
A Report
by
Donald Misang

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P O Box 322
BUKA,
AUTONOMOUS REGION OF BOUGAINVILLE
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### Abbreviation

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ABG</td>
<td>Autonomous Bougainville Government</td>
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<tr>
<td>ARoB</td>
<td>Autonomous Region of Bougainville</td>
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<tr>
<td>AR</td>
<td>Annual Reports</td>
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<tr>
<td>BHoR</td>
<td>Bougainville House of Representative</td>
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<tr>
<td>CDI</td>
<td>Centre for Democratic Institutions</td>
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<td>CDMH</td>
<td>Committee Deliberative Meetings &amp; Hearings</td>
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<td>GPSC</td>
<td>General Purpose Standing Committee</td>
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<tr>
<td>CPA</td>
<td>Commonwealth Parliamentary Association</td>
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<tr>
<td>ICAC</td>
<td>Independent Commission Against Corruption</td>
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<tr>
<td>LA</td>
<td>Legislative Assembly</td>
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<tr>
<td>LC</td>
<td>Legislative Council</td>
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<tr>
<td>MoU</td>
<td>Memorandum of Understanding</td>
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<td>NSW</td>
<td>New South Wales</td>
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<tr>
<td>OPIC</td>
<td>Ombudsman &amp; Police Integrity Commission</td>
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<tr>
<td>PAC</td>
<td>Public Accounts Committee</td>
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<tr>
<td>Parlt Lib</td>
<td>Parliament Library</td>
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<tr>
<td>SSC</td>
<td>STAYSAFE Committee</td>
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<tr>
<td>ToR</td>
<td>Terms of Reference</td>
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</table>
Sponsoring Institutions:

Centre for Democratic Institute  
Sir Ronald Wilson Building [120]  
The Australian National University  
Telephone: + 61 (02) 6125 6560  
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Canberra ACT 0200 Australia

Commonwealth Parliamentary Association (CPA)  
London

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Macquarie Street  
Sydney 2000  
Australia  
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Facsimile (02) 9230 2828  
Email: assembly@parliament.nsw.gov.au
ACKNOWLEDGEMENT

I wish to acknowledge the sponsorship and support awarded in order to undertake the four weeks CDI/CPA secondment program with the New South Wales Parliament. I hereby thank the following;

- Hon Andrew Miriki, Speaker of the Bougainville House of Representatives for fully supporting the twinning arrangement between both Parliaments
- Mr. Robert Tapi, the Clerk of Bougainville House of Representatives in officially endorsing the twinning arrangement and the program
- Mr. Moses Havini, the Director for Bougainville Parliament Committees for fully supporting my secondment program to NSW Parliament
- Staff from Bougainville Parliament for their total support, trust and confidence
- Mr. Quinton Clements who is the Deputy Director of the Centre for Democratic Institutions at the Australian National University and the CDI for sponsoring my secondment program to NSW Parliament
- The Commonwealth Parliamentary Association for sponsoring my secondment program to NSW Parliament
- Hon Richard Torbay who is the Speaker of the Legislative Assembly
- Mr. Russell Grove who is the Clerk of the Legislative Assembly and the Staff
- Mr. Leslie Gonye who is the Clerk-Assistant of Committees in the Legislative Assembly, and Committee Staff (thanks for the rugby league experience – rabbits thrashing tigers? In the natural world should never have happened!).
- Mr. Steven Reynolds who is currently the Clerk-Assistant of Committees and the Usher of the Black Rod in the Legislative Council, and Committee Staff (thanks for the Everest experience).
- Mr. Jonathan Elliot and Mr. Mel Keenan who were my immediate supervisors during my attachment (you guys are indeed great experts!)
- And finally the Assembly Lines Editorial Committee for allowing me space in the Assembly Lines Newsletter; and anyone in particular whom I have overlooked or did not mention personally that has contributed to the success of my four weeks secondment to the New South Wales Parliament.
My four weeks secondment program with the Legislative Assembly, New South Wales Parliament was tailored in such a way to enable me to:

- Work on the major project of analysing Annual Reports for public sector agencies.
- Observe and learn as much as possible the processes of Committee Deliberative Meetings and Inquiries.
- Learn and familiarise with the Roles and Functions of the Committees.
- See the importance of having a Parliament Library for information, development and/or enhancing researches for both members and staff.
- Learn as much how the General Business, Question Time and Orders of the Day are conducted by the House.
- Learn as much as possible how all the Sections in respect to Parliamentary Services – from the Office of the Speaker, the Clerk’s Office, the Procedural Office, the Committee Office, the Hansard, with all other sections linked together produces an effective and functioning Parliament.
Preface

“I’ve never met a person who was so stubborn that I have not learnt a thing or two from them”, Sir Albert Einstein.

The first two days program (Thursday 30 and Friday 1st June) for John and I was more an orientation to familiarise ourselves with the NSW Parliament, its respective Departments, Sections and Staffs of both Houses, and not to mention the busy narrow and populated Streets of Martin Place and down the Castlereagh right from the very beginning. John who would be leaving in two days time to continue his week’s attachment with the Perth Parliament would, I suppose have found it helpful, which for me was indeed relevant for the whole month of May while with the New South Wales Parliament.

We were met by the Deputy Clerk of the Legislative Assembly Mr. Mark Swinson, Mr Les Gönye, Clerk-Assistant (Committees) and Ms Judith Somogyi, Editor of Debates for tea at 10:15am on Thursday of April 30. We received briefing from the three experts heading and overseeing three very significant offices that makes-up the Legislative Assembly of NSW Parliament.

At 10:45am the Deputy Serjeant-at-Arms, Mr. Greg Kelly took us for a tour of the historic areas of the Parliament. With his beguiling tone the Serjeant-at-Arms took us on a momentous journey back to the early 18th hundreds, when he told us just how the oldest Parliament in Australia has survived the enormous tests of time to where it stands to this age.

The “Strangers Dining Room” located opposite the Assembly Foyer and overlooking the famous Domain Park is a well furnished room reserved for Staff of Parliament and as the name implies, for strangers like us. We were met again for lunch at 12 noon by Mr. Swinson, Ms Somogyi and Mr Steven Reynolds, Clerk-Assistant (Procedure Support) and Usher of the Black Rod of the Legislative Council. After lunch Ms Somogyi left with us for the Hansard Department. She introduced her Staff and ran an overview of the role and activities relating to the Department. She was able to show us all the proceedings recorded on the Parliament’s intranet, how they are recorded, and the interconnection from the Hansard Department to other Departments within the Parliament, how they operate and just how significant all information recorded and maintained for public access.
Parliamentary Library

“With its archived history, a nation is preserved”

Our meeting with Mr Greig Tillotson, Parliamentary Librarian, for an overview of the role and activities of the Parliamentary Library on Friday was fascinating. According to the senior expert, the Parliamentary Library was once at the Jubilee Room, a classic Edwardian reading room, with collections shelved from floor to ceiling, reached by two tiers of galleries running around all sides, which is now used for committee meetings and other functions.

Housing over 200,000 books, 2,500 journal titles and 300 newspapers with an extensive collection of reference material, press releases, Hansard, government publications, parliamentary papers, legislation and law reports, and electorate information; the NSW Parliamentary Library provides comprehensive and specialised information resources and information and research services to Members of Parliament, their staff, and other Parliamentary staff.

The Library has its own Library Intranet Home Page which has a range of useful online resources including Library Catalogue, Newspaper Clipping Service, Electorate Maps, Census Information and the Library Research Service publications and more.

The Parliamentary Library also connects to the Media Monitoring Unit which records Sydney Television news and current affairs programmes and the major Sydney radio stations. What were so exciting about the Media Monitoring Unit were the records of all Media releases which are immediately recorded and kept in the Library for references and/or provided to Parliament Members when requested.
2009 Public Sector Annual Report Assessment

“Annual Reports are a key mechanism by which agencies are accountable through the Government to the Parliament for the efficiency, effectiveness and economy with which they manage the resources they administer”

My major assignment during the engagement with the New South Wales Parliament, especially the Legislative Assembly Committee Office, was extremely challenging. For the first time ever my young raw talents were tested.

More than ten copies of five each, stacks of Annual Reports from various professional, proficient and huge public sector agencies of the New South Wales Government were awaiting my arrival at what would be my new working environment for the next four weeks. I was part of the Initial Assessment Process Team from the LA Committee, including my Supervisor, who was tasked to do the Initial Assessing of the Annual Reports. Since I was very new to this process, what was odd but very challenging from my encounter was, I did not have any slightest idea who I was assessing. On the other hand, practice makes perfect for solutions to be reached.

The four hours training session into assessing performance reporting, through meticulous unveiling this paradigm; with Mr. Stephen Horne – Managing Director for IAB Services, and one of the professional assessors for Annual Reports, was my initial starting point. The expert was able to outline from the outset the requirements of initial assessment of annual reports and the purpose of the assessment. Although, since day one, I was more than prepared to expect the unexpected, I wasn’t at first, much aware of the surrounding environment. And it so happened that at one stage while we were doing, according to Mr. Horne’s outline, “The first-five-pages test”, Mr Les Gönye, Clerk-Assistant (Committees), who must have noticed my state of silence, had to excuse and take me out of the room so he could slowly and clearly explain what we were doing and the objective we were trying to achieve at the end of the day.

The training session surely instilled in me two historic indicators of the art work which I learnt to appreciate even more over the remaining weeks and had continued to build on each day – “Confidence” and the “Art of Mastering”.

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“Agencies are required by the Annual Reports Acts to report to Parliament annually on their operations and financial performance”

The 2009 NSW Premier’s Public Sector Annual Reports Award Assessment Criteria was my immediate guide in making Initial Assessment of the Annual Reports. In the General Criteria we (assessors) were mindful that each Annual Reports presented information about:

- The organization;
- The context/environment in which it operates;
- What it sets out to achieve;
- What it does/services it provides;
- What it actually achieved;
- Those factors and drivers which made it happen; and
- Where the organization was heading

In the Guiding Principles, we (assessors) had to be aware whether the following principles of good reporting were noted:

- Relevance of information;
- Reliability of information
- Comparability of the report in terms of meeting performance targets set for the year with previous year’s objectives; and
- Clarity of the general report presented, specifically to the readers digest

The Specific Criteria also referred to as ‘2009 Premier’s Annual Reports Award Culling Sheet’ that we used in giving weight to the Annual Reports falls in the following areas:

- Achievements (performance reporting) – 30%
- Financial and asset management – 20%
- Directions/challenges – 10%
- Overview of the agency – 10%
- Presentation – 30%

In order to produce a good or better still, the best Annual Report, the following criterias of best practice annual reporting should consider:

**Executive Summary**

Addressing in detail progresses towards the agency’s desired outcomes, objectives, Government’s policy priorities, key performance indicators and targets. Brief review of achievements, highlights and successes during the year as well as problems and setbacks in performance; plans and outlook for the following year, plus more.
OVERVIEW OF THE AGENCY
Should include a profile and description of the agency with statements relating to the vision, mission, desired outcomes, objectives, corporate values and broad strategies of the agency. Explanation of the linkages between outputs, objectives, desired outcomes and policy priorities of the Government. Context/environment in which the agency operates and also the key challenges it faced and the planned responses to those challenges. Organizational structure, management processes and stakeholder engagement system, outcome and output structure. Enabling legislation and a summary of key stakeholder information and more.

REPORT ON PERFORMANCE
For a comprehensive discussion and analysis of the performance results of an agency and disclosing performance targets for the year as stated in the strategic business plans. A review of performance results for the last five years, financial and non-financial information to show how resources and strategies influenced the results for the year including benchmarking comparison with the performance results achieved by similar agencies.

The future operating environment and developments as well as future plans and major projects. The effect of the agency’s actions on the environment, measures taken to minimize the impact of the agency’s actions on the environment and the mechanisms for reviewing and increasing the effectiveness of those measures. The agency’s responses to the reports tabled in Parliament by Parliamentary Committees, and the Auditor-General; and also to issues of public interest raised in the media about the activities of the agency, and etc, etc.

MANAGEMENT AND ACCOUNTABILITY
Covering the main Corporate Governance issues as role and composition of the board or governing body as well as details of the qualifications. Experience and expertise of members and the balance of non-executive and executive members. Independence of members including policies on disclosure of relationship between members and the agency and on dealing with potential and actual conflicts of interest. Process of appointment of members including identifying the parties involved in the decision, appointed term and procedures at the end of the appointed term.
The terms and conditions of membership also include criteria for remuneration and retirement benefits.

Furthermore, process and criteria for review of board performance, frequency of board meetings, attendance details and nature and the amount of work undertaken by members. Delegation of functions by the board including the roles, objectives and membership of board committees is essential. The report is expected to provide an assessment of the agency’s effectiveness in managing and developing its staff to achieve its objectives. It should also include a brief assessment of the agency’s performance in the pursuing of inputs and also in asset management.

**Financial Commentary and Analysis**

Simply means an excellent report should show financial information in simple clear terms that can be easily understood by stakeholders. Provides comparative data over a period of 5 years; integrates financial and other resources management information into the main body of the report. And provide discussion and analysis of the financial activities and management of the agency as well.

All other matters that should be included either in the main body of the report or in the appendices that are required to be disclosed by the annual reporting. And other legislation as well by policy directives should be included as Other Prescribed Information and forms part of the report.

**Why Assess Annual Reports?**

The New South Wales annual reporting legislation (Annual Reports Acts) requires all statutory bodies; and departments to prepare and present to Parliament an annual report containing both financial and non-financial information on their operational activities. The Government sees that most often agencies are too obsessed on reporting activities, rather than outcomes and achievements; whilst miss setbacks and failures or compare performance to goals, targets and benchmarks. In order to encourage and attract these Public Sector Agencies annual contributions, the Government has created the NSW Premier’s Public Sector Annual Reports Award.
Why Award Public Sector Annual Reports?

The requirement set in the Annual Reports Act, presses to recognise excellence in the quality of information. This should provide a focal point, demonstrating interest in improving the effectiveness, efficiency, equity, and accountability in Annual Reports, of the NSW Public Sector Agencies.

After the Initial Assessment Process from the number of Public Sector Agencies entries, those Annual Reports that have been identified by the initial assessors to be the best would be submitted before the Panel of Judges. Made up of several professional bodies, academia, senior accountants and auditors from both public and private sector for an in-depth evaluation. It is up to the Judging Panel to reach decision on the best Annual Reports of the year ending, and be awarded Gold, Silver and Bronze according to their judgement and the award categories. The NSW Government announces the awarding of the Annual Reports and also presents the winners.
Committee Deliberative Meetings & Hearings

Although my program seemed fixed, it was however flexible and very well organized. I’m saying flexible because at times, I was required to exit my temporary office to attend to other various Parliament Committee deliberative meetings and major inquiries.

My observation, listening and research skills were actually being tested. I was able to revisit my early understanding on the module that similar businesses are conducted in every committee meetings. My discovery led me to fully appreciate that committee deliberative meetings are very essential and orderly meetings, are primarily held for committees to conduct their procedural and administrative functions. The daily business of the committee such as election of new chair and deputy chair, adoption of minutes, scheduling of meetings, decisions regarding inquiries and consideration of draft reports, are some core businesses of committees that are looked at in deliberative meetings.

Public Accounts Committee

I was privileged to attend two deliberative meetings on separate dates. One was a Public Accounts Committee deliberative meeting which was held an hour before the actual committee hearing. This was the time the chair and the committee members were briefed by the committee manager and staff on what to expect. It seemed more an orientation type (but powerful and orderly) involving interaction between committee members and staff.

The committee was established under the Public Finance and Audit 1983. And has very wide powers to report on the efficiency, effectiveness and economy of government activity. Principally through its powers to review the reports of the Auditor-General, the total state sector accounts and the reports of government agencies tabled in the House.

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1 Grove, D. Russell, Swinson, Mark, Hesford, Stephanie, Editor, Assistant Editors, Clerk of the Legislative Assembly, Deputy Clerk, Parliamentary Officer (Research and Projects), 26.2.5 Public Accounts Committee, New South Wales Legislative Assembly, - Practice, Procedure and Privilege, New South Wales Parliament, 2007, p.228.
Committee on the Office of the Ombudsman & Police Integrity Commission

The second deliberative meeting was with the Committee on the Office of the Ombudsman and Police Integrity Commission.

This is a joint committee which was established in 1991 by amendment to the Ombudsman Act 1974. The committee’s functions were further expanded by the Police Integrity Commission Act 1996. The committee monitors and reviews the functions and the exercise of the functions of the Ombudsman’s Office and of the Police Integrity Commission.

The meeting was interestingly brief, no more than 15 and no less than 10 minutes. The committee deliberated on the previous minutes and matters arising, resolved, adopted, made few amendments that were moved and seconded, looked at correspondences sent/received, decided on the next meeting date and adjourned.

It looked quite so simple but all in all depended very much on the capability of the deputy chairperson, who was at that time presiding over the meeting in place of the chairperson who was away on constituency obligation. It was just remarkable to observe the all smoothly run deliberative meeting, and of course not to mention the contributions by members shared over a cuppa tea and snacks.

In parallel, committee hearings involving witnesses are held in public but may, for specific reasons, be held in camera. In such meetings full membership of the committee is required to constitute a quorum and most importantly, attending to witnesses. It is best practice to have a deliberative meeting before a hearing so that committee member’s affairs and grievances are sorted as well as businesses finalized and prepared to avoid unnecessary undertakings during the proceedings.

Committee on the Independent Commission Against Corruption

The first public hearing I observed was with the Committee on the Independent Commission Against Corruption.

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2 26.2.3 Committee on the Office of the Ombudsman and Police Integrity Commission, New South Wales Legislative Assembly Practice, Procedure and Privilege, p.228.

Report on secondment training at the NSW Parliament; April – May 2009-Donald Misang, Parliamentary Committees, Bougainville House of Representatives.
This joint committee is established under the *Independent Commission Against Corruption Act 1988*, and is the means by which the ICAC is accountable to Parliament. The committee monitors, and reviews the functions, its annual reports and the reports it makes to Parliament³.

What so interesting about this particular joint committee is due to its independent performance, it supersedes powers of other committees according to its Act, meaning that it can perform functions that other committees will not.

**General Purpose Standing Committee No.2**

I also found myself at the Upper House, attending a public hearing into ‘Bullying of Children and Young People’ by the General Purpose Standing Committee No.2. Mr. Steven Reynolds, the Clerk-Assistant (Procedure Support) and Usher of the Black Rod, took me to the meeting room earlier to observe committee staff preparation prior to hearing. And gave an orientation of what the staff were doing, where the witnesses would sit, the name holders indicating the chairperson’s and committee members seats, the hansard/recorders, committee secretariat tables and back-seats reserved for interested public.

The inquiry took from 9:30am to 4:45pm a whole day. Different witnesses were examined and allowed to give their account to the committee who deliberately asked related questions on the subject of the inquiry to further extract information in relation to submissions received.

During and in between the inquiry process I was however able to attend to my appointments (*see Appendices attached program*).

In my program, the Police Integrity Commission inquiry was the final hearing I attended at the Jubilee Room. It was very interesting to watch the whole proceedings of the inquiry; and amongst many others, how it was actually conducted, questions framed purposely to get information from the witnesses appearing before the Committee and so on.

³ 26.2.2 New South Wales Legislative Assembly, - Practice, Procedure and Privilege, New South Wales Parliament, p.228.

*Report on secondment training at the NSW Parliament; April – May 2009-Donald Misang, Parliamentary Committees, Bougainville House of Representatives.*
When I say, the whole proceedings I was referring to the atmosphere in the Jubilee Room and in terms of what everyone was doing.

Apart from the witnesses, the media from Channel 7 were also admitted to record part of the proceedings.

At the end of the inquiry, the media including the public, and myself (who responded voluntarily so to speak, despite the Chair allowing for me to remain behind if I wanted to), were told to leave the Jubilee Room so Committee could sit privately with few other witnesses who wanted to give evidence behind closed door.

On Thursday 28 May I attended a whole day training session on record keeping amongst half of the LA Committee Staff. Mr. Russell Grove who is Clerk of the Legislative Assembly introduced the course and hands over to a female expertise on record keeping. One of the aims of the course was to assist staff have good records and in improving filing system. The facilitator was able to get us through exercises and interactive discussions and few other staff had the opportunity to share their wealth of experiences relating to record keeping. At the end of the course, a Course Certificate on Record Keeping was awarded.

**CPA Delegation Tour**

I also had an opportunity to be invited by the Office of the Clerk of the Legislative Assembly, Mr. Russell Grove to join the CPA Delegation, for a tour and lunch onboard Captain Cook Cruise Ship around Sydney Harbour at the conclusion of their program. The trip was historic for me, I was privileged to personally meet and had lunch and shared with parliamentarians and leaders from different branches of the CPA. The tour to the Sydney Opera House not only concluded the rest of the day, but also my four weeks Secondment to the New South Wales Parliament.
Recommendation

1. The Autonomous Bougainville Government should design and develop an annual reporting legislation (Annual Reports Acts) to ensure all statutory bodies and departments are presenting to Parliament an annual report containing both financial and non-financial information on their operational activities.

2. Autonomous Bougainville Government should also create a similar Award Program for public sector annual reports, not because it is done at NSW Parliament, but as a way of pressing Bougainville Public Sector Agencies recognize excellence in the quality of information, effectiveness, efficiency, equity, professionalism and accountability in the work they do.

3. Besides the Members Update, a monthly Newsletter of the Bougainville House of Representatives which focuses on and within the scope of monthly events relating to Parliament, which should include both Members and Staff, may be enhanced. Contributors to the Newsletter should come from the different sections directly overseen by the Speaker’s Office.

4. I strongly recommend that with the new House, the need to have the full 8 Secretariats established will be achieved, to oversee the work of Committees. The 8 Secretariat Offices should each have 3 staff servicing them – a Committee Manager, a Research and Report writer and a Support Staff.

The Director for Committees would be overseeing the Secretariats from his/her Office located in Parliament, whilst the Secretariats should be somewhere near to where the Bougainville Administration Divisions and Departments are located. For accessibility, which is appropriate given the role of Committees to liaise with, consult and seek information from responsible Ministers. These I believe are very crucial points in achieving effectiveness, professionalism, accountability and best practice principles of Committee work (refer to proposed Structure for Bougainville Parliament Committees overleaf).
Key: CM means Committee Manager
RRw means Research & Report Writer
SS means Support Staff

The above Structure shows 8 proposed Committee Secretariats. Each of them would be serviced by 3 highly skilled and experienced staff. Each Secretariat Staff may assist other Secretariats whenever needed having the understanding that the roles they are practicing and performing are basically the same.

Bougainville Parliament has eight (8) Committees: (1) Standing Orders Committee is established by the Standing Orders, (2) Public Accounts Committee established by its own legislation which is the PAC Act, the rest of the Committees, are dictated by the Constitution and also created by the Standing Orders, which includes; (3) Infrastructure Development Affairs Committee, (4) HIV/AIDS Committee, (5) Local Level Government & Social Development Affairs, (6) Natural Resources, Economic Development & Public Services Affairs Committee, (7) Bougainville Peace & Reconciliation Committee, (8) Education Development Affairs Committee.

A Select Committee has been established to look at the Capital for the Autonomous Region of Bougainville.
In addition, we need to set up THREE more Committees to oversee all institutions serving the Government of the day. The proposed Committees are: The Police Integrity Commission, Committee on the Ombudsman, and Independent Commission Against Corruption.

Whilst the Bougainville police nearly have all its powers drawn down, the Ombudsman Commission is catered for in the Bougainville Constitution. The legislature needs to start planning for the three Parliament Committees to be established. It is however, strongly recommended that ICAC as a furthering anti-corrupt mechanism should be given some early thoughts and be established during the second term of Bougainville Parliament.

5. It is also recommended that CDI/CPA creates and develops ongoing training and educational programs for the Bougainville Parliament in order to prepare the new House for 2010 and beyond. I strongly value and believe that this approach should broaden and increase the proficiency of Members and Staff in appreciating the Role of Parliament.
CONCLUSION

My four weeks secondment to the New South Wales Parliament (Legislative Assembly) was well prepared, organized and also coincided with the Parliament Sittings which I observed (except Legislative Council Sittings). The different programs I underwent training were perfectly designed in such a way I was able to learn more than just Committee work.

The assignment on Assessing Annual Reports for the NSW Government Public Sector was indeed a challenging one for me, given I was able to taste my first dose without having to read the prescriptions. In other words, the exercise was new in my case and I really found it very interesting as my ambition to learn grew each day. I was also very much impressed with the networking I have observed from Committee Staff of LA and LC.

To some extent I have come to anticipate strongly that delegation from staff and effective communication are key processes to effective work performance in a demanding environment. The surprising visit made by the Deputy Director for CDI Mr. Quinton Clements further enhanced my ability to press on with the huge tasks that were before me.

In general, I have to say that I received the best program from the NSW Parliament, Staff from LA Committees including others from the same wing, Staff from LC Committees including their counter-parts from the same wing and importantly, CDI/CPA financial support that kept me going.

I was fortunate to have good health and therefore never missed a beat on arriving at parliament on time each day. And so whenever I walked past the security guards at the main entrance to Parliament with my Security Pass (ID #149); smiling they would just wave me through. This welcoming gesture which already made me a part of them, only confirmed the new MOU giving new relevance to the recently created Bougainville and New South Wales Parliaments “Twinning Arrangement”.

Report on secondment training at the NSW Parliament; April – May 2009-Donald Misang, Parliamentary Committees, Bougainville House of Representatives.
### Programme for Attachment

**Thursday 30 April 2009**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>10:15 am</td>
<td>Legislative Assembly Foyer</td>
<td>Officers arrive at Parliament House and are met by Mr Les Gönye, Clerk-Assistant (Committees) and Ms Judith Somogyi, Editor of Debates</td>
</tr>
<tr>
<td>10:15 am to</td>
<td>Clerk’s Meeting Room</td>
<td>Morning tea with Mr Mark Swinson, Deputy Clerk of the Legislative Assembly, Mr Gönye and Ms Somogyi</td>
</tr>
<tr>
<td>10:45 am</td>
<td>Parliament House</td>
<td>Tour of historic areas of the Parliament with Mr Greg Kelly, Deputy Serjeant-at-Arms</td>
</tr>
<tr>
<td>12:00 noon</td>
<td>Strangers’ Dining Room</td>
<td>Lunch with Mr Steven Reynolds, Clerk-Assistant (Procedural Office) and Usher of the Black Rod of the Legislative Council, Mr Swinson and Ms Somogyi</td>
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<tr>
<td>1:30 pm</td>
<td>Hansard Office</td>
<td>Meeting with Ms Somogyi and Hansard Officers for an overview of the role and activities of the Hansard Department</td>
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<tr>
<td>4:00 pm</td>
<td>Legislative Assembly Foyer</td>
<td>Day concludes</td>
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### Friday 1 May 2009

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<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10:00 am</td>
<td>Legislative Assembly Foyer (Macquarie Street entrance of Parliament House)</td>
<td>Officers arrive at Parliament House and are met by Mr Rohan Tyler, Office of the Clerk of the Legislative Assembly</td>
</tr>
<tr>
<td>10:00 am to 12.00 noon</td>
<td>Parliamentary Library Meeting Room</td>
<td>Meeting with Mr Greig Tillotson, Parliamentary Librarian, for an overview of the role and activities of the Parliamentary Library</td>
</tr>
<tr>
<td>12:00 noon to 1:30 pm</td>
<td></td>
<td>Lunch/free time</td>
</tr>
<tr>
<td>1:30 pm to 4:00 pm</td>
<td>Clerk’s Meeting Room</td>
<td>Meeting with Mr Gönye for an overview of the role and activities of the Legislative Assembly Committee Office</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Legislative Assembly Foyer</td>
<td>Day concludes</td>
</tr>
</tbody>
</table>
### Monday 4 May 2009

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>Legislative Assembly Foyer</td>
<td>Mr Misang arrives at Parliament House and is met by Mr Gönye</td>
</tr>
<tr>
<td></td>
<td>(Macquarie Street entrance of Parliament House)</td>
<td></td>
</tr>
<tr>
<td>10:00 am to 12:00 pm</td>
<td>Waratah Room</td>
<td>Mr Misang to observe Committee on the Independent Commission Against Corruption Public Hearing</td>
</tr>
<tr>
<td>12:00 pm to 1:00 pm</td>
<td></td>
<td>Lunch/free time</td>
</tr>
<tr>
<td>1:00 pm to 4:00 pm</td>
<td>Level 20, 1 Castlereagh Street</td>
<td>Mr Misang to attend training session in assessing performance reporting</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Legislative Assembly Foyer</td>
<td>Day concludes</td>
</tr>
</tbody>
</table>
**Tuesday 5 May 2009**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30 pm</td>
<td>Legislative Assembly Foyer</td>
<td>Mr Misang met by Mr Gönye</td>
</tr>
<tr>
<td></td>
<td>(Macquarie Street entrance of Parliament House)</td>
<td></td>
</tr>
<tr>
<td>9:30 am to 12:00 noon</td>
<td>Level 20, 1 Castlereagh Street</td>
<td>Mr Misang to proceed, with Mr Gönye, to the Legislative Assembly Committee Office.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Briefing by Mr Mel Keenan, Committee Manager, and Mr Jonathan Elliott, A/g Senior Research Officer, Public Bodies Review Committee Secretariat, on the scope of Mr Misang’s attachment project</td>
</tr>
<tr>
<td>12:00 noon to 1:00 pm</td>
<td>Legislative Assembly Procedure Office</td>
<td>Meeting with Mr Jeff Page, Parliamentary Officer - Table, for an overview of the role and activities of the Legislative Assembly Procedure Office</td>
</tr>
<tr>
<td>1:00 pm to 2:00 pm</td>
<td></td>
<td>Lunch/free time</td>
</tr>
<tr>
<td>2:00 pm to 3:30 pm</td>
<td>Legislative Assembly Chamber Speaker’s Gallery</td>
<td>Mr Misang to observe Question Time</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Legislative Assembly Foyer</td>
<td>Day concludes</td>
</tr>
</tbody>
</table>
### Wednesday 6 May 2009

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>Legislative Assembly Foyer</td>
<td>Mr Misang arrives at Parliament House and is met by Mr Gönye</td>
</tr>
<tr>
<td>9:00 am to 10:30 am</td>
<td>Committee Room 1043</td>
<td>Mr Misang to attend meeting of the Legislative Assembly Public Accounts Committee</td>
</tr>
<tr>
<td>10:30 am to 12:00 noon</td>
<td>Room S853</td>
<td>Review of morning’s activities with Mr Gönye</td>
</tr>
<tr>
<td>12:00 noon to 1:00 pm</td>
<td></td>
<td>Lunch/free time</td>
</tr>
<tr>
<td>1:00 pm to 2:00 pm</td>
<td>Meeting Room 814/815</td>
<td>Mr Misang to attend meeting of the Joint Standing Committee on Road Safety</td>
</tr>
<tr>
<td>2:00 pm to 3:00 pm</td>
<td>Room S853</td>
<td>Review of afternoon’s activities with Mr Gönye</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Legislative Assembly Foyer</td>
<td>Day concludes</td>
</tr>
</tbody>
</table>
Thursday 7 – Friday 29 May 2009 (inclusive)

Mr Misang to commence attachment work programme, under the supervision of Mr Keenan and Mr Elliott, at the Legislative Assembly Committee Office (Level 20, 1 Castlereagh Street).

Monday 11 May 20

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>Legislative Council Foyer (Macquarie Street entrance of Parliament House)</td>
<td>Mr Misang arrives at Parliament House and is met by Mr Steven Reynolds, Clerk-Assistant (Procedure Support) and Usher of the Black Rod</td>
</tr>
<tr>
<td></td>
<td>Proceed to room Level 8, 814/815</td>
<td>Public hearing of General Purpose Standing Committee No.2, inquiry into Bullying of Children and Young People. Observe Committee Staff preparation prior to hearing, watch opening of hearing and first witnesses</td>
</tr>
<tr>
<td>10:00 am</td>
<td>Level 8</td>
<td>Meeting with Stephen Frappell, Director Research and Training, and Simon Johnston, Principal Council Office Procedural Training, regarding training programs for Legislative Council members.</td>
</tr>
<tr>
<td>10:30</td>
<td>Room 812</td>
<td>Briefing by Rachel Simpson, Committee Director, on Prisons inquiry and report writing</td>
</tr>
<tr>
<td>11:15</td>
<td>Room 812</td>
<td>Briefing by Kate Harris on Planning Legislation inquiry and processing submissions.</td>
</tr>
<tr>
<td>12:00</td>
<td>Centre Point</td>
<td>Met by Mr. Steven Reynolds for Lunch</td>
</tr>
<tr>
<td>2:00</td>
<td>Office</td>
<td>Briefing by Steven Reynolds of Legislative Council Committee System</td>
</tr>
<tr>
<td>3:30</td>
<td>Room 814/815</td>
<td>Watch concluding witnesses for public hearing</td>
</tr>
<tr>
<td>4:15</td>
<td></td>
<td>Depart.</td>
</tr>
<tr>
<td>Time</td>
<td>Location</td>
<td>Activity</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10:00 am</td>
<td>Castlereagh Street Level 20</td>
<td>Farewell tea break with Legislative Assembly Committee Staff</td>
</tr>
<tr>
<td>12:00pm</td>
<td>Legislative Assembly Foyer</td>
<td>Join CPA delegation and departs Parliament House by Coach for No.6 Jetty, Circular Quay</td>
</tr>
<tr>
<td>12:20pm</td>
<td>Circular Quay</td>
<td>All participants to board Sydney Harbour Cruise</td>
</tr>
<tr>
<td>12:30pm to 2:20pm</td>
<td>Sydney Harbour</td>
<td>Sydney Harbour Cruise</td>
</tr>
<tr>
<td>2:20pm</td>
<td>No.6 Jetty, Circular Quay</td>
<td>All participants to disembark from Sydney Harbour Cruise and then proceed from No.6 Jetty, Circular Quay to the Sydney Opera House</td>
</tr>
<tr>
<td>2:30pm</td>
<td>Sydney Opera House</td>
<td>Tour of the Sydney Opera House</td>
</tr>
<tr>
<td>3:30/3:45pm</td>
<td>Sydney Opera House</td>
<td>All participants to depart the Sydney Opera House for Hotel</td>
</tr>
</tbody>
</table>
Appendices B – references

5. Legislative Assembly, Parliamentary Debates (Hansard), 54th Parliament First Session, Parliament of New South Wales, Tuesday 5 May 2009.
9. Research Service, NSW Parliamentary Library
10. NSW Parliamentary Library, Reference and Information Service
11. NSW Parliamentary Library, Research Papers
20. 2009 Premier’s Annual Reports Award Culling Sheet.
22. 2009 NSW Premier’s Public Sector Annual Reports Award Assessment Criteria.
24. Legislative Assembly, Police Integrity Commission, Confidential Chair’s Briefing Note: Tenth General Meeting with the Police Integrity Commission, 2009.
25. Legislative Assembly, Police Integrity Commission, Confidential: Chair’s Briefing Notes, 11th General Meeting with the Police Integrity Commission, 2009.


27. Committee on Children and Young People, Committee Meeting Agenda, Waratah Room, Parliament House, 1:30pm Tuesday 12 May 2009.

28. Committee on Children and Young People, Chair’s Agenda: Notice of Meeting, Waratah Room, Parliament House, 1:30pm Tuesday 12 May 2009.


31. Legislative Council, General Purpose Standing Committee No.3, Inquiry into the Privatization of prisons and prison-related services.


35. Legislative Council, General Purpose Standing Committee No.2, Terms of Reference, Inquiry into Bullying of Children and Young People, Parliament of New South Wales, 2009.

April – May 2009-Donald Misang, Parliamentary Committees,
Bougainville House of Representatives.

APPENDICES C – CORRESPONDENCES

Monday, 30 March, 2009 2:27 PM
From:
"Quinton Clements" <quinton.clements@anu.edu.au>
To:
"Singaski Kenasa" <singaski_kenasa@yahoo.com.au>
Cc:
abghausparl@daltron.com.pg

Moses

I have proposed to the Clerk of the NSW Legislative Assembly in Sydney that Donald be seconded to the NSW Parliament to work in one of their committee secretariats. In doing so Donald would participate fully in the work of a secretariat and learn by doing.

CDI would sponsor this secondment along with support from the CPA (London). I suggest at least a 4 week secondment to the NSW Parliament.

Please advise if this is something you (and Donald) are interested in. Also please suggest suitable timing for this secondment.

I look forward to hearing from you as soon as possible.

Warm regards, Quinton

__________________________________________________________

From: Singaski Kenasa [mailto:singaski_kenasa@yahoo.com.au]
Sent: Monday, 23 March 2009 2:03 PM
To: Quinton Clements

Dear Quinton.,

PS: Oh by the way the CPA is very keen on us sending our Cadets to do more training. The Clerk has asked me to see an area that I can send Donald M to do more training.

I am proposing the NSW Parl, or QLD Parl or the Northern Territory Parl. Can you assist me on this one?

Many thanks......Moses

__________________________________________________________
Subject to the agreement of Donald Misang and your approval, CDI will sponsor the extension of Donald’s secondment to the NSW Parliament from 13 May to 30 May. We will cover the costs of his accommodation and a daily living allowance for that period.

Donald should therefore be seconded to the NSW Parliament from 30 April to 29 May 2009.

The arrangement is for Donald to be placed in a committee secretariat for the duration of his stay in Sydney. Donald is to be an actual member of the secretariat and work alongside his NSW colleagues. A senior NSW parliamentary officer – eg. The Committee Manager - will act as his mentor. Donald will work on a current inquiry and follow the inquiry process for as much as the period of the secondment allows. There may also an opportunity (where committee deadlines permit) to work with the procedure office in preparation for the sittings of the House.

I will be happy to discuss the secondment in more detail with you both and Donald and identify particular activities to enhance the secondment.

Hopefully the program will include meetings with both Presiding Officers and Clerks and perhaps some time with the Legislative Council committee office.

Please send me a copy of Donald’s CV and information about what he is currently doing and areas he would like to work on during his secondment.

This secondment will require a serious commitment from Donald. He will have to turn up to work at Parliament House in Sydney every week day and on time. And he will have to work very hard alongside his NSW colleagues. He will be representing Bougainville and your Parliament during his secondment so he will have to be on his best behaviour.

So, please confirm as soon as possible that this arrangement is suitable to Donald and yourselves.

Kind regards, Quinton
Dear Lynette,

Good morning. It appears that we may some duplication between your program and ours. The Clerk of the Autonomous Bougainville Region House of Representatives, Robert Tapi, has asked CDI for assistance in seconding one of his officers, Donald Misang, to a parliament in Australia for on the job training. Donald attended the Committee staff training course we ran last year in Canberra and is quite an impressive young man. He works primarily with committees.
Given the NSW Parliament is twinned with Bougainville; I suggested that parliament as a possibility to Robert. I envisage a similar secondment to the one we (CDI & the NSW Parliament) organised last year for the Solomon Islands which by all accounts went very well.

Based on last year’s experience I have proposed at least a 4 week secondment and that Donald be placed in one of NSW Parliament committee secretariats. Having him participate fully in the work of a secretariat and learn by doing is a much more effective approach.

In discussing with Russell Grove yesterday I learnt that Donald is already scheduled to visit the NSW Parliament from 29 April to 7 May under your program.

So there appears to have been some overlap in the requests from the Bougainville House. Therefore I wonder if we can combine resources to enable Donald to spend a longer period in Sydney as outlined above.

Look forward to discussing

Kind regards, Quinton

__________________________

From: Mollard, Lynette (REPS) [mailto:Lynette.Mollard.Reps@aph.gov.au]
Sent: Tuesday, 31 March 2009 3:10 PM
To: Quinton Clements
Cc: Russell Grove
Subject: RE: Bougainville Parliament

Following our discussion, I can confirm we would be pleased to combine our resources and extend the training attachment for Mr Donald Misang provided our concerns re his willingness and ability to have that long away from his work and home; and the NSW Parliament’s willingness to provide supervision for that length of time, is met.

The CPA Education Trust will cover return airfares, accommodation and meals and incidentals allowance up to 13 May and my understanding is that CDI will cover the remaining two weeks accommodation and meals and incidentals.

I will make the travel bookings and book accommodation at the Macquarie Apartments up until and including 13 May and advise them that Mr Misang may stay on there but that you will be in touch with them separately. This enables you to choose other accommodation if you prefer.

Robert Tapi, Clerk of the Bougainville Parliament has confirmed these times are suitable for the
trainees so I will send through itinerary as soon as I have it.

Regards

_______________________________
Lynette Mollard
Senior Visits Officer
Parliamentary Relations Office
ph (02) 62773084
fax(02) 6277 2000
mobile 0418 628 009

From: Mollard, Lynette (REPS) [mailto:Lynette.Mollard.Reps@aph.gov.au]
Sent: Tuesday, 31 March 2009 3:10 PM
To: Quinton Clements
Cc: Russell Grove
Subject: RE: Bougainville Parliament

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Robert Tapi, Clerk of the Bougainville Parliament has confirmed these times are suitable for the trainees so I will send through itinerary as soon as I have it.

Regards

Lynette Mollard

-29-
Dear Lynette

Many thanks. Subject to the agreement of Donald Misang and his supervisors and Russell’s approval, CDI will sponsor the extension of Donald’s secondment to the NSW Parliament from 13 May to 30 May. We will cover the costs of his accommodation and a daily living allowance (at applicable ATO rates) for that period.

Donald should therefore be seconded to the NSW Parliament from 30 April to 29 May 2009.

The arrangement would be for Donald to be placed in a committee secretariat for the duration of his stay in Sydney, preferably a secretariat with an active work program during that period. The proposal is for Donald to be an actual member of the secretariat and work alongside his NSW colleagues (as opposed to just being on a study tour and being given briefings etc). A senior NSW officer – eg. The Committee Manager - would act as mentor. Hopefully, Donald can work on a current inquiry and follow the inquiry process for as much as the period of the secondment allows. Perhaps there may also an opportunity (where committee deadlines permit) to work with the procedure office in preparation for the sittings of the House.

I will be happy to discuss the secondment in more detail with Russell and Les Gonye and identify particular activities to enhance the secondment.

Hopefully the program may include meetings with both Presiding Officers and Clerks and perhaps some time with the Legislative Council committee office.

Grateful if you can advise us on the accommodation rate and contact details as we would prefer to have Donald stay in the one place for the duration.

Kind regards, Quinton
1 April 2009

Hon Andrew Miriki

Speaker

Autonomous Region of Bougainville House of Representatives

Buka, Autonomous Region of Bougainville

Secondment Program for Bougainville Parliament

My dear Mr. Speaker,

Firstly, on behalf of the Centre for the Democratic Institutions (CDI), I wish to congratulate you on your election as Speaker of the Bougainville House of Representatives.

I write to inform you that CDI has agreed to sponsor the secondment of one of your Parliament officers, Mr. Donald Misang, to the Parliament of New South Wales in Sydney from 30 April to 29 May 2009.

Mr. Misang will be placed in a Committee Secretariat for the duration of his secondment. He will be treated as a member of the secretariat and work alongside with his New South Wales Colleagues. A senior NSW parliamentary officer will act as his mentor. Donald will work on a current inquiry and follow the inquiry process for as much as the secondment period allows. There may also an opportunity (where committee deadlines permit) to work with the procedure office in preparation for the sittings of the House. The program will include meetings with both presiding officers and Clerks and sometimes with the Legislative Council (Upper House) Committee Office.
I will discuss more the secondment program with your Clerk, Donald and the NSW Parliament in order to identify particular activities to enhance the secondment.

Donald’s expenses-including economy class travel, accommodation and daily living allowances – will be met by CDI and the Commonwealth Parliamentary Association.

I hope that you see value in the ABG House of Representatives participating in this specialised training for staff.

If you require further information please do not hesitate to contact me directly on:

Telephone: + 61 26125 6560
Fax: + 61 26125 9726
E-mail: Quinton. Clements@anu.edu.au

Kind regards

________________

Quinton Clements
Deputy Director

Cc: Mr. Robert Tapi, Clerk of the House of Representatives