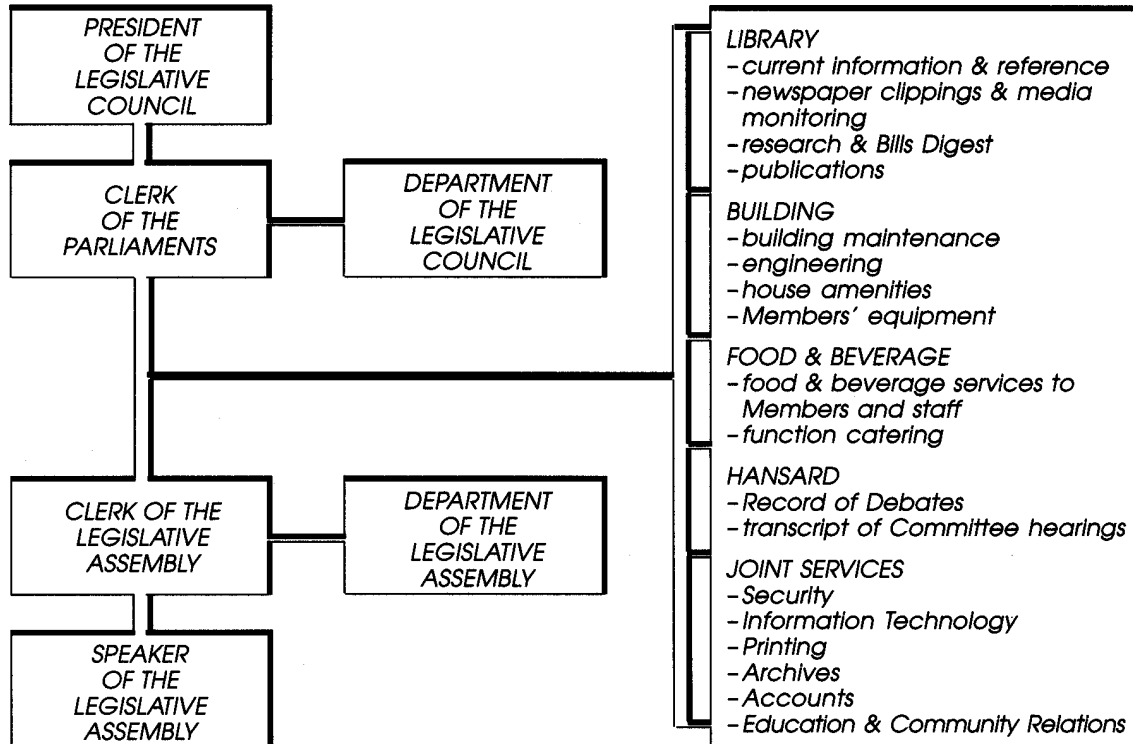
- Advisory and procedural services.

- Administrative and support services.
- Corporate management.

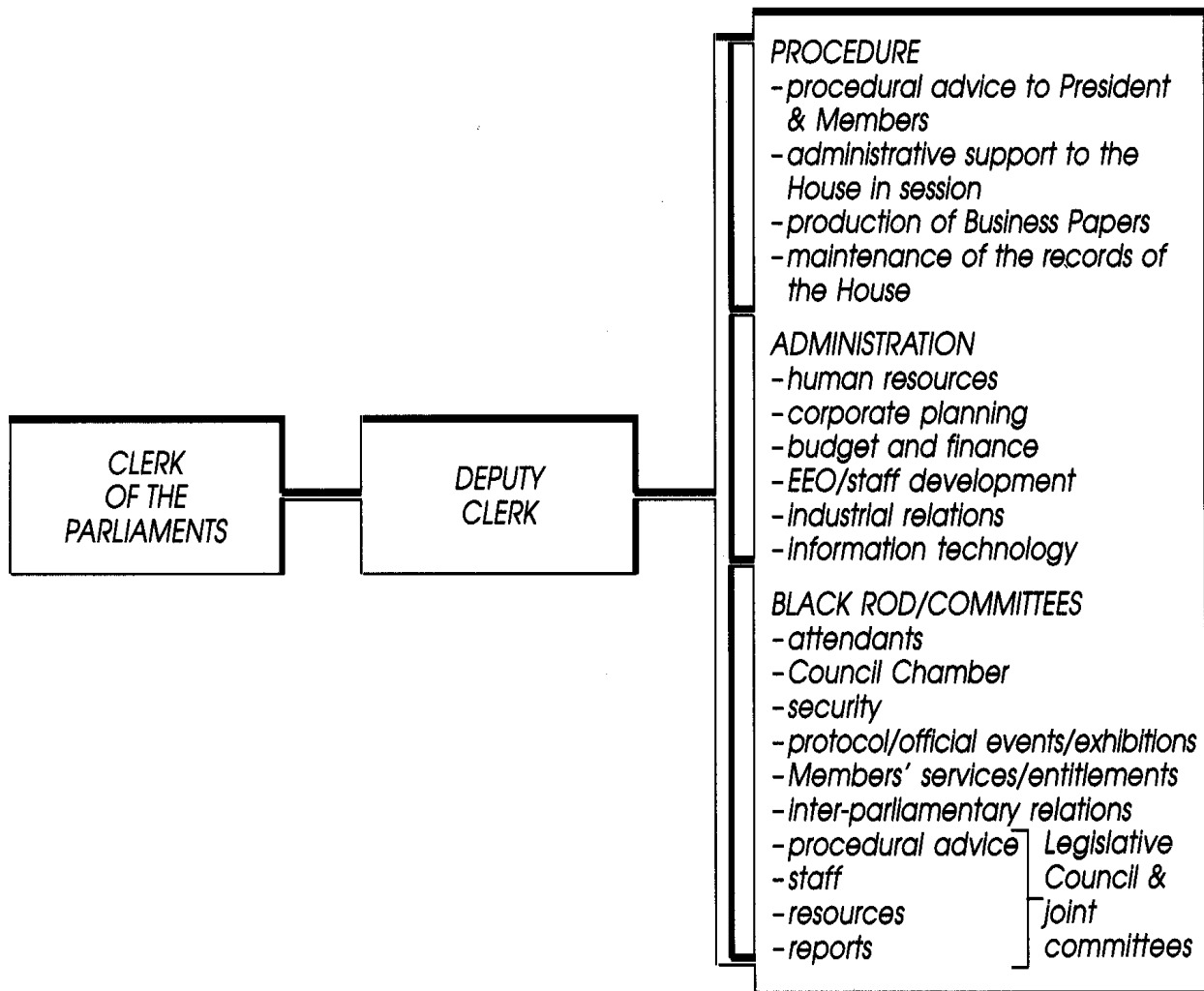
The Legislative Council also has administrative responsibility for the Departments of Parliamentary Building Services, Parliamentary Food and Beverage Services, and the Information Technology Services Section. (See Legislative Council Website for details)

Organisation charts

Parliament House



Department of the Legislative Council*



* The Legislative Council has commenced a staff restructure; a new organisational chart will be published on completion of the restructure.

Key plans 2004 – 2005

In line with the Legislative Council's Corporate Goals and our mission to service and enhance the operations of the New South Wales Parliament, the Legislative Council plans to undertake the following projects in 2004/2005:

- Finalise the staff restructure of the Department
- Progress the drafting of Upper House Practice in NSW
- Develop and implement the results and service plan for the Parliament, including the development of a new corporate plan
- Further develop and enhance the Legislative Council Annual Report to reflect the new staff structure
- Update the Legislative Council Members' Guide
- Implement an upgrade of the Members' Entitlement System
- Complete revision and update of relevant Legislative Council publications following the adoption of new standing rules and orders, and expanding procedural information available on the Parliament's website (eg A Précis of Business and Procedure, Guide to Occupants of the Chair, Manual of Procedure in Committee of the Whole)
- Develop and implement further seminars on parliamentary procedure for Members and their staff
- Further enhance the Legislative Council precedents system – for indexing, storage and retrieval of procedural information
- Develop procedures for the storage of tabled papers off-site
- Review current procedures for the storage and protection of archival material
- Finalise and implement policies for use of the Parliament's exhibition space and management of the parliament's artworks
- Review and further enhance the presentations provided to visitors to the Legislative Council chamber, including options for the use of audio-visual material
- Implement new arrangements for the delivery of protocol advice and services arising from the restructure of the department, including closer integration between Black Rod functions and the Procedure Office, and the delivery of some protocol services to Members through the Office of the Clerk
- Review and update the recruitment procedures of Parliamentary Food and Beverage Services
- Implement a liquor licence for Parliament House

Joint projects

- Review human resources administration in the Joint Services
- Implementation of the Business Continuity Plan
- Implement key findings from Deloitte's internal audits undertaken during the financial year

Goals of the Legislative Council – Overview

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

Clerk of the Parliaments Office

The Clerk and the Deputy Clerk advise the President of the Legislative Council, Ministers, Members and Committees on procedural and parliamentary matters in and outside the chamber. The Clerks provide a pivotal role in ensuring the goals of the Legislative Council are met by providing effective and strategic leadership.

The Clerk of Parliament's Office is comprised of the Clerk of the Parliaments, Deputy Clerk, Senior Research Officer, Senior Projects Officer and two executive assistants.

The Deputy Clerk is also the Director of the Committee for Privilege and Ethics. The Deputy Clerk provides support and advice to ensure the protection of the integrity of Legislative Council and its Committees. Information on this Committee is available in Volume 2 of this report.

Review of the Clerk of the Parliaments Office operations performance

Throughout the financial year the Clerk of the Parliaments Office provided the following services to the House, its Members and other clients to achieve the above goals:

- Leadership and strategic direction for the Legislative Council
- High-level management and co-ordination of a diverse range of departments, committees and sections within the Legislative Council
- High-level management and co-ordination in conjunction with the Clerk of the Legislative Assembly of the Parliamentary Joint Departments
- Professional and procedural advice to Members in and outside the chamber
- Provision of quality high-level research
- Provision of innovative and cost effective corporate governance of the Legislative Council
- Timely and professional advice to the President of the Legislative Council
- Provision of advice and leadership to senior management

Key projects to improve effectiveness

The major improvements for this financial year have been:

- Design and initiate implementation of a new staff structure for the Department of the Legislative Council, to enhance the provision of services to Members by ensuring that resources are aligned to areas of emerging demand.
- Adoption of new standing rules and orders – the first major revision of the standing orders of the House since 1895.
- Initiation of a series of “breakfast seminars” for newly elected Members, dealing with aspects of parliamentary procedure and administration.
- Adopting a procedure for assessing and determining whether Members’ documents seized by ICAC under a search warrant are protected by parliamentary privilege.

Performance outlook for the next financial year

To continue to improve and refine services to the Members, the House and the public.

Financial constraints will play a major part in our improvements for the next financial year. Our key plans for the next financial year are located on page 4.

Chapter 2 Procedural advice and support

Goal 1

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

During sittings of the House, the Clerks-at-the-Table must ensure that proceedings conform with the requirements of Standing Orders, Sessional Orders, resolutions of the House, the Constitution Act 1902 and other laws as they relate to the role and functions of the House.

Review of Procedure Office operations performance

Throughout the financial year the Procedure Office provided the following services to the House and its Members to achieve this goal:

- Timely and accurate procedural advice in preparation for, and during, the sittings of the House.
- Timely and accurate preparation of business papers, and processing of amendments to bills, to facilitate the orderly and efficient consideration of business by the House.
- Authoritative research on parliamentary procedure.
- Briefing notes and fact sheets, both in hard copy and electronically, in a timely and accurate manner.
- Maintaining safe custody of tabled papers and records of the House according to the State Records Act, Standing Orders and other legal requirements.
- Accurate and user-friendly inquiry service to Members, their staff, government departments and the public.
- Ongoing enhancements to the online provision of business paper and procedural documents including the Standing Orders, Sessional Orders, fact sheets, resolutions and procedural archives.
- Preparation of sessional returns for the journals of the House.
- Maintaining statistical and other documentation, as required.
- Providing logistical support for special events and visits, including joint sittings.

Key projects to improve effectiveness

The major improvements for this financial year have been:

- Adopting new standing rules and orders, to update procedures and to express them in more modern language, together with a consequent revision of existing sessional orders and the resolutions appointing committees.
- Providing induction information to new Members and ongoing procedural training and briefings to Members and their staff on parliamentary practice and procedures.

- Improving Parliament’s website to provide Members, staff and the public with greater ease of access to information, including revision of existing procedural publications.
- Adopting a procedure for assessing and determining whether Members’ documents seized by ICAC under a search warrant were protected by parliamentary privilege.
- Improving picture broadcast on the internal monitors and the web cast on the internet by installing a new camera system in the Legislative Council chamber.
- Reviewing and adopting new procedures for recording proceedings in committee of the whole on amendments to bills
- Providing support for the Summit on Alcohol Abuse and the NSW Country Road Safety Summit.

New Standing Orders

The new standing rules and orders of the Legislative Council were adopted by the House on 5 May 2004 and approved by the Governor, in accordance with the provisions of section 15 (2) of the Constitution Act 1902, on 31 May 2004. This followed the first major overhaul of the rules of procedure for the House and its committees since 1895. The new standing rules and orders are expressed in modern language, are gender neutral and more comprehensive than the former rules, and incorporate all the current practices and procedures.

Following a report by the Standing Order’s Committee entitled Proposed New Standing Rules and Orders, these standing rules and orders were originally ‘triallyed’ as sessional orders, from 14 October 2003, so that their operation could be reviewed before they would be formally adopted and approved by the Governor. In May 2004 the Procedure Committee (which replaced the former Standing Orders Committee) tabled a report entitled Proposed New Standing Rules and Orders – Second Report, which reviewed the operation of the triallyed standing orders. As a result of that report the standing rules and orders formally adopted by the House on 5 May 2004 included a small number of amendments to the triallyed standing orders.

The adoption of new standing rules and orders has necessitated a comprehensive review of all existing procedural information and publications of the Department, which will be completed during 2004-05. Consequent upon the adoption of the new standing rules and orders, simplified and briefer sessional orders and resolutions appointing committees were agreed to by the House in May 2004.

Induction information and procedural training

In May 2004 the Department commenced a series of breakfast seminars for newly elected members. Some of the issues covered include: parliamentary privilege; the standing orders; the passage of legislation; committees; pecuniary interest disclosure requirements; and members’ entitlements. These seminars have built on the induction information provided to newly elected members immediately following the March 2003 general election. During 2004-05 these seminars will be complemented by a series of procedural seminars for members’ staff.

Improving accessibility of procedural information

Procedure Office staff contributed to the revision and upgrading of the Parliament’s intranet and website during 2003-04, with an emphasis upon improving the accessibility of procedural information, including the use of the ISYS search engine.

Members' documents and parliamentary privilege

Following the seizure by the Independent Commission Against Corruption of documents of a member under a search warrant, and a disputed claim of parliamentary privilege in respect of a number of those documents, the Privileges Committee was required to advise the House which of the disputed documents fell within the scope of "proceedings in Parliament". Having reviewed relevant authorities the Privileges Committee developed a checklist of tests to be applied to determine the status of a member's documents.

New television system for chamber

The installation of a new camera system in the chamber has led to a significant improvement in the quality of the internal broadcast within Parliament House, the 'feed' provided to the television networks at Parliament House for use in news and current affairs programs, and the web cast of proceedings on the internet.

Procedures in committee of the whole House

Over the last ten years there has been a 466% increase in the number of amendments moved in the committee stage, or committee of the whole House, in which legislation is considered in detail clause by clause and schedule by schedule. During 2003-04 the procedures for recording proceedings in committee of the whole were revised, to deal with both the increasing number and complexity of amendments. A manual on procedure in committee of the whole House will be published during 2004-05.

Support for summits

Support was provided to the summit on Alcohol Abuse in September 2003 and the Country Road Summit at Port Macquarie in May 2004. The Department provided secretaries for working groups, prepared minutes of proceedings and provided procedural advice for the plenary sessions and drafting services for amendments to resolutions and communiqués.

Further information on procedural highlights is available in hardcopy form from the Procedure Office (ph 9230 2431) and is available on the Parliament's website www.parliament.nsw.gov.au/lc.

Committees performance

Committees are integral to the Legislative Council's role in reviewing legislation and scrutinising the performance of the Executive Government. Committees may be Standing, Select or Sessional and in some cases may be joint committees with the Legislative Assembly. Matters for inquiry by committees may be referred by the House or a Minister, and in some instances may be initiated by a Committee itself. In the case of committees established under an Act of Parliament, the various Acts set out the ongoing functions of the Committee. The Department of the Legislative Council provides a full range of procedural, advisory, research and administrative support services to the Legislative Council's standing, select and sessional committees.

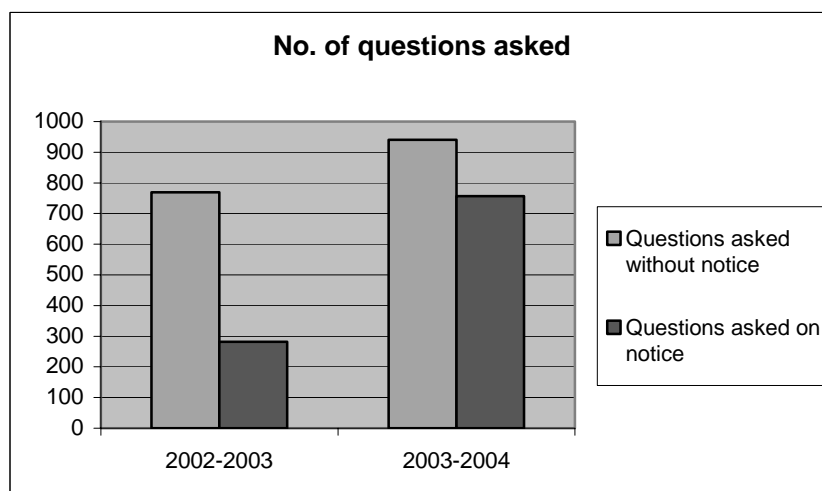
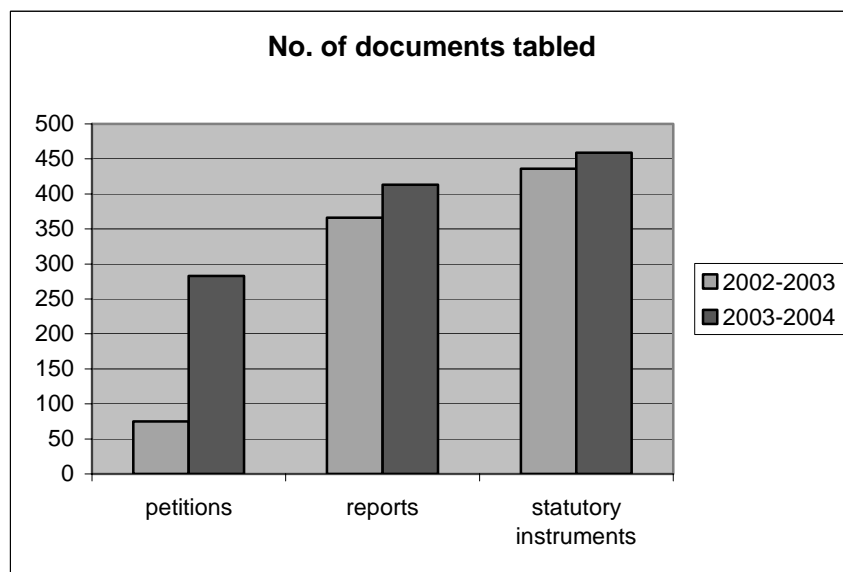
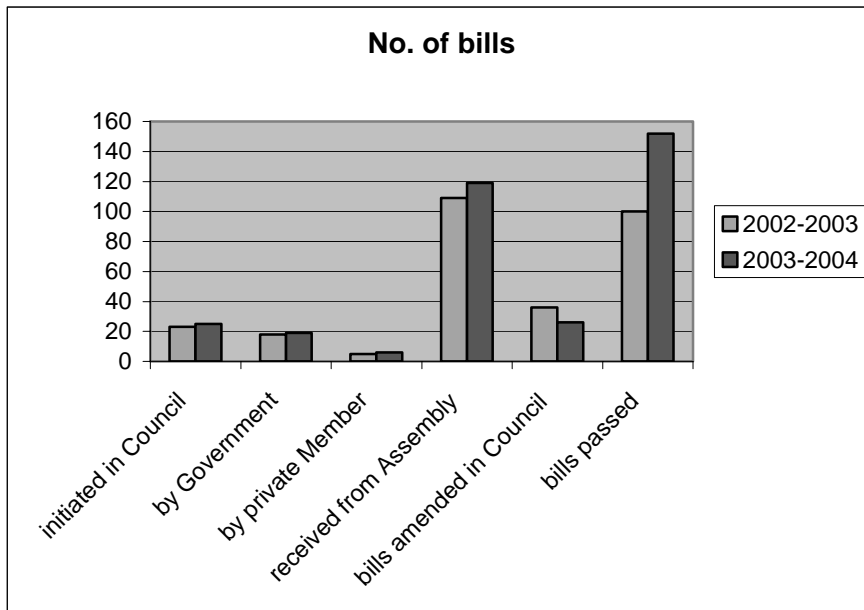
Volume 2 of this report contains detailed information on the work of Legislative Council Committees.

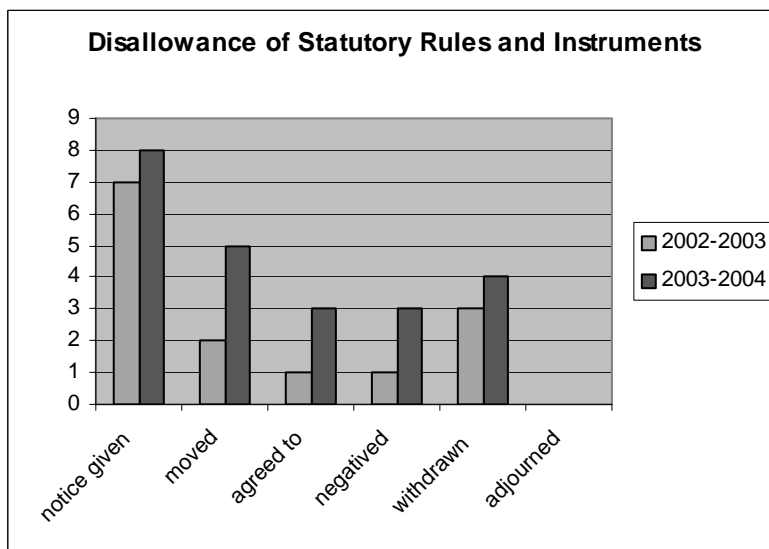
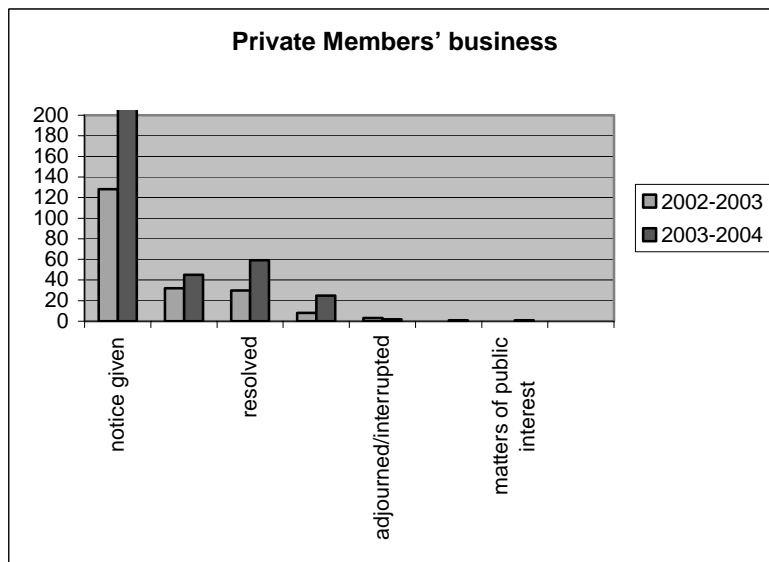
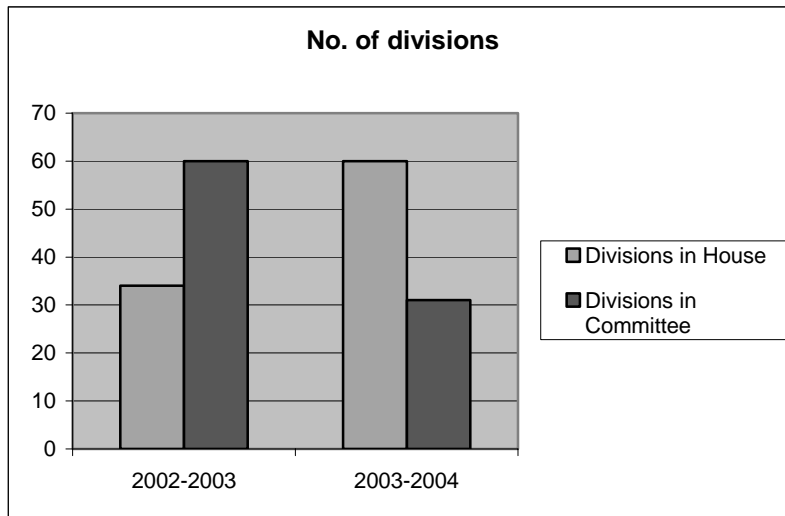
Performance outlook for the next financial year

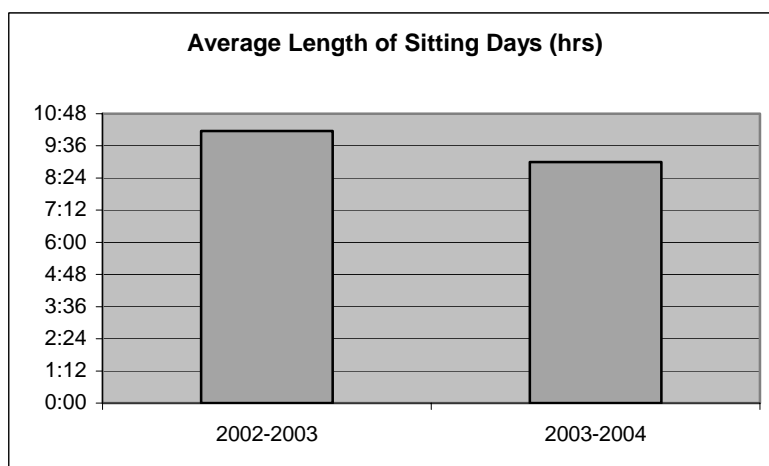
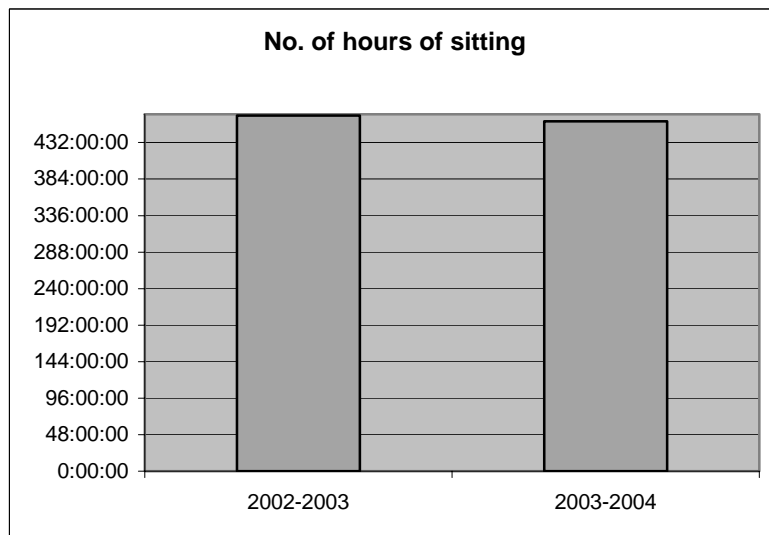
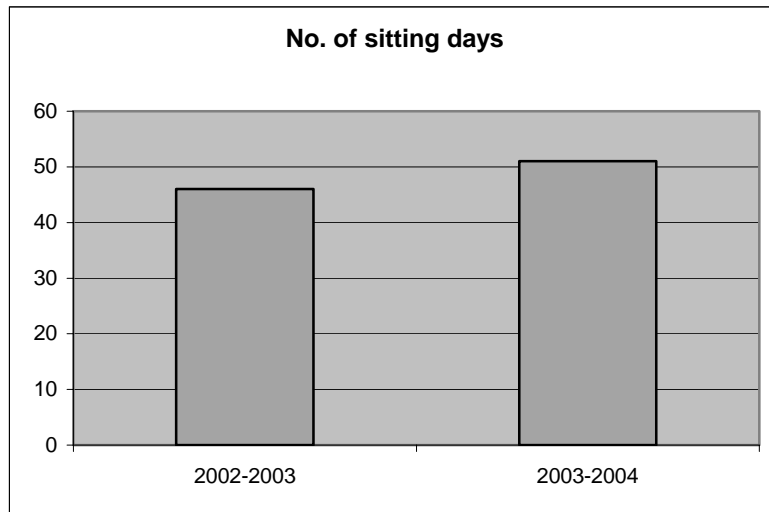
To continue to improve and refine services to the Members, the House and the public. To continue to respond to needs of the House and its Members in an innovative, cost effective and professional manner. Financial constraints will play a major part in our improvements for the next financial year. Our key plans for the next financial year are located on page 4.

Statistical information on activities of the House

	2002 – 2003	2003 – 2004
Sittings		
– sitting days	46	51
– hours of sitting	467:26	459:49
– average length of sitting days (hours)	10:09	9:00
– sitting after midnight	2	3
Bills		
– initiated in Council	23	25
– by Government	18	19
– by private Member	5	6
– received from Assembly	109	119
– bills amended in Council	36	26
– bills passed	100	152
Documents tabled		
– petitions	75	283
– reports	366	413
– statutory instruments	436	459
Questions asked		
– without notice	769	940
– on notice	282	757
Divisions		
– in House	34	60
– in Committee	60	31
Private Members' business		
– notice given	128	210
– moved	32	45
– resolved	30	59
– withdrawn/discharged	8	25
– adjourned/interrupted	3	2
– motions under SO 13 to discuss an urgent matter of public importance	–	1
– matters of public interest	–	1
– replies to adjourned matters	–	–
Ministerial Statements	1	2
Disallowance of Statutory Rules and Instruments		
– notice given	7	8
– moved	2	5
– agreed to	1	3
– negatived	1	3
– withdrawn	3	4
– adjourned	–	–
Hansard (Pages of debate)	2138	3066







Chapter 3 Services to Members

Goal 2

Provide services which support Members in their electoral and constituency duties

These services include recruitment and personnel administration of Members' staff, provision and administration of office facilities and equipment for Members and staff, and administration of Members' entitlements. The Legislative Council's parliamentary attendants also focus on assisting Members, staff and visitors in Parliament House.

Members' allowances and entitlements

Under the Parliamentary Remuneration Act 1989, the Parliamentary Remuneration Tribunal makes determinations covering both allowances and other entitlements for Members of Parliament and sets down rules for the application of its determinations.

Members' travel

In accordance with recommendations from the Independent Commission Against Corruption in its reports on travel by Members of Parliament which called for accountability and transparency by Members in the use of their entitlements, details of the total costs for Legislative Council Members' and spouse/partner approved relative travel within Australia appears at Appendix 5.

It should be noted that the Legislative Council administers and processes Members' entitlements and claims prior to forwarding to the Accounts Section for payment. Designated senior officers monitor this system and have always consulted directly with Members to resolve queries when necessary.

Review of Members' Services operations performance

Throughout the financial year the Members' Services Section provided the following services to the House and its Members to achieve this goal:

- Members' Entitlements System – this system logs the information on Members' Entitlements. The system is continually monitored/enhanced to ensure the information provided to Members is timely and accurate.
- Legislative Council Members' Guide – this is provided to Members, both online and in hardcopy. This guide is continually monitored and updated as required.
- Members Equipment – Members are provided with standard issue equipment, which may be supplemented by purchases through their Logistical Support Allocation. This equipment is reviewed on a yearly basis and updated in consultation with the President's Technology Advisory Group (PTAG – Members, UBR staff & Information Technology Staff) as required.
- Provide Members with an inquiry/advice service on Members Travel, Logistic Support Allocation, Equipment, Members Guide and PRT determinations (the full PRT determination can be viewed at: www.parliament.nsw.gov.au/lc).

- Provision of advice to former Members on entitlements.
- Member's Travel – the travel is monitored and advice provided to Members in a timely and accurate manner in accordance with the PRT determination. A table of costs of all Members' travel is located in Appendix 3.
- Provision of ongoing review/implementation of policies for Members as required.
- Ongoing monitoring/review of Members' accommodation.

Key projects to improve effectiveness

The major improvements for this financial year have been:

- The Members' Guide was updated as required.
The Guide is provided to assist Members with information about the system of entitlements, staff management, pecuniary interests, elections, the Department and parliamentary resources and has legal status as a set of guidelines for the appropriate use of entitlements, facilities and services.
- Members' Entitlements System
A major upgrade to the Members' Entitlements System continued. The upgrade will improve the ability to analyse and monitor the use of entitlements.

Review of Attendants section operations performance

Throughout the financial year the Attendants section provided the following services to the House and its Members to achieve this goal:

- Provision of effective and timely support to Members, their staff and their guests.
- Provision of effective and timely support to the Clerks, Committees, and staff of the Legislative Council, especially during sittings of the House and committees.
- Provision and maintenance of an informative and friendly reception service to the visiting public.
- Provision of tours for all visitors including primary, secondary and tertiary education institutions and special interest groups as well as the public.

Review of Human Resources (*services to members only*) operations for performance

Throughout the financial year the Administration Office Human Resources Section provided the following services to the House and its Members to achieve this goal:

- Provision of effective and timely support to Members and their staff in all areas of personnel.
- Ongoing review/implementation of personnel policy for Members' staff in line with public sector policy.
- Provision of OH&S, EAPS & EEO support in line with public sector policies.

Key projects to improve effectiveness

The major improvements for this financial year have been:

- A draft Code of Conduct for Member's staff has been finalised and is to be submitted to the P.S.A. for consideration in the beginning of the next financial year.

Performance outlook for the next financial year

To continue to improve and refine services to the Members, the House and the public.

Financial constraints will play a major part in our improvements for the next financial year. Our key plans for the next financial year are located on page 4.

Chapter 4 Corporate Governance/Management

Goal 3

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

Goal 4

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

Review of Administrative operations performance

Throughout the financial year the Administration Office provided the following services to the House, its Members and other client groups to achieve these goals:

- Promotion of high professional standards across the Legislative Council.
- Provision of accurate advice to the President, Clerk and senior staff on all administrative matters.
- Promotion of co-operation between internal sections and the sharing of resources.
- Provision of cost effective and quality administration to support all areas above.
- Provision of advice and information to Joint Departments on the needs of the Legislative Council (for all information on Joint Departments please see Joint Departments Annual Report).
- Provision of strategic and operational planning.
- Review and implementation of Legislative Council policies where needed.
- Provision of integrated administrative systems to support our client groups.
- Provision of a secure and accurate information management system to supply all record keeping practices in accordance with State Records Act and our legal requirements.
- Provision of accounting services and procurement advice.
- Provision of asset management for both Members and staff of the Legislative Council.
- Provision of innovative solutions for current work practices, procedures and software.

Key projects to improve effectiveness

The major improvements for this financial year have been:

- Implementation of a new format for the annual report to ensure compliance with Government standards.
- Expansion of TRIM Record Management System to Committees to ensure good recordkeeping practices through the Legislative Council.
- Expansion of TRIM Records Management System to assist the Procedure Section in cataloguing and monitoring the creation of DVD's of the televised proceedings of the House.
- Upgrade of Hardcat Asset Management System to ensure the timely monitoring tracking of all Legislative Council assets.
- Feasibility study into expansion of TRIM to record electronic documents.
- Co-ordination of the restructure of the Legislative Council to enhance the performance and the provision of services to Members, clients and the Parliament, in accordance with the strategic plan.

Information Technology Services

The Information Technology Services Department supports the Legislative Council in achieving the above goals. This department provides assistance to all sections of the Legislative Council, including Members and their staff regarding ITS services. Information on the ITS section can be found in the Joint Services annual report.

Human Resources

The Human Resource Section of the Legislative Council provides assistance to Members and their staff regarding employment issues, and also continues to provide assistance and advice to joint service departments, particularly Information Technology Services, Parliamentary Building Services and Food and Beverage Services.

Review of Human Resources operations performance

Throughout the financial year the Administration Office Human Resource section provided the following services to the House, its Members and other client groups to achieve this goal:

- Advice on recruitment and selection procedures.
- Payroll and personnel administration advice.
- Advice on industrial relations advice to the Clerks, staff and Joint Departments.
- Grievance services to all staff.
- Advice on staff development and training.

Key projects to improve effectiveness & standard reporting of personnel outcomes information:

- All human resource policies were reviewed to ensure compliance.
- Implementation of the restructure of the Legislative Council to enhance the performance and the provision of services to Members, clients and the Parliament, in accordance with the strategic plan.
- Legislative Council Upgrade of SAP: During the financial year the Parliament finalised the SAP upgrade (integrated management system), to ensure an improved and more accurate accounting and human resource system.
- In August 2003, a link was provided to on-line training on the Parliament's Intranet, for staff wishing to update their skills in selection techniques. The Premier's Department developed the Merit Selection Techniques Refresher Training Program' for use by public sector agencies. This on-line program is a self-paced and structured into 10 separate modules.

Standard compliance reports

Grievances

Some formal grievances were lodged by Joint Service Department staff during the period. All cases brought to the attention of the Parliament's grievance receivers were subsequently investigated and resolved satisfactorily or are in the process of being resolved.

Training and development

External training: Two officers completed the Public Sector Management Course.

Internal training: A number of officers attended a Selection Techniques Training Course.

Development opportunities: A number of Legislative Council staff were given higher duties as a way of providing developmental opportunities to gain experience learning different activities and management roles.

Aboriginal employment strategies

The Legislative Council is continuing the Joint Policy on Aboriginal Employment Strategies. These strategies include:

- Identifying and targeting permanent positions to attract Aboriginal people to work for the Parliament.
- Prior to any vacant position being advertised, consideration will be given to checking the Aboriginal database at the Workforce Management Centre in the Premier's Department.
- Publishing advertisements in the Koori Mail, in addition to the Sydney Morning Herald and Daily Telegraph.
- Participation in the Aboriginal and Torres Strait Islander Cadetship Program for the NSW Public Sector.

Employee Assistance Program

The Employee Assistance Program (EAP) was introduced to the Parliament in 1995.

The annual cost of the program for 2003/2004 was \$18,150

The current provider of this service, Davidson Trahaire, provides independent confidential counselling to assist and support staff with respect to stress, conflict, career matters and non-work related problems.

Equal Employment Opportunity

Department and joint service information, as at 30 June 2004:

- The number of women employed is 125 (Note this figure does not include casual staff)
- Women represent 54% of total 232 staff in the department and joint services
- Women represent 38% of people who hold middle senior management positions (equal to or above \$51,294 per annum)
- Below this level women represent 59% who hold these positions. Detailed description of EEO statistics is available at Appendix 4.

The Legislative Council participates in the public sector's Workforce Profile, co-ordinated by the Premiers Department. The Workforce Profile collects data and analyses the characteristics of public sector employment on a regular basis. It includes demographic information such as age, gender, EEO group membership and work location, as well as employment information such as hours worked, leave patterns, remuneration and mobility within the sector.

EEO/Harassment free workplace training

Staff attended workshops on harassment free workplace conducted by a trainer provided by the Anti-Discrimination Board of NSW, as well as training on OH&S.

Establishment

The Legislative Council has partially implemented a restructure to meet the increasing demands placed on the department.

Executive positions

The Legislative Council has the following four executive positions:

- Clerk of the Parliaments – Statutory Officer
- Deputy Clerk – Statutory Officer
- Clerk Assistant – Senior Parliamentary Officer Grade 1
- Clerk Assistant – Senior Parliamentary Officer Grade 1
- The Clerk of the Parliaments and Deputy Clerk positions are subject to annual salary determinations by the Statutory and Other Officers Remuneration Tribunal
- There is one female executive, as in the last reporting year

- Details of senior officers in the Legislative Council appear in Appendix 2.

Job analysis and evaluation

All position descriptions were reviewed and rewritten by Hay Consulting during the year, to facilitate the restructure. Legislative Council staff, trained in the Hay methodology, also facilitated and participated on a number of job evaluation panels throughout the year for the Legislative Assembly and joint service department positions.

Policy development and review

Two new Parliament-wide policies were issued during the financial year:

- Managing Alcohol and Other Drugs – March 2004 – this policy was issued to provide guidance to managers/staff and information to support employees. The aim of this policy is to provide improvements across a broad spectrum, including improved workplace safety, productivity, employee commitment and morale.
- Employment Health Assessment Policy – August 2003 – this policy aims to ensure employee's health and safety are not affected by work and environmental factors, by providing guidance and information for managers and staff.

All of the Legislative Council policies were reviewed and updated during the reporting period. In the reporting period the following publications have been provided for managers and staff:

- Recruitment Procedure and Selection Committee Information – July 2003.
- Probationary Periods Procedures – July 2003.

Performance development program

Initial Performance Reviews were completed during the last winter session. Further Performance Reviews are under way.

Sick and personal carers leave – based on available data

Sick Leave 2003 – 2004

Average sick days taken 4.30 days

Total average sick days decreased by 0.29 per person

The Legislative Council continues to monitor absenteeism due to sick leave. Under the Personal Carer's leave provisions, paid sick leave and time off in lieu of payment for overtime was granted for the purpose of caring for a family member who is ill.

Personal Carer's Leave 2003 – 2004

3 occasions totalling 2 days.

Occupational Health and Safety Committee

The OH&S Committee is continuing to ensure a safe working environment exists in Parliament House by conducting regular inspections. During the year inspections continued to be carried out in various areas of the Parliament. Problems reported by the committee and staff in areas inspected were mainly general housekeeping problems, which were subsequently resolved.

The election of employee and Electorate Office staff representatives for the OH&S Committee was completed during the financial year.

Emergency services plan

The current emergency evacuation procedures are being revised in light of the new Australian Standard. A Business Continuity Plan is also being developed. When completed both plans will be tested.

Security

For details of Parliamentary Security Services activities refer to the Joint Services Annual Report.

Action plan for women

The Legislative Council follows the guidelines set out by the NSW Action Plan for Women.

Code of Conduct

A new Code of Conduct was completed for parliamentary staff in May 2004.

Ethnic Affairs Priorities Statements and Ethnic Affairs Agreement

The Legislative Council abides by the Ethnic Affairs Priorities Statements and Agreements legislation.

Privacy and Personal Information Protection Act 1988

The Privacy and Personal Information Protection Act 1988 does not apply to the Parliament, however the Legislative Council follows the intention of the Act.

Disability action plan

A disability action plan for the Parliament was implemented in September 2001.

Freedom of Information

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

Performance outlook for the next financial year

To continue to improve and refine services to the Members, the House and the staff.

Financial constraints will play a major part in our improvements for the next financial year. Our key plans for the next financial year are located on page 4.

Chapter 5 Promoting public awareness of Parliament

Goal 5

Promote public awareness of the purpose, functions and work of the Legislative Council

The Legislative Council continued to provide information about the role, work and history of the Legislative Council, including its Committees. The Legislative Council provides an effective enquiry service for the public as well as a variety of publications.

Australia Day

Parliament House opens every Australia Day, with the Legislative Council Chamber open to the viewing public and musical recitals in the Fountain Court. The number of people visiting Parliament House as part of the Sydney-wide celebration coordinated by the Australia Day Council has been increasing yearly.

Education activities

In a series of visits coordinated by the Office of the Governor, the Department of Education and Training, the Catholic Education Office, the Association of Independent Schools and the Parliamentary Education and Community Relations Section, student leaders from secondary schools visited the Parliament in 2003-2004. Students visit the Chamber, meet with Members and are addressed by Members and Officers of the Legislative Council before meeting with the Governor of NSW.

The Legislative Council contributed to other activities arranged by Parliamentary Education and Community Relations Section. Details are provided in the Joint Services Annual Report.

Brochures

The Legislative Council produced three brochures to assist people in understanding the role of the Legislative Council, the role of Members, and procedures during sittings of the Legislative Council. These are called “The Legislative Council of NSW”, “Members of the Legislative Council” and “Visiting the Legislative Council Chamber”. The brochures are available for visitors in the Legislative Council foyer and also on the Parliament’s website.

Exhibitions

Arrangements for the staging of exhibitions in the Parliament’s Fountain Court are coordinated through the Office of the Usher of the Black Rod. Members from both Houses may sponsor non-political exhibitions to promote the artworks of community groups, or the programs of Government Departments. The Parliament encourages exhibitions by regional and indigenous artists, and art from ethnic communities.

Protocol

The Parliament, through the Presiding Officers, has important relationships with the consular and diplomatic corps in Sydney and Canberra. The Usher of the Black Rod assists the President’s office to

coordinate consular and diplomatic visits and events. These visits and events play an important role in supporting and maintaining the Parliament's regional and international relations.

VIPs, delegations and individuals visit the Legislative Council from a number of official sources, such as Federal and State Governments, the diplomatic and consular corps, other Government departments with official visitors, the Department of State and Regional Development, overseas diplomatic missions, governments and Parliaments of other countries, and the Commonwealth Parliamentary Association.

Review of Protocol section operations performance

Throughout the financial year the Usher of the Black Rod's Office – Protocol Section provided the following services to the House, its Members and other client groups to achieve this goal:

- Timely, accurate and professional protocol advice and services to the President, Members, the Clerk and other staff, including co-ordination of arrangements for visits.
- Co-ordinating and managing exhibitions in the Fountain Court.
- Providing information and advice to the public through the parliamentary website.
- Co-ordinating educational events for the Legislative Council in conjunction with Parliamentary Education and Community Relations.

Standard reporting – visits and statistics

- Visits to the Legislative Council Chamber: approximately 1,020 school student leaders from 464 secondary schools visited the Parliament in 2003–2004.

- Exhibitions in the Fountain Court: 15 exhibitions were held during the reporting period.

- Visitors to the Parliament: 51,134:

Casual visitors: approximately 17,148.

Room/group tour bookings, visitors to Members, Members' events: 33,986.

On average over 4,262 people visit the Parliament monthly.

Guests who attend day and evening functions in the dining room on days when Parliament is not sitting further increase this figure.

- Visits from other Parliaments, delegations from foreign countries, official visits by Ambassadors and Consuls General of Foreign Missions: 22.

- Vice regal visits:

Her Excellency the Governor, Professor Marie Bashir, AO, visited the Parliament for a number of functions during the year. These included charity dinners in the dining room as well as Commonwealth Day.

Her Royal Highness the Princess Royal attended a function in the dining rooms for the Commonwealth Study Conferences in Australia on Monday 27 October 2003.

- Sister-State relations to the Parliament: there were no delegations in this financial year.
- Attachments of Parliamentary Officers:

A number of overseas Clerks and parliamentary officers visited the Parliament during the year to study practice and procedure and committee operations. Each visitor was provided with a program of meetings according to their particular interests and needs:

February 2004 – Ms Patricia Chaychuk – Clerk of the Legislative Assembly, Manitoba, Canada.

April 2004 – Mr Paul Belisle – Clerk of the Canadian Senate.

Key projects to improve effectiveness

- Enhance the role of the Artworks Committee to develop a framework and guidelines for the management of the Parliament's art collection including maintenance, storage and disposal of works, together with acquisition of artwork through purchase, commission or donation.
- Participating on behalf of the Department in the review and redevelopment of the parliament's website to improve accessibility of information for users.
- Implementing a photo library to provide a historical record of visits and events.
- Establishing procedure manuals to support the provision of protocol services and advice.

Performance outlook for the next financial year

To continue to improve and refine services to the Members, the House and the staff.

Financial constraints will play a major part in our improvements for the next financial year. Our key plans for the next financial year are located on page 4.

Chapter 6 Physical environment

Goal 6

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

Review of Building Service operations performance

Throughout the financial year the Building Services provided the following services to the House, its Members to achieve this goal:

- Parliamentary Building Services is responsible for the maintenance of the Parliament House buildings. This is an important and challenging task as the building is a Sydney landmark and has immense historical value to the people of New South Wales. The building must be preserved and maintained in excellent original condition while remaining in daily use and providing a functional home for modern political life in New South Wales. Details are provided in the Joint Services Annual Report.

Key projects to improve effectiveness

Green House Emissions Reduction

- Recycling:

The Parliamentary-recycling programme collecting waste paper and other recyclable items has been operating very successfully and has been expanded to include electorate offices. During 2003 – 2004, Building Services collected 76.2 tones of paper and cardboard. If this paper and cardboard had been sent to landfill it would equate to 305 cubic metres of fill. Due to the age of printing machinery only about 5% of purchased paper is from recycled material. This should improve considerably as new machinery capable of using recycled paper replaces the old machinery.

- Government Energy Management Policy:

The Government Energy Management Policy requires all government agencies to reduce their energy consumption in buildings by 25% by the year 2005/2006 relative to their 1995/1996 energy consumption. Parliament House is currently investigating a number of options to achieve this target. The lighting and air conditioning systems represent over 77% of our total energy use. Testing of new lighting mechanisms has shown potential reductions of 16%.

Funding was sought through Sustainable Energy Development Authority (SEDA) to undertake a full building lighting upgrade, unfortunately SEDA advised that the return on investment did not meet treasury requirements. Other options to have the upgrade undertaken are being investigated.

Performance outlook for the next financial year

To continue to improve and refine services to the Members, the House and the staff.

Financial constraints will play a major part in our improvements for the next financial year. Our key plans for the next financial year are located in the Joint Services Annual Report.

Appendix 1

Financial Statements



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

THE LEGISLATURE

To Members of the New South Wales Parliament

Audit Opinion

In my opinion the financial report of The Legislature presents fairly The Legislature's financial position as at 30 June 2004 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

The opinion should be read in conjunction with the rest of this report.

The Clerks' Role

The financial report is the responsibility of the Clerk of the Legislature Assembly and Clerk of the Parliaments of The Legislature. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, the program statement - expenses and revenues, the summary of compliance with financial directives and the accompanying notes.

The Auditor's Role and the Audit Scope

I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Clerks in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Clerks had failed in their reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of The Legislature,
- that The Legislature has carried out its activities effectively, efficiently and economically,
- about the effectiveness of its internal controls, or
- on the assumptions used in formulating the budget figures disclosed in the financial report.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



R. J. Sendt
Auditor General

SYDNEY
22 November 2004

RUSSELL D. GROVE
CLERK OF THE LEGISLATIVE ASSEMBLY



JOHN EVANS
CLERK OF THE PARLIAMENTS

NEW SOUTH WALES
PARLIAMENT

18 November 2004

File ref: A700

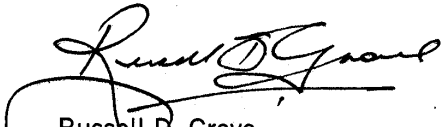
THE LEGISLATURE

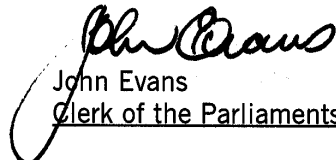
FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 JUNE 2004

Statement by Department Heads

We state that:

- a the accompanying financial statements have been prepared on an accrual basis in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Urgent Issues Group Consensus Views and the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies.
- b the statements exhibit a true and fair view of the financial position and transactions of The Legislature, and
- c there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.


Russell D. Grove
Clerk of the Legislative Assembly


John Evans
Clerk of the Parliaments

THE LEGISLATURE**Statement of Financial Performance for the Year Ended 30 June 2004**

	Notes	Actual 2004 \$000	Budget 2004 \$000	Actual 2003 \$000
Expenses				
Operating expenses				
Employee related	2(a)	43,291	40,976	41,844
Other operating expenses	2(b)	21,397	22,241	22,048
Maintenance	2(c)	1,866	480	1,751
Depreciation and amortisation	2(d)	5,230	5,232	5,184
Other expenses	2(e)	<u>33,543</u>	<u>32,801</u>	<u>32,049</u>
Total Expenses		<u>105,327</u>	<u>101,730</u>	<u>102,874</u>
Less:				
Retained Revenue				
Sale of goods and services	3(a)	4,592	4,515	4,223
Investment income	3(b)	46	40	53
Grants and contributions	3(c)	1,179	-	2,232
Other revenue	3(d)	<u>16,054</u>	<u>265</u>	<u>18,310</u>
Total Retained Revenue		<u>21,871</u>	<u>4,820</u>	<u>24,818</u>
Gain / (loss) on disposal of non-current assets	4	<u>(110)</u>	<u>-</u>	<u>(217)</u>
Net Cost of Services	19	<u>83,566</u>	<u>96,910</u>	<u>78,273</u>
Government Contributions				
Recurrent appropriation	5	81,031	79,210	80,272
Capital appropriation	5	3,459	2,650	2,925
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>13,049</u>	<u>12,512</u>	<u>12,917</u>
Total Government Contributions		<u>97,539</u>	<u>94,372</u>	<u>96,114</u>
SURPLUS (DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES				
		<u>13,973</u>	<u>(2,538)</u>	<u>17,841</u>
Total Revenues, Expenses and Valuation Adjustments Recognised in Equity		-	-	-
Net increase in asset revaluation reserve		<u>5,512</u>	<u>-</u>	<u>2,100</u>
Total Changes in Equity other than those resulting from transactions with owners as owners	15	<u>19,485</u>	<u>(2,538)</u>	<u>19,941</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Statement of Financial Position as at 30 June 2004

	Notes	Actual 2004 \$000	Budget 2004 \$000	Actual 2003 \$000
ASSETS				
Current Assets				
Cash	8	1,735	682	682
Receivables	9	1,240	1,398	1,398
Inventories	10	357	338	338
Other Assets	11	<u>389</u>	<u>309</u>	<u>359</u>
Total Current Assets		<u>3,721</u>	<u>2,727</u>	<u>2,777</u>
Non-Current Assets				
Property, Plant and Equipment	12			
- Land and Buildings		115,297	111,596	112,542
- Plant and Equipment		13,298	12,589	14,225
- Collection Assets		<u>33,739</u>	<u>16,810</u>	<u>16,810</u>
		182,334	140,995	143,577
Other Assets	11	<u>153</u>	<u>386</u>	<u>336</u>
Total Non-Current Assets		<u>182,487</u>	<u>141,381</u>	<u>143,913</u>
Total Assets		<u>166,208</u>	<u>144,108</u>	<u>146,690</u>
LIABILITIES				
Current Liabilities				
Payables	13	4,042	4,193	4,337
Provisions	14(a)	<u>3,394</u>	<u>3,230</u>	<u>3,130</u>
Total Current Liabilities		<u>7,436</u>	<u>7,423</u>	<u>7,467</u>
Non-Current Liabilities				
Provisions	14(b)	<u>595</u>	<u>531</u>	<u>531</u>
Total Non-Current Liabilities		<u>595</u>	<u>531</u>	<u>531</u>
Total Liabilities		<u>8,031</u>	<u>7,954</u>	<u>7,998</u>
Net Assets		<u>158,177</u>	<u>136,154</u>	<u>138,692</u>
EQUITY				
Reserves	15			
1(i)		16,679	11,167	11,167
Accumulated Funds		<u>141,498</u>	<u>124,987</u>	<u>127,525</u>
Total Equity		<u>158,177</u>	<u>136,154</u>	<u>138,692</u>

The accompanying notes form part of these statements.

THE LEGISLATURE**Statement of Cash Flows for the Year Ended 30 June 2004**

	Notes	Actual 2004 \$000	Budget 2004 \$000	Actual 2003 \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(40,879)	(38,522)	(38,087)
Other		<u>(48,979)</u>	<u>(47,599)</u>	<u>(50,825)</u>
Total Payments		<u>(89,858)</u>	<u>(86,121)</u>	<u>(88,912)</u>
Receipts				
Sale of goods and services		5,508	4,510	5,109
Interest received		52	40	48
Other		<u>2,126</u>	<u>270</u>	<u>2,769</u>
Total Receipts		<u>7,686</u>	<u>4,820</u>	<u>7,926</u>
Cash Flows From Government				
Recurrent appropriation		81,031	79,210	80,272
Capital appropriation		3,459	2,650	2,925
Capital liability to Consolidated Fund		-	-	(152)
Cash reimbursements from the Crown Entity		<u>2,036</u>	<u>2,091</u>	<u>1,848</u>
Net Cash Flows From Government		<u>86,526</u>	<u>83,951</u>	<u>84,893</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	19	<u>4,354</u>	<u>2,650</u>	<u>3,907</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of property, plant and equipment		5	-	1
Purchases of property, plant and equipment		<u>(3,306)</u>	<u>(2,650)</u>	<u>(3,615)</u>
NET CASH FLOW FROM INVESTING ACTIVITIES		<u>(3,301)</u>	<u>(2,650)</u>	<u>(3,614)</u>
NET INCREASE / (DECREASE) IN CASH		1,053	-	293
Opening cash and cash equivalents		<u>682</u>	<u>682</u>	<u>389</u>
CLOSING CASH AND CASH EQUIVALENTS	8	<u>1,735</u>	<u>682</u>	<u>682</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Program Statement - Expenses and Revenues for the year ended 30 June 2004

	Program 1.1.1.* Legislative Council		Program 1.1.2.* Legislative Assembly		Program 1.2.1.* Joint Services		Not Attributable		Total	
	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000
THE LEGISLATURE'S EXPENSES & REVENUES										
Expenses										
Operating expenses										
Employee related	7,726	7,763	19,974	18,980	15,591	15,091	-	-	43,291	41,844
Other operating expenses	2,212	2,655	14,564	15,195	4,621	4,196	-	-	21,397	22,046
Maintenance	3	11	198	203	1,665	1,537	-	-	1,866	1,751
Depreciation and amortisation	250	397	2,028	2,189	2,952	2,598	-	-	5,230	5,184
Other expenses	10,514	9,975	23,029	22,074	-	-	-	-	33,543	32,049
Total Expenses	20,705	20,801	59,793	58,651	24,829	23,422	-	-	105,327	102,874
Retained Revenue										
Sale of goods and services	383	349	449	352	3,760	3,522	-	-	4,592	4,223
Investment income	-	-	-	-	46	53	-	-	46	53
Grants and contributions	-	-	-	-	1,179	2,232	-	-	1,179	2,232
Other revenue	97	107	242	224	15,715	17,979	-	-	16,054	18,310
Total Retained Revenue	480	456	691	576	20,700	23,786	-	-	21,871	24,818
Gain / (loss) on disposal of non-current assets	0	0	(35)	-	(75)	(217)	-	-	(110)	(217)
NET COST OF SERVICES	20,225	20,345	59,137	58,075	4,204	(147)	-	-	83,566	78,273
Government contributions**	-	-	-	-	-	-	97,539	96,114	97,539	96,114
NET EXPENDITURE (REVENUE) FOR THE YEAR	20,225	20,345	59,137	58,075	4,204	(147)	(97,539)	(96,114)	(13,973)	(17,841)

*The name and purpose of each program is summarised in note 7.

**Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "not attributable" column.

The accompanying notes form part of these statements.

THE LEGISLATURE

SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

	2004				2003			
	Recurrent Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Recurrent Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000	Capital Appropriation \$000	Expenditure / Net Claim on Consolidated Fund \$000
ORIGINAL BUDGET APPROPRIATION / EXPENDITURE								
Appropriation Act	79,210	79,210	2,650	2,650	76,705	76,705	3,167	2,925
Additional Appropriations	-	-	-	-	-	-	-	-
s21A PF&AA - special appropriation	-	-	-	-	-	-	-	-
s24 PF&AA - transfers of functions between departments	-	-	-	-	-	-	-	-
s28 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	79,210	79,210	2,650	2,650	76,705	76,705	3,167	2,925
OTHER APPROPRIATIONS / EXPENDITURE								
Treasurer's Advance	1,821	1,821	809	809	4,081	3,567	-	-
Section 22 - expenditure for certain works and services	-	-	-	-	-	-	-	-
Transfers from another agency (s25 - Appropriation Act)	-	-	-	-	-	-	-	-
	1,821	1,821	809	809	4,081	3,567	-	-
Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)	81,031	81,031	3,459	3,459	80,786	80,272	3,167	2,925
Amount drawn down against Appropriation Liability to Consolidated Fund								
		81,031		3,459		70,584		2,925
		-		-		-		-

The summary of compliance is based on the assumption that Consolidated Fund monies are spent first (except where otherwise identified or prescribed).

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The Legislature as a reporting entity comprises all the operating activities of the Parliament of New South Wales, including the House Committee, under the joint direction and control of the President of the Legislative Council and the Speaker of the Legislative Assembly. It includes all the functions of parliamentary representation undertaken by the Council and the Assembly, and their various supporting Departments and Sections. The House Committee provides food and beverage services for Members of Parliament, their guests and staff. It also caters for functions held at Parliament House.

The reporting entity is consolidated as part of the NSW Total State Sector and as part of the NSW Public Accounts.

(b) Basis of Accounting

The Legislature's financial statements are a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- ❖ Applicable Australian Accounting Standards (AAS)
- ❖ Other authoritative pronouncements of the Australian Accounting Standards Board (AASB)
- ❖ Urgent Issues Group (UIG) Consensus Views
- ❖ The requirements of the Public Finance and Audit Act 1983 and Regulations, and
- ❖ The Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under Section 9(2)(n) of the Act

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific accounting standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

Except for land, collections and certain building and plant assets which are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention.

All amounts shown in the statements are rounded to the nearest one thousand dollars and are expressed in Australian currency.

Comparative information is reclassified where appropriate to enhance comparability.

(c) Change in Accounting Policies

The Parliament is now depreciating its library collection monographs (excluding the rare book collection) using a straight line method based on a useful life of 20 years. This was recognised in the revaluation of collection assets as 30 June 2004. Prior to this date the total library collection was not subject to depreciation, this change in policy has been made to accurately reflect the library collection's fair value.

(d) Revenue Recognition

Revenue is recognised when The Legislature has control of the good or right to receive, it is probable that the economic benefits will flow to The Legislature and the amount of revenue can be reliably measured. Additional comments regarding the accounting policies for the recognition of revenue are discussed below:

(i) Parliamentary Appropriations and Contributions from Other Bodies

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are recognised as revenues when The Legislature obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

Maintenance work on Parliament House undertaken and paid for by the Department of Commerce has been recognised as revenue with the corresponding expenditure reflected in maintenance costs. (Refer notes 2(c) and 3(c)).

(ii) Sales of Goods and Services

Revenue from the sale of goods and services comprises revenue from the provision of products or services, ie. user charges. User charges are recognised as revenue when The Legislature obtains control of the assets that result from them.

(iii) Investment Income

Interest revenue is recognised as it accrues. Rent revenue is recognised in accordance with AAS 17 Accounting for Leases.

(iv) Other Revenue

Those items classified as other revenue are recognised as revenue according to the most applicable policy listed above, having regard for the type of revenue received.

(e) Employee Benefits and other provisions

(i) Salaries and Wages, Annual Leave, Sick Leave and On-costs

Liabilities for salaries and wages and annual leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Sick leave entitlements for The Legislature's employees are non-vesting. Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

(ii) Long Service Leave and Superannuation

The Legislature's liabilities for long service leave and superannuation are assumed by the Crown Entity. The Legislature accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of Employee Entitlements and other Liabilities".

Long service leave is measured on a present value basis. The present value method is based on the remuneration rates at year end for all employees with five or more years of service. It is considered that this measurement technique produces results not materially different from the estimate determined by using the present value basis of measurement.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie, Basic Benefit and First State Super) is calculated as a percentage of employees' salaries. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(f) Insurance

The Legislature's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

(g) Accounting for the Goods and Services Tax (GST)

Revenue, expenses and assets are recognised as net of the amount of GST except for the following:

- ❖ The amount of GST incurred by The Legislature as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- ❖ Receivables and payables are stated with the amount of GST included.

(h) Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by The Legislature. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable willing seller in an arm's length transaction.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value at the acquisition date. The discount rate used is the incremental borrowing rate, being the rate at which a similar borrowing could be obtained.

(i) Plant and Equipment

Plant and equipment costing \$5,000 and above individually are capitalised.

(j) Revaluation of Physical Non-Current Assets

Buildings plus plant and equipment are valued in accordance with the "Guidelines for the Valuation of Physical Non-Current Assets at Fair Value" (TPP 03-02). This policy adopts fair value in accordance with AASB 1041 from financial years beginning on or after 1 July 2002. There is no substantive difference between the fair value methodology and the previous valuation methodology adopted in the NSW Public Sector.

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where the market selling price is not available, the assets fair value is measured as its market buying price i.e. the replacement cost of the assets' remaining future economic benefits. The Legislature is a not for profit entity with no cash generating operations.

Collection assets are valued based on the estimated written down replacement cost of the most appropriate modern equivalent replacement facility having a similar service potential to the existing asset.

Land is valued on an existing use basis, subject to any restrictions or enhancements since acquisition. Office and computer equipment which have short useful lives, are measured at depreciated historical cost, as a surrogate for fair value.

The leasehold expense of Members' electorate offices is valued at cost and amortised over the term of the lease for the relevant electorate office.

Each class of physical non-current assets is revalued every 5 years. As a result of the size and nature of The Legislature's assets this revaluation is conducted over a five year period. In intervening years valuations are reviewed and adjusted to reflect fair value at year end. The last such revaluation based on an independent assessment for each class of asset was:

Land	30 June 2003	Quotable Value Aust. Pty Ltd
Buildings	30 June 2003	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2003	HP Consultants Pty Ltd
Collection Assets:		
Library Collection	30 June 2004	Simon Storey Valuers
Archives Collection	30 June 2004	Simon Storey Valuers
Antiques	30 April 2000	Cleary and Kennedy
Artworks	31 May 2000	Art Gallery of NSW

When revaluing non-current assets by reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation is separately restated.

Otherwise, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are then increased or decreased by the revaluation increments or decrements.

The recoverable amount test has not been applied as The Legislature is a not for profit entity whose assets' service potential is not related to the ability to generate net cash inflows.

Revaluation increments are credited directly to the asset revaluation reserve, except that to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit for the year, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as expenses in the surplus/deficit for the year, except that to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

(k) Depreciation and Amortisation

Except for archive, antique, artwork and rare book collection assets, depreciation or amortisation is provided for on a straight line basis for all depreciable or amortisable assets, so as to write off the depreciable amount of the asset as it is consumed over its useful life to The Legislature. Accelerated depreciation has been applied to those computer assets which have become redundant due to technology, so that they are fully depreciated as at 30 June 2004. Land is not a depreciable asset.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance.

Depreciation rates used for the various categories of assets range between:

The Parliament House Building	1.64-20 percent
Plant and Machinery	5-50 percent
Office Equipment	5-20 percent
Computer Equipment	10-50 percent
Library Monograph Collection	5 percent

Leasehold building fit-out costs are amortised over the life of the respective leases. This amortisation rate ranges between 10 and 50 percent.

(l) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

(m) Leased Assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

All leases to which The Legislature is a party are operating leases.

(n) Receivables

Receivables are recognised and carried at cost, based on the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

(o) Inventories

Inventories are stated at the lower of cost and net realisable value. The cost is calculated using the weighted average cost method.

(p) Other Assets

Other assets including pre-payments are recognised on a cost basis.

(q) Payables

These amounts represent liabilities for goods and services provided to The Legislature and other amounts, including interest. Interest is accrued over the period it becomes due.

(r) Budgeted Amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, s21A, s24 and/or s26 of the Public Finance and Audit Act 1983.

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts, ie per the audited financial statements (rather than carried forward estimates).

(s) Adopting AASB 1047 Disclosure

i Explanation of how the transition to AIFRS is being managed

The Legislature will apply the Australian Equivalents to International Financial Reporting Standards (AIFRS) from the reporting period beginning 1 July 2005.

The Legislature is managing the transition to the new standards by allocating internal resources to analyse the pending standards and Urgent Issues Group Abstracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition.

NSW Treasury is assisting agencies to manage the transition by developing policies, including mandates of options; presenting training seminars to all agencies; providing a website with up-to-date information to keep agencies informed of any new developments; and establishing an IAS Agency Reference Panel to facilitate a collaborative approach to manage the change.

ii **Key Differences in Accounting Policies**

The Legislature has identified a number of significant differences in accounting policies that will arise from adopting AIFRS. Some differences arise because AIFRS requirements are different from existing AASB requirements. Other differences could arise from options in AIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised the agency of options it is likely to mandate, and will confirm these during 2004-05. This disclosure reflects these likely mandates.

The Legislature's accounting policies may also be affected by a proposed standard designed to harmonise accounting standards with Government Finance Statistics (GFS). This standard is likely to change the impact of AIFRS and significantly affect the presentation of the income statement. However, the impact is uncertain, because it depends on when this standard is finalised and whether it can be adopted in 2005-06.

Based on current information, the following key differences in accounting policies are expected to arise from adopting AIFRS:

- AASB 1 First-time Adoption of Australian Equivalents to International Financial Reporting Standards requires retrospective application of the new AIFRS from 1 July 2004, with limited exemptions. Similarly, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors requires voluntary changes in accounting policy and correction of errors to be accounted for retrospectively by restating comparatives and adjusting the opening balance of accumulated funds.

This differs from current Australian requirements, because such changes must be recognised in the current period through profit or loss, unless a new standard mandates otherwise.

- AASB 102 Inventories for not-for-profit entities requires inventory "held for distribution" at no or nominal cost to be valued at the lower of cost and current replacement cost rather than the lower of cost and net realisable value. This may increase the amount of inventories recognised.
- AASB 116 Property, Plant and Equipment requires the cost and fair value of property, plant and equipment to be increased to include restoration costs, where restoration provisions are recognised under AASB 137 Provisions, Contingent Liabilities and Contingent Assets.

Major inspection costs must be capitalised and this will require the fair value and depreciation of the related asset to be re-allocated.

- AASB 117 Leases requires operating lease contingent rentals to be recognised as an expense on a straight-line basis over the lease term rather than expensing in the financial year incurred.
- AASB 1004 Contributions applies to not-for-profit entities only. Entities will either continue to apply the current requirements in AASB 1004 where grants are normally recognised on receipt, or alternatively apply the proposals on grants included in ED 125 Financial Reporting by Local Governments. If the ED 125 approach is applied, revenue and/or expense recognition will be delayed until the agency supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied.

2. EXPENSES

(a) Employee Related Expenses	2004	2003
	\$000	\$000
Salaries and wages (including recreation leave)	34,047	32,048
Superannuation entitlements	3,351	3,113
Payroll tax and fringe benefits tax	2,448	2,327
Long service leave	1,261	1,780
Redundancy payments	814	1,145
Other	853	818
Workers compensation insurance	517	613
	43,291	41,844
(b) Other Operating Expenses	2004	2003
	\$000	\$000
Printing and stationery	4,997	5,873
Operating Lease Rental Expense-Minimum Lease Payments	3,739	3,478
Telecommunication costs	2,034	2,234
Travel expenses	1,710	1,523
Cost of Sales - House Committee	1,683	1,547
Computer costs	1,234	1,378
Stores	1,065	1,056
Postage and state mail charges	777	1,133
Miscellaneous	1,376	1,081
Gas and electricity charges	974	908
Cleaning and laundry	477	440
Contract and other fees	512	313
Consultancy fees	159	419
Insurance	414	289
Legal expenses	146	253
External Auditor's remuneration		
– Audit of the financial reports	47	45
– Audit of Members' additional entitlements under Parliamentary Remuneration	53	70
Bad or Doubtful Debts	–	6
	21,397	22,046

(c) Maintenance	2004	2003
	\$000	\$000
Maintenance undertaken by Department of Commerce	1,179	1,295
Repairs and routine maintenance	495	263
Maintenance on Legislative Assembly electorate offices	192	193
	<u>1,866</u>	<u>1,751</u>

Maintenance on the Parliament House building undertaken and funded by the Department of Commerce has been included in the Statement of Financial Performance. This work was part of the program for the essential maintenance of State assets. (Refer notes 1 (c) and 3 (c)).

(d) Depreciation and Amortisation expense	2004	2003
	\$000	\$000
Depreciation on buildings	1,036	806
Depreciation on plant and equipment	3,313	3,400
Amortisation of leasehold costs	881	978
	<u>5,230</u>	<u>5,184</u>

(e) Other Expenses	2004	2003
	\$000	\$000
Salaries and allowances of Members of Parliament	23,481	22,379
Superannuation entitlements – Members	7,776	7,398
Payroll tax & fringe benefits tax – Members’ entitlements	1,592	1,533
Payroll tax liability – Members’ superannuation	467	444
Special Projects	227	295
	<u>33,543</u>	<u>32,049</u>

3. REVENUES

(a) Sale of Goods and Services	2004	2003
	\$000	\$000
<u>Sale of Goods</u>		
House Committee sales of food and beverages	2,417	2,288
Energy recoup from Sydney Hospital and State Library	497	500
Sale of publications	56	55
	<u>2,970</u>	<u>2,843</u>
 <u>Rendering of Services</u>		
Rent on Parliament House ministerial offices	771	696
House Committee functions	606	484
Miscellaneous	215	200
Parliamentary committee seminars	30	–
	<u>1,622</u>	<u>1,380</u>
	<u>4,592</u>	<u>4,223</u>
 (b) Investment Income	2004	2003
	\$000	\$000
Interest on operating accounts	46	53
	<u>46</u>	<u>53</u>
 (c) Grants and Contributions	2004	2003
	\$000	\$000
Department of Commerce maintenance work	1,179	1,295
Department of Commerce asset contributions	–	875
Contributions of Assets - Library Collection Legal Deposit	–	62
	<u>1,179</u>	<u>2,232</u>

The Department of Commerce met the cost of essential maintenance work undertaken on the Parliament House building as part of an ongoing arrangement (refer notes 1 (c) and 2 (c)).

(d) Other Revenue	2004	2003
	\$000	\$000
Increment from asset valuation offsetting prior decrement	–	17,897
Collection assets recognised for the first time	15,640	
Miscellaneous	380	413
Telecommunications rebate	34	–
	<u>16,054</u>	<u>18,310</u>

During the process of revaluing the Parliament's Archive and Library Collection Assets additional collection items were identified which have now been brought to account (refer also note 12).

4. GAIN/(LOSS) ON SALE OF NON-CURRENT ASSETS

	2004	2003
	\$000	\$000
Gain/Loss on Sale of Assets		
Proceeds from Sale	5	1
Written down value of assets disposed	(115)	(218)
Net gain/(loss) on disposal of assets	<u>(110)</u>	<u>(217)</u>

5. APPROPRIATIONS

	2004	2003
	\$000	\$000
Recurrent Appropriations		
Total recurrent drawdowns from Treasury (per Summary of Compliance)	81,031	80,272
Less: Liability to Consolidated Fund (per Summary of Compliance)	–	–
Total	<u>81,031</u>	<u>80,272</u>
Comprising:		
Recurrent Appropriations (per Statement of Financial Performance)	81,031	80,272
Capital Appropriations	2004	2003
	\$000	\$000
Total capital drawdowns from Treasury (per Summary of Compliance)	3,459	2,925
Less: Liability to Consolidated Fund (per Summary of Compliance)	–	–
Total	<u>3,459</u>	<u>2,925</u>
Comprising:		
Capital Appropriations (per Statement of Financial Performance)	3,459	2,925

6. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES

The following liabilities and/or expenses have been assumed by the Crown Entity or other government agencies:

	2004	2003
Employees	\$000	\$000
Superannuation	3,351	3,113
Long service leave	1,261	1,780
Payroll tax on superannuation	195	183
	4,807	5,076
Members		
Superannuation	7,776	7,397
Payroll tax on superannuation	466	444
	8,242	7,841
	13,049	12,917

7. PROGRAMS/ACTIVITIES OF THE LEGISLATURE

Program 1.1.1 **Parliamentary Government – Legislative Council**

Objective: To represent the people of New South Wales in the Upper House. To support the functions of the Legislative Council and its forty-two Members.

- Activities:**
- Members of the Legislative Council Representation
 - Salaries and allowances of Members of the Legislative Council
 - Secretarial and research services for Members of the Legislative Council
 - Procedural and administrative support
 - Committee advisory, research and administrative support
 - Overseas delegations

Program 1.1.2 **Parliamentary Government – Legislative Assembly**

Objective: To represent the ninety-three electorates throughout New South Wales and support the functions of the Legislative Assembly.

- Activities:**
- Members of the Legislative Assembly Representation
 - Salaries and allowances of Members of the Legislative Assembly
 - Secretarial and research services for Members of Parliament
 - Procedural and administrative support
 - Committee advisory, research and administrative support
 - Commonwealth Parliamentary Association
 - Overseas delegations

Program 1.2.1	Parliamentary Support Services – Joint Services
Objective:	To provide support services to both Houses of Parliament.
Activities:	<ul style="list-style-type: none"> – Accounting and financial services – Archival services – Building services – Catering services – Education and community relations – Hansard – Information technology services – Library services – Printing services – Security services

8. CURRENT ASSETS – CASH

For the purposes of the Statement of Cash Flows, cash includes cash on hand and cash at bank. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	2004	2003
	\$000	\$000
Cash at Bank and on hand	1,735	682
	<u>1,735</u>	<u>682</u>

9. CURRENT ASSETS – RECEIVABLES

	2004	2003
	\$000	\$000
Sales of goods and services	427	600
Less: Provision for doubtful debts	4	4
	<u>423</u>	<u>596</u>
G.S.T. recoverable from A.T.O.	614	483
Other debtors	183	293
Investment Income	20	26
	<u>1,240</u>	<u>1,398</u>

10. CURRENT ASSETS – INVENTORIES

	2004	2003
	\$000	\$000
Food and beverage stock at cost	291	279
Books at cost	66	59
	<u>357</u>	<u>338</u>

11. OTHER ASSETS		2004	2003
		\$000	\$000
	Current:		
	Prepayments	369	346
	Travel Advances	20	13
		<u>389</u>	<u>359</u>
	Non-Current		
	Prepayments	153	336
		<u>153</u>	<u>336</u>
12. NON-CURRENT ASSETS – PROPERTY, PLANT & EQUIPMENT		2004	2003
		\$000	\$000
	Land and Buildings		
	Land at Valuation	56,120	52,100
	Buildings at Valuation	82,943	82,943
	Accumulated Depreciation	25,519	24,483
		<u>57,424</u>	<u>58,460</u>
	Buildings - Leasehold Improvements at Cost	6,143	5,625
	Accumulated Depreciation	4,390	3,643
		<u>1,753</u>	<u>1,982</u>
	Total Land and Buildings	<u>115,297</u>	<u>112,542</u>
	Plant and Equipment		
	Building Services at Valuation	27,495	27,765
	Accumulated Depreciation	20,509	20,093
		<u>6,986</u>	<u>7,672</u>
	Other Plant and Equipment at Cost	15,930	16,680
	Accumulated Depreciation	9,618	10,127
		<u>6,312</u>	<u>6,553</u>
	Total Plant and Equipment	<u>13,298</u>	<u>14,225</u>
	Collection Assets		
	At Valuation	42,336	16,810
	Accumulated Depreciation – Library Monographs	8,597	–
		<u>33,739</u>	<u>16,810</u>
	Total Property Plant and Equipment at Net Book Value	<u>162,334</u>	<u>143,577</u>

Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current and previous financial year are set-out below:

	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
2004				
Carrying amount at start of year	112,542	14,225	16,810	143,577
Additions	665	2,478	31	3,174
Disposals	(148)	(3,498)	(234)	(3,880)
Net Revaluation Increments	4,020	–	1,492	5,512
Assets Not Previously Recognised (refer note 3(d))	–	–	15,640	15,640
Accumulated depreciation written back on disposal	135	3,406	–	3,541
Depreciation Expense	(1,917)	(3,313)		(5,230)
Carrying amount at end of year	115,297	13,298	33,739	162,334
2003				
Carrying amount at start of year	96,103	11,888	16,740	124,731
Additions	1,312	2,869	70	4,251
Disposals	(136)	(3,281)	–	(3,417)
Net Revaluation Increments	16,911	3,086	–	19,997
Accumulated depreciation written back on disposal	136	3,063	–	3,199
Depreciation Expense	(1,784)	(3,400)	–	(5,184)
Carrying amount at end of year	112,542	14,225	16,810	143,577

13. CURRENT LIABILITIES – PAYABLES

	2004	2003
	\$000	\$000
Creditors	2,850	2,455
Accrued wages, salaries, on-costs	1,192	1,882
	<u>4,042</u>	<u>4,337</u>

14. CURRENT AND NON-CURRENT LIABILITIES – PROVISIONS

	2004	2003
(a) Current	\$000	\$000
Recreation leave	3,030	2,818
On-cost on employee benefits	364	312
Total Provisions	3,394	3,130
(b) Non-Current	2004	2003
	\$000	\$000
On-cost on employee benefits	595	531
Total Provisions	595	531
(c) Aggregate employee benefits and related on-costs:	2004	2003
	\$000	\$000
Provisions – Current	3,394	3,130
Provisions - Non-Current	595	531
Accrued salaries, wages and on-costs (note 13)	1,192	1,882
Total	5,181	5,543

The Legislature pays for rail travel benefits for the spouses/approved relatives of certain former members of parliament. The cost of this travel is generally less than \$20,000 per annum.

15. CHANGES IN EQUITY

	Accumulated		Asset		Total Equity	
	Funds		Revaluation			
	2004	2003	2004	2003	2004	2003
	\$000	\$000	\$000	\$000	\$000	\$000
Balance at the beginning of the financial year	127,525	109,684	11,167	9,067	138,692	118,751
<u>Changes in equity - other than transactions with owners as Owners</u>						
Surplus/(Deficit) for the year	13,973	17,841			13,973	17,841
Increment on revaluation of:						
Land and Buildings			4,020	2,100	4,020	2,100
Collection Assets			1,492		1,492	–
Total	13,973	17,841	5,512	2,100	19,485	19,941
Balance at the end of the financial year	141,498	127,525	16,679	11,167	158,177	138,692

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets. This accords with the Legislature's policy on the Revaluation of Physical non-current assets and investments, as discussed in note 1(i).

16. COMMITMENTS FOR EXPENDITURE**(a) Operating Lease Commitments**

Future non-cancellable operating leases not provided for and payable:

	2004	2003
	\$000	\$000
Not later than one year	3,479	2,968
Later than one year but not later than 5 years	6,106	4,677
Later than 5 years	–	138
Total Lease Commitments (including GST)	9,585	7,783

The above total includes GST input tax credits of \$825,000 (\$675,000 – 2003), which will be recoverable from Australian Taxation Office (ATO).

Legislative Assembly Electorate Offices included in the above figures represent the following commitments:

	2004	2003
	\$000	\$000
Not later than one year	2,886	2,458
Later than one year but not later than 5 years	4,486	2,801
<hr/>		
Electorate Office Lease Commitments (inc GST)	7,372	5,259

The above total includes GST input tax credits of \$624,000 (\$446,000 – 2003), which will be recoverable from the ATO.

(b) Other Expenditure Commitments

Aggregate other expenditure contracted for at balance date and not provided for:

	2004	2003
	\$000	\$000
Not later than one year	54	137
<hr/>		
Total Other Expenditure Commitments including GST	54	137

The above total for 2004 includes GST input tax credits of \$5,000 (\$12,000 – 2003) that will be recoverable from the ATO.

17. CONTINGENT ASSETS AND LIABILITIES

The Legislature has no contingent assets or liabilities.

18. BUDGET REVIEW

Net Cost of Services

Net Cost of Services was less than budget by \$13,344,000. Higher expenditures on employee-related, maintenance and other expenses were partially offset by lower than estimated other operating expenses. Maintenance expenditures includes an amount of \$1,179,000 which was the value of maintenance and restoration work provided by the Department of Commerce. The same amount was credited to the income category, grants and contributions. The \$15,789,000 favourable variation in other revenue was attributable to archive and library collection assets being brought to account for the first time following their identification during the revaluation of the collections as at 30 June 2004.

Assets and Liabilities

Current assets are \$994,000 over budget due to an increase in cash of \$1,053,000 and which is partially offset by lower receivables (\$158,000).

The \$21,106,000 increase in non-current assets compared with the budget was attributable to an increase in the valuation of land (\$4,020,000), an increase in the valuation of the Parliament's archive, antique, artwork and library

collections (\$1,492,000) together with archive and library collection assets not previously recognized which have now been brought to account as revenue in the Statement of Financial Performance (\$15,640,000). Supplementary funding of \$809,000 provided during the year for an IT project also contributed to the increase.

Current liabilities were within budget and non-current liabilities (provisions for employee entitlements) were \$64,000 over budget due to movements in wage and salary rates.

Cash Flows

Net cash flows from operating activities were \$1,704,000 over budget largely as a result of increased employee-related costs. Net cash outflows on property, plant and equipment were \$651,000 higher than budget due to the completion of an IT project for which supplementary funding was provided.

19 RECONCILIATION OF NET COST OF SERVICES TO NET CASH FLOWS FROM OPERATING ACTIVITIES

	2004	2003
	\$000	\$000
Net Cash used in operating activities	4,354	3,907
Depreciation	(5,230)	(5,184)
Bad Debts	–	(6)
(Increase) / decrease in provisions	(328)	(446)
(Decrease) / increase in receivables, inventories and other assets	(646)	(800)
(Increase) / decrease in creditors and other liabilities	294	1,601
Loss on sale of non-current assets	(110)	(217)
Assets acquired free of charge	–	937
Valuation increment recognised in statement of financial performance	–	17,897
Collection assets recognised for the first time – refer note 3(d)	15,640	–
Long Service Leave	(1,261)	(1,780)
Superannuation	(9,091)	(8,662)
Payroll tax on superannuation	(662)	(627)
Less cash flows from government		
Capital Allocation	(3,459)	(2,773)
Recurrent Allocation	(81,031)	(80,272)
Cash reimbursements from the Crown Transactions Entity	(2,036)	(1,848)
Net Cost of Services	(83,566)	(78,273)

20. FINANCIAL INSTRUMENTS

Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury.

At period end the deposits were earning 4.25% (3.75% in 2002/2003) while the effective interest rate during the reporting period was 4.05% (3.75% in 2002/2003).

Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be un-collectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists.

The credit risk is the carrying amount (net of any provision for doubtful debts). As at balance date, the greatest risk was represented by receivables, totalling \$14,000 (\$32,000 in 2002/2003) which had been outstanding for more than 90 days.

Interest is charged on House Committee trade debtors after 60 days at 2% per month. No interest is charged to any other debtors.

The carrying amount approximates net fair value. House Committee sales are made on 7 or 60 day terms. Other sales are made on either 14 or 30 day terms.

Bank Overdraft

The Legislature does not have any bank overdraft facility.

Trade Creditors and Accruals

These liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are not secured) are settled in accordance with Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received.

End of Audited Financial Statements

Appendix 2

Members of the Legislative Council



LEGISLATIVE COUNCIL
Parliament of New South Wales

LIST OF MEMBERS
Fifty-third Parliament 1st Session
No. 87, 24 June 2004

Breen ^A The Honourable Peter James DipLaw	IND	Jenkins ^A The Honourable Jon Gordon BSc(Hons) PhD ²	
Burgmann ^A The Honourable Doctor Meredith Anne MA(Syd) PhD(Macq) President	ALP	Kelly ^B The Honourable Anthony Bernard ALGA	ALP
Burnswoods ^A The Honourable Janice Carolyn BA(Hons) DipEd	ALP	Minister for Rural Affairs, Minister for Local Government, Minister for Emergency Services, and Minister for Lands	
Catanzariti ^B The Honourable Antonio	ALP	Lynn ^A The Honourable Charlie John Stuart psc	LIB
Chesterfield-Evans ^A The Honourable Dr Arthur MB BS FRCS(Eng) MAppSci(OHS)	AD	Macdonald ^A The Honourable Ian Michael BA(Hons)	ALP
Clarke ^B The Honourable David	LIB	Minister for Primary Industries	
Cohen ^B Mr Ian BA DipEd	G	Moyes ^B The Reverend the Honourable Dr Gordon Keith Mackenzie AC BA DD LLD LitD FAIM FRGS FAICD MACE	CDP
Colless ^B The Honourable Richard Hargrave HD App Sci(Agric) Deputy Opposition Whip	NAT	Nile ^A The Reverend the Honourable Frederick John ED LTh	CDP
Costa ^B The Honourable Michael	ALP	Temporary Chair of Committees	
Minister for Transport Services, Minister for the Hunter, and Minister Assisting the Minister for Natural Resources (Forests)		Obeid ^A The Honourable Edward Moses OAM	ALP
Cusack ^B The Honourable Catherine Eileen BEc(SocSc)	LIB	Oldfield ^A The Honourable David Ernest	ON
Della Bosca ^A The Honourable John Joseph BA	ALP	Parker ^B The Honourable Robyn Mary	LIB
Special Minister of State, Minister for Commerce, Minister for Industrial Relations, Assistant Treasurer and Minister for the Central Coast		Pavey ^A The Honourable Melinda Jane ¹	NAT
Egan ^B The Honourable Michael Rueben BA	ALP	Pearce ^B The Honourable Gregory Stephen BA LLB	LIB
Treasurer, Minister for State Development, and Vice-President of the Executive Council		Primrose ^B The Honourable Peter Thomas B SocStud(Syd)	ALP
Fazio ^A The Honourable Amanda Ruth	ALP	Government Whip	
Chair of Committees		Rhiannon ^A Ms Lee	G
Forsythe ^A The Honourable Patricia BA DipEd	LIB	Robertson ^B The Honourable Christine Mary	ALP
Temporary Chair of Committees		Temporary Chair of Committees	
Gallacher ^B The Honourable Michael Joseph	LIB	*Roosendaal ^B The Honourable Eric Michael ³	ALP
BProf St Leader of the Opposition		Ryan ^A The Honourable John Francis BA(Hons) DipEd	LIB
Gardiner ^A The Honourable Jennifer Ann BBus	NAT	Deputy Leader of the Liberal Party	
Temporary Chair of Committees		Tebbutt ^B The Honourable Carmel Mary BEc	ALP
Gay ^B The Honourable Duncan John	NAT	Minister for Community Services, Minister for Ageing, Minister for Disability Services, and Minister for Youth	
Deputy Leader of the Opposition		Tingle ^B The Honourable John Saxon	SP
Griffin ^B The Honourable Kayee Frances	ALP	Tsang ^A The Honourable Henry Shiu-Lung OAM BArch(NSW) DipBdg Sc(Syd) Fellow(UTS)	ALP
Temporary Chair of Committees		Parliamentary Secretary	
Hale ^B Ms Sylvia Phyllis	G	West ^B The Honourable Ian William	ALP
Harwin ^A The Honourable Donald Thomas BEc(Hons)	LIB	Deputy Government Whip	
Opposition Whip		Wong ^A The Honourable Doctor Peter AM MB BS(Syd) BPharm(Syd)	U
Hatzistergos ^A The Honourable John BEc LLM	ALP		
Minister for Justice, and Minister Assisting the Premier on Citizenship			
*Indicates new or amended entry since last list			

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

PARTY REPRESENTATION: HOUSE OF 42 MEMBERS

AD - Australian Democrats	1	NAT-The Nationals	4
ALP-Australian Labor Party	18	ORP-Outdoor Recreation Party	1
CDP-Christian Democratic Party (Fred Nile Group)	2	ON-One Nation NSW Political Party	1
G-The Greens	3	SP-Shooters Party	1
IND-Independent	1	U-Unity	1
LIB-Liberal Party of Australia (NSW Division)	9	Total	42

OFFICERS OF THE LEGISLATIVE COUNCIL

President

The Honourable Doctor Meredith Anne Burgmann
MA(Syd) PhD(Macq) MLC

Chair of Committees

The Honourable Amanda Ruth Fazio

Clerk of the Parliaments

John Denton Evans BLegS

Deputy Clerk

Lynn Carole Lovelock BA(Hons) DipEd

Clerk Assistant-Procedure & Administration

Robert Michael Wilkinson BA(Hons)

Clerk Assistant-Committees & Usher of the Black Rod

Warren Cameron Cahill DipT BEdSt GradDipIM-Lib

Address all mail C/- Legislative Council, Parliament House, Macquarie St, SYDNEY 2000
PH: (02) 9230 2111 - FAX: (02) 9233 3661 - E-MAIL: council@parliament.nsw.gov.au

Legislative Council Website : <http://www.parliament.nsw.gov.au/lc>

- A. Elected Members whose term of service expires on dissolution or expiry of 53rd Parliament.
B. Elected Members whose term of service expires on dissolution or expiry of 54th Parliament.

Elected (3.9.2002) to vacancy caused by the resignation of the Hon DF Moppett. Term of service expires on the dissolution or expiry of the 53rd Parliament

Elected (29.10.2003) to vacancy caused by the resignation of the Hon MI Jones. Term of service expires on the dissolution or expiry of the 53rd Parliament

Elected (24 June 2004) to vacancy caused by the resignation of the Hon AS Burke. Term of service expires on the dissolution or expiry of the 54th Parliament

Appendix 3

Senior Officers

Senior Officers

Clerk of the Parliaments and Clerk of the Legislative Council

John Evans B.Leg.S, PSM

John was appointed Clerk of the Parliaments and Clerk of the Legislative Council in August 1989. He has served the Department of the Legislative Council for 32 years and has held various positions including the Usher of the Black Rod, Clerk Assistant and Deputy Clerk. John has accumulated a wealth of knowledge and experience in the management of the Parliament, and in parliamentary practice and procedure, which he brings to his roles as chief executive of the Department and principal adviser to the President, Ministers and Members on practices of the House.

Deputy Clerk

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

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

Clerk Assistant – Procedure and Administration

Mike Wilkinson B.A. (Hons)

Mike joined the Department of the Legislative Council in 1991 as the Clerk Assistant – Committees after 18 years in the Commonwealth Public Service. He has worked in the Departments of Defence, Special Minister of State, and Attorney General and brings to the Legislative Council experience in public sector policy and organisation development. In November 1995 he was appointed to the position of Clerk Assistant – Procedure. In April 1998 Michael was appointed to the combined position of Clerk Assistant – Procedure and Administration.

Clerk Assistant – Committees and Usher of the Black Rod

Warren Cahill Dip.T., B.ED.St., Grad.Dip.I.M.-Lib

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

Director - Procedure

David Blunt B.A. (Hons), M.Phil, LLB (Hons)

David was appointed to the position of Director - Procedure and Usher of the Black Rod, in June 2004. He has been a Committee Director since November 1995, after working for a number of Legislative Assembly and Joint Parliamentary Committees since January 1990.

Director - Corporate Support

Robert Stefanic B.Com, LLB (Hons)

Rob was appointed to the position of Director – Corporate Support in June 2004. He joined the Legislative Council in 1996 having previously been employed as a corporate tax consultant with Price Waterhouse. Prior to this recent appointment, he held a number of positions including Director – Committees since 2001, Senior Project Officer to various parliamentary committees and Manager, Procedure Office & Deputy Usher of the Black Rod.

Committee Directors

Tanya Bosch B.A. (Hons)

Tanya was seconded to the Legislative Council in March 2001 and was later appointed as a Committee Director. Tanya has been employed by the Parliament in various positions since 1994, including as Project Officer for several Joint Parliamentary and Legislative Council Committees. She previously worked at Macquarie University's School of History, Philosophy and Politics.

Rachel Callinan B.A., LLB

Rachel was appointed to the position of Director – Committees in June 2004. Rachel joined the Parliament in 2001 as a legal Research Officer with the Parliamentary Library Research Service. She joined the Legislative Council as a Senior Project Officer in 2002. Prior to working at Parliament Rachel worked as a lawyer with the Federal Attorney-General's Department and in a range of legal research positions.

Julie Langsworth

Julie was appointed to the position of Director – Committees in June 2004. She has worked in a variety of roles in the Legislative Council since 1995. She has worked as Senior Project Officer since 1998. Prior to working at the Legislative Council Julie worked at the University of Western Sydney, Nepean as a Graduate Research Assistant. Julie is also a Registered Nurse.

Steven Reynolds B.Ec, LLB, MPS

Steven has been a Committee Director since late 2001. He joined the Legislative Council in 1999 as a Senior Project Officer in the Legislative Council. Prior to working at the Legislative Council Steven was employed as Grants Manager for the NSW Law Foundation.

Appendix 4

Legislative Council Members' Travel

Legislative Council Members' Travel

Details of expenditure by Members of the Legislative Council for travel claimed from the Logistic Support Allocation (LSA) during the financial year is shown below.

Member	2003/2004	Members' LSA	Members' Spouse/Approved Relative LSA	Members' Staff
	Total	Travel	Travel	LSA Travel
	\$	\$	\$	\$
Breen	2,219	2,219	–	–
Burgmann	3,776	2,725	–	1,051
Burke	3,266	2,477	789	–
Burnswoods	1,920	1,920	–	–
Catanzariti	5,498	3,667	1,831	–
Chesterfield-	1,412	1,412	–	–
Evans	–	–	–	–
Clarke	2,089	1,724	365	–
Cohen	7,926	7,309	–	617
Colless	14,370	13,190	753	427
Costa	294	294	–	–
Cusack	14,212	13,333	857	22
Della Bosca	–	–	–	–
Egan	–	–	–	–
Fazio	130	130	–	–
Forsythe	7,647	7,647	–	–
Gallacher	1,688	1,384	304	–
Gardiner	11,331	11,331	–	–
Gay	6,285	6,117	–	168
Griffin	1,018	1,018	–	–
Hale	10,638	9,614	–	1,024
Harwin	3,679	3,628	–	51
Hatzistergos	–	–	–	–
Jenkins	4,290	3,624	666	–
Jones	797	797	–	–
Kelly	5,685	1,218	4,467	–
Lynn	1,254	1,254	–	–
Macdonald	843	843	–	–
Moyes	–	–	–	–
Nile	–	–	–	–
Obeid	–	–	–	–
Oldfield	3,372	2,199	1,017	156
Parker	4,896	4,141	–	755
Pavey	14,383	12,620	1,060	703
Pearce	4,228	4,228	–	–
Primrose	349	349	–	–
Rhiannon	7,258	6,851	–	407
Robertson	13,137	10,965	2,172	–

Member	2003/2004	Members' LSA	Members' Spouse/Approved	Members' Staff
	Total	Travel	Relative LSA	LSA Travel
	\$	\$	\$	\$
Ryan	3,975	3,770	205	–
Tebbutt	518	518	–	–
Tingle	6,537	3,286	3,251	–
Tsang	1,205	904	301	–
West	726	726	–	–
Wong	438	438	–	–
Total	173,289	149,870	18,038	5,381

Appendix 5

Human Resource Statistics

Statistics

Number of CES/SES Positions

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

Establishment List of Legislative Council Staff

	30 June 2001	30 June 2002	30 June 2003	30 June 2004
Chamber officers	4	3	4	4
Office of the Clerk	3.6	3	4	3
Procedure Office	4	4	3	4
Office of the Usher of the Black Rod	4	4	6	6
Administration Office	5.5	4.57	5.57	5.57
President's Staff	4	5.2	4	5
Attendants	10	10	10	9
Members Staff	53	49.35	44.30	44.20
Committees Staff	13.3	17.10	15.55	15.30
Total Staff employed by Legislative Council	101.40	100.22	96.42	96.07

Note: The figures used in this table represent the equivalent full-time number of staff employed.

Legislative Council — 2004

1. LEVEL

Table 1.1 Staff Numbers by Level

LEVEL	Number										
	TOTAL STAFF	Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	People with a Disability	People with a Disability Requiring Work-related Adjustment
< \$30,146	29	17	1	28	1	12	13	0	0	0	0
\$30,146 - \$39,593	44	12	28	16	2	3	3	1	0	0	0
\$39,594 - \$44,264	15	5	10	5	0	5	2	1	0	0	0
\$44,265 - \$56,012	91	30	35	56	0	4	3	4	2	2	2
\$56,013 - \$72,434	26	14	19	7	0	4	4	0	0	0	0
\$72,435 - \$90,543	23	11	11	12	0	4	1	0	0	0	0
> \$90,543 (non SES)	4	3	3	1	0	0	0	2	0	0	0
> \$90,543 (SES)	0	0	0	0	0	0	0	0	0	0	0
TOTAL	282	92	107	125	3	32	26	8	2	8	2

Note: The total staff figure includes Legislative Council Joint Services Staff

Table 1.2 Percent of Total Staff by Level

LEVEL	TOTAL STAFF (Number)	Subgroup as Percent of Total Staff at each Level		Subgroup as Estimated Percent of Total Staff at each Level					
		Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
< \$30,146	29	59%	3%	97%	5.9%	71%	76%		
\$30,146 - \$39,593	44	27%	64%	36%	16.7%	25%	25%	8%	
\$39,594 - \$44,264	15	33%	67%	33%		100%	40%	20%	
\$44,265 - \$56,012	91	33%	38%	62%		13%	10%	13%	6.7%
\$56,013 - \$72,434	26	54%	73%	27%		29%	29%		
\$72,435 - \$90,543	23	48%	48%	52%		36%	9%		
> \$90,543 (non SES)	4	75%	75%	25%				67%	
> \$90,543 (SES)									
TOTAL	232	40%	46%	54%	3.9%	32%	25%	9%	2.6%
Estimate Range (95% confidence level)					1.3% to 7.7%	25.3% to 38.9%	18.2% to 31.7%	3.9% to 14.6%	0.9% to 5.6%

Appendix 6

Publications

Publications

Various publications about the activities and functions of the Department were available to the public in 2003/2004.

Material relating to the functioning of the House and Parliamentary Committees

Name of material	current print run
Alphabetical List of Acts. A record of all acts passed by the Legislative Council since 1856, and whether they have been repealed, reprinted or are still in force.	(19th ed) 2001
A Précis of Business and Procedures	(2nd ed) Jan 1997
Guide to Occupants of the Chair	May 1995
Journal of the Legislative Council (annually produced bound volume of Minutes of Proceedings together with an index and other information related to the proceedings in the House)	1999
List of Members	June 2004
Manual for Estimates Committees	2001
Manual on Practices and Procedures for Committee Members	
Minutes of the Proceedings (record of decisions and proceedings of the House)	daily on sitting days
Notices of Motions and Orders of the Day paper	daily on sitting days
Parliamentary Record (contains details of Members since 1824 including dates of election, ministerial portfolios held, date and manner of ceasing to be a Member. Also contains information concerning the duration of Parliaments and composition of Ministries)	Vol. 7 (1st ed) 2003
Procedural Highlights	No. 8 May-July 1999
Questions and Answers Paper	daily on sitting days
Register of Members' Interests (scheme of disclosure of pecuniary and other interests of Members of Parliament (explanatory Notes)	annual
Sessional Orders	June 2004
Sessional Resolutions	June 2004
Sessional Rulings of the President	currently updating
Committees Report on Performance	October 1999
Standing Committee and Select Committee Reports	various as published
Standing Orders	June 2004
Statutory Rules and Instruments paper (contains details of statutory rules or regulations which appear in the Government Gazette)	Each week during sittings. Each month during non-sitting period
The Notice Paper: How it works – manual	May 1997

Name of material	current print run
Australia's First Parliament	(3rd edition) 2003
Booklet on Black Rod	1974
Citizen's right of reply, responding to Member's statements in the House	2001
"Fact sheets" (detailed information sheets about the functions and procedures of the Legislative Council)	updated as procedures change
Witnesses appearing before Committees	1998
Making a Submission before a Committee	1998
Standing Committees – taking Parliament to the People	1998
Information Sheets (Education) – 13 sheets on various aspects of Parliament, procedures, elections, Members	various dates
Parliament of NSW: How does it work? Booklet	revised 2003
Members of the Legislative Council The Legislative Council of NSW Visiting the Legislative Council – pamphlets	2002
History Bulletins (ten pamphlets on historical aspects of the Parliament, the building and some of the notable people associated with it)	various
Presiding Officers of the Legislative Council	1998
Parliament of New South Wales booklet	2003
Parliament of New South Wales – Colour brochure	2000

Appendix 7

Guarantee of Service

Guarantee of service

Our role

The Legislative Council comprises 42 Members, elected by the people of New South Wales on a statewide adult franchise.

The principal role of the Department of the Legislative Council is to provide procedural, administrative and support services to assist the Members in performing their parliamentary duties. This includes: researching and advising on parliamentary procedure; preparing documents for use in and publishing the records of the House and its Committees; and providing staff and equipment to Members. The Department is also responsible, together with the Legislative Assembly, for the corporate management of all other departments and sections within the Parliament.

In addition, provision of information to the public about the business before the House, the Parliament, the Legislative Council and its Committees is an important role for the Department.

Our clients

The main clients of the Department of the Legislative Council are the Members who are elected to represent the people of New South Wales. Other client groups include:

- Ministerial and Members' staff
- Internal Parliament House staff
- Parliamentary Counsel
- The Governor and Government House
- Public sector agencies
- Educational institutions
- Community and special interest groups
- Visitors to Parliament
- The public

How we work with our clients

Standard of service

The key attributes of our standards of service are:

- Timeliness
- Competency
- Accuracy
- Cost effectiveness

The staff of the Legislative Council has the following values when dealing with our Members and customers:

- honesty
- integrity
- impartiality
- professionalism
- loyalty to the interests of Members
- fairness
- conscientiousness
- compassion
- trustworthiness

Suggestions and complaints

The Department of the Legislative Council welcomes suggestions for improving our services and the opportunity to address complaints. Persons wishing to make suggestions or lodge complaints should contact Mr John Evans, Clerk of the Parliaments and Clerk of the Legislative Council.

Our services

Practice and Procedure

- Providing impartial advice on the practices and procedures of the Legislative Council
- Providing advice and assistance concerning and facilitating the passage of legislation and other business before the Legislative Council
- Drafting motions, questions and amendments
- Researching parliamentary practice and procedure
- Supporting the operations of the committees of the Legislative Council, including researching matters under inquiry and preparing reports

Publication of Records

- Preparing and publishing a complete record of the proceedings of the Legislative Council and its committees
- Providing up-to-date information on the activities of the Legislative Council and its committees
- Preparing and publishing information on the history, role and operations of the Legislative Council

Administrative Support

- Providing support staff and equipment to Members
- Administering Members' salaries, allowances and entitlements

Protocol and Community Relations

- Hosting visiting delegations and officials from other parliaments and governments from Australia and overseas
- Providing tours of inspection for Members of the public, school students and specific interest groups
- Facilitating exhibitions in public areas
- Promoting awareness and understanding of the role and functions of Parliament.

Appendix 8

Legislative Council Financial Reports

Risk Management

Insurance

Recreation/Long Service Leave

Consultants

Fund Granted to Non – Government Organisations

Land disposal & major works

Major Assets

Legal Change

Annual Report Information

Overseas Travel reports

Financial Reports

Risk Management

Based on a comprehensive risk assessment undertaken in the previous financial year, managers were assigned the task of developing risk management action plans to mitigate the likelihood and severity of significant risks identified during the assessment process.

Regular reports are provided to the Parliament's Internal Audit Committee who is monitoring progress made and actions taken.

Item of note for the financial year

The Parliament's SAP Management Information System was upgraded during the year from version 3.1.h to version 4.6.c. This system is used for all Departments and Sections within the Parliament for Accounting, Purchasing, HR and Payroll functions. The upgrade project also included replacement of existing file servers and was completed on 18 June 2004 on schedule at a cost of \$809,000 for which supplementary funding had been provided by Treasury.

Insurance

The NSW Treasury Managed Fund (TMF) provides the Legislative Council's insurance cover. This is a self-insurance scheme for budget sector government agencies, which includes the Parliament of NSW. Cover is provided for the following categories of insurance:

- Worker's compensation
- Liability
- Motor Vehicle
- Property; and
- Miscellaneous – (includes Members' personal accident, travel and misappropriation of funds insurance cover).

Workers compensation Claims for Parliament – 29 claims

Previous financial year – 28 claims

Average cost for 2003/2004 – \$8,729.00

Previous financial year claim average \$3,238.00

Comparison: Favourable – as none of the claims lodged involved Legislative Council staff

Legislative Council workers

Compensation Claims – Nil.

Average cost 2003/2004 – Nil

Previous financial year \$2,931.00

Comparison: Favourable – which compares with 3 claims for 2002/2003.

Property insurance claims Legislative Council – 5 Claims

Average cost \$2,603.00 (involved lost/stolen portable equipment).

Property insurance claims – Parliament

For information on major works see Joint Services Annual Report.

For the three remaining categories of insurance, comprising motor vehicle, miscellaneous and liability, no claims were lodged that involved the Legislative Council. One miscellaneous claim was lodged by the Parliament at a cost of \$892.

General Financial Reports**Amount of recreation/long service leave – as at 30 June 2004.**

Recreation leave liability \$575,286.

Legislative Council Crown Transactions Entity as at 30 June 2004 was \$927,951.

The long service leave liability is not recorded in the financial statements of the Legislature as under existing government accounting arrangements long service leave costs are reflected in The Crown Transactions Entity, which is administered by Treasury. This includes Legislative Council Members' staff, administrative and committee staff.

Consultants

Consultants exceeding \$30,000.

Legislative Council engaged one consultant, Hay Group Pty. Ltd., to assist in preparation of new position descriptions and workshops as part of the staff restructure undertaken during the year. Cost \$36,166.

Consultants less than \$30,000.

BRC was engaged by the Parliament to undertake a review of procurement practices and procedures at a cost of \$20,000. Cost to the Legislative Council was \$10,000.

Funds granted to non-Government community organisations

No funds were granted to non-Government community organisations.

Land disposal and major works

No land was disposed of and no major works were undertaken during 2003/2004.

For information on major works see Joint Services Annual Report.

Major assets (a major asset is defined as being valued at \$20,000 and above).**Legislative Council major assets**

3 major assets were purchased in 2003/2004.

Modifications to members' office accommodation on levels 11 and 8 at Parliament House – Cost \$25,919.

Purchase and installation of a new timing system for the Legislative Council Chamber – Cost \$25,600.

The purchase and installation of sound and televising system for the Legislative Council Chamber – Cost \$176,937.

Legal change

The Liquor Amendment (Parliamentary Precincts) Act 2004 provides for a Governor's Licence to be issued to authorise the sale of liquor within the parliamentary precincts.

Annual Report Information

The total external cost for the Legislative Council Annual Report is as follows:

Volume 1 – \$671.00

Volume 2 – \$671.00

The Annual Report is available on Parliamentary web site www.parliament.nsw.gov.au/lc – Corporate Information – Annual Report. A limited number of copies have been printed for tabling purposes.

Overseas Travel Financial Reports

Commonwealth Parliamentary Association (CPA) Overseas study tours by Members funded through the CPA budget.

Hon. Henry Tsang OAM MLC 13.07.03 – 05.08.03 (24 days) South Africa, Kenya cost \$18,100

Hon. Duncan Gay MLC 18.09.03 – 12.10.03 (25 days) Singapore, France, Belgium, United Kingdom cost \$12,400.

Committees travel

No Committees travelled overseas this financial year.

Staff overseas travel

No member of staff travelled overseas this financial year.

Presidents and the Clerk of the Parliaments travel

The President, Dr. Meredith Burgmann MLC and Mr John Evans, Clerk of the Parliaments attended the 34th Conference of Australian and Pacific Presiding Officers and Clerks in Nuku'alofa, Tonga from 28 June to 5 July 2003 at a cost of \$8,824.58.

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