LEGISLATIVE ASSEMBLY
SECRETARIAT

ANNUAL REPORT

PART A

Overview and Major Achievements for 2001-2002
Introduction

This is the thirteenth annual report of the Legislative Assembly Secretariat and covers activity for the period 1 July 2001 to 30 June 2002.

The Legislative Assembly Secretariat, headed by the statutory office of Clerk of the Assembly, provides procedural, policy and administrative services to the Assembly, including administrative support to non-Executive Members and their staff, as well as the Secretariat itself.

The Office of Clerk of the Legislative Assembly is established by section 46 of Division 8 of the Public Sector Management Act 1994 (the Act). By virtue of section 54 of Division 8 of the Act, the staff required to assist the Clerk in the exercise of the Clerk’s powers, and the performance of the Clerk’s functions, are officers and employees employed under the Act.

The Assembly and therefore the Clerk and the Secretariat are independent of the Executive, the Secretariat receives an appropriation from the Assembly (termed a Government Payment for Outputs). Consistent with the manner in which it is funded, it is appropriate for the Secretariat to operate within broadly the same framework as ACT Government agencies and, accordingly, the Speaker and the Clerk agreed, as in earlier years, to maintain a voluntary Purchase Agreement in respect of the identified outputs of the Secretariat.

Financial statements are contained in Appendix 8 of this report.
The Structure of the Secretariat

The Secretariat continued to be organised into four discrete Offices, as follows:

- Office of the Clerk
- Committee Office
- Chamber Support and Education Office
- Corporate Services Office
- Hansard Office

Details of the functions performed by each of the four Offices within the Secretariat are discussed later in this report.

2001-2002 in Review

Parliamentary and procedural highlights

The 4th Assembly

The last meeting of the 4th Assembly (its 140th) was held on 30 August 2001. Over the life of the Assembly, which spanned three and a half years, 247 committee reports were tabled and 423 Bills were introduced, 109 of them (26%) sponsored by non-Executive Members. Three hundred and forty five Bills were agreed to by the Assembly, 17% of these Bills were initiated by non-Executive Members.

Over the period covered by this report the Fourth Assembly met on 9 days prior to adjourning in the early hours of Friday, 31 August, to a date and hour to be fixed. A major feature of the period was the co-hosting by the Legislative Assembly Branch of the Commonwealth Parliamentary Association of the 47th Commonwealth Parliamentary Conference (Melbourne and Canberra) and the 21st Small Countries Conference (Darwin). (see Appendix 7)

Other matters of note during the 4th Assembly were as follows:

- **Conditions of employment for Members’ staff**: On 7 August 2001 the Assembly agreed to the Legislative Assembly (Members’ Staff) Amendment Bill 2000. The Bill clarified the employment conditions of Members’ staff, so that where employment conditions are not covered by the Act or specific employment agreements, the employment conditions and management conditions under the *Public Sector Management Act 1994* (which govern conditions of employment of ACT public servants) are to apply.

- **Privilege – Unauthorised release of confidential committee proceedings**: On 9 August 2001, the Speaker informed the Assembly that the Chair of the Standing Committee on Planning and Urban Services had given written notice of an apparent breach of privilege. The matter related to the release to *The Canberra Times* of confidential information discussed at a meeting of the committee on 7 August 2001. The Chair of the committee had since brought a further matter to the attention of the
Speaker. This was also in relation to the publication of deliberations of the committee.

The Speaker advised the Assembly that, having considered the matter, he was prepared to allow precedence to a motion to enable the first matter raised to be referred to a select committee to deal with the matter. The Speaker also drew the attention of the Assembly to the 1993 recommendation of the Standing Committee on Administration and Procedure, that procedures utilised by the United Kingdom House of Commons and more recently by the House of Representatives be adopted for dealing with the improper disclosure of committee deliberations. These were that, once an initial complaint had been raised, the committee in question must consider the matter – in particular whether the matter had caused or was likely to cause substantial interference with the work of the committee or the workings of the committee system or the Assembly. The committee would inform the Assembly of the results of its deliberations and, if it found that substantial interference had occurred, it would explain why it had reached that conclusion. The issue would then be considered by the Speaker, who would decide whether to allow precedence to a motion on the matter.

The Chair indicated that he would take the matter back to the Committee for further discussion before deciding whether to move a motion. The matter was not further proceeded with in the Assembly.

On 9 August 2001 the Assembly amended the standing orders to insert a temporary order that required answers to questions taken on notice during question time to be answered before the Assembly adjourned on 30 August 2001 (the last scheduled sitting day before the Assembly went to an election on 20 October 2001).

The effect of the temporary order was to ensure that answers to such questions were received prior to the last scheduled sitting of the Assembly.

On 21 August 2001, the Assembly agreed to the Legislative Assembly (Broadcasting) Bill 2001. The Bill repealed the Legislative Assembly (Broadcasting of Proceedings) Act 1997, and provided for a more open and flexible broadcast of the proceedings of the Assembly and Assembly committees.

The Bill followed on from the recommendations of a 2000 report of the Standing Committee on Administration and Procedure which addressed problems that had arisen since the commencement of the previous Act and authorised broadcasting in 1997. The major provisions of the new Act commenced on 10 March 2002. It is anticipated that the new arrangements will enhance the broadcasting of Assembly proceedings to
both the public (through the media) and to government agencies.

On 22 August 2001 the Speaker presented a report by the Standing Committee on Administration and Procedure entitled *The Use of Commercial-in-Confidence material and In Camera evidence in Committees*.

The inquiry arose out of a 1998 report of the Standing Committee for the Chief Minister’s Portfolio on the draft principles and guidelines for the treatment of commercial information held by ACT Government agencies. That report recommended that where a Minister fails to present a document to a committee on the grounds of “commercial in confidence”, the Minister must provide the committee with a justification for the claim. Where the committee did not accept the claim, the committee was required to report its reasons for not accepting the claim to the Assembly.

On 19 November 1998, the Assembly had referred to the Standing Committee on Administration and Procedure:

- the procedure to be followed by the Assembly or an Assembly committee where a committee request for information is met with a claim of commercial-in-confidence, confidentiality or public interest immunity; and

- the provision of in camera evidence to committees and the use of that evidence.

In the report tabled on 22 August the Standing Committee on Administration and Procedure made several recommendations relating to suggested changes to standing orders and the establishment of a register of in camera evidence. The suggested changes to standing orders were:

- the adoption of a standing order providing that, immediately prior to a witness giving evidence before a committee the member presiding informs the witness of his or her right to be heard *in camera* and the committee, by way of resolution, will decide the application on specific criteria (relating to the relevancy of the evidence to the committee’s investigations, and the likelihood of the evidence to harm either the witness or a third party). The standing order proposed also provided that where the committee approved an application the session be closed to the public and the witness informed that it was within the power of the Assembly to authorise the publication of the evidence at a later date and, where that application is denied, the witness be given reasons; and

- the adoption of a standing order (terms specified) articulating the principles and procedures for granting the publication of *in camera* evidence.

The committee also recommended the establishment of a registrar of *in
camera evidence who would be required to log and store all in camera evidence received and that the electronic versions of transcripts of in camera evidence be encrypted for storage on Legislative Assembly Secretariat computers and for transmission in e-mail, CD-ROM and floppy disk.

The recommendations have yet to be discussed by the Assembly.

On 22 August 2001 the Speaker presented Report No. 8 of the Standing Committee on Administration and Procedure on its inquiry into a code of conduct for Members and a parliamentary Ethics Adviser for the ACT. The development of a code of conduct for all members of the Assembly had been referred to the committee on 27 August 1998 and, on 1 July 1999, a discussion paper entitled A Parliamentary Ethics Adviser for the ACT Legislative Assembly had been referred to the committee for inquiry and report.

The committee recommended that:

- a code of conduct for Members be adopted by the Assembly,
- it be predominantly aspirational and set out general principles that should be met by Members,
- the code attached to the report be the code adopted by the Assembly;
- if the Assembly does adopt a code of conduct (a) it should be institutionalised in standing orders or a resolution of continuing effect and (b) it be administered and enforced by the Assembly itself and the Assembly consider how it deal, if required, with any allegations raised, and
- an ethics commissioner for the Assembly not be appointed at this time.

In a foreword to the report, the committee was mindful of the fact that the issue had been before it since 1995 and was conscious that the Assembly was soon to go to an election. The committee expressed the hope that the matters raised in the report would be debated in the following Assembly and that the committee’s recommendations would be fully considered.

Also on 22 August, the Speaker presented Report No. 9 of the Standing Committee on Administration and Procedure on the Legislative Assembly (Privileges) Bill 1998. The Assembly had agreed to the Bill in principle on 9 December 1998 and it had then been referred to the committee pursuant to the provisions of standing order 174.

The main features of the Bill as set out in its explanatory memorandum were to:
• declare certain powers, privileges and immunities of the Assembly;

• clarify some areas of the law relating to the privilege applying to authorised publications of the Assembly and its committees;

• define the precincts of the Assembly; and

• set in place certain statutory offences in relation to a breach of a number of privileges.

The committee, having deliberated on the issue of whether the status quo remain or whether specific Territory legislative provisions be enacted to restate the existing privileges and immunities that operate by virtue of section 24 of the *Australian Capital Territory (Self-Government) Act 1988 (Commonwealth)*, recommended that:

• the Assembly not declare certain of its powers, privileges and immunities and not proceed to clarify the law relating to the privilege applying to authorised publications of the Assembly and its committees as proposed in the Bill;

• the Assembly authorise for publication those reports of Assembly committees that have not been authorised for publication to date;

• standing orders be amended to provide that, on the presentation of a report of an Assembly committee, any member may move a motion to authorise the publication of the report;

• procedures be put in place by the Clerk to ensure that the integrity of electronic documents published on the internet is maintained, and

In relation to the precincts:

• the Bill be amended in certain matters including the adoption of general arrangements for the conduct of officers or special members of the Australian Federal Police within the precincts.

The Bill was debated on 29 August 2001, and amendments made in accordance with the Committee’s recommendations. The Bill’s title was changed to *Legislative Assembly Precincts Act 2001*, and the Assembly now has precincts defined in legislation. The Act commenced in March 2002.

On 23 August the Assembly debated the question – That the Community Referendum Bill 1998 be agreed to in principle. The Bill, which had been introduced by the Attorney-General (Mr Humphries) provided a mechanism for the electors of the Territory to initiate changes to the laws of the Territory to the extent permitted by the provisions of the *Australian Capital Territory (Self-Government) Act 1988 (Cwlth)*. It provided for a seven step process whereby electors could initiate and vote on legislation at a referendum (though the
Assembly could decide to enact the law or pass its own law to give effect to the intentions of the proposed law prior to the referendum stage. As pointed out in the explanatory memorandum to the Bill, even where a referendum has been approved by a majority of formal votes, because of the provisions of the Self-Government Act the Assembly cannot be bound to pass a proposed law.

The question – That the Bill be agreed to in principle was defeated 6:9, after debate. This was the fourth Bill with the same short title introduced in the Assembly since 1989 (in addition there were Bills on the same issue introduced by Mr Stevenson in 1993 and 1994). To date, all the Bills have been unsuccessful.

Public Sector Management Amendment Bill 2001

On 29 August 2001, a Bill which would have involved a significant role by Legislative Assembly Committees and the Assembly itself in the appointment and dismissal of senior public servants of the Territory was defeated 3:12 on 29 August 2001.

The Bill provided, inter-alia, for the return of the permanent appointment of chief executives in the ACT Public Service and for the appointment of a Senior Appointments Commissioner to oversee and take an active role in the appointment of all senior executives in the ACT Public Service. The Bill made provision for the Senior Appointments Commissioner to be appointed by the Chief Minister and an appropriate committee of the Assembly (most likely the Public Accounts Committee).

Notification of Acts

On 30 August 2001, the Assembly amended its standing order 193 to bring it into line with the Legislation Act 2001 which changed the responsibility of notification of Acts passed by the Assembly from the Chief Minister to the Parliamentary Counsel. The standing order now states that once a Bill has passed the Assembly, the Clerk shall certify a copy as a true copy of the Bill passed by the Assembly, and the Speaker shall then ask the parliamentary counsel to notify the making of the proposed law.

Publication of Committee Reports on the Internet

On 30 August 2001, the Assembly passed a resolution that authorised for publication all committee reports of the Fourth Assembly (not previously authorised) for publication, authorised the publication of standing and select committee reports on the Assembly’s internet website, and requiring the Clerk to establish procedures to provide for the integrity of committee reports for electronic publication.

The 5th Assembly

The general election for the Assembly was held on 20 October 2001. The first meeting for the Assembly was held on 12 November. Of the 17 candidates elected, 7 were women and 11 had been members of the 4th Assembly.
Following the members making and subscribing an oath an/or affirmation of allegiance before his Honour Justice Miles, Chief Justice of the A.C.T. Supreme Court, Mr Wayne Berry was proposed as Speaker of the Assembly and, their being no further proposal, was declared elected as Speaker. Following the election of the Speaker, the election of a member to the position of Chief Minister took place. There being two candidates, a ballot was conducted and, following the ballot (Mr Jon Stanhope received 10 votes, Mr Gary Humphries 7), the Speaker declared Mr Stanhope elected as Chief Minister.

Following the election of Chief Minister, Mr Humphries gave his consent to his appointment as Leader of the Opposition. Ms Tucker then informed the Assembly that she would be sitting in the Assembly as a member of the ACT Greens and Ms Dundas informed the Assembly that she would be sitting in the Assembly as a member of the ACT Democrats. Mr Cornwell was then elected Deputy Speaker.

During the period until 30 June 2002, other developments of a parliamentary/procedural nature were:

**Establishment of committees**

At its second meeting on 11 December 2001, the 5th Assembly established six general purpose standing committees (including a Standing Committee on Public Accounts) and a Select Committee on the Status of Women. As in the 4th Assembly, the Standing Committee on Legal Affairs was tasked with undertaking the duties of a scrutiny of Bills and subordinate legislation committee.

**Acknowledgment of traditional owners by Speaker**

At the first sitting after the swearing in of Members on Tuesday, 11 December 2001, the Speaker commenced a practice whereby, before member were asked stand in silence and pray or reflect on their responsibilities to the people of the Territory, the Speaker made a formal recognition that the Assembly was meeting on the lands of the traditional owners. The acknowledgment has since been made at the beginning of each sitting period.

**Proposed alteration to the size of the Legislative Assembly**

On 12 December 2001, the Assembly considered a motion requesting the Chief Minister to undertake discussions with the Minister for Territories (Commonwealth) on the possibility of the Commonwealth Parliament devolving to the Assembly the power to determine the number of its members with the aim of commencing any change at the election scheduled for 2004. The proposed motion also requested the Chief Minister to undertake public consultation on the desirability or otherwise of expanding the size of the Assembly and a specific proposal to increase the size of the Assembly to 21 members with 3 electorates, each of 7 members.

The motion was amended, the request to the Chief Minister to undertake discussions with the Minister for Territories being retained and, in addition, referring the matter of the appropriateness of the size of the Assembly and the options of changing the number of members and electorates (and any other related matter) to the Standing Committee on Legal Affairs for inquiry and report.
On Thursday, 27 June 2002, the Chair of the Standing Committee on Legal Affairs presented the committee’s report No. 4 entitled “The appropriateness of the size of the Legislative Assembly for the ACT and options for changing the number of members, electorates and other related matter”. The committee recommended that:

- the Chief Minister seek an amendment of the Self-Government Act to remove the power of the Commonwealth to fix the number of ministers that make up the ACT Executive;
- the number of members of the Assembly be increased to 21 members based on three electorates of 7 members each;
- the Assembly and the ACT Government consider extending the term of the Assembly to four years (recognising that, over time, the longer Assembly term would partially offset the cost of additional Assembly members); and
- a decision on the issue of increasing the number of members be made before October 2002.

The committee also made recommendations concerning the role of the Electoral Commissioner in any review of a decision made by the Commissioner in relation to a recount and the entitlements of members who are not re-elected. There was a dissent from the recommendation relating to the number of members, one member recommending that the size of the Assembly be increased to 23 MLAs.

On 19 February 2002, Mr Speaker made a statement in the Assembly relating to certain orders made by the Supreme Court concerning the tabling of the report of the Board of Inquiry into Disability Services.

Mr Speaker advised the Assembly that an order had been made in the Supreme Court of the Australian Capital Territory on 24 December 2001 restraining the Chief Minister from presenting certain documents to the Assembly. The order of the Court was to the effect that, pending certain proceedings, the Chief Minister be restrained from laying the report into disability services, a copy of that report or any part thereof before the Legislative Assembly, or otherwise a copy of that report or any part of that report to the public.

As, insofar as the order related to the presentation of documents in the Assembly, the matter raised important issues concerning the privileges of the Assembly. Advice was sought on the matter. The specific question asked was whether it was within the jurisdiction of the court to make an order in relation to the presentation of a document to the Assembly, particularly the document in question.

The legal advice concluded, in summary, that on its face the injunction involved a breach of the privileges of the Assembly in the sense that it obstructed the Assembly in the performance of its functions. In addition, the advice raised serious issues as to the enforceability of the
injunction against the Chief Minister.

The Speaker advised the Assembly that the matter was seen as somewhat unusual. As outlined in the advice, it did not easily fit within the provisions of the Parliamentary Privileges Act of the Commonwealth (in its application in the Territory), but rather it was examined in the advice according to common law and parliamentary practice relating to parliamentary privilege. The advice stated that, unlike most of the fact situations in which privilege issues tend to arise, the situation was not one in which there was a possibility that proceedings in the Assembly might be impugned in a court or tribunal. Rather, it was seen as a situation in which a court had ordered that information not be presented to the Assembly until a further hearing took place or other order was made by the court. The advice viewed this as potentially a more fundamental interference with the work of the Assembly.

The Speaker advised the Assembly that he had intended to ensure that the Assembly was represented by counsel and seek to intervene in proceedings set down in the Supreme Court for 8 February as amicus curiae, or friend of the court. The purpose of this action was to assist the court, subject to its agreement, by informing it of the issues relating to parliamentary privilege. This action was not necessary as, on 8 February, both the non-publication orders of the court of 24 December and a later one of 10 January were vacated by consent and there was no need to seek to intervene.

Later that day (19 February), the report of the Board of Inquiry into Disability Services together with the interim report and three “rebuttal statements” were tabled by the Chief Minister in the Assembly. The Chief Minister informed the Assembly that he had asked each of the four public servants named in the report whether they had wished to make a statement for tabling in response to the specific inquiry findings and recommendations that related to them. The report and the statements were authorised by the Assembly for publication.

However, on 9 April 2002, Mr Speaker reminded members of his earlier statement and of the fact that the report was still set down for consideration by the Assembly and drew members’ attention to its status as a “proceeding in parliament” and the protection that it attracted.

Mr Speaker referred to advice he had given members by letter the preceding day regarding action being pursued by plaintiffs in the Supreme Court concerning issues relating to the procedural fairness of the board of inquiry. He had advised that he intended to brief counsel to seek to appear on his behalf as amicus curiae, a friend of the court, to raise the matter of whether the privileges of the Assembly may be affected.

Mr Speaker advised the Assembly that counsel had been briefed to seek to appear on his behalf as amicus curiae in the proceedings in the
Supreme Court that day. The proposed appearance was in relation to
the potential issue of parliamentary privilege attaching to evidence that
may be led before the court, and to the extent to which proceedings may
involve breaches of the privileges of the Assembly. Mr Speaker stated
that the action taken had not been taken lightly. The privileges or
immunities that the Assembly and its Members and committees possess
were fundamental to its ability to perform its functions, and to its
members' abilities to perform their roles. The privilege cannot be
waived and we must ensure that no action, inadvertent or otherwise, is
taken that could impede the Assembly, its Members or its committees,
in the performance of their duties. It is for these reasons that he had
taken the action outlined.

On 11 April, Mr Speaker advised that counsel had been given leave to
appear as amicus curiae and the matter was addressed in the court on
9 April. His Honour Justice Crispin had ruled on the matter on
10 April. His Honour had concluded that, whilst it was possible that the
copy of the report of the Board of Inquiry tendered in the Court was
produced for the purposes of or incidental to the transaction of business
of the Assembly, there was no evidence to that effect. In the opinion of
His Honour, privilege had not been established. For the information of
Members, Mr Speaker tabled a copy of Justice Crispin's reasons for the
ruling.

The ruling was welcomed by Mr Speaker. He saw the guidance that it
provided, together with the arguments advanced in the proceedings of
the Court on the matter, as more than useful for the Assembly and its
committees in the future. He added that it may now be timely to review
any legislative provisions that the Assembly had put in place in the
Territory where the protection of the privileges and immunities of the
Assembly was provided to documents that have been created for
purposes that were not strictly related to the conduct of the business of
the Assembly and its committees. In addition, the Speaker expressed
the view that the Assembly and its committees may also need to
consider the tabling and receipt into evidence of documents that have a
life independent of the proceedings of the Assembly. Two pieces of
legislation identified as requiring scrutiny were the Inquiries Act 1991
and the Auditor-General Act 1996, and there could be others.

On 6 March 2002, the Speaker wrote to all Members to advise them
that there was a police investigation underway into an alleged breach of
IT security. Two search warrants had been executed on the Assembly
building by the Australian Federal Police. This action was taken after
allegations were brought to the Clerk’s attention that e-mails directed to
a Minister’s electronic mail box had been diverted to the electronic mail
box of a person on the staff of an opposition Member.

The police subsequently investigated the matter, during which time they
observed various conditions that had been put in place in relation to the
privileges and immunities of the Assembly. The police seized a number
of documents in the course of their investigation, and stored them in the
Clerk’s office. The Assembly then passed a resolution based on a similar Senate resolution which provided that the seized documents are examined and an assessment made as to whether any were immune from seizure under warrant by virtue of parliamentary privilege. Following agreement by the party leaders, the Deputy Clerk was appointed to examine the documents and provided a report to the Speaker for tabling on that examination. Of the 27 documents received, one was considered immune from seizure. That document was returned to the Opposition Member, and the remainder given to the police.

On 6 June 2002, the Director of Public Prosecutions issued a press release announcing that in his opinion no criminal offence was disclosed by the evidence. Later that day the Assembly appointed a select committee on privileges to examine whether the unauthorised receipt of e-mails from the Minister’s office was a breach of privilege or whether a contempt had been committed. The committee is still deliberating.

Broadcasting of Assembly proceedings

On 7 March 2002, the Assembly adopted new guidelines for the broadcasting of public proceedings pursuant to the Legislative Assembly (Broadcasting) Act 2001. The new guidelines allow television and radio stations access to all public proceedings of both the Assembly and its committees.

ACT Bill of Rights

On 9 April 2002, the Chief Minister announced to the Assembly that he had established an outside committee of experts to inquire into an ACT Bill of Rights. The committee will consult with the ACT community and report to the government on the feasibility of a bill of rights, the form it should take and what rights should be included in the bill. The committee is due to report at the end of 2002.

Implementation of Committee recommendations in annual reports

On 10 April 2002, the Assembly resolved that the Chief Minister include in any relevant instrument relating to the information to be included in annual reports directions to include a schedule of decisions that have been taken or are in progress to implement recommendations of Assembly standing and select committees that have been accepted by the government of the day in response to those committee reports. The new scheme would commence with committee reports from the Fourth Assembly and, after initial publication, the schedules included in subsequent annual reports only need include information required on achievements in the relevant period and action that remains outstanding.

Function to welcome new Australian citizens

Each month at the Legislative Assembly the Speaker officiates at a citizenship ceremony where he awards Australian citizenship to approximately 100 people. At the Speaker’s instigation, a new program organised by the Assembly’s Education Officer has commenced whereby those new Australian citizens are invited back to the Assembly a month or so after citizenship is given to give them a presentation on what it means to be a Australian citizen, and to also explain how the ACT Legislative Assembly operates. The function is hosted by the Speaker and is run after hours (from 5.30pm – 7pm), with Members
being invited to attend the first half-hour of the session.

The program has been very well received by new citizens who have remarked in evaluation forms that they have all benefited from gaining an understanding of the political system of their newly adopted country.
The Chamber Support and Education Office

is responsible for the

- servicing of the Assembly Chamber including the programming of business;
- provision of procedural advice and the publication and custody of the records of the Chamber;
- processing of legislation which has passed through the Assembly for publication and notification on the Legislation Register as laws of the ACT;
- provision of messengerial and security services for the Assembly;
- servicing of the Standing Committee on Administration and Procedure and, in conjunction with the Committee Office, the servicing of the Standing Committee on Legal Affairs performing its duties as a Scrutiny of Bills and Subordinate Legislation Committee;
- operation of the Education Office; and
- administration of inter-parliamentary relations.

Key Achievements of the Chamber Support Office during 2001 - 02 were:

**Procedural Services**

The provision of procedural services to the Members and staff to facilitate the efficient functioning of the business of the Assembly on 37 sitting days, the processing of 69 pieces of legislation, 340 pieces of subordinate legislation, 268 questions on notice and 6 petitions. The Appendices to this Report include statistics in relation to the business of the Assembly for 2001-02 and previous years.

**Secretariat Support to Assembly Standing Committees**

The Chamber Support Office provides secretariat support for the Standing Committee on Legal Affairs* in conducting the duties of Scrutiny of Bills and Subordinate Legislation Committee. The Office together with the Clerk of the Assembly also provides the secretariat support for the Standing Committee on Administration and Procedure.

In August 2001, the Standing Committee on Administration and Procedure presented three reports to the Assembly. These reports ranged over the use of commercial-in-confidence material and in-camera evidence in committees; a code of conduct for members and a parliamentary ethics adviser; and a report on the Legislative Assembly (Privileges) Bill 1998. An additional report on the conditions and guidelines for broadcasting, pursuant to the Legislative Assembly (Broadcasting) Act 2001, was presented in February 2002.

*Prior to the October 2001 Assembly election, the relevant Committee was the Standing Committee on Justice and Community Safety. The report into a possible code of conduct for members is awaiting a response from the Government. The Committee recommended that the code of conduct adopted by the Legislative Assembly for the Australian Capital Territory be predominantly aspirational, setting out general principles that should be met by the Members. A draft code was included in the report. The Committee also recommended that an
Ethics Commissioner not be appointed for the ACT Legislative Assembly at this time.

Other matters considered by the Committee included the development of a logo for the Assembly, implications of the Legislative Assembly (Precincts) Act 2001 relating to security and protocols with the Australian Federal Police, relocation of the Assembly’s IT file server and a promotional film.

Other details of the work of the two committees supported by the Chamber Support Office are contained in a later segment of the report.

Transition from 4th to 5th Assembly

The office was extensively involved in the transition from the fourth to fifth Assembly, including arrangements for the first meeting of the fifth Assembly and the briefings for new Members and new staff.


Administrative Support for the Australasian Study of Parliament Group

Secretariat support was given to four meetings of the Legislative Assembly Art Advisory Committee. During the year one major artwork, “Cameral” by local artist Barbara Campbell, commissioned in the previous financial year, was installed. The installation comprised a photographic mural of Members in the Chamber and glass mirror film. “Cameral” was installed on the ground floor along the London Circuit corridor. A launch to celebrate the installation of “Cameral” was held on 25 October 2001.

In June 2002 the committee agreed to purchase a painting for the Library – Mandy Martin No 5 Sammfire on the lunette of Taylors Lake, Ballycastle 14 June 1997; and six ceramic instalments –
- Tree Shadows 2000 by Hiroe Swen;
- Kimberley series V Ancient Rocks by Anita McIntyre;
- Salad Days by Janet de Boos;
- Guardian by Brigitte Enders; and
- Plated blade pinnacle by Alan Watt

The Committee agreed to investigate the possibility of treating the Easter Island Statue, a gift from the Chilean Ambassador, so it could be placed outdoors in the Assembly courtyard.

Secretariat support to the Legislative Assembly Art Advisory Committee

Annual Conference of the Association of Parliamentary Education

The Legislative Assembly maintained the links with other parliamentary educators around Australia through the Education Office and the Education Officer attended the Annual Conference of the Association of Parliamentary Education in Hobart, Tasmania from 23-25 September 2001.
A number of publications were updated to reflect the formation of the Fifth Assembly. Photographs of Members of the Fifth Legislative Assembly were also taken and posted on the website and published in a Member’s Biography and in other Assembly publications.

The ACT Legislative Assembly website continued to be updated, and requests for information received via the internet were met.

University of Third Age

A parliamentary education course offered through the University of the Third Age consisting of 8 two hour tutorials was conducted in Semester One 2002 from 4 April – 30 May 2002.

Youth Parliament

Youth Parliament 2001 was held on 15 August 2000. It was the ninth Youth Parliament. Thirty four Year 10 students from Government and non-government schools participated. Two students from the Woden School were the attendants to the Youth Parliament. The Speaker, Mr Cornwell, MLA, presided over the morning and afternoon proceedings and Mr Hird, MLA presided over the proceedings between morning tea and lunch.

The objectives of Youth Parliament are:-

- to broaden students’ and through them, the wider community’s knowledge and understanding of the ACT Legislative Assembly and self-government in the ACT;

- to give students a practical understanding of how a democratic political and legislative process functions;

- to promote political awareness and critical inquiry of the legislative process; and

- to provide students with an opportunity to further develop their public speaking, liaison and communication experience in a chamber debate.

The Bill presented was the Public Health [Compulsory Innoculation] Bill 2001.

On 12 June 2002 a Canberra Women in Parliament program was held at the Assembly to celebrate the centenary of women’s right to vote in the Federal Parliament. The objective of the program was to promote and encourage young women in the ACT to consider a future role in parliament. Approximately 60 students from Years 10, 11 and 12, government and non-government schools, participated in the day.

Participants were addressed by Canberra women who were, or are, involved in parliament including: Senator the Honourable Margaret Reid, Senator Kate Lundy, Ms Annette Ellis, Ms Kate Carnell, Ms Rosemary Follett, Ms Karin MacDonald, Ms Roslyn Dundas, Ms Katy Gallagher, Mrs Vicki Dunne and Mrs Helen Cross. Current as well as past Members of the Assembly were also invited to attend.
Visit by Parliamentary Dignitaries

The Education Office was involved in presentations to the Public Accounts Committee from Kwazulu-Natal and Mpumalanga, South Africa, and Parliamentary Drafters from Indonesia.

Student Visits

Presentations on the Assembly were made to over 600 students from Year 4 to Year 12. The Education Officer also visited three high schools to assist them to elect their Student Representative Councils using the Hare-Clark electoral system.

Some Japanese students from Experiment Australia and students who were selected to be International Student Ambassadors also visited the Assembly for a presentation.

Community Groups

Presentations on the Assembly were also made to a few community groups including adults from the CIT’s Adult Migrant English Program; the Migrant Resource Centre; and participants in the Bilingual Educators Program.

ANU Internship Program

The Australian National Internships Program, managed by the Australian National University, in association with the Assembly, enables Australian and overseas senior tertiary students to spend, as part of their studies, ten weeks in the Assembly.

During their internships, students complete a research project nominated by a Member of the Legislative Assembly, parliamentary official or parliamentary committee with whom they are placed. The projects are assessed by academic staff and the students gain academic credit for their internships which counts towards their degrees at their home universities. It is the latter aspect which distinguishes the Internships Program from work experience. The final report of each intern is made available not only to the supervisors but also to the Parliamentary Library.

During 2001-02, two ANU students undertook an internship at the Assembly.

Under a separate arrangement three officers from the National Assembly of Bhutan spent two weeks gaining experience in Assembly practices.

Commonwealth Parliamentary Association

The office was extensively involved in support for the activities of the Assembly Branch of the Commonwealth Parliamentary Association (see Appendix 7).
The Hansard Office

is responsible for producing - effectively and efficiently - accurate and timely verbatim records of Assembly debates and evidence given before Assembly committees.

The Key Achievements of the Hansard Office during 2001-02 were:

**Recording and Transcription Services**

The recording and transcription of the Assembly’s proceedings and the proceedings of public hearings of Assembly Committees is undertaken under contract by Court Reporting Services Pty Ltd (CRS). The Hansard Office continued during the year to manage that contract to ensure high levels of service and, through that process, identifiable improvements were achieved in delivery times.

A shortage of experienced casual editors led to the suspension, in May 2002, of the practice of casual editors reporting question time in-house.

**Timeliness of Delivery**

As a result of the improvements in the delivery times of the transcript by CRS (copy being available about two hours after the conclusion of the sitting) the Hansard was available to members by 9 am on the day after a sitting. Transcripts of committee hearings were provided on time (most being available on the day of the hearing).

During 2001-02, the Assembly sat on 33 occasions (plus the formal opening of the Fifth Assembly). On all occasions when the Assembly rose without having sat after a suspension for dinner, the transcript was available the same day; on the other occasions, the transcript up until the suspension was available the same day, with the remainder of the transcript available the next day.

During the financial year Hansard reported 44 committee hearings (including two Estimates Committee hearings). On all occasions the transcript was available within the agreed time. The transcript of the two Estimates Committee hearings was available the same day.

Due to a major project to load Hansards pre-1994, there was a delay in the production of Weekly Hansard No 6. There was no delay in the production of the final committee transcripts.

**Enhanced Access to Hansard Database**

The electronic databases for the Weekly Hansards and Digests of Proceedings were updated to include the calendar years 1989 to 1993, inclusive. This project was carried out as a matter of urgency due to the fact that the material was on a UNISYS system, which was fast becoming obsolete.

From the commencement of 2002, the database is updated as each sitting day is completed rather than when the Weekly Hansard is ready for publication.

Ad hoc training sessions were conducted this financial year, including
training for new members and staff.

Other significant issues for the Hansard Office during 2001-02 were:

| Number of Hansards Produced | The Hansard Office was responsible for the production of 34 proof or draft Daily Hansards – one for each sitting of the Assembly – which subsequently were edited and published in 11 weekly volumes comprising 3683 pages. The office arranged for the recording and transcription of 44 Assembly committee hearings (including two Estimates Committee hearings), which generated 1118 pages of transcript. |
| Indexes and a Digest of Proceedings | Each Weekly Hansard contained a subject index and a speech index. In addition, a digest of the proceedings of the Assembly for 2001 - containing not only consolidated subject and speech indexes but also lists of sitting days, Members and their official positions and party affiliations, bills, matters of public importance, ministerial statements, petitions and votes - was published in each bound volume. A consolidated half-yearly digest was published in Week 8. |
| Bound Sets of Hansard | Bound sets of Hansard were prepared for each member of the Assembly and for official use, such as in the Chamber, the Speaker’s Office, the Clerk’s Office and the Assembly Library. |
### The Corporate Services Office

The Corporate Services Office is responsible for providing services and advice to non-Executive Members, their staff, the Clerk and other staff of the Secretariat encompassing a range of administrative, financial, human resource and information technology matters.

### The Key Achievements of the Corporate Services Office during 2001-02 were:

#### 2001 General Election and Changes to membership of the Assembly

The results of the October 2001 general election and the subsequent change of government in November 2001 generated a considerable number of issues that were addressed by the Corporate Services Office.

As is usual in the lead up to any general election, the Office was involved in the preparation of general advice to non-Executive Members and their staff about issues that arise in the period prior and following, a general election.

The election results themselves, in combination with the change of government that ensued, led to an unprecedented level of administrative issues that had to be addressed by Corporate Services Office staff including the logistical management, under the direction of the Speaker, of extensive accommodation changes; seminars for new Members and briefings for their staff; briefings for those Members who had moved from the Executive; activation of new arrangements for issues such as postal accounts, computer network login accounts, allocation of vehicles, and provision of stationery and office supplies. These changes also necessitated the adjustment of systems and reports to assist with administration in the new Assembly.

The extensive changes in membership of the Assembly generated a considerable volume of staffing changes, involving both the calculation and payment of final entitlements to staff who were not continuing in employment and the processing of new contracts for staff being employed.

#### Review of IT Service Delivery Options

Early in the Fifth Assembly, the Speaker asked that the Corporate Services Office develop an options paper for consideration by the Standing Committee on Administration and Procedure in relation to the most appropriate arrangements for delivery to the Assembly of information technology services and support. The review foreshadowed by the Speaker was to consider whether it was appropriate for the Assembly to receive IT services and support from the ACT Government’s provider.

An initial options paper was provided to the committee in May 2002 and, after considering the issues raised, the committee asked that further options be explored in relation to the role of the Government’s provider. Those options were still being explored as at June 2002.

#### Redesign of Assembly

Work that commenced during 2000-01 to review the content and
functionality of the Assembly’s website was further progressed in 2001-02.

During the year, the site was completely redesigned and all content was reviewed, with the emphasis on:

a consistent style and format, to assist with navigation and use of the site but also to give the site a stronger identity; and
currency of content, with design and functionality allowing a range of information that changes or is updated on a regular basis to be loaded onto the site directly by relevant Secretariat staff.

During the year, the Secretariat identified as a strategic priority the undertaking of a risk management assessment focussing on fraud security, disaster recovery and security. By June 2002, arrangements were well progressed to:

- appoint a Risk Management committee comprising representatives of the Secretariat; and
- invite proposals from suitably qualified consultants to undertake a Risk Management assessment and assist in the development of a Risk Management plan.

Other significant issues for the Corporate Services Office during 2001-2002 were:

anga Amendments

The Corporate Services Office continued to provide advice and assistance to non-Executive Members and their staff in relation to the employment of staff under the Legislative Assembly (Members’ Staff) Act 1989 (the Act), including liaison with the Chief Minister’s Department on associated policy matters.

During the year, the Secretariat was interviewed by consultants who had been engaged by the Chief Minister’s Department to undertake a review of the Act with some changes stemming from that review being adopted in late June.

Various Facilities Management activities

During the year, the Corporate Services Office made no further progress with the development of a life cycle plan for the Assembly Building (although arrangements were at a stage by June 2002 that would result in action early in 2002-03). However, during the year, a number of issues concerning the Assembly Building, particularly the poor performance of certain elements of the courtyard landscape and the poor appearance of aspects of the building perimeter were incorporated into an action plan which will be progressively addressed during 2003-04.

In February 2002, two Corporate Services staff attended the fourth bi-annual meeting of the Australasian Parliamentary Building managers Forum, which was hosted by the New South Wales parliament. The 2002 meeting coincided with a meeting of Parliamentary Finance Managers. These meetings provided an excellent opportunity to network with colleagues who face similar challenges with significant
buildings and to collectively share insights, explore solutions and collaborate on initiatives and best practice.
**THE COMMITTEE OFFICE**

Is responsible for the management of the general purpose standing committees and of select committees.

**The Key Achievements of the Committee Office during 2001-02 were:**

Committees continue to contribute to the work of the Legislative Assembly by inquiring into and reporting on a range of issues. In doing so the committee system provides an important medium for community participation in the governance of the ACT. Committees acknowledge the vital input received from the community to their work.

The work of the committees was divided into two periods by the general election to the ACT Assembly in October 2001. Inevitably in the lead up to the election, committee and other Assembly activity declined with committees concentrating on finalising their business prior to the Assembly's dissolution.

In the period between July 2001 and the final meeting of the 4th Assembly on 29 August 2001 the five standing committees managed by the Committee Office presented twenty-two reports and committee chairs made three statements to the Assembly. In addition the Scrutiny of Bills Committee and the Administration and Procedure Committee tabled nine reports in this period. There were no extant select committees in this period.

The 5th Assembly established six standing committees at its second meeting on 11 December 2001. The functions of the new committees were allocated on a subject basis - Community Services & Social Equity; Education; Health; Legal Affairs; Planning and the Environment and Public Accounts - in contrast to the committees of the 4th Assembly whose areas of responsibility generally paralleled the portfolio responsibilities of ACT government ministers. The Public Accounts Committee, like the Finance and Public Administration Committee of the 4th Assembly, has a wider brief to review expenditure and financial management across the public sector.

In moving to establish committees with this structure, Mr Hargreaves, MLA noted that where committees mirrored the distribution of responsibilities within the executive there was a risk that the work of committees would be defined by their relationship with executive departments. He anticipated that a "subject-based" structure would enable committees to be more responsive to the community and more clearly reflect the appropriate separation of powers.
At 30 June 2002 the standing committees had seven specific references before them. In addition the Planning and Environment Committee and the Public Accounts Committee had significant workloads generated by their responsibilities to review draft variations to the ACT Plan and reports of the Auditor-General respectively.

In addition to the Standing Committees the Assembly has established four select committees - two to examine the Budget estimates; a Select Committee on the Status of Women and a Select Committee on Privileges. The Select Committee on Appropriation Bill No 3 (2001-02) reported in April 2002 and was dissolved. The remaining select committees were still active at 30 June 2002.

In the period to 30 June 2002 standing and select committees managed by the committee office have met on 126 occasions and tabled thirteen reports.

Following the practice of the previous Assembly, the 5th Assembly has dealt with budget legislation through select committees established specifically for that purpose, while standing committees have conducted inquiries into priorities for expenditure within their respective areas of responsibility.

Committees considered 202 proposed statutory appointments notified by Ministers under the provisions of the Statutory Appointments Act 1994. There was a slight decline in the number considered over that of the previous year (266).

Details of individual Committee activities appear on the following pages.
Standing Committee on Administration and Procedure

Pursuant to: Standing order
Committee Members: The Speaker (Mr Cornwell), Mr Corbell, Mr Hird, Mr Kaine, Mr Osborne, Ms Tucker.

Resolution of appointment:

1. Inquire into and report on, as appropriate:
   a) the Assembly’s annual estimates of expenditure;
   b) the practices and procedure of the Assembly; and
   c) the standing orders of the Assembly;

2. Advise the Speaker on:
   a) Members’ entitlements including facilities and services;
   b) the operation of the transcription service (Hansard);
   c) the availability to the public of Assembly documents;
   d) the operation of the Assembly library; and

3. Arrange the order of private Members’ business and Assembly business.

Reports presented

Report 7: The Use of Commercial-in-Confidence material and In Camera Evidence in Committees (22 August 2001)

On 19 November 1998, the Assembly resolved:
‘That, noting the two recommendations of the Standing Committee for the Chief Minister’s Portfolio Report No. 2 concerning the Draft Principles and Guidelines for the Treatment of Commercial Information held by ACT Government Agencies, the Standing Committee on Administration and Procedure inquire into and report on:
1) the procedures to be followed by the Assembly or an Assembly committee, where a committee request for the provision of information is met with a claim of commercial-in-confidence, confidentiality or public interest immunity; and
2) the provision of in camera evidence to Assembly committees and the use of that evidence.'
**Report 8:** Inquiry into a Code of Conduct for Members of the Legislative Assembly and a Parliamentary Ethics Adviser for the ACT (22 August 2001) (referred by the Assembly 27 August 1998)

**Report 9:** Legislative Assembly (Privileges) Bill 1998 (22 August 2001) (referred by the Assembly 9 December 1998)
Standing Committee on Education, Community Services and Recreation


Pursuant to: Resolution

Committee Members: Ms Tucker (Chair), Mr Berry (Deputy Chair), Mrs Burke (appointed 13 February 2001)

Resolution of appointment:

1. Examine education, schooling, training services, children’s, youth/family services and sport/recreation; and any other related matter.

Reports presented

Report 9: Adolescents and young adults at risk of not achieving satisfactory education and training outcomes (Released on 26 July 2001; presented 7 August 2001; government response tabled 27 June 2002)

<table>
<thead>
<tr>
<th>Inquiry terms of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquire into and report on adolescents and young adults at risk of not achieving satisfactory education and training outcomes with particular reference to:</td>
</tr>
<tr>
<td>• the relevance of mainstream school programs for young people at risk;</td>
</tr>
<tr>
<td>• the availability of alternative educational programs;</td>
</tr>
<tr>
<td>• support for families and young people to encourage retention in education and training including financial support and support for schools and other agencies;</td>
</tr>
<tr>
<td>• support and programs available for young people at risk of not developing adequate literacy and numeracy skills;</td>
</tr>
<tr>
<td>• attendance and truancy;</td>
</tr>
<tr>
<td>• gaps in services;</td>
</tr>
<tr>
<td>• the impact of the common youth allowance on young people and educational institutions;</td>
</tr>
<tr>
<td>• any other related matter\textit{(self referred 15 February 1999)}</td>
</tr>
</tbody>
</table>

Report 10: The Government’s response to recommendations 1 and 3 of Coroner Somes’ inquest into a death at Quamby (21 August 2001)

<table>
<thead>
<tr>
<th>Inquiry terms of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquire into and report on the Government’s response to recommendations 1 and 3 of Coroner Somes’ report on the inquest into the death at Quamby of Mark Watson \textit{(referred by the Assembly 24 August 1999)}</td>
</tr>
</tbody>
</table>
Standing Committee on Finance and Public Administration
(incorporating the Public Accounts Committee)


Pursuant to: Resolution

Committee Members: Mr Quinlan (Chair), Mr Kaine (Deputy Chair), Mr Cornwell.

Resolution of appointment:

1. Examine matters related to government co-ordination of business services, inter-government relations, public sector administration, workplace relations and employment, government strategic priorities, business development, tourism, communications, information technology and multimedia, arts and cultural services, audit, fiscal and economic policy, taxation and revenue, competition policy, government business enterprise policy and monitoring, women’s affairs, Aboriginal, and Torres Strait Islander issues, purchasing policy, gaming and racing and any other related matter.

2. Perform the duties of a public accounts committee, specifically:

   (a) to examine:

     i) the accounts of the receipts and expenditure of the Australian Capital Territory;
     ii) the financial affairs of authorities of the Australian Capital Territory; and
     iii) all reports of the Auditor-General which have been laid before the Assembly;

   (b) to report:

     i) to the Assembly, with such comments as it thinks fit, on any items or matters in those accounts, statements and reports, or any circumstances connected with them, to which the Committee is of the opinion that the attention of the Assembly should be directed; and
     ii) to inquire into any question in connection with the public accounts which is referred to it by the Assembly and to report to the Assembly on that question.
Reports presented

No further reports were presented by the committee in the period form July 2001 to the end of the 4th Assembly

Statements made pursuant to Standing Order 246A

- Auditor-General’s Report No 5, 2001-The Administration of Payroll Tax (29 August 2001)

- Auditor-General’s Report No. 1, 2001-Financial Audits with Years ending to 30 June 2000 (30 August 2001)
Standing Committee on Health and Community Care


Pursuant to: Resolution

Committee Members: Mr Wood (Chair), Mr Rugendyke (Deputy Chair), Mrs Burke (appointed 13 February 2001),

Resolution of appointment:

1. Examine matters related to health and community care policy; planning and purchasing acute, community health, and population health services; hospitals services; housing and housing assistance, and any other related matter.

Reports presented:

Report 10: Aboriginal and Torres Strait Islander health in the ACT (8 August 2001; government response tabled 27 June 2002)

Inquiry terms of reference
That the Standing Committee on Health and Community Care examine the state of Aboriginal and Torres Strait Islander health in the ACT and report on strategies for improvement (referred by the Assembly 17 February 2000)

Report 11: Elder Abuse in the ACT (21 August 2001)

Inquiry Terms of reference
Inquire into, and report by the last sitting day in August 2001 on the prevalence of, and options to prevent elder abuse including unreasonable financial demands for accommodation, and the efficacy of reporting, resolution and support mechanisms for elder abuse issues in the ACT (referred by the Assembly 11 May 2000)
Standing Committee on Justice and Community Safety


Pursuant to: Resolution

Committee Members: Mr Osborne (Chair), Mr Hargreaves (Deputy Chair), Mr Hird, Mr Kaine.

Resolution of appointment:

1. Examine matters related to administration of justice, legal policy and services, registrar and regulatory services, electoral services, consumer affairs, corrective, emergency and police services and fair-trading and any other related matter.

2. Perform the duties of a scrutiny of bills and subordinate legislation committee, specifically to consider whether:

   (a) any instruments of a legislative nature which are subject to disallowance and or disapproval by the Assembly (including a regulation, rule or by-law) made under an Act:

      i) meet the objectives of the Act under which it is made;
      ii) unduly trespass on rights previously established by law;
      iii) make rights, liberties and/or obligations unduly dependent upon non-reviewable decisions;
      iv) contains matter which should properly be dealt with in an Act of the Legislative Assembly;

   (b) the explanatory statement meets the technical or stylistic standards expected by the committee;

   (c) clauses of bills introduced into the Assembly:

      i) do not unduly trespass on personal rights and liberties;
      ii) do not make rights, liberties and/or obligations unduly dependent upon insufficiently defined administrative powers;
      iii) do not make rights, liberties and/or obligations unduly dependent upon non-reviewable decisions;
      iv) inappropriately delegate legislative powers;
      v) insufficiently subject the exercise of legislative power to parliamentary scrutiny;

   (d) the explanatory memorandum meets the technical or stylistic standards expected by the committee.

Inquiry not completed:
1. Inquire into and report on the legislative basis and operation of the Agents Board of the ACT with particular reference to:
   (1) how well the Agents Act 1968 addresses contemporary community needs;
   (2) the status of the ACT Government’s review of the Agents Act 1968;
   (3) the effectiveness of the Agents Board in conducting its responsibilities including how it compares with similar bodies in other Australian jurisdictions; and
   (4) any other related matter (self referred on 25 September 2000)

Reports presented

Report 16: The ACT Prison Project: Operational Models, Strategic Planning and Community Involvement (9 August 2001)

Inquiry terms of reference

The Standing Committee on Justice and Community Safety has resolved to inquire into and report on the establishment of a prison in the ACT with particular reference to:
   (1) the justification for the prison;
   (2) the process used by the ACT Government to establish the prison including the use of consultants;
   (3) the philosophical approach of the prison and whether it should be publicly run or privately run;
   (4) community involvement in the development, design and siting of the prison;
   (5) Australian and international best practice models for prisoner rehabilitation and avoidance of deaths in custody;
   (6) cost effectiveness issues in the establishment and running of the prison;
   (7) any other related matter (self referred 24 August 1998)


Inquiry terms of reference


Inquiry terms of reference

Inquire into and report on the Commission for Integrity in Government Bill 1999 (referred by the Assembly 10 December 1999)

Scrutiny Reports presented:

54. No. 10 of 2001 (2 August 2001)
55. No. 11 of 2001 (9 August 2001)
56. No. 12 of 2001 (17 August 2001)
57. No. 13 of 2001 (28 August 2001)
59. No. 15 of 2001 (released 29 August 2000, presented 30 August 2001)
Statement made pursuant to Standing Order 246A

- ACT Policing (30 August 2001)
Standing Committee on Planning and Urban Services


Pursuant to: Resolution

Committee Members: Mr Hird (Chair), Mr Rugendyke (Deputy Chair), Mr Corbell.

Resolution of appointment:

Examine planning and lease management, road and transport services, infrastructure and asset management and public utilities purchasing, electricity industry and regulation, construction industry policy, parks and forests, private sector employment inspectorate, building services, environment, heritage and municipal services and any other related matter

Inquiries not completed:

1. Draft Variation No. 174 to the Territory Plan - Hungarian–Australian Club site and Community Facility Land at Section 124 Blocks 2,3,14 and 15 Narrabundah (referred by the Minister for Urban Services, pursuant to s.25 & 26 of the Land (Planning and Environment) Act, 1991, on 11 July 2001)

2. To inquire into and report by the last sitting day of August 2001 on extending the choice of electricity retailer to smaller customers with particular reference to:

   (1) the ACT’s undertakings and obligations in relation to the implementation of the Competition Principles Agreement and other National Competition Policy obligations and cost to the government of foregone revenue of not meeting obligations under the Agreement;

   (2) the effects, with particular reference to residential customers, of:

      (a) the likely impact of the recently upward trend in prices within the National Electricity Market;
      (b) the effect of possible increases in electricity prices for socially disadvantaged customers and options for safety nets for these groups;

   (3) the means by which any identified adverse impacts may be avoided or mitigated (self referred on 18 May 2001)

3. Implementation of Variation No. 64 to the Territory Plan, taking particular note of the experience with re-development proposals for Latham and Aranda shopping centres; and any other related matter (decision to monitor the manner in which Variation No. 64 to the Territory Plan is implemented was made on 10 July 1998; statements, pursuant to SO 246A, made on 27 August and 10 December 1998; inquiry initiated on 10 December 1998) report on Latham shops tabled 28 November 2000; including consideration of the preparation, with full public
consultation of precinct masterplans for local shopping centres which shall identify the preferred pattern of any redevelopment of the existing commercial buildings and any relevant adjacent land, before approval is given for any redevelopment of part or all of these shopping centres as allowed in Territory Plan Variation No. 64 (referred on 30 June 1999)

Reports presented


Report 74: Mawson/Athllon Drive Land Use (released on 24 July 2001; presented 7 August 2001)(referred by the Assembly 6 December 2000)


Report 77: Draft Variation No. 138 to the Territory Plan-Gungahlin Drive Extension (9 August 2001)


Report 79: Proposals to Duplicate Fairbairn Avenue (9 August 2001)(self referred 22 June 2001)


Inquiry terms of reference

On 30/11/00 the Legislative Assembly passed the following resolution:

That the Standing Committee on Planning and Urban Services inquire into and report on the National Competition Policy Review of ACT Taxi and Hire Car Legislation; [and that] this Assembly directs the government not to implement any changes to the hire car industry prior to the presentation of the committee’s report to the Assembly. (referred by the Assembly 30 November 2000)
Report 81: A Land Administration Information System for the ACT  (28 August 2001)

_Inquiry terms of reference_

to inquire into and report on a comprehensive, useable (for multiple purposes), publicly accessible and central Land Administration Information System for the ACT, and any related matter(_self referred 27 July 2000_)  

_\(\text{referred by the Minister 20 December 1999}\)_  

Report 83: Activity of the Standing Committee on Planning and Urban Services in 2000-2001  
(30 August 2001)
Standing Committees

STANDING COMMITTEE ON COMMUNITY SERVICES AND SOCIAL EQUITY

Members:
Mr John Hargreaves, MLA (Chair)
Ms Helen Cross, MLA
Ms Roslyn Dundas, MLA

Committee Terms of Reference

To examine municipal, family and youth services, services for older persons, housing, poverty, children at risk and multicultural and indigenous affairs.

Inquiries in progress as at 30 June 2002

1. Inquire into and report on the rights, interests and well-being of children and young people in the ACT with particular reference to:
   - children's and young people's understanding of the law and their rights;
   - the promotion and protection of the rights, interests and well-being of children and young people in the ACT;
   - the participation of and consultation with children and young people in the development of laws, policy and practices that have the potential to impact on them;
   - the role and impact of the care and protection system on children and young people;
   - the role and impact of the administration of justice for children and young people; and
   - any other related matter.

2. To inquire into and report on:
   (a) accommodation and support services for homeless men and their accompanying children; and
   (b) any other related matter.

Reports presented

Report 1 Priorities for Service Delivery in the 2002-03 ACT Budget. (Tabled 9 April 2002)
STANDING COMMITTEE ON EDUCATION

Members:  
Ms Karin MacDonald, MLA (Chair)  
Ms Roslyn Dundas, MLA  
Mr Steve Pratt, MLA

Committee Terms of reference

To examine matters related to early childhood education and care, primary, secondary, post secondary and tertiary education, non-government education, arts and culture, sport and recreation.

Inquiries in progress at 30 June 2002

1. Inquire into and report on vocational education and training in ACT high schools, colleges, post-college, registered training organisations and adult and community programs, with particular reference to:
   • the effectiveness of the administration and promotion of vocational education and training;
   • current programs and the extent to which they satisfy demand and the community's needs;
   • unmet need and gaps including service provision and areas not currently involved with vocational education and training programs;
   • the role of industry training advisory bodies; new apprenticeship centres; and group training companies;
   • the role of career advisory and placement services; and
   • any related matter.

Reports presented

Report 1  Inquiry into 2002-2003 Budget (Tabled 9 April 2002)
STANDING COMMITTEE ON HEALTH

Members:  
Ms Kerrie Tucker, MLA(Chair)  
Ms Karin Macdonald, MLA  
Mr Brendan Smyth, MLA

Committee Terms of reference

To examine matters related to hospitals, community, public and mental health, health promotion and disease prevention, disability services, drug and substance abuse and targeted health programs.

Inquiries in progress to 30 June 2002

1. To inquire into the health of school-age children in the ACT with particular regard to:
   • identifying current health status and emerging health issues;
   • the relationship between social, emotional and physical health;
   • mental health and body image, including gender influences and eating disorders; family, cultural and socio-economic influences;
   • physical activity, diet and environment;
   • current practice in schools to foster a culture of health and wellbeing;
   • the role of government and non-government organisations in providing support;
   • appropriate models for service delivery, and
   • any related matter


Reports presented

STANDING COMMITTEE ON LEGAL AFFAIRS

Members: Mr Bill Stefaniak, MLA (Chair)
          Mr John Hargreaves, MLA
          Ms Kerrie Tucker, MLA

Committee Terms of reference

To perform the duties of a scrutiny of bills and subordinate legislation committee and examine matters related to community and individual rights, consumer rights, courts, police and emergency services, corrections, including a prison, governance and industrial relations, administrative law, civil liberties and human rights, censorship, company law, law and order, criminal law, consumer affairs and regulatory and regulatory services.

Inquiries in progress at 30 June 2002

Scrutiny of Bills and subordinate legislation.

Reports presented

Report 4 The appropriateness of the size of the Legislative Assembly for the ACT and options for changing the number of Members, electorates and any other related matter. (Tabled 27 June 2002)

Please note than when performing the duties of the Scrutiny of Bills Committee the secretariat for the committee is provided by the Chamber Support Office.

Scrutiny Reports

- Scrutiny of Bills and Subordinate Legislation Report No. 05, 2002. (Tabled 5 March 2002)
No. 06, 2002. (Tabled 8 March 2002)
Scrutiny of Bills and Subordinate Legislation Report
No. 07, 2002. (Tabled 27 March 2002)
Scrutiny of Bills and Subordinate Legislation Report
No. 08, 2002. (Tabled 1 April 2002)
Scrutiny of Bills and Subordinate Legislation Report
No. 09, 2002. (Tabled 2 May 2002)
Scrutiny of Bills and Subordinate Legislation Report
No. 10, 2002. (Tabled 7 May 2002)
Scrutiny of Bills and Subordinate Legislation Report
No. 11, 2002. (Tabled 14 May 2002)
Scrutiny of Bills and Subordinate Legislation Report
No. 12, 2002. (Tabled 16 May 2002)
Scrutiny of Bills and Subordinate Legislation Report
Scrutiny of Bills and Subordinate Legislation Report
Scrutiny of Bills and Subordinate Legislation Report
Scrutiny of Bills and Subordinate Legislation Report
STANDING COMMITTEE ON PLANNING AND THE ENVIRONMENT

Members:
Ms Vicki Dunne, MLA (Chair)
Ms Roslyn Dundas, MLA
Ms Katy Gallagher, MLA

Committee Terms of reference

To examine matters related to planning and land management, conservation and heritage, transport services and planning, environment and ecological sustainability.

Inquiries in progress at 30 June 2002

1. Draft Variation No 164 to the Territory Plan - Proposed changes to the Community Facility Land Use Policies.
2. Draft Variation No. 181 to the Territory Plan - Pearce Section 27 Block 3 (Former Childcare Centre).
5. Draft Variation No. 189 to the Territory Plan - Commercial B2A Civic Centre Land Use Policy (precinct b1), community facility sites and other minor changes.
6. Inquire into and report on options for renewable energy strategy for the ACT with particular reference to the feasibility of options for increasing the proportion of renewable energy consumed in the ACT using existing or emerging technologies such as solar, wind, mini-hydro, biomass and geothermal, from facilities within the ACT region. In addition to specific technologies, the committee is asked to report on: (1) the feasibility of renewable energy sources providing the Territory's energy needs; (2) the appropriateness of setting targets for renewable energy use; and (3) any other strategies to reduce the consumption of fossil fuels in the ACT.

Reports presented

Report 1 Draft Variation 176 to the Territory Plan - Bruce Central Precinct (Tabled 19 February 2002)
Members:  
Mr Brendan Smyth, MLA (Chair)  
Ms Katy Gallagher, MLA  
Ms Kerry Tucker, MLA

Committee Terms of reference

To:
1. examine:  
   a) the accounts of the receipts and expenditure of the Australian Capital Territory;  
   b) the financial affairs of authorities of the Australian Capital Territory; and  
   c) all reports of the Auditor-General which have been presented to the Assembly;  
2. report to the Assembly, with such comments as it thinks fit, any items or matters in those accounts, statements and reports, or any circumstances connected with them, to which the Committee is of the opinion that the attention of the Assembly should be directed;  
3. inquire into any question in connection with the public accounts which is referred to it by the Assembly and to report to the Assembly on that question; and  
4. examine matters relating to economic and business development, small business, tourism, market and regulatory reform, public sector management, taxation and revenue and sustainability.

Inquiries in progress at 30 June 2002

1. Review of Auditor-General's Report No. 7 of 2001 - Managing Canberra Urban Parks and Open Spaces  
9. Inquire into and report on revenue raising issues in the ACT with particular reference to:  
   a. The adequacy, equity, efficiency, certainty and sustainability of revenue raising in the ACT.  
   b. The impact of revenue raising on social equity, the environment and the overall economy of the Territory, in particular the employment and investment opportunities. The value for money of the cost-effectiveness of incentives which involve forgoing revenue.
| Reports presented | Report 1 | Service Delivery – 2002-2003 Budget Consultation Process |
STANDING COMMITTEE ON ADMINISTRATION AND PROCEDURE

Members:
Mr Wayne Berry, MLA (Chair)
Ms Roslyn Dundas, MLA
Mr John Hargreaves, MLA
Mr Bill Stefaniak, MLA
Ms Kerrie Tucker, MLA

Committee Terms of Reference
1. Inquire into and report on, as appropriate:
   a) the Assembly's annual estimates of expenditure;
   b) the practices and procedure of the Assembly; and
   c) the standing orders of the Assembly;

2. Advise the Speaker on:
   a) Members' entitlements including facilities and services;
   b) the operation of the transcription service (Hansard);
   c) the availability to the public of Assembly documents;
   d) the operation of the Assembly library; and

3. Arrange the order of private Members' business and Assembly business.

Reports presented
No reports have been presented by the Committee.
Select committees operating during the 2001-2002 year

Select Committee on the Status of Women in the ACT

Members:  
Ms Katy Gallagher, MLA (Chair)  
Ms Helen Cross, MLA  
Ms Roslyn Dundas, MLA

Committee Terms of reference

To inquire into and report on the effectiveness of existing ACT Government programs including:

a) their differential impact on women's -
   (i) equality of opportunity;
   (ii) economic independence and security;
   (iii) access to and support of healthy lifestyles;
   (iv) barriers to participation;

b) violence prevention and personal and community safety for women;

c) targeted support for women from specific groups within the community; and any other related matter.

- established 11 December 2001; inquiry ongoing.

SELECT COMMITTEE ON ESTIMATES

Members:  
Mr Gary Humphries, MLA(Chair)  
Ms Roslyn Dundas  
Mr John Hargreaves

Committee Terms of reference

To inquire into and report on the Appropriation Bill 2001-2002(No.3)- established 19 February.

Reports presented
Report 1 Appropriation Bill 2001-2002 (No. 3) (Tabled 9 April 2002 committee dissolved)
SELECT COMMITTEE ON ESTIMATES

Members:
Mr Gary Humphries, MLA (Chair)
Ms Roslyn Dundas, MLA
Mrs Vicki Dunne, MLA
Mr John Hargreaves, MLA
Ms Katy Gallagher, MLA

Committee Terms of Reference
To examine the expenditure proposals contained in the Appropriation Bill 2002-2003 Budget – established 6 June 2002; inquiry ongoing.

SELECT COMMITTEE ON PRIVILEGES

Members:
Ms Kerrie Tucker, MLA (Chair)
Mr John Hargreaves
Mr Brendan Smyth

Committee Terms of Reference
To examine whether the unauthorised receipt of e-mails from Mr Wood’s office was a breach of privilege and whether a contempt was committed – established 6 June 2002; inquiry ongoing.
PART B

Whole of Government Issues
The following Table shows the Secretariat staff employed at 30 June 2002, based on payroll information for the final pay period 2001-02:

<table>
<thead>
<tr>
<th>Classification</th>
<th>No.</th>
<th>Gender</th>
<th>Employment Status</th>
<th>Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Perm.</td>
</tr>
<tr>
<td>Clerk</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SOG A</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SOG B</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>SOG C</td>
<td>8</td>
<td>2</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>ASO 6</td>
<td>7</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4.2)</td>
<td>(2.3)</td>
<td>(1.8)</td>
</tr>
<tr>
<td>ASO 5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2.7)</td>
<td>(2.7)</td>
<td>(1.8)</td>
</tr>
<tr>
<td>ASO 4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)</td>
<td>(0.7)</td>
<td>(2)</td>
</tr>
<tr>
<td>ASO 3</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>ASO 2</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3.4)</td>
<td>(0.6)</td>
<td>(2.4)</td>
</tr>
<tr>
<td>TO 2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>21</td>
<td>16</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>(30.3)</td>
<td>(15)</td>
<td>(15.3)</td>
<td>(27.9)</td>
</tr>
</tbody>
</table>

Where part-time staff are included in the above figures, the figure in brackets represents the full time equivalent.

Consistent with the Chief Minister’s Department’s Annual Report Directions, the above figures include only those casual staff who received a salary entitlement in the final pay period of the 2001-02 financial year. However, it should be noted that other casual staff were employed throughout the year as Sessional Attendants and to assist with the production of Hansard.

There were no workers compensation claims lodged during the 12 month period to the end of February 2002 (which corresponds to the period used for the calculation of the Secretariat’s workers compensation premium).
The Secretariat aims to ensure that a safe and healthy work place is provided to all Members and their staff, Secretariat staff and members of the public who visit the Assembly premises. The whole of government occupational health and safety policy that was adopted in 1990 continued to be applied to the Assembly during 2001-02. In March 2002 a new Health and Safety Representative was appointed to facilitate communication between management and staff on OH& S issues and to meet statutory requirements. The Health and Safety Representative received full training to assume the role.

During the year:
- the Secretariat continued to facilitate the provision of information and advice for non-Executive Members and their staff and Secretariat staff in relation to correct ergonomic adjustment of their work environment. These sessions were conducted by a qualified occupational therapist;
- a number of new building wardens were appointed following Fire/Emergency Warden training with ACT Emergency Services;
- an evacuation exercise, attended by an officer of the ACT Fire Brigade was held. The exercise was held to test the Assembly’s procedures in response to a fire, particularly evacuation procedures. The building was evacuated in less than 8 minutes which was regarded by those supervising the exercise as a pleasing result; and
- a number of staff were provided with training to maintain the currency of their first aid qualifications.

EEO principles and practices continue to be implemented in the Legislative Assembly Secretariat and to be promoted among non-Executive Members and their staff.

The Secretariat is just one part of the ACT Legislative Assembly. The other parts are the non-Executive Members and the Executive Members and their respective staff. One of the responsibilities of the Secretariat is to provide services and support to non-Executive Members and their staff. In this context the Secretariat has taken on responsibility for developing strategies for ensuring that all non-Executive Members and their staff are aware of EEO issues. Information relating to EEO is circulated to all non-Executive Members’ offices when it becomes available. A section on EEO and Sexual Harassment is also included in the Guide to Services and Facilities for non-Executive Members and their Staff, a copy of which is regularly updated and provided to all Members and their staff. The ACT Legislative Assembly Newsletter is used to regularly publicise EEO and discrimination issues such as the names of contact officers,
employee assistance arrangements, information on the consequences of sexual harassment in the workplace, and EEO matters. During the year the Secretariat continued its program of regular training sessions on the Discrimination Act 1991. These sessions, which are available to Members, their staff and Secretariat staff, are conducted by the ACT Human Rights Office. This training aims to develop an awareness of discrimination and harassment issues and assist Members and their staff and Secretariat staff in understanding the processes available for dealing with these issues.

**Development of a new equity and diversity plan**

During the year a review of the management of equity and diversity in the Secretariat was conducted. The results of the review indicated that:

- the Secretariat does not have a diverse workforce;
- there are areas in the Secretariat that are dominated by one gender, e.g., management;
- 50% of staff are aged 51 years or older;
- there are limited opportunities for HDA or secondment to another section;
- there are limited opportunities for promotion;
- there is no systematic approach to learning and development;
- some work and life balance issues require addressing, such as planning overtime, availability of job sharing/part-time work, availability of health and fitness programs.

The review findings formed the basis for the Equity and Diversity Plan 2002-2004, which was completed at the end of May 2002.

The plan highlights four key result areas:

- diversity and inclusivity
- staff development
- a discrimination and harassment free work environment
- work and life balance.

Objectives, strategies and performance measures have been developed for each of the key result areas.

Since the plan was only in place for one month of the reporting period, it was too early to report on achievements for this annual report.

**Statistical Information**

The following table provides statistical information on the representation of target group members in the Secretariat staff.
information has been obtained from the human resource management data and is gathered on the basis of self-identification. It therefore should be used as an indication only.

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Number at 30 June 2002</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal and Torres Strait Islander Peoples</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>People from culturally and linguistically diverse background</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>People with disabilities</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Women</td>
<td>16</td>
<td>44</td>
</tr>
<tr>
<td>Total staff*</td>
<td>36</td>
<td>100</td>
</tr>
</tbody>
</table>

*Excludes staff employed under the Legislative Assembly (Members’ Staff) Act 1989.

No Secretariat staff indicated they were from Aboriginal or Torres Strait Islander background. For the first time in many years no staff indicated they were from a culturally and linguistically diverse background.

At 30 June 2001, a total of 15 vehicles were maintained by the Secretariat. Of these, 13 were used by non-Executive Members and one was used by the Clerk of the Assembly, pursuant to their respective entitlements under determinations of the Remuneration Tribunal to be provided with a privately plated vehicle. The remaining vehicle is used by the Secretariat as an office vehicle.

The engine capacity of the vehicles maintained by the Secretariat is as follows:
- 4 cylinder       2
- 6 cylinder       13
The following consultants and contractors were engaged by the Secretariat during 2002-03 due primarily to the unavailability of relevant skills, expertise, equipment and/or technology:

<table>
<thead>
<tr>
<th>Consultant or Contractor</th>
<th>Description of services provided</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acumen Alliance</td>
<td>Accounting, financial management and taxation advice</td>
<td>$23,120</td>
</tr>
<tr>
<td>Asset Services Pty Ltd</td>
<td>Programmed maintenance of building services</td>
<td>$89,647</td>
</tr>
<tr>
<td>Barbara Campbell</td>
<td>Acquisition of work of art</td>
<td>$18,000</td>
</tr>
<tr>
<td>Berkeley Challenge Pty Ltd</td>
<td>Cleaning Services</td>
<td>$133,124</td>
</tr>
<tr>
<td>Chubb Protective Services</td>
<td>Provision of security services</td>
<td>$21,383</td>
</tr>
<tr>
<td>Court Recording Services</td>
<td>Recording and transcription of the proceedings of the Assembly and public hearings of Assembly Committees</td>
<td>$72,718</td>
</tr>
<tr>
<td>Clayton Utz</td>
<td>Advice to the Clerk on privilege matters</td>
<td>$38,045</td>
</tr>
<tr>
<td>Unisys Australia Ltd</td>
<td>Conversion of old data files into current format</td>
<td>$16,875</td>
</tr>
<tr>
<td>World Wide Website C &amp; C</td>
<td>Redesign of Assembly website</td>
<td>$29,875</td>
</tr>
<tr>
<td>R Wilkes</td>
<td>Painting services</td>
<td>$20,085</td>
</tr>
</tbody>
</table>

In addition, Mr Peter Bayne continued to be engaged, and paid an honorarium, as a Legal Adviser to the Standing Committee on Justice and Community Safety in its performance of its duties as a scrutiny of Bills and subordinate legislation committee. Expenses during the year relating to Mr Bayne’s engagement were $46,555.

During the year, the Secretariat identified, through its existing operating procedures, an instance where a business credit card had been used for unauthorised expenditure. Immediate steps were taken to discuss the unauthorised expenditure with the staff member concerned, to immediately recover the unauthorised expenditure and to review procedures to identify if any changes should occur (the staff member resigned shortly afterward). It was concluded that existing systems had enabled immediate detection of the unauthorised use but that all staff issued with business cards should be required to sign and acknowledgment that any such expenditure was unauthorised.

By June 2002, arrangements had been progressed that will result in the appointment of consultants early in 2002-03 to:

- conduct a risk assessment of the Secretariat’s activities, including a focus on fraud prevention; and
• develop a risk management plan.

Public Interest Disclosure

During the year, procedures were maintained to meet the Secretariat’s responsibilities concerning public interest disclosure. Pamphlets continued to be available at each of the two entrances of the Legislative Assembly detailing how to make a disclosure. These pamphlets identified a contact officer and set out how the process of making a public interest disclosure operates.

There were no public interest disclosures made to the Assembly Secretariat during 2001-02.

Customer Focused Public Service

Consistent with the Government’s Customer Focused Public Service initiative, the Secretariat has developed a commitment to Service Statement which:

• provides details of the role and functions of the Assembly Secretariat including office hours;
• identifies the Secretariat’s customers and what they can expect from the Secretariat; and
• identifies who customers of the Secretariat can contact for further information or to provide feedback in relation to the services provided by the Secretariat.

Copies of this statement have been made and are available at each of the two entrances of the Legislative Assembly building.

During the year, participants in activities or events organised as part of the Assembly’s Education Program were asked to evaluate those activities or events.

Freedom of Information

One request was received by the Secretariat for access to information under the Freedom of Information Act during the year. While the Assembly Secretariat may not be specifically covered by the provisions of the Freedom of Information Act, it is the agency’s practice to treat any requests as if the Act applied.

Consistent with the above the following information has been prepared with reference to section 7 of the Freedom of Information Act 1984 and outlines the organisation of the Secretariat, its functions and powers, categories of documents available and facilities provided for access to documents. It is correct to 30 June 2002.

FOI Procedures and Contact Points

All Freedom of Information (FOI) requests relating to the Legislative Assembly Secretariat should be directed to the Clerk of the Legislative Assembly, London Circuit, Canberra ACT 2601.
Requests can be delivered to the public entrance of the Assembly Building between the hours of 8.30 am and 5.00 pm Monday to Friday. Telephone inquiries should be directed to the Secretariat’s general inquiries number on (02) 620 50173.

People seeking access to documents are encouraged to seek details through existing avenues, before resorting to the more formal FOI procedures.

**Organisation**

Details of the organisation, structure and functions of the Secretariat are contained in Part A of this report.

**Arrangements for Public Participation**

Avenues for public participation include submissions to inquiries, access to public hearings of Committee inquiries and Assembly meetings, citizen’s right of reply, petitions and access to administrative records and general files through FOI requests.

**Documents**

The Secretariat has a broad responsibility for providing advice to Government agencies and the public regarding the business of the Assembly and its committees. To facilitate the provision of information the following documents are published by the Secretariat:

**NOTE:** Documents identified with an (*) are available on the Internet. The address is: [www.legassembly.act.gov.au](http://www.legassembly.act.gov.au).

- **Annual Report.**

- **Bills List** - An alphabetical listing, by short title, of Bills considered by the Assembly. The list details the date of introduction and, where relevant, the date of passage, the Act number and particulars of *Gazette* notification. Bills discharged, negatived at the agreement in principle stage, declared urgent and referred to committees are also listed. Published on a regular basis. *

- **Bills Volumes** – Bound volumes of all Bills presented to the Assembly. The volumes include Bills, explanatory memoranda and amendments that have been circulated within the Chamber. Available for inspection at the Assembly and Territory Libraries. The volumes are published each Assembly.

- **Business of the Assembly** - A synopsis of the business undertaken by the Assembly each calendar year. Published on an annual basis.
• **Committee Reports** - Reports presented to the Assembly by standing and select committees are listed in *Committees of the Fifth Assembly 2001-2002*. Reports presented during 2001-2002 are listed in Part A of this report.*

• **Committees of the Fifth Assembly 2001-2002** - A list of the committees of the Fifth Assembly giving details of membership, terms of reference, current inquiries and reports presented by each committee. Updated regularly.*

• **Daily Program** - The *Daily Program* is a guide to Members indicating the items of business which the Assembly is expected to consider that day. It is published each sitting day. *

• **Debates of the Legislative Assembly for the Australian Capital Territory (Hansard)** - A verbatim record of Assembly debates commonly referred to as *Hansard*. The official *Weekly Hansards* are produced approximately three weeks after each sitting week of the Assembly.* Proof or draft *Daily Hansards* are produced the day following a sitting of the Assembly and are available for inspection at the Hansard Office at the Assembly.

• **Delegated legislation monitor and commencement provisions** - A list of disallowable instruments of delegated legislation tabled in the Assembly. Proof copy only. Available for inspection at the Assembly. Published on a regular basis.

• **Digest of Proceedings of the Legislative Assembly for the Australian Capital Territory** - A booklet containing subjects and speeches indexes to *Hansard*, and lists of sitting days, Members and their official positions and party affiliations, bills, matters of public importance, ministerial statements, petitions and votes. Published annually.

• **Facts Sheets** - A total of 12 Facts Sheets are produced by the Secretariat’s Education Unit providing a variety of historical, administrative and procedural information in relation to the ACT Legislative Assembly. *

• **Information for persons making submissions to, or appearing as witnesses before, committees of the Legislative Assembly** - A pamphlet providing information to persons involved with the committees of the Assembly. *

• **Members of the Fifth Assembly** - A booklet listing the Members of the Assembly and giving details of their Assembly service, committee service, party positions, and biographical details. Published each Assembly.
• *Minutes of Proceedings* – The official record of the proceedings of the Assembly. Pamphlet copies are published in proof form immediately following each sitting of the Assembly, with final copies published later. A proof index to the Minutes and a proof index to papers tabled in the Assembly are published internally, as are proof bound volumes of the *Minutes of Proceedings.*

• *Notice Paper* – Official list of all business outstanding before the Assembly setting out the order of business to be followed. The *Notice Paper* also lists notices of questions (a full list of unanswered questions appears on the first *Notice Paper* each sitting week or fortnight) and contains an information section on Assembly committees. The *Notice Paper* is published each sitting day of the Assembly with the exception of the first sitting day of an Assembly.*

• *Summary of Bills* - The document includes a summary of each bill introduced into the Assembly for the current Assembly to date, the Minister or Member who introduced the Bill and the date of introduction. Published on a regular basis. *

• *Transcripts of public hearings* of committees of the Assembly are produced following committee hearings. Unedited proofs of committee transcripts are available for inspection at the Committee Office. Final edited versions are available once finalised, which is generally several weeks after the hearing.

Copies of the documents listed above are available from the Assembly Secretariat and, where indicated, are available for inspection. Copies of *Weekly Hansards*, committee reports and *Minutes of Proceedings* are placed in Territory Libraries.

The Assembly also produces a range of publications on various aspects of its history, role and functions which are available to the public, community groups and schools free of charge. Two publications are particularly popular - List of Members-Fourth Assembly and the Sitting Pattern for the Fourth Assembly.

Copies of ACT legislation (Bills and Acts) and delegated legislation (e.g. regulations and determinations) are available for purchase at the ACT Government Bookshop, Ground Floor, FAI Building, Corner Akuna Street and London Circuit, Canberra City (telephone: 620 50268). They are also available at www.legislation.act.gov.au.

Other types of documents that may be available under the *Freedom of Information Act* are general files and administrative records; however, it should be noted that documents are exempt documents if their disclosure would infringe the privileges of the Legislative Assembly or other Australian parliaments.

**Access and Location**
Location: London Circuit, Canberra City, ACT, 2601.
Business hours: 8.30 am - 5.00 pm Monday to Friday.
Postal address: GPO Box 1020, Canberra, ACT, 2601.
Telephone: General inquiries 620 50173
Committee inquiries 620 50127
Hansard inquiries 620 50422
Legislation inquiries 620 50440
Appendices
## APPENDIX 1

### ASSEMBLY STATISTICS

#### Table 1 - SITTING DAYS

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>No. of Sitting Days</th>
<th>Number of Hours (a)</th>
<th>Avg Hours per Day (a)</th>
<th>Sittings after 10pm</th>
<th>Avg Time of Rising Tuesday</th>
<th>Avg Time of Rising Wed/Thurs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td>54</td>
<td>353</td>
<td>6.5</td>
<td>8</td>
<td>9 pm</td>
<td>5.10 pm</td>
</tr>
<tr>
<td>1990-91</td>
<td>49</td>
<td>337</td>
<td>6.8</td>
<td>8</td>
<td>9 pm</td>
<td>5.45 pm</td>
</tr>
<tr>
<td>1991-92</td>
<td>48</td>
<td>359</td>
<td>7.5</td>
<td>12</td>
<td>10 pm</td>
<td>5.42 pm</td>
</tr>
<tr>
<td>1992-93</td>
<td>51</td>
<td>356</td>
<td>7</td>
<td>10</td>
<td>9.55 pm</td>
<td>6.48 pm</td>
</tr>
<tr>
<td>1993-94</td>
<td>46</td>
<td>324</td>
<td>7</td>
<td>5</td>
<td>9.36 pm</td>
<td>5.30 pm</td>
</tr>
<tr>
<td>1994-95</td>
<td>34</td>
<td>250</td>
<td>7</td>
<td>5</td>
<td>9.32 pm</td>
<td>5.42 pm</td>
</tr>
<tr>
<td>1995-96</td>
<td>45</td>
<td>318</td>
<td>7</td>
<td>2</td>
<td>Average time of rising 5.33 pm</td>
<td></td>
</tr>
<tr>
<td>1996-97</td>
<td>39</td>
<td>314</td>
<td>8</td>
<td>3</td>
<td>6.34 pm</td>
<td></td>
</tr>
<tr>
<td>1997-98</td>
<td>34</td>
<td>278</td>
<td>8</td>
<td>1</td>
<td>6.32 pm</td>
<td></td>
</tr>
<tr>
<td>1998-99</td>
<td>40</td>
<td>329</td>
<td>8</td>
<td>6</td>
<td>6.43 pm</td>
<td></td>
</tr>
<tr>
<td>1999-00</td>
<td>41</td>
<td>356</td>
<td>9</td>
<td>8</td>
<td>7.11 pm</td>
<td></td>
</tr>
<tr>
<td>2000-01</td>
<td>37</td>
<td>306</td>
<td>8</td>
<td>9</td>
<td>6.46 pm</td>
<td></td>
</tr>
<tr>
<td>2001-02</td>
<td>34</td>
<td>263</td>
<td>7.3</td>
<td>4</td>
<td>6.22 pm</td>
<td></td>
</tr>
</tbody>
</table>

Table 2000 Includes time expended in suspensions and meal breaks

#### Table 2 – PROCEEDINGS

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Sittings – Adjournment Debate</th>
<th>Sittings – no Adjournment Debate</th>
<th>Petitions presented and referred to Ministers</th>
<th>Votes</th>
<th>Closure of Questions Agreed to</th>
<th>Matters of Public Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td>37</td>
<td>17</td>
<td>31</td>
<td>127</td>
<td>16</td>
<td>25</td>
</tr>
<tr>
<td>1990-91</td>
<td>38</td>
<td>11</td>
<td>23</td>
<td>108</td>
<td>18</td>
<td>30</td>
</tr>
<tr>
<td>1991-92</td>
<td>30</td>
<td>18</td>
<td>33</td>
<td>119</td>
<td>21</td>
<td>28</td>
</tr>
<tr>
<td>1992-93</td>
<td>32</td>
<td>19</td>
<td>34</td>
<td>137</td>
<td>4</td>
<td>41</td>
</tr>
<tr>
<td>1993-94</td>
<td>20</td>
<td>26</td>
<td>10</td>
<td>49</td>
<td>-</td>
<td>25</td>
</tr>
<tr>
<td>1994-95</td>
<td>21</td>
<td>13</td>
<td>11</td>
<td>57</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>1995-96</td>
<td>29</td>
<td>16</td>
<td>46</td>
<td>96</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>1996-97</td>
<td>31</td>
<td>8</td>
<td>36</td>
<td>100</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>1997-98</td>
<td>24</td>
<td>10</td>
<td>25</td>
<td>76</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>1998-99</td>
<td>29</td>
<td>11</td>
<td>20</td>
<td>88</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>1999-00</td>
<td>35</td>
<td>6</td>
<td>14</td>
<td>118</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>2000-01</td>
<td>18</td>
<td>19</td>
<td>6</td>
<td>128</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>2001-2002</td>
<td>26</td>
<td>8</td>
<td>23</td>
<td>65</td>
<td>3</td>
<td>15</td>
</tr>
</tbody>
</table>
### Table 3 – QUESTIONS WITH AND WITHOUT NOTICE

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Questions on Notice</th>
<th>Questions Without Notice</th>
<th>Supplementary Questions Asked</th>
<th>Avg No. Asked per Sitting Day (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td>187</td>
<td>684</td>
<td>207</td>
<td>16.5</td>
</tr>
<tr>
<td>1990-91</td>
<td>241</td>
<td>685</td>
<td>176</td>
<td>14.5</td>
</tr>
<tr>
<td>1991-92</td>
<td>448</td>
<td>490</td>
<td>188</td>
<td>14</td>
</tr>
<tr>
<td>1992-93</td>
<td>582</td>
<td>510</td>
<td>163</td>
<td>13.2</td>
</tr>
<tr>
<td>1993-94</td>
<td>520</td>
<td>407</td>
<td>173</td>
<td>12.6</td>
</tr>
<tr>
<td>1994-95</td>
<td>247</td>
<td>376</td>
<td>206</td>
<td>17</td>
</tr>
<tr>
<td>1995-96</td>
<td>210</td>
<td>514</td>
<td>371</td>
<td>19.7</td>
</tr>
<tr>
<td>1996-97</td>
<td>163</td>
<td>398</td>
<td>293</td>
<td>17.7</td>
</tr>
<tr>
<td>1997-98</td>
<td>68</td>
<td>363</td>
<td>284</td>
<td>11</td>
</tr>
<tr>
<td>1998-99</td>
<td>141</td>
<td>352</td>
<td>327</td>
<td>17</td>
</tr>
<tr>
<td>1999-00</td>
<td>108</td>
<td>406</td>
<td>332</td>
<td>18</td>
</tr>
<tr>
<td>2000-01</td>
<td>122</td>
<td>352</td>
<td>278</td>
<td>17</td>
</tr>
<tr>
<td>2001-02</td>
<td>268</td>
<td>370</td>
<td>302</td>
<td>19.7</td>
</tr>
</tbody>
</table>

(b) Includes supplementary questions

### Table 4 - BILLS

**July 2001– June 2002**

<table>
<thead>
<tr>
<th></th>
<th>Executive</th>
<th>Executive Members</th>
<th>Private Members</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduced</td>
<td>47</td>
<td>-</td>
<td>22</td>
<td>69</td>
</tr>
<tr>
<td>Discharged</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Not agreed to in principle</td>
<td>2</td>
<td>-</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Passed</td>
<td>59</td>
<td>-</td>
<td>9</td>
<td>68</td>
</tr>
<tr>
<td>Negatived</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Amended</td>
<td>28</td>
<td>-</td>
<td>7</td>
<td>35</td>
</tr>
<tr>
<td>Still before Assembly as at 30 June 2002</td>
<td>10</td>
<td>-</td>
<td>12</td>
<td>22</td>
</tr>
</tbody>
</table>

### Table 5 - BILLS PRESENTED: 1989 – 2002

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Executive</th>
<th>Executive Members</th>
<th>Private Members</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td>48</td>
<td></td>
<td>11</td>
<td>59</td>
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<tr>
<td>1990-91</td>
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<td>1991-92</td>
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<td>1992-93</td>
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<td>1993-94</td>
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<td>109</td>
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<td>1994-95</td>
<td>72</td>
<td></td>
<td>14</td>
<td>86</td>
</tr>
<tr>
<td>1995-96</td>
<td>77</td>
<td></td>
<td>15</td>
<td>92</td>
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<tr>
<td>1996-97</td>
<td>91</td>
<td></td>
<td>22</td>
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<tr>
<td>1997-98</td>
<td>108</td>
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<td>26</td>
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<td>1998-99</td>
<td>68</td>
<td>2</td>
<td>31</td>
<td>101</td>
</tr>
<tr>
<td>1999-00</td>
<td>98</td>
<td>4</td>
<td>33</td>
<td>135</td>
</tr>
<tr>
<td>2000-01</td>
<td>87</td>
<td>-</td>
<td>24</td>
<td>111</td>
</tr>
<tr>
<td>2001-02</td>
<td>47</td>
<td></td>
<td>22</td>
<td>69</td>
</tr>
</tbody>
</table>

(c) on 24 September 1998, Assembly Standing Orders were amended (for the remainder of the Fourth Assembly) to make provision for Executive Members’ business. At the conclusion of the Fourth Assembly, this provision lapsed.
## MEMBERS OF THE FOURTH ASSEMBLY

- **BERRY, Mr Wayne**
- **BURKE, Ms Jacqui** (sworn in 13 February 2001)
- **CORBELL, Mr Simon**
- **CORNWELL, Mr Greg**
- **HARGREAVES, Mr John**
- **HIRD, Mr Harold**
- **HUMPHRIES, Mr Gary**
- **KAIN, Mr Trevor**
- **MOORE, Mr Michael**
- **OSBORNE, Mr Paul**
- **QUINLAN, Mr Ted**
- **RUGENDYKE, Mr Dave**
- **SMYTH, Mr Brendan**
- **STANHOPE, Mr Jon**
- **STEFANIAK, Mr Bill**
- **TUCKER, Ms Kerrie**
- **WOOD, Mr Bill**

## MEMBERS OF THE FIFTH ASSEMBLY

- **BERRY, Mr Wayne**
- **CORBELL, Mr Simon**
- **CORNWELL, Mr Greg**
- **CROSS, Mrs Helen**
- **DUNDAS, Ms Roslyn**
- **DUNNE, Mrs Vicki**
- **GALLAGHER, Ms Katy**
- **HARGREAVES, Mr John**
- **HUMPHRIES, Mr Gary**
- **MACDONALD, Ms Karin**
- **PRATT, Mr Steve**
- **QUINLAN, Mr Ted**
- **SMYTH, Mr Brendan**
- **STANHOPE, Mr Jon**
- **STEFANIAK, Mr Bill**
- **TUCKER, Ms Kerrie**
- **WOOD, Mr Bill**
OFFICE HOLDERS OF THE FOURTH ASSEMBLY

**SPEAKER**

Mr Greg Cornwell

**DEPUTY SPEAKER**

Mr Bill Wood

**TEMPORARY DEPUTY SPEAKERS**

Mr Wayne Berry  
Mr Harold Hird  
Ms Kerrie Tucker

---

OFFICE HOLDERS OF THE FIFTH ASSEMBLY

**SPEAKER**

Mr Wayne Berry

**DEPUTY SPEAKER**

Mr Greg Cornwell

**TEMPORARY DEPUTY SPEAKERS**

Mrs Helen Cross  
Mr John Hargreaves  
Ms Kerrie Tucker
SECOND HUMPHRIES MINISTRY (18 DECEMBER 2000)

HUMPHRIES, Gary
Chief Minister
Minister for Community Affairs
Treasurer

SMYTH, Brendan
Deputy Chief Minister
Minister for Urban Services
Minister for Business, Tourism and the Arts
Minister for police and Emergency Services

STEFANIAK, Bill
Minister for Education
Attorney-General

MOORE, Michael
Minister for Health, Housing and Community Care

FIRST STANHOPE MINISTRY (14 NOVEMBER 2001)

STANHOPE, JON
Chief Minister
Attorney-General
Minister for Health
Minister for Community Affairs
Minister for Women

QUINLAN, Ted
Deputy Chief Minister
Treasurer
Minister for Economic Development, Business and Tourism
Minister for Sport, Racing and Gaming
Minister for Police, Emergency Services and Corrections

WOOD, Bill
Minister for Urban Services
Minister for the Arts

CORBELL, Simon
Minister for Education, Youth and Family Services
Minister for Planning
Minister for Industrial Relations
## SECOND STANHOPE MINISTRY (1 JULY 2002)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANHOPE, JON</strong></td>
<td>Chief Minister, Attorney-General, Minister for Health, Minister for Community Affairs, Minister for Women</td>
</tr>
<tr>
<td><strong>QUINLAN, Ted</strong></td>
<td>Deputy Chief Minister, Treasurer, Minister for Economic Development, Business and Tourism, Minister for Sport, Racing and Gaming, Minister for Police, Emergency Services and Corrections</td>
</tr>
<tr>
<td><strong>WOOD, Bill</strong></td>
<td>Minister for Urban Services, Minister for Disability, Housing and Community Services, Minister for the Arts</td>
</tr>
<tr>
<td><strong>CORBELL, Simon</strong></td>
<td>Minister for Education, Youth and Family Services, Minister for Planning, Minister for Industrial Relations</td>
</tr>
</tbody>
</table>
### APPENDIX 5

#### FOURTH ASSEMBLY - REMUNERATION OF MEMBERS

<table>
<thead>
<tr>
<th>Office Holder</th>
<th>Basic Salary per annum</th>
<th>Additional Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>78,850</td>
<td>-</td>
</tr>
<tr>
<td>Chief Minister</td>
<td>78,850</td>
<td>86,750</td>
</tr>
<tr>
<td>Deputy Chief Minister</td>
<td>78,850</td>
<td>63,100</td>
</tr>
<tr>
<td>Minister</td>
<td>78,850</td>
<td>55,200</td>
</tr>
<tr>
<td>Leader of the Opposition</td>
<td>78,850</td>
<td>55,200</td>
</tr>
<tr>
<td>Speaker</td>
<td>78,850</td>
<td>43,350</td>
</tr>
<tr>
<td>Deputy Leader of the Opposition</td>
<td>78,850</td>
<td>35,500</td>
</tr>
<tr>
<td>Deputy Speaker</td>
<td>78,850</td>
<td>11,800</td>
</tr>
<tr>
<td>Government Whip</td>
<td>78,850</td>
<td>7,900</td>
</tr>
<tr>
<td>Presiding Member Committees</td>
<td>-</td>
<td>7,900</td>
</tr>
</tbody>
</table>

ACT Remuneration Tribunal Determination Number 83, dated 8 June 2001 but effective from 1 July 2001.
### FIFTH ASSEMBLY - REMUNERATION OF MEMBERS

<table>
<thead>
<tr>
<th>Office Holder</th>
<th>Basic Salary per annum</th>
<th>Additional Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>81,750</td>
<td>-</td>
</tr>
<tr>
<td>Chief Minister</td>
<td>81,750</td>
<td>89,925</td>
</tr>
<tr>
<td>Deputy Chief Minister</td>
<td>81,750</td>
<td>65,400</td>
</tr>
<tr>
<td>Minister</td>
<td>81,750</td>
<td>57,225</td>
</tr>
<tr>
<td>Leader of the Opposition</td>
<td>81,750</td>
<td>57,225</td>
</tr>
<tr>
<td>Speaker</td>
<td>81,750</td>
<td>44,965</td>
</tr>
<tr>
<td>Deputy Leader of the Opposition</td>
<td>81,750</td>
<td>36,790</td>
</tr>
<tr>
<td>Deputy Speaker</td>
<td>81,750</td>
<td>12,265</td>
</tr>
<tr>
<td>Government Whip</td>
<td>81,750</td>
<td>8,175</td>
</tr>
<tr>
<td>Opposition Whip</td>
<td>81,750</td>
<td>8,175</td>
</tr>
<tr>
<td>Presiding Member Committees</td>
<td>-</td>
<td>8,175</td>
</tr>
</tbody>
</table>

ACT Remuneration Tribunal Determination Number 102, dated 28 May 2002 but effective from 1 July 2002.
<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Place of Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 August 2001</td>
<td>Mr Suharyono A.R. and Ms Etty Suryati, Senior Officials - (Drafters) from the Ministry of Justice and Human Rights</td>
<td>Republic of Indonesia</td>
</tr>
<tr>
<td>19 August 2001 – 31 August 2001</td>
<td>Visitors from the Hong Kong Legislative Council Secretariat</td>
<td>Hong Kong, China</td>
</tr>
<tr>
<td>August 2001</td>
<td>Constance Li, Polly Young, Senior staff from the secretariat of the Hong Kong Legislative Council</td>
<td>Hong Kong, China</td>
</tr>
<tr>
<td>21 September 2001</td>
<td>Ms Hau Lizhen (Vice Chair), Mr Li Qiuqing (Secretary General), Mr Ye Maodong (Deputy Chief, Research Office), Standing committee of Hangzhou Municipal People’s Congress, Mr Liu Wenhua (Principal Member), Politics and Law Committee, Mr Xu Aixiu (Deputy Principal Member), Finance and Economics Committee, Mr Hong Meilong (Deputy Director) and Mr Xu Jianfeng (Translator) Foreign Affairs Office - Hangzhou Municipal People’s Congress, China</td>
<td>Hong Kong, China</td>
</tr>
<tr>
<td>13 November 2001</td>
<td>Mrs Marilyn Cullen, Clerk of the Legislative Council and Deputy Clerk of Tynwald</td>
<td>Isle of Man, British Isles</td>
</tr>
<tr>
<td>25 February 2002 – 8 March 2002</td>
<td>National Assembly of Bhutan attached to the National Centre for Development Studies (ANU) – Miss Sonam Lhamo, Mr Yeshey Lhendup, Mr Ugyen Thinlay.</td>
<td>Bhutan</td>
</tr>
<tr>
<td>12 April 2002</td>
<td>Public Accounts Committee – Committee Members, day program.</td>
<td>KwaZulu-Natal and Mpumlanga, South Africa</td>
</tr>
</tbody>
</table>
The Australian Capital Territory Legislative Assembly Branch of the Commonwealth Parliamentary Association met on two occasions over the year to discuss a range of administrative matters.

The key matters addressed by the branch over the period were:

- preparation for the branch’s involvement in co-hosting the 47th General Conference held in Canberra in September 2001; and
- the election of a nominee of the branch to be regional representative for the Australia and Pacific Region on the Executive Committee for a three year term, commencing 2001.

The 47th Commonwealth Parliamentary Conference was held in Canberra 7 – 13 September 2001. This Conference was preceded by the 21st Small Countries Conference held in Darwin from 4 – 5 September 2001. Ms Tucker, MLA and Mr Hird, MLA were the ACT Branch delegates and were accompanied by the Clerk who assisted the Northern Territory Branch in the Conference. As there were a large number of visitors to Australia for both the Small Countries and General Conferences, delegations were provided with assistance from liaison officers. These liaison officers were selected from nominating staff from parliaments from around Australia. Two Secretariat staff, Rod Campbell and Judy Munday, undertook the duties of liaison officers. Particular mention was made by the organising committee for the outstanding contributions both Mr Campbell and Ms Munday gave to hosting their respective delegations in often demanding situations.

The 47th Commonwealth Parliamentary Conference was hosted by all the Branches in the Australian Region. The Conference was preceded by a grand opening ceremony at the Royal Exhibition Building in Melbourne, where the first Commonwealth Parliament was opened in 1901. The Conference delegates travelled to Canberra stopping off at Albury-Wodonga, Goulburn and Bungendore on the way. The ACT Branch conducted four half-day tours for delegates on Monday, 10 September 2001. Visitors were able to choose from the Australian War Memorial, the Australian National Botanic Gardens, the Australian Institute of Sport and Lanyon Homestead/Nolan Galleries. The ACT Branch hosted a reception and was co-host to a dinner at the National Museum of Australia. Chamber staff were also involved in the Society of Clerks-at-the-Table Conference held conjointly.
In March 2002 the Branch was asked to elect a Member to undertake the duties of a regional representative for the Australian Region of the Association on the CPA Executive Committee. Ms Tucker, MLA was elected by the Branch. She attended the mid-year CPA Executive Committee meeting in Kiribati in May 2002 and the Wilton Park Conference in the UK in June 2002.

During the year, the ACT Branch was represented or involved in the following events:

- the attendance of the branch’s delegate at the 51st Westminster Commonwealth Parliamentary Seminar from 6 – 17 March 2002 (Mr Hargreaves MLA);

- the hosting of a parliamentary officer from Tuvalu for a period of two weeks in April 2002 under the CPA Education Trust Fund; and

- a visit by the CPA Sarawak Branch in March 2002, which included briefings on legislation of state laws vis-a-vis federal legislation and the structure of the Assembly.

On the resolution of the ACT Branch of the Association, it has been agreed that the expenditure incurred from the Assembly’s budget for each CPA Conference and Seminar be included in the Assembly’s annual report. Direct expenditure associated with the seminars and conferences attended during 2001-02 has been as follows:


- Mid Year Executive Committee Meeting, Kiribati, May 2002 - a total cost to the Assembly of $1688.16 (a contribution to airfare costs are yet to be received).

- Balance of contribution to cost of 47th General Conference and 21st Conference of members from Small Countries (co-hosted with other branches from the Australian Region of the Association) and delegate costs - a total cost of $4915.00.

In addition, the Association membership subscription for the Branch for the year was $15,583.00.