



28 September 2018

Rev the Hon Fred Nile (Chair)
Portfolio Committee No. 1
Parliament of New South Wales
Macquarie Street
Sydney NSW 2000
budget.estimateds@parliament.nsw.gov.au

Dear Rev Nile,

Fred,

With regards to the Budget Estimates hearing on The Legislature held on 6 September 2018, I enclose the answers to Supplementary Questions on Notice.

Should you require any further information, please contact my office on (02) 9230 2300 or president@parliament.nsw.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Ajaka'.

John Ajaka MLC
President

SUPPLEMENTARY QUESTIONS

THE LEGISLATURE

Questions from the Hon Shaoquett Moselmane MLC

Audio Problems

1. *Mr President, following on from questions last year and the year before, what action has been taken to correct the audio problems in committee rooms, such as total breakdown and poor quality, in particular the Macquarie Room?*

The reliability of our broadcast system is of high priority to everyone at Parliament.

In the past 16 months the broadcast system was used on 225 days when broadcasting from the chambers or committee rooms. The system had issues on five occasions during that time. In other words, the system failed on less than 3% of occasions.

A number of actions have been taken to correct the audio problems in the committee rooms. First, during the past year a stabilisation project has been undertaken with many of the aged core components being replaced. This project was essential for the ongoing reliability of the broadcast system and the quality of broadcast for the chambers and committee rooms. It should be noted that this replacement project was undertaken on a very limited budget, resulting in a combination of new and existing equipment. Due to the size of the broadcasting system the Parliament needs very significant capital funding to replace and enhance the entire system which has not been provided to date.

The Department will continue to apply to NSW Treasury for the required capital funding.

- a) *Was the Preston Stanley Room ever expected to be used for public hearings?*

It was designed primarily as a catering function space, however has the capacity to hold committee hearings.

- b) *In its construction, was it wired for audio-visual?*

Yes, the Preston Stanley Room was wired for presentations and committee hearings.

- c) *Does it have a hearing loop?*

Yes.

- d) *What plans are in place to bring it up to modern standards despite it being recently renovated, and at what cost?*

The Preston Stanley Room is already fitted out with audio-visual equipment.

Neville Wran Bust

2. *Mr President, last year you confirmed that the bust of former Premier Neville Wran had been relocated to the Parkes Room in July 2016. You also noted that modern management includes regularly reviewing the placement of moveable display objects. The bust of Neville Wran has now been in the same place for two and a half years. Will you now return it to a prominent position in the main public area of the Parliament?*

The main public areas of Parliament House are currently in high demand due to the number of exhibitions being held with the aim of increasing visitation to the Parliament. A review of placement by the department will take into account consultation with members in order to determine the most suitable location.

Timers for Committee Rooms

3. *When Committees (such as Estimates) have to abide by strict time constraints, it is very distracting for Members to have to repeatedly ask the Clerks how much time they have left, or otherwise refer to stopwatches. Will you investigate having appropriate and unobtrusive timers installed in the major committee rooms that can be seen by all Committee Members and operated by the Committee Clerks?*

The Department of Parliamentary Services is in the process of developing a funding proposal for a holistic audio visual solution for Parliament House as part of a ten year planning exercise. This includes timers for both the chambers and the committee hearing rooms. The committee management teams support this approach.

Efficiency Dividends

4. *Mr President, you've indicated in your Budget Estimates hearing that you are "taking the issue to Treasury, to the Treasurer, and indicating that our department—this Parliament—should be given exemptions in relation to efficiency dividends." Can you please provide us with the response you receive from Treasury as soon as it comes to hand?*

If any members would like to discuss steps taken by the Parliament to address efficiency dividends, I encourage them to contact me or the Chief Executive of the Department of Parliamentary Services.

Vacancies

5. *In response to Mr Moselmane's question "how long does it usually take to fill vacancies?" You advised that "always operate in the most efficient and quickest manner."*
 - a) *Can you please provide us with the process from vacancy to employment?*

All recruitment action for Parliamentary Department staff is undertaken in accordance with the Parliament's Recruitment Policy and Assessment Panel Guidelines. These documents outline the procedural, administrative and legislative processes that underpin and enable the filling of vacant positions in a manner that is transparent, equitable and based on the principle of merit.

b) *What is the most efficient and quickest manner?*

The current *Recruitment Policy* and *Assessment Panel Guidelines* were developed in 2015 following significant consultation with key parliamentary stakeholders. The policy and guidelines incorporate best practice in recruitment from across the public and private sectors and are considered to reflect the most efficient and quickest manner in filling vacant positions.

c) *The number of vacancies across DPS since 2011 to date and how long did DPS take to fill each of those vacancies?*

Since 2011 there have been 90 temporary and ongoing DPS positions advertised and filled through the external recruitment process. The majority of these positions were filled within the recommended timeframe of eight weeks (in accordance with Appendix A – Time Frame for Recruitment Process in the *Assessment Panel Guidelines*) from advertisement to commencement date.

d) *If the vacancy was not immediately filled as per the most efficient and quickest manner, upon the position becoming vacant, please provide details as to why and how long each vacancy took to fill from vacancy date to date of advertising to date of filling in the positions?*

All recruitment action for Parliamentary Department staff is undertaken in accordance with the Parliament's *Recruitment Policy* and *Assessment Panel Guidelines*. These documents outline the procedural, administrative and legislative processes that underpin and enable the filling of vacant positions in a manner that is transparent, equitable and based on the principle of merit.

e) *If there were delays in filling the vacancies, please advise why and what action was then taken to prevent future delays in filling of those vacancies.*

Delays in the recruitment process may arise due to administration unique to a particular recruitment action such as candidates needing to provide a longer notice period to current employers; delays in obtaining referee reports, and delays in obtaining necessary approvals due to absences or workload.

Facilities Hire Fees

6. *With regards to Mr Moselmane's question about the splitting of facilities hire fees, you've indicated that the head of DPS will now have carriage of granting reduced fees depending on the number of users of parliamentary facilities on the same night and same times.*

The Parliament incurs additional costs when opening the building after-hours (non-sitting evenings and weekends), including significant costs for security, air conditioning and on some occasions additional staffing costs. These costs are passed on in the form of additional room hire fees. The Parliament loses money on single-event evenings and makes up that loss when there is more than one event occurring. However, we recognise that there are some occasions where the number of events on a single, non-sitting evening provide for some economies of scale. Under those circumstances, DPS has been authorised to proactively offer discounts to impacted events to reflect those economies of scale.

7. *I note that you've indicated that the afterhours hire fees for members is actually and I quote:*

The PRESIDENT: No, for members it is \$350 an hour. For non-members, for corporate, it is \$500 an hour.

Can you please advise where in the Room and Venue use Policy I can find this? Otherwise, Can you ensure that these figures are clearly set out in the current August 2017 policy?

I have written to the Committee Chair separately regarding this issue.

In the session there was a line of questioning related to the room booking costs for events held after-hours at the Parliament. In my answer to that question, I referred to figures provided to me by the Department of Parliamentary Services relating to the costs charged for booking a room. In my answer, I referenced a general booking fee of \$500 per hour, a Member rate of \$350 per hour, and that the costs associated with opening the Parliament ran at approximately \$500 per hour.

I was subsequently informed by DPS that, while the substance of my answer remains correct, the figures I used to underpin my answer were not accurate. The figures I should have used were a general fee of \$700 per hour for most rooms, a Member rate of \$500 per hour and the costs associated with opening the Parliament after-hours running at approximately \$600 per hour.

While these updated figures do not change the substance of my argument, namely that the Parliament loses money on single-event evenings and makes up that loss when there is more than one event occurring, it is important to me that I always provide accurate information in the Estimates process. With that in mind, I took the step of immediately sending the Committee Chair correspondence to correct the record, along with my assurances that in referring to the incorrect figures, I was relying on information that I sincerely believed to be correct at the time.

DPS has offered me their deepest apologies for providing inaccurate figures, and have asked me to pass on those apologies to all members of the Committee as well.

Car Parking

8. *What are the numbers of car spots that are reserved for "Annual Parking" access in:*

a) 2018

33

b) 2017

32

c) 2016

36

d) 2015

36

9. *What are the numbers of car spots that are reserved for "Dedicated Parking" access in:*

a) 2018

74

- b) 2017
77
- c) 2016
77
- d) 2015
74

Note: the balance of spots between question 8 and 9 are taken up by disability parking spaces.

10. *With reference to car spot 334 (see image below)*

- a) *Does the former Member for Orange, Mr A. Gee continue to pay for a Dedicated Parking spot?*

Mr A. Gee does not have a parking space at Parliament House and therefore does not continue to pay for dedicated parking.

- b) *Why does a former MP who is not a former Office Holder or Premier have a Dedicated Parking spot?*

I am advised that the removal of the Member for Orange sign upon his departure was overlooked. A review of the administrative process for signage in the car park has been undertaken to reduce the likelihood of this kind of issue occurring again in the future.

- c) *How many other former MPs/MLCs who are not former Office Holders or Premiers have a Dedicated Parking spot?*

None of the above have dedicated parking spots.

- d) *Please list the names of these MPs/MLCs.*

N/A

DPS Staffing

11. *What is the annual cost of labour hire agency staff in the Catering division of DPS?*

The total cost for 2017-18 was \$1,652,297.26.

- a) *How many catering workers are employed this way?*

Total = 286 staff

Please note that not all of the same staff are present throughout the year due to fluctuations in event numbers and number of available staff at any one time.

- b) *How many catering workers have been employed this way for a period greater than 2 years?*

Total = 39

- c) *How many catering workers are employed as permanent staff?*

The total number of permanent staff in Catering is 19.

d) *Can labour hire agency catering workers request permanency?*

Yes, providing they meet the required residency status, there is a recruitment action for the position and they are successful following the recruitment process.

12. *How many Full Time Equivalent cleaning staff positions are there in this financial year?*

In total there are 23.

a) *How many were there last year?*

Last year there were 21.5.

b) *How many were there five years ago?*

20

c) *What is the annual cost of labour hire agency staff in the Cleaning division of DPS?*

The annual cost for the past year was \$424,620.00.

d) *How many cleaning workers are employed this way?*

14 cleaning workers were employed in this way.

e) *How many cleaning workers have been employed this way for a period greater than 2 years?*

Three have been employed for a period greater than two years.

f) *How many catering workers are employed as permanent staff?*

The total number of permanent staff in Catering is 19.

g) *Can labour hire agency cleaning workers request permanency?*

Yes, providing they meet the required residency status, there is a recruitment action for the position and they are successful following the recruitment process.

DPS Facilities

13. *What is the annual total Fringe Benefit Tax liability in respect of all parking provided to MPs and staff in the Parliamentary precinct?*

The Fringe Benefits Tax (FBT) liability for car parking for Parliament House and two electorate offices captured by the Act for the 2017-18 FBT year was \$15,099. This was arrived at by applying a tax rate of 47 percent to a gross taxable value of \$174,402 for car parking fringe benefit less contributions by Members and staff of \$158,959. Note that the gross taxable value calculation is based on total usage of the carpark, and any policy changes that have the effect of increasing usage will increase the fringe benefits tax liability of the Parliament.

- a) *Does the Parliament pay the Parking Space Levy to NSW Treasury?*

The levy is paid to Revenue NSW which is part of the Department of Finance, Services and Innovation.

- b) *Notwithstanding the offset of any potential FBT liability by the payment of annual parking fees, would the Parliament accrue a fringe benefit tax liability in respect of MPs use of parking in the Parliamentary precinct at all given the ATO acknowledges in its TR 1999/10 ruling that MPs are not employed by The Legislature?*

As noted in TR 1999/10 'A Member of an Australian Parliament' also comes within the statutory definition of 'employee' in the FBTA by virtue of its link to section 221A of the ITAA 1936, and therefore the fringe benefit tax liability in respect to MPs would be calculated in accordance in this case.

- c) *Further, given the MoPS Act 2013 establishes MPs as the employer of electorate officers and Secretary-Research Assistants, and notwithstanding the offset of any potential FBT liability by the payment of annual parking fees, would the Parliament accrue a fringe benefit tax liability in respect of MoPS Act 2013 staff use of parking in the Parliamentary precinct?*

The employee of a Member is captured under Taxation Administration Act 1953 Schedule 1 as being an employee of the Legislature for taxation purposes given the staff member is in receipt of a salary or wage paid by the Legislature from which PAYG taxation instalments must be withheld, and therefore the fringe benefit tax liability in respect to electorate officers and Secretary-Research Assistants would be calculated in accordance in these instances.

14. *What was the cost of recently acquired lounge furniture for the public and common areas of the Parliament? (Foyer area Level 7 / open areas on Level 10 and Level 11 of Tower Block)*

The lounges in the LA reception area cost \$12,640 in total. The lounges in the Level 10 and 11 open areas cost \$779 each. There are 5 lounges in these two areas totalling \$3,895.

- a) *How old was the furniture it replaced?*

The lounges in the LA reception were approximately 20 years old. The lounges in the Level 10 and 11 open areas were approximately 35 years old.

- b) *Was the old furniture damaged?*

The lounges in the LA reception were in very poor condition with stuffing protruding from holes on the arm rests and sagging webbing. Comparisons were made between the cost of reupholstering and replacing them. Replacement proved better value. The lounges in the Level 10 and 11 open areas were in very poor condition with splits in the leather and the webbing had lost its elasticity.

- c) *What process did the Parliament follow for the disposal of that old furniture?*

The Salvation Army and St Vincent de Paul were invited to take the furniture away for distribution to those in need. Both organisations rejected the furniture due to its poor condition. They indicated it would be rejected by any potential recipient. It was subsequently removed by a waste contractor.

MoPS Act 2013 Staff

15. *The Determination of the Presiding Officers sets pay and conditions for Members staff employed under the MoPS Act 2013. Against which NSW Public Service Clerk Gradings are salaries for these staff benchmarked?*

The salary rates and capabilities for Secretary/Research Assistants are aligned with the Administrative and Clerical employees Grade 4/5 Scale. In addition, an all incidence of employment allowance of \$8,749 is paid for all Secretary/Research Assistants. The salary range for Secretary/Research Assistants, inclusive of allowance, is \$83,804 to \$94,782.

16. *When was the last time the Presiding Officers or the Parliament assessed the duties and position descriptions of MoPS Act staff against the day to day working lives of these staff?*

A review was undertaken in July 2013 in preparation for the February 2014 introduction of the *Members of Parliament Staff Act 2013* and associated Determination of the Presiding Officers. Additionally, criteria for Secretary/Research Assistant's commencing salaries were reviewed in February 2018.

Skills and Training Development within DPS

17. *Do DPS and the two houses have a training and professional development scheme for their employees?*

DPS undertakes an annual Performance Development Program (PDP), which aims to maximise the performance of employees and ensure they are capable of contributing fully to the achievement of the Parliament's objectives and goals. The Program identifies professional development and training requirements for the current and future needs of employees.

Each year every LC Department staff member has a Professional Development interview with their manager which requires both the employee and the manager to identify training needs which would assist their current tasks and future development and an agreed action plan. These training needs are collated and sent to the Clerk, with managers given the responsibility for implementing the training needs identified. The key regular annual training and development opportunities include the annual Professional Development Seminar run by ANZACATT (the Australian and New Zealand Association of Clerks at the Table), the Parliamentary Law and Practice course (ANZACATT and University of Tasmania), the annual Australian Study of Parliament Group (ASPG) conference and several local seminars held each year, and the Friday morning Procedural Debrief providing presentations on issues arising during the sitting week. The Department has also established an exchange program with the Victorian Parliament, where staff from each parliament spend several days with their counterparts to share work practices. Skills based courses are delivered to staff through external providers, for instance recently junior staff have undertaken a course in the use of In Design software and Writing Skills, delivered through IPAA (the professional association for NSW public servants). Managers and potential managers are also participating in the Great Managers course, organised by Human Services DPS using an external provider.

- a) *What is the annual budget?*

In 2017/2018 financial year, DPS spent \$169,938 on staff training and development across the five branches: Financial Services, Facilities, Catering, People & Engagement and Information Services, covering approximately 175 staff.

Last year the Department of the Legislative Council spent \$25,077.98 on training and development.

b) *Do external providers attend Parliament to provide in-service training on-site?*

Yes. To ensure our employees are provided with the best possible professional development DPS uses both internal and external providers. When sourcing the external providers we look for expertise and value for money. For example, in 2017/18 DPS engaged IPAA (Institute of Public Administration Australia) to undertake the Great Managers Academy and Writing Skills.

In relation to the Department of the Legislative Council: Yes, in circumstances where several staff would benefit from the same training. For instance in December 2017 the Department of the Legislative Council engaged Social Media consultant Laurel Papworth to deliver a 2 day in house workshop to 10 staff. Department staff will also participate in in-house skills based training organised by Human Services in DPS.

c) *Do employees attend training off site?*

Yes, where the training is specific and required by either a single employee or a number that is not financially viable to run in-house, employees attend training courses off-site.

In relation to the Department of the Legislative Council: Yes, where only a few staff members have the training need they will usually attend training off site, typically in the Sydney CBD or Parramatta.

d) *What types of courses do employees have access to?*

Training courses for employees include first aid and WHS, writing skills, financial management, workplace behaviour and recruitment information. Parliament also has an extensive e-Learning system where employees can access courses such as cultural appreciation, emotional intelligence, Work Health and Safety, computer skills (Word, Excel, Project).

In relation to the Department of the Legislative Council: As outlined above in the introductory question.

e) *What is the most expensive (per person) training or professional development provided?*

For DPS the most expensive (per person) training in 2017-18 was the Great Managers Academy. Great Managers Academy is a comprehensive nine month training and development program for managers and emerging leaders, aimed at providing them with the necessary people management skills. This program is part of the DPS Workforce and Succession Plan.

In relation to the Department of the Legislative Council: The PLPP course is offered annually to usually one or two Department staff members able to meet the academic rigour required of the course. On occasions a member of senior staff of the Legislative Council may attend a professional development conference overseas, the cost of this will depend upon the location but these are not annual events. The Great Managers course which a number of staff will participate in over the next 18 months.

- f) *Are individual employees limited to a set dollar amount of training and development per person to be expended each year?*

No, DPS manages the expenditure on the training and development of its employees based on need in line with common practice in the broader public sector.

In relation to the Department of the Legislative Council: No. The Department of the Legislative Council aims to ensure as many staff as possible receive appropriate professional development, according to needs identified in the performance development program.

18. *Do Managers and Directors within DPS and the LA or LC attend management seminars or conferences?*

Yes Managers and Directors within DPS attend seminars and conferences.

In relation to the Department of the Legislative Council: Yes, managers and directors of the Department of the Legislative Council attend seminars and conferences.

Attendance by staff at parliamentary conferences make an important contribution to the sharing of knowledge among all parliaments in Australia. Wherever possible when senior staff of the Department attend conferences they seek to make a contribution by the delivery of papers or other participation and so support the professional development of other conference participants.

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to staff of the Assembly.

- a) *How many of these occur each year?*

Last year the conferences that were attended by DPS Managers and Directors included: Australasian Study of Parliament Group (ASPG), Australian & New Zealand Association of Clerks At The Table (ANZACATT), Australian & New Zealand Parliamentary Information Technology (ANZPIT), Australasian Parliamentary Educators Conference (APEC), Parliamentary Law, Practice and Procedure (PLPP), Institute of Public Administration Australia (IPAA) State Conference and Public Venue & Soft Target Security Summit.

In relation to the Department of the Legislative Council: The regular conferences attended are the ANZACATT professional development seminar, and the ASPG conference. Every second year the Clerk or a senior officer will attend the Society of Clerks at the Table (SOCATT) conference held as part of the CPA General Conference, such costs coming from the CPA rather than Department funds.

- b) *How many people attend?*

On average 1-3 employees attend each conference. Please note that not only Managers and Directors attend these conferences.

In relation to the Department of the Legislative Council: Typically between 4- 6 staff members attend the ANZACATT conference each year and 2-4 attend the ASPG. Attendance is not limited to managers.

- c) *What is the annual budget for seminars, conferences or training for DPS and LA/LC executives or managers?*

DPS does not have a separate annual allocation for seminars and conferences for executives or managers. Expenditure is on a case by case basis, depending on need and funding available. The annual cost for training is provided above, in answer to question 17.

In relation to the Department of the Legislative Council: The Department does not break down expenditure on training into categories for managers and employees, the training opportunities referred to in question 17 are for all staff.

- d) *What is the most expensive (per person) seminar, conference or training course attended by a DPS executive in the past five years?*

The Deputy Chief Executive and Director, People and Engagement attended the Australian & New Zealand School of Government (ANZSOG) Executive Fellows Program (EFP) that brings together world-recognised academics and high-calibre practitioners from the senior ranks in the public, not-for-profit and private sectors. It applies the latest thinking and academic rigour, while being firmly grounded in the reality of modern public service challenges. The Deputy Chief Executive won her position on the program through a competitive selection process conducted across the whole NSW public sector, as a part of NSW's commitment to the ANZSOG.

- e) *How many seminars, conferences or training courses have been attended by:*

- i. *The DPS Executive Manager / CEO?*

The Chief Executive attended three conferences in 17/18.

- ii. *The Clerk of the LA?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

- iii. *The Clerk of the LC?*

Three in 2017-18. (Two additional legal continuing professional education events were attended at the Clerks' personal expense).

- iv. *Each of the four DPS Directors?*

The four DPS Directors attended a total of five conferences in 17/18.

- v. *Who approves which conferences, seminars or training courses may be attended by DPS executives or the LA / LC Clerks?*

Within DPS, the Chief Executive approves attendance at conferences, with approval of the Presiding Officers for international travel.

Within the Department of the LC, the President approves all training or conference attendance by the Clerk or any other employee which involves travel costs.

Fax Lines

19. *How much does the Parliament spend on fax line rental for electorate offices?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

20. *What is the average number of incoming and outgoing faxes for electorate offices?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

21. *Has consideration been given to changing the fax line to a phone line now that there is a third staff member in each electorate office?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

22. *How much does the Parliament spend on fax line rental for MPs offices in Parliament House?*

Parliament spends approximately \$122.00 per month.

23. *On average, what is the number of incoming and outgoing faxes to and from these fax machines?*

In 2016 financial year there were 8010 incoming calls and 3807 outgoing calls.

24. *Has the Parliament explored options for a digital inbox for incoming faxes?*

We will investigate the potential that the current telephony and unified communications project provides and analyse the associated costs and benefits.

WH&S in Electorate Offices

25. *Who is responsible for undertaking WHS assessments of electorate offices?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

26. *How regularly are these required to be undertaken?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

27. *Who tracks and records whether the assessments have been undertaken and who is responsible for following up if they have not been done?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

28. *What WHS training is provided to electorate office staff?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

a) *By whom is this training provided by?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

b) *How often is this training undertaken?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

29. *How are WHS incidents recorded and reported?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

30. *Who is responsible for reporting incidents and when are they provided with advice on when and how to report incidents?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

31. *Is the Parliament responsible for providing First Aid kits to electorate offices?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

32. *How often are the first aid kits checked and restocked?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

33. *Is any training on how to use fire extinguishers provided to electorate office staff?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

a) *If so by whom and how frequently?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

34. *Are any emergency evacuation drills conducted for electorate offices?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

a) *If so, how often are these conducted?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

b) *Who is responsible for arranging and undertaking the drills?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

35. *How often are duress alarms in electorate offices tested?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

a) *By whom are they tested?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.

b) *To whom are the results of the tests reported?*

In accordance with longstanding convention and comity between the Legislative Council and the Assembly no information will be provided in relation to operations of the Assembly.