

ANNUAL REPORT

2016 - 2017



Queensland Parliamentary Service



Reporting year

This report covers activities that occurred during the 2016-17 financial year. Previous annual reports of the Queensland Parliamentary Service are available online at www.parliament.qld.gov.au

Interpreter service

The Queensland Parliamentary Service is committed to providing accessible services to Queenslanders from culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact us on either (07) 3553 6000 or free call 1800 197 809 and we will arrange an interpreter to effectively communicate the report to you.



Interpreter

Stock

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Communication objective

This annual report has been prepared to meet the information needs of Parliamentary Service clients and stakeholders. These include Members of Parliament, parliamentary committees, electorate offices and staff, government agencies, the media, the Commonwealth Parliamentary Association and other parliaments, schools and students, and the people of Queensland.

The report is designed to provide an account of the achievements and activities of the Parliamentary Service for 2016-17 in accordance with the goals specified in the *Queensland Parliamentary Service Management Plan 2016-2020*. In addition, the report fulfils our statutory reporting requirements. This report is available electronically from our website at www.parliament.qld.gov.au

Your thoughts

Readers are encouraged to comment on this report by completing the enclosed feedback form contained on page 87. Alternatively, readers can comment online via the Queensland Parliament website at www.parliament.qld.gov.au

Your comments will help us to continue to refine our corporate reporting to ensure that we meet the expectations of our stakeholders.

The following additional information is published online at www.parliament.qld.gov.au/explore/publications-and-reports/annual-reports

- consultancies
- overseas travel.

The cover image of this Annual Report is of the Maltese Cross shaped hedge, which is found in the gardens of the Parliamentary Annexe Building.

Cover photography by Ben Webber, design by Louise Whitlock.

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Message from the Speaker

On behalf of all Members of the 55th Parliament, I thank Parliamentary Service officers for their dedication and professionalism in their service to the Parliament, its Members and committees and congratulate the Parliamentary Service as a whole for its achievements in the 2016-17 year.

Whilst there were a multitude of achievements in the last year, I want to take this opportunity to highlight two initiatives completed in 2016-17 and highlight three particular service deliveries that demonstrate the breadth and depth of the work of the Parliamentary Service.

In May 2017, 'Parliament TV' was launched. It is a new and improved online broadcasting system for the proceedings of Parliament as well as committee public hearings. It was developed 'in-house' with the intent of making parliamentary broadcasts more open and accessible. The system is compatible across a range of viewing platforms such as on smartphones, tablets and PCs, as well as on different operating systems such as Android and iOS.

Repairs and renovations to the Level 7 area of the Parliamentary Annexe Building were completed in late 2016 after a year of works. Drainage issues on Level 7 had for many years caused water leaks to the floor below so a thorough water-proofing of this area was conducted following the clearing and removal of previous structures. The new Level 7 includes two entertainment areas - 'The River Deck' and 'The Green Deck' - which are proving popular for functions and events.

Queensland's parliamentary committee system was significantly reformed in August 2011 in order to improve openness and accountability and to increase the levels of public consultation within Queensland's legislative process. The results of these reforms over

the past five years has been a dramatic increase in the volume of committee work needed to be supported by the Parliamentary Service. A comprehensive report on committee activity for 2016-17 is provided on page 18.

The reforms to the committee system has impacted on other areas in the Parliamentary Service. The primary role of the Parliamentary Reporting and Broadcasting Service is to produce an accurate, timely and accessible record of the proceedings of the Parliament and Parliamentary Committees. For the first time ever, in 2016-17 the number of audio hours transcribed for Committees exceeded the audio hours transcribed for the Assembly.

One of the privileges of being Speaker is to be involved in the Queensland Parliament's education programs. Our Parliament supports the Queensland Youth Parliament for 16 – 25 year olds from across the State, and conducts an annual Youth Parliament for senior secondary Legal Studies students to coincide with Law Week. This year, I had the privilege of hearing the thoughts of senior primary school children in the Burnett region and, in spite of an extreme weather event, in the Roma region. At the Eric Deeral Indigenous Youth Parliament, I was impressed by the contributions of Indigenous Youth Leaders who spoke with passion and conviction as they voiced their concerns and proposed solutions to the issues that affect them. I take this opportunity to thank all Members for their ongoing support in the chairing of the Youth Parliaments.

The parliamentary precinct is the workplace for 204 Parliamentary Service officers, and a further 191 officers work in electorate offices across the State. I am pleased that the new Parliamentary Service strategic plan and organisational restructure that commenced this year recognises the important role of electorate office liaison through the Corporate and Electorate Services Division.

An Electorate Office Reference Group was also established this year to act as a liaison and communication forum between the broader parliamentary service and electorate officers.

In the coming year, the Parliament itself will undergo its most significant change in over 30 years, following the decision to increase the number of Members of Parliament from 89 to 93. Accordingly, a focus for the year ahead for the Parliamentary Service will be planning for and managing the impacts of the Electorate Boundary Redistribution. Furthermore, the next election will be the last before amendments to the Constitution of Queensland take effect that will see fixed dates for future elections.

This coming year will also see the completion of the final stage of the Parliament House Stonework Restoration Project, completing and delivering a program that commenced 24 years ago. I look forward to celebrating with former staff and their families, including four generations of stonemasons, who have worked on the project. The magnificent stonework makes Parliament House one of Queensland's iconic buildings – and I acknowledge the Clerk and his team for their resilience and dedication to overseeing the sometimes arduous task of restoring this landmark historical building.

As the Presiding Officer of the Legislative Assembly, I am pleased to report that Parliament has agreed to further reforms to the way it deals with Citizens' Right of Replies, and petitions supported by 10,000 people. In relation to a Citizen's Right of Reply, citizens now have up to four years within which to seek a right of reply. In an attempt to provide greater prominence to the citizen's reply, replies are now tabled during the preliminary session of a parliamentary sitting day. Petitions supported by 10,000 people or more may now be placed on the Notice Paper for debate by Members of Parliament.

Finally, I take this opportunity to acknowledge the members of the Committee of the Legislative Assembly and thank them for their assistance throughout my term as Speaker in making major decisions relating to our Parliament and its precinct.

A handwritten signature in black ink, appearing to read 'Peter Wellington', written in a cursive style.

Hon Peter Wellington MP
Speaker of the Queensland Parliament

Clerk's report

Mr Speaker

I am pleased to present the Annual Report 2016-17 and financial statements for the Queensland Parliamentary Service.

In my report last year, I noted that a number of organisational changes were imminent following a review of the Strategic Plan 2016-20 which had occurred during 2015-16.

These reforms to the Parliamentary Service's corporate vision, purpose, objectives, strategies and structure were the first major reform in over 15 years and I am pleased to report that the changes listed above were successfully implemented during the past year. As part of the changes, the structure of the Parliamentary Service is now organised into four divisions, with each having a more focused grouping of Service Areas within them.

It is a great credit to all Parliamentary Service staff that these changes occurred seamlessly and without impacting the standard of services delivered.

The results of the annual survey of members, which was conducted at the end 2016, were very pleasing with Members providing a 96% response that they were satisfied with the performance of the Parliamentary Service as a whole in providing assistance and support to enable the parliament to carry out its legislative and review roles and Members to perform their representational duties. A full listing of the Member satisfaction ratings is contained on page 17.

The completion of capital works on Level 7 of the Parliamentary Annexe Building during 2016-17 was a much-welcomed achievement and one that has commenced the revitalisation of this near 40-year-old building. Other important capital works across the precinct during 2016-17 included progress on the project to install the fire protection system for Parliament House as well as the stonework restoration work on the centre-tower of old Parliament House.

Queensland's system of parliamentary committees have continued their valuable contribution to the work of the House during 2016-17. A detailed report of committee activities undertaken during the year is

contained on pages 18 and the figures contained again demonstrate the large volume of work completed by committees and the direct impact that this activity has had on Bills debated and passed by the House. As such, I am pleased to report again this year that following the reforms of 2011, Queensland has a modern, responsive and consultative committee system that positively serves the people of this state.

Looking ahead, the state general election that is due to occur in the next financial year will see the number of Members increase from 89 to 93 - the first such change since 1986. This will require the establishment of four new electorate offices to service the four newly created electorates which will come into effect at the upcoming election. Preparations for this have commenced as well as planning for the accommodation of extra members here within the parliamentary precinct.

Importantly, I note that August 2018 will mark the 150th anniversary of the Queensland Parliament's first meeting in Parliament House. Planning for this upcoming anniversary commenced during the year and will continue through 2017-18.

It has again been my great privilege to serve in this role and report on the achievements of the Parliamentary Service over the past year.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the Financial and Performance Management Standard 2009; and
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual reporting requirements can be found on pages 84-85 of this annual report.

Yours sincerely



Neil Laurie
Clerk of the Parliament

Parliamentary Service

Our purpose

To serve, support, promote and strengthen the Legislative Assembly to enable it to fulfil its various functions which are fundamental to Queensland's democratic system of government.

Queensland Parliament

The Legislative Assembly, together with the State Governor, forms the Queensland Parliament. In the Westminster system of government, which Queensland has adopted, Parliament not only is the elected law-making body but also determines which political party or parties form the Executive Government. To appoint a Premier and other ministers, the Governor must be satisfied that the party or parties they represent command a majority of the votes in the Legislative Assembly.

As the Executive Government is ultimately responsible to Parliament, the Assembly has the additional ongoing role of scrutinising the operations of the Executive. Accordingly, Parliament is a public institution of great constitutional importance and is separate from the Executive Government.

Legislative Assembly

The Queensland Parliament contains only one House, namely, the Legislative Assembly. The Assembly consists of 89 Members, who discharge a range of important legislative and constituency responsibilities. Legislative responsibilities involve participation in parliamentary matters, including the enactment of legislation, privileged debate, scrutiny of government policy and serving on parliamentary committees. Constituency responsibilities involve Members, as representatives of individual electoral districts, providing advice and assistance to constituents and acting as advocates for local interests.

Queensland Parliamentary Service

The Queensland Parliamentary Service provides administrative and support services to the Legislative Assembly, its committees and Members. The Service comprises staff working within the parliamentary precinct in Brisbane and also in Members' electorate offices across the state. To enhance and emphasise its independence from Executive Government, the Queensland Parliamentary Service was established under the *Parliamentary Service Act 1988*. Further, as the Parliamentary Service is distinct from the Public Service, it is not subject to a wide range of legislative, administrative and other requirements which apply in the public sector, although, as a matter of practice, it often voluntarily adopts equivalent standards.

Our objectives

The administrative and support services provided within the parliamentary precinct are directed broadly to:

1. To support the Legislative Assembly (and its committees and members) in fulfilling its functions within the institution of Parliament to:
 - make law (and supervise delegated law making)
 - approve and scrutinise the State's finances
 - scrutinise the actions of executive government (and oversight independent bodies), and
 - provide a forum for debate and grievance.
2. To support members of the Legislative Assembly in their communication with and representation of constituents.
3. To provide information, corporate and facility management services that better enables members of parliament and parliamentary service officers to achieve their objectives.
4. To safeguard, promote and strengthen the important institution of Parliament by improving awareness of the role of the Legislative Assembly, its committees and members in our democratic system of government and provide accessibility to information about parliamentary proceedings and activities.

Our vision

To be the innovative leader in the delivery of parliamentary services in the Westminster world.



Our values

Accountability:	We are accountable to the institution, our clients, and to each other.
Innovation:	We are innovative and strive to create a better future.
Learning:	We shall continually learn and pass on our knowledge.
Integrity:	We are honest, ethical, respectful, independent and professional.
Clients:	We are focused on the needs of our clients.

Financial summary

The financial information below provides a high-level snapshot of the financial performance and position for the Legislative Assembly and Parliamentary Service for the financial year ending 30 June 2017 as well as for the four previous financial years. The full Financial Statements commence on page 50.

Financial summary for the year ending 30 June	2013 \$'000	2014 \$'000	2015 \$'000	2016 \$'000	2017 \$'000
Total Income	81,937	85,715	94,023	89,185	92,278
Total Expenses	81,541	84,359	89,255	90,357	94,297
Operating Surplus/(Deficit)	396	1,356	4,768	(1,172)	(2,019)
Total Assets	277,508	277,695	278,819	205,710	211,106
Total Liabilities	9,364	10,764	4,376	5,895	6,489
Net Assets	268,144	266,931	274,443	199,815	204,617

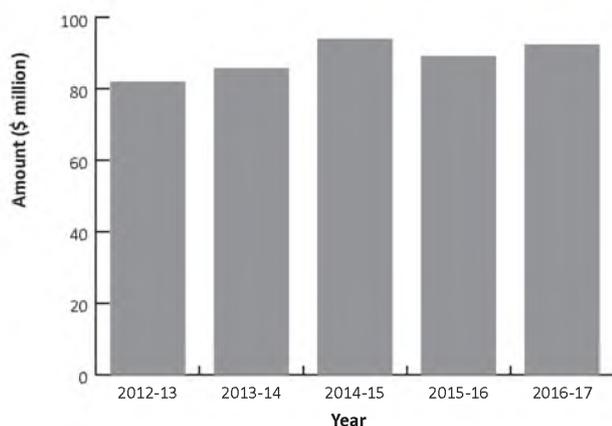
Financial summary for the year ending 30 June	2013	2014	2015	2016	2017
Current Ratio ¹	1.23	1.77	1.72	1.49	1.41
Debt/Equity Ratio (%) ²	3.49	4.03	1.59	2.95	3.17
Liability/Asset Ratio (%) ³	3.37	3.88	1.57	2.87	3.07

1. Current Ratio measures the ability of the Parliamentary Service to meet short-term financial obligations.

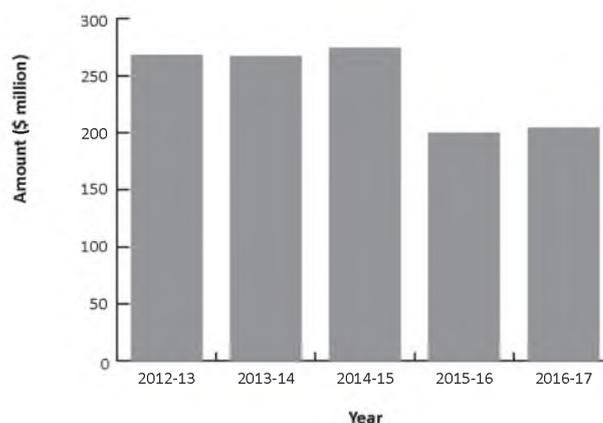
2. Debt/Equity Ratio represents the debt of the Parliamentary Service as a relative proportion of Equity (net worth).

3. Liability/Asset ratio measures the percentage of the Parliamentary Service's total assets that are provided via liabilities.

Total income



Net assets

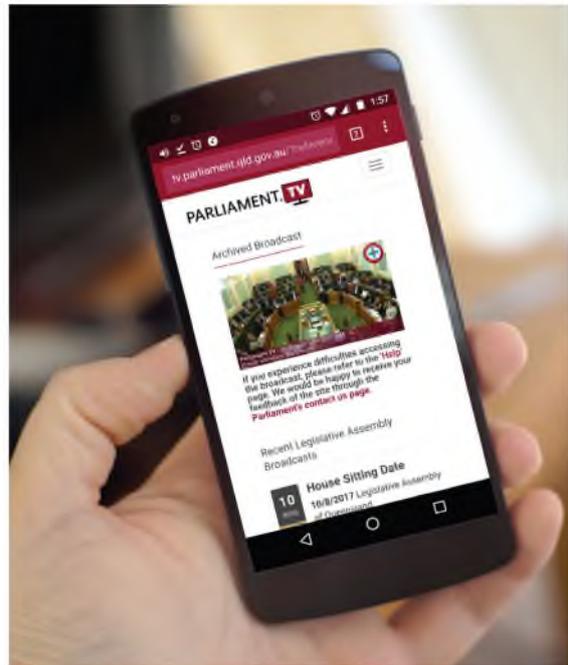


2016 - 17 Major highlights

Launch of 'Parliament TV'

In May 2017, a new and improved online broadcasting system for the proceedings of Parliament as well as committee public hearings was launched. The system, which is called 'Parliament TV' was developed in order to better serve the people of Queensland by making parliamentary broadcasts more open and accessible. 'Parliament TV' is compatible across a range of viewing platforms such as on smartphones, tablets and PCs, as well as on different operating systems such as Android and iOS. 'Parliament TV' also allows for the archiving and replay of committee public hearings for a period of 12 months after the proceedings.

The live online broadcast of Queensland's parliamentary proceedings commenced in June 2007 – with 'Parliament TV' being the latest initiative during the ten years of the Parliament's live online broadcast of its proceedings.



Completion of Level 7 renovations

Repairs and renovations to the Level 7 area of the Parliamentary Annexe Building were completed in late 2016 after a year of works. Drainage issues on Level 7 had for many years caused water leaks to the floor below so a thorough water-proofing of this area was conducted following the clearing and removal of previous structures. The new Level 7 includes two entertainment areas - 'The River Deck' and 'The Green Deck' - which have proved popular for functions and events.



The Green Deck



The River Deck

Support for OzHarvest food charity

The Parliament commenced support for the food charity organisation, OzHarvest during 2016-17. OzHarvest is a perishable food rescue organisation that collects quality excess food from more than 2,000 commercial outlets and delivers it, direct and free of charge, to more than 800 charities. OzHarvest provides much needed assistance to vulnerable men, women and children across Brisbane.



The Parliament's Chef Tournant, Alex Chipizubov, presents representatives from OzHarvest with hot cross buns.

Commencing in August 2016, OzHarvest has been collecting the following items from the parliamentary precinct:

- packaged food within three months after the best by date
- surplus food from the cafeteria, and
- surplus prepared, but not served items from functions.

At Easter 2017, the Parliament's chefs baked and donated hot cross buns to OzHarvest.

Bees welcomed to Parliament House

In September 2016, two hives of native stingless bees were officially welcomed to Parliament House by the Speaker, Hon. Peter Wellington MP. Speaker Wellington announced that the Parliament was the custodian of the hives under a Joint Memorandum of Understanding signed between the Queensland Parliament, the Queensland University of Technology (QUT) and the Brisbane company, Sugarbag Bees.

Speaker Wellington said that the bee hives would serve two main purposes: to assist with current research into bees; and to be a constant reminder for everyone in Parliament to consider the impact that decisions will have on the environment.

The two bee hives are located in the garden area in front of Parliament House and are accessible to visitors and persons walking past the front of the building to observe the bees.



Dr Tim Heard from Sugarbag Bees and the Speaker Hon. Peter Wellington MP inspect the Parliament's new bee hives.

Preservation and conservation of Parliament House

The Parliament's Stonework Restoration Program commenced in 1993-94 in order to ensure the long-term structural integrity of Parliament House. Queensland's Parliament House is of cultural heritage significance and is entered on the Queensland Heritage Register as a State Heritage Place. The Parliamentary Service has an ongoing responsibility to actively manage and conserve the building and its contents.

For this long-term project, the Parliament House precinct was divided into 13 sections with each of these areas then worked on stage-by-stage. As at 30 June 2017, 11 of these stages have been completed. Stage 12 of the project is the Parliament's centre tower with work on this section having been significantly progressed during 2016-17 and now due for completion in late 2017. The final stage of the project will be the restoration of the Parliament's stone boundary fence which will commence in 2017-18.

The Stonework Restoration Program has been jointly funded by the Parliament and the Department of Housing and Public Works with each agency working together in the planning and implementation of this long-term project. The Stonework Restoration Program has importantly provided training opportunities for apprentice stonemasons engaged via the Department of Housing and Public Works over the last two decades, with this project playing an important part in keeping the art of stonemasonry active and alive in Queensland.



A crane at the front of Parliament House lifts a sandstone block over the building, with workers guiding it into place.





Ten years of Indigenous flags at Parliament

May 2017 marked the tenth anniversary of the Queensland Parliament's renewed engagement with and recognition of Indigenous Queenslanders. On 22 May 2007, the Parliament commenced flying the Indigenous and Torres Strait Islander flags in front of Parliament House as well as displaying them inside the Chamber. For these ten years, successive Speakers have also acknowledged Indigenous traditional owners.

Brisbane Open House

Parliament House participated in the Brisbane Open House event over the weekend of 7 and 8 October 2016 with over a thousand people visiting the building. Brisbane Open House is a free annual event that provides visitors with the rare opportunity to discover a wealth of architecturally diverse, well-designed and historic buildings across Brisbane.



The Member for Warrego, Ann Leahy MP, chairs the Roma Youth Parliament.

Regional Youth Parliaments

As part of the Queensland Parliament's regional education program, parliamentary staff conducted the Wide Bay-Burnett Youth Parliament in Bundaberg on 27 October 2016 and the Roma Youth Parliament on 31 March 2017. The Speaker and local Members from each of these regions attended these events and chaired the proceedings.

Lighting of the parliamentary Christmas tree

The Parliament's Christmas tree was ceremonially lit at an event on the Parliament's front lawn during the final sitting week of 2016. Accompanying this was a performance of Christmas carols by the 'Speaker's panel choir'.



The Christmas choir.

Hosting of international parliamentary conferences

The Parliament played host to four separate international conferences during 2016-17, with Parliamentary Service staff playing significant roles in project managing and assisting with these events. Brief descriptions of each are below:

- The Commonwealth Parliamentary Cybercrime and Cybersecurity Project: Asia-Pacific Regional Workshop was held at the Parliament from 25 to 28 July 2016. This brought together an audience of regional parliamentarians and high profile experts from international and non-governmental organisations and academia. The aim of the workshop was to strengthen parliamentarians' awareness of cybercrime and cyber security threats and promote the implementation of appropriate legislative, scrutiny and oversight mechanisms in their respective jurisdictions
- The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) held its annual Professional Development Seminar at the Parliament from 23 to 25 January 2017. The theme of this event was 'Tradition vs Innovation: Managing the tension' with delegates attending from jurisdictions across Australasia, the United Kingdom, Canada and the United States
- The UK branch of the Commonwealth Parliamentary Association (CPA UK) held its Pacific Islands Westminster Seminar at the Parliament from 16 to 18 March 2017. This brought together parliamentarians and parliamentary officials from 11 Pacific nations as well as from the United Kingdom and Queensland. The Westminster Seminar is designed to equip parliamentarians and clerks from the Commonwealth on issues related to parliamentary practice and procedure, and
- The Australasian Council of Public Accounts Committees (ACPAC) held their 14th biennial conference at the Parliament from 19 to 21 April 2017. ACPAC exists to exchange information and opinions about public accounts committees, in order to improve their performance and increase the accountability of government expenditure. ACPAC also aims to improve how public accounts committees communicate with Auditors-General, experts in the field, the media, and the public.



ANZACATT President, Andrew Young, opening the ANZACATT Professional Development Seminar.



Delegates at the Australasian Council of Public Accounts Committees conference.

Senator Neville Bonner AO bust moved to Queensland Parliament

In January 2017, a bust of the late Senator Neville Bonner AO was installed in the Reconciliation Gallery on Level 5 of the Parliamentary Annexe Building. The bust was originally commissioned by the Department of Public Works and displayed in the Neville Bonner Building until that building's closure in late 2016 as part of the Queen's Wharf project.

Mr Bonner served in the Commonwealth Parliament as Senator for Queensland from 1971 to 1983 and was the first Indigenous person to be elected to Federal Parliament. In 1979, Mr Bonner was awarded the Australian of the Year for outstanding personal achievement and for efforts on behalf of Aboriginal people. In 1984 he was awarded the title of Officer of the Order of Australia.

The bust will be on display at the Parliament until around 2022 when it will be moved to the newly constructed Neville Bonner Bridge across the Brisbane River.



International Cleaners Day 2017

The Parliament marked International Cleaners Day on 15 June 2017 with the Speaker acknowledging to the House the work conducted throughout the year by the Parliament's team of cleaners.



(from left to right) Speaker Hon Peter Wellington MP; Stewart Johnson; Azra Besic; Marcia Morandini; Denisa Begic; Duska Pavlovska; Blanca Gilvonio Lauranna Hapuku; Stergoula Fanourgakis; Michael Ross; Stacey Masters; Kitharina Chol; Saroj Maharjan and Neil Laurie.

Performance reports

Objective 1 – Assembly and Committee support

To support the Legislative Assembly (and its committees and members) in fulfilling its functions within the institution of Parliament to:

- make law (and supervise delegated law making)
- approve and scrutinise the State's finances
- scrutinise the actions of executive government (and oversight independent bodies), and
- provide a forum for debate and grievance.

To achieve this objective, Parliamentary Service resources have been allocated to provide Members with a range of procedural, research, advisory and information services. These resources are primarily delivered through the following Parliamentary Service offices and Divisions:

- the Office of the Speaker,
- the Office of the Clerk,
- the Office of the Deputy Clerk, and
- the Assembly and Committee Services Division.

In 2016-17 the Assembly and Committee Services Division comprised the following four Service Areas:

- Chamber, Education and Communications Services
- Committee Office (including Office of the Parliamentary Crime and Corruption Commissioner)
- Parliamentary Reporting and Broadcasting Service (Hansard), and
- Security and Attendant Services.

The key performance indicators for Objective 1 relate to the extent to which the quantity, quality, timeliness and cost of specified services provided by each of the service areas meet the agreed standards and targets. The methods of measurement include client survey, benchmarking, internal assessment through information management systems and external assessment through audit reports.

Key performance indicators for Objective 1 are set out in the table on page 20.

Objective 1 is supported by the following offices and Service Areas:

Office of the Speaker

The Office of the Speaker provides executive, administrative and protocol support to the Speaker of the Legislative Assembly in relation to the Speaker's various roles.

Office of the Clerk

The Office of the Clerk provides timely and accurate support to the Clerk of the Parliament to discharge his responsibilities as the Principal Officer of the Legislative Assembly, Chief Executive Officer of the Parliamentary Service, and Accountable Officer for the Parliamentary Service and the Legislative Assembly. The office also takes carriage of petitions and the Register of Interests.

Office of the Deputy Clerk

The Office of the Deputy Clerk provides timely and accurate support to the Deputy Clerk to discharge his responsibilities as head of the Assembly and Committee Services Division.

Chamber, Education and Communication Services

This area comprises two discrete offices - the Table Office and Parliamentary Education and Communications. The Table Office provides impartial advice, parliamentary information and administrative support services to assist the effective operations of the Legislative Assembly.

The Table Office is responsible for:

- maintaining accurate information on all business before the Assembly
- processing of legislation through the Assembly (introduction, amendment and presentation for royal assent)
- monitoring bills, questions, motions and petitions to ensure compliance with the rules of the Assembly
- liaising with Members, ministerial offices and public sector entities on the tabling of documents
- providing safe custody and maintenance of and access to parliamentary records, and
- conducting research and providing advice on parliamentary procedural matters.

(The services and responsibilities of the Parliamentary Education and Communications office are detailed under Objective 4.)

Committee Office

The Legislative Assembly establishes parliamentary committees to assist the Queensland Parliament. Committees investigate specific issues and report back to the Parliament. They provide a forum for investigation into matters of public importance and give

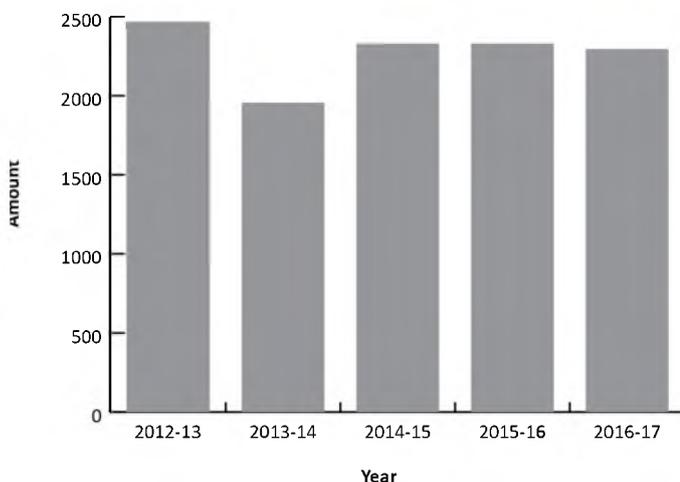
Members the opportunity to enhance their knowledge of such issues. At the same time, they effectively enhance the democratic process by taking the work of the Parliament to the people and giving them input into its decisions. A report on the operation of committees during 2016-17, is contained on page 18.

The review of the estimates for the 2016-17 appropriations was conducted by the seven portfolio-based committees during the financial year. Each portfolio committee has the responsibility to examine the proposed expenditures of the Government departments for their respective areas of responsibility. Estimates hearings were held from 19 to 28 July 2016 with each of the estimates committees then reporting back to Parliament in August 2016.

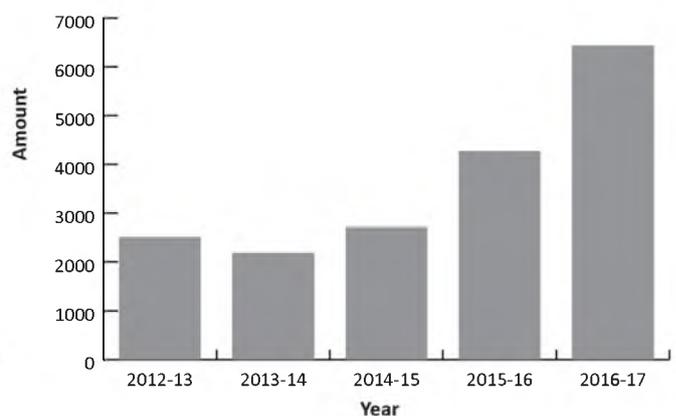
Staff in the Committee Office are responsible for:

- providing advice and support to each committee in the conduct of its inquiries
- maintaining each committee's records system
- providing planning and organisation for the collection, analysis and reporting of information and evidence, and
- participating in activities aimed at increasing the awareness of the role of the Parliament and the committee system.

Chamber, Education and Communication Services - number of tabled papers



Parliamentary committees - number of submissions received



Office of the Parliamentary Crime and Corruption Commissioner

Under the *Crime and Corruption Act 2001*, the primary role of the Parliamentary Crime and Corruption Commissioner is to assist the Parliamentary Crime and Corruption Committee (PCCC) in enhancing the accountability of the Crime and Corruption Commission (CCC) by undertaking a range of important functions on behalf of, and reporting back to, the PCCC.

The functions of the Parliamentary Commissioner, as required by the PCCC, include:

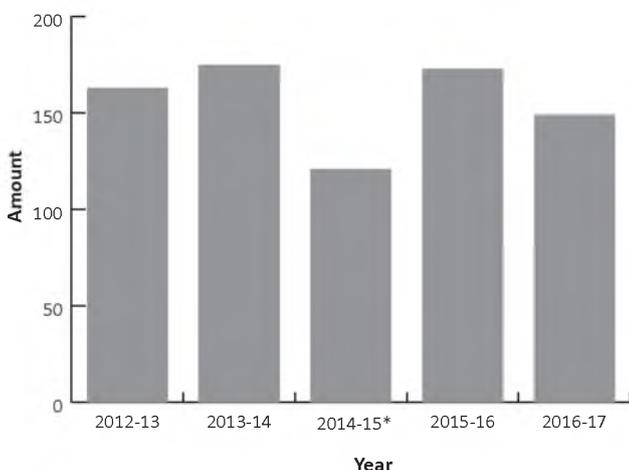
- conducting audits of the records, operational files and other material held by the CCC
- investigating complaints made against the CCC (including allegations of possible unauthorised disclosure of confidential information)
- inspecting the register of confidential information kept by the CCC, and
- previewing reports by the CCC to the PCCC.

In certain circumstances, the Parliamentary Commissioner also can investigate on their own initiative complaints about the CCC or a CCC officer, and similar matters.

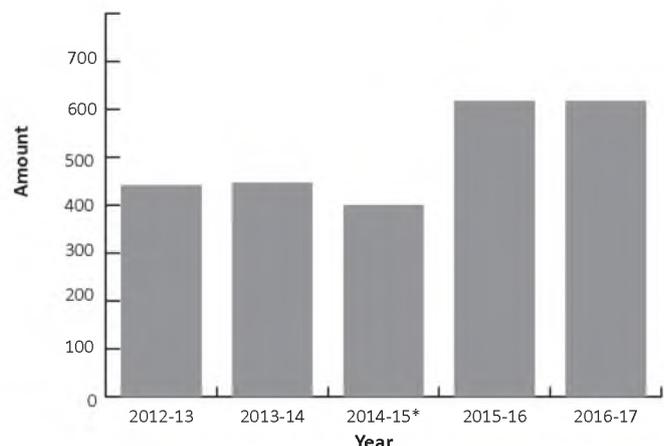
The Parliamentary Commissioner has further mandatory responsibilities under the *Crime and Corruption Act 2001* and the *Police Powers and Responsibilities Act 2000* including the conduct of an annual review of intelligence data in the possession of the CCC and the Queensland Police Service and regular audits and inspections of the records of the CCC to determine the extent of compliance with the legislative requirements relating to surveillance device warrants, controlled operations and assumed identities.

With the CCC declared an eligible agency under the Commonwealth telecommunications legislation on 7 July 2009, the Parliamentary Commissioner is the inspection entity under the *Telecommunications Interception Act 2009*. This involves six-monthly inspections of the CCC’s telecommunications interception records and the preparation of an annual report to be provided to the Queensland Attorney-General.

Parliamentary committees - number of committee reports tabled



Parliamentary committees - number of public briefings, public hearings, meetings and private hearings



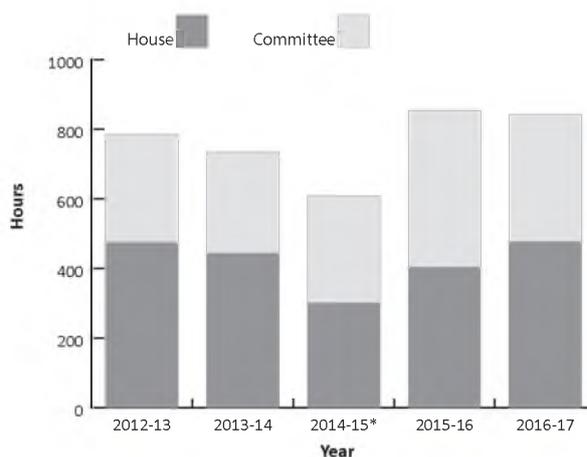
* An election was held during this period.

Parliamentary Reporting and Broadcasting Service (Hansard)

The primary role of the Parliamentary Reporting and Broadcasting Service is to produce an accurate, timely and accessible record of the proceedings of the Parliament and Parliamentary Committees. Other services provided include:

- production of an index to the debates of the Parliament
- production of Members' speeches
- transcription and editorial services to other parliamentary service areas, and
- provision of an audio-visual monitoring service for the Internet broadcast of proceedings of parliament and its committees.

Parliamentary Reporting Service - total audio hours transcribed



* An election was held during this period.

Service standards - Effectiveness measures

At the end of each year Members of Parliament are surveyed on the performance of the Parliamentary Service. Figures on the percentage of Members satisfied with services provided (satisfied / very satisfied) for the Parliamentary Service as a whole and for individual Service Areas and Offices are presented below.

Overall rating for the Parliamentary Service

In 2016, the percentage of Members satisfied with the performance of the Parliamentary Service as a whole in providing assistance and support to enable the parliament to carry out its legislative and review roles, and Members to perform their representational duties was 96%.

Overall rating by Service Area and Office

In 2016, the percentage of Members satisfied with the performance of individual Service Areas and Offices was as follows:

Financial and Administrative Services = 97%

Human Resource Services = 97%

Information Technology Services = 94%

Office of the Clerk = 100%

Parliamentary Catering Services = 97%

Parliamentary Education and Communications = 97%

Parliamentary Library = 97%

Parliamentary Reporting Service = 100%

Property Services = 100%

Security and Attendant Services = 100%

Table Office = 100%.

The Committee Office is not included in the annual survey as senior management conduct face to face interviews with committee members near to the end of each year about the performance of each secretariat. Based on the responses to the face to face interviews the percentage of committee members satisfied with the performance of the Service Area in 2016 was 96%.

Report on parliamentary committee activities for 2016-17

Queensland's parliamentary committee system was significantly reformed in August 2011 in order to improve openness and accountability, better connect the work of Parliament with its committees, and increase the levels of public consultation within Queensland's legislative process. The reforms have seen a dramatic increase in the volume of committee work undertaken and the public having a significantly greater input into the bills that are debated by the Parliament. An overview of the committee work conducted during the year is detailed below.

In 2016-17, the Parliament's portfolio committees undertook 98 formal inquiries, which comprised:

- 77 inquiries into Bills that were introduced in the Parliament and then referred to committees for examination
- nine inquiries on matters of community importance referred by the Parliament, and
- 12 inquiries in fulfilment of statutory oversight, public accounts and public works responsibilities.

A total of 618 portfolio committee hearings, briefings and meetings were held during the year. These comprised 289 hearings and briefings (mostly held in public) and 329 private meetings.

Public consultation and scrutiny of government are key features of committee inquiries. In 2016-17, committees received and considered 6,344 submissions, and heard evidence from 1,255 persons. These 1,255 persons comprised 508 representatives of organisations, 234 individuals and 513 public servants.

In September 2016-17 the Parliament established the Coal Workers Pneumoconiosis Select Committee to undertake an inquiry into the re-emergence of coal workers pneumoconiosis in Queensland. During the year, the select committee held 39 private meetings, 47 briefings and hearings and tabled two reports.

The Parliament debated 50 bills in 2016-17 on which committees had reported. A total of 111 recommendations were contained in these committee reports (other than that a bill be passed). The significant level of public consultation as outlined above greatly contributed to the formulation of these recommendations. In terms of the legislative outcomes of committee inquiries, an indicator of the influence of portfolio committees is the number of recommendations contained in bill inquiry reports that were agreed to by the Parliament and adopted as amendments to bills.

Analysis of the 2016-17 portfolio committee report recommendations shows that the 111 recommendations comprised 42 recommendations which proposed legislative amendments and 69 other recommendations. For all bill inquiries finalised in 2016-17:

- of the 42 proposed legislative amendments, 38 were accepted by the House (90.5%), and
- of the 69 other recommendations, 60 were accepted by the House (87%).

Committees tabled a total of 154 reports in the Parliament during 2016-17.

This significant volume of committee work completed and the outcomes achieved during 2016-17 continues to demonstrate that the reforms adopted in 2011 have resulted in an open, consultative and modern parliamentary committee system.



The Education, Tourism, Innovation and Small Business Committee receiving a departmental briefing in 2017.

Public consultation by parliamentary committees

A number of strategies have been implemented since 2011 to promote Queensland's committee inquiry process and raise awareness of how Queenslanders can get involved with committee inquiries and influence decision making.

Parliamentary committees actively promote awareness of their inquiries by undertaking the following activities:

- publishing details of all inquiries on the Parliament's Internet site
- identifying persons and groups who may be interested in each particular inquiry and directly contacting those persons with information about the inquiry and how they can participate
- sending information about committee activities to committee subscriber email alert lists, including when submissions are invited and public proceedings held
- where an inquiry may have a focus in a particular regional area, advertisements may be placed in relevant local community newspapers, and
- placing advertisements and articles in particular trade journals and publications relevant to a committee inquiry topic.

Committee hearings held at Parliament House are generally broadcast live on the Parliament's website and can then also be watched on replay following the hearing. This allows persons across Queensland with an interest in particular inquiries to follow hearings and events as they occur. Transcripts of public proceedings are also published.

Where an inquiry topic is of particular relevance to Queensland Indigenous people or communities, working with the Parliament's Indigenous Liaison Officer to assist in raising awareness of inquiries and providing assistance to those who may wish to participate.

In addition, reports on recent committee activities, ongoing inquiry details and information about how Queenslanders can participate in committee inquiries are prepared by the Parliament each quarter for Members of Parliament to distribute to their constituents.

Major initiatives

Key projects	Overview	Status
Service Area review	Continued the implementation of the 2016 Committee Office Service Area Review including implementation of a more flexible and responsive resource allocation model.	ongoing
Select Committee	Supported the Coal Workers' Pneumoconiosis Select Committee established by the Parliament in September 2016.	ongoing

Key Performance Indicators

Measures	2016-17 Target	2016-17 Actual
Chamber, Education and Communication Services		
Number of Questions on Notice processed	1,000	2,119
Number of Tabled Papers and Reports registered/archived	2,200	2,295
Committee Office		
Number of Parliamentary Committee publications tabled	80	149
Parliamentary Reporting and Broadcasting Service (Hansard)		
Internet publication of the first two hours of proceedings (Hansard) each sitting day	2.30pm each Tuesday and Thursday sitting day and 6.30pm each sitting Wednesday	95%

Looking ahead

Initiatives in 2017-18 include:

- Continue to improve support for committees including improving and standardising processes for public accounts, public works and statutory oversight functions, and
- Plan and implement the transition from the 55th to the 56th Parliament including the induction of new members and the Opening of Parliament.

Objective 2 – Member support

To support members of the Legislative Assembly in their communication with and representation of constituents.

To achieve this objective, Parliamentary Service resources have been allocated to support electorate offices and officers and to deliver resources to Members, as determined by the Remuneration Tribunal and the Speaker.

These resources and services are primarily delivered through the Corporate and Electorate Services Division, the Property and Facility Services Division, and the Parliamentary Library.

The key performance indicators for Objective 2 relate to the extent to which the quantity, quality, timeliness and cost of specified services provided by each of the relevant service areas meet the agreed standards and targets. The methods of measurement include client surveys, benchmarking, internal self-assessment through information management systems and external assessment through audit reports.

Key performance indicators for Objective 2 are set out in the table on page 24.

Objective 2 is supported by the following areas:

Office of the Director of Corporate Services and Electorate Office Liaison

This office is responsible for:

- leading the Corporate and Electorate Services Division including Financial and Administrative Services, Human Resource Management Services, and Members' Executive Support
- developing and monitoring corporate governance strategies within the Parliamentary Service (including management planning, systems and standards)
- managing the administration of the Member's Remuneration Handbook, and
- leading and promoting liaison activities to deliver business systems and support networks for electorate staff located throughout Queensland.

Electorate Accommodation Services

Electorate Accommodation is responsible for:

- providing and maintaining electorate offices for all Members of the Legislative Assembly
- the development of relevant policies, and
- providing advice to members on their electorate office entitlements.

In 2016-17 there were 94 electorate offices across Queensland – one in each of the 89 state electorates, with the five largest electorates (Charters Towers, Cook, Gregory, Mt Isa and Warrego) also having a second office.

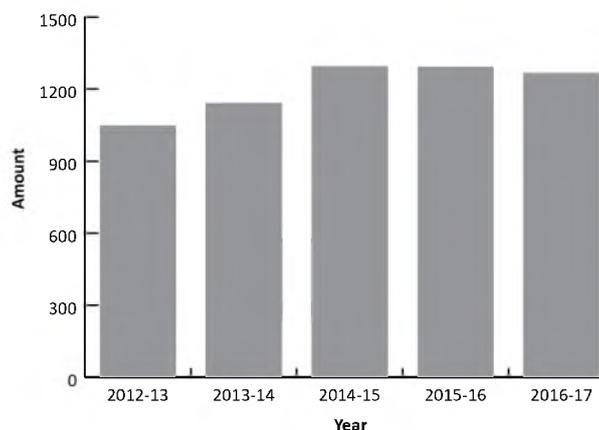
All offices are leased, furnished and maintained in accordance with the Members Remuneration Handbook.

Financial and Administrative Services

Financial and Administrative Services provides a range of services including:

- travel management
- asset management
- financial accounting and insurance
- procurement
- stores and goods receiving
- budget management, and
- the maintenance of financial information systems.

Finance and Administrative Service - total travel bookings



Human Resource Management Services

Human Resource Services provides human resource and industrial relations services to Members and the Parliamentary Service, including:

- payroll and personnel administration
- recruitment
- selection and induction
- an Employee Assistance Service, and
- rehabilitation coordination.

Parliamentary Library

The Parliamentary Library and Research Service (Parliamentary Library) provides an impartial and confidential research service for all members of parliament and their staff to assist them in performing their parliamentary and constituency roles.

The Parliamentary Library has an expert team of research and information specialists supported by resources specifically selected for the information needs of parliamentarians.

Personalised and timely research can be requested on any topic of interest to members to assist with their:

- parliamentary debates and speeches
- committee role
- public interest matters
- constituency issues, and
- policy development.

Members receive email alerts containing the latest newspaper, television and radio clips each week day morning and afternoon, and customised alerts on particular interests or subjects can be arranged.

The Parliamentary Library's Library Online is available via the Parliament's website and intranet. Resources are selected for the specific needs of the Parliament and include:

- TV and radio news and current affairs programs
- full text newspaper and journal articles
- government documents
- current affairs, legal, and research databases/books/journals/maps, and
- economic and social statistical data.

Information about and assistance with using Library services is available to all members and their staff.

Major initiatives

Key projects	Overview	Status
Electorate Office Position Description Review	During 2016-17, a review was conducted of the position description for the electorate office role. The review was designed to formally recognise changes in electorate office work processes and tasks necessary to support Members and their constituents including social media communications and administration of the new allowance system introduced in 2014.	Review completed
2017 Redistribution Planning	<p>On 24 February 2017, the Queensland Redistribution Commission (QRC) released its Proposal for the Redistribution of the State's Electoral Districts. Following a public consultation process, the final boundaries were published via Extraordinary Gazette on 26 May 2017.</p> <p>The QRC determination provides for an additional four electoral districts, as well as changes to existing boundaries for current electorates and renaming of a number of existing electorates. The 93 electorates will come into effect when the writ for the next State general election is issued.</p> <p>During 2016-17, planning commenced to address a range of implications arising from the redistribution including establishment of new offices and relocation of existing offices, and review of Members' precinct accommodation requirements.</p>	Ongoing
Remuneration System review and implementation of QIRT Determinations	<p>During 2016-17, the Queensland Independent Remuneration Tribunal (QIRT) issued four determinations associated with Members' remuneration. In accordance with statutory obligations, the QIRT consulted the Clerk of the Parliament on matters covered by these determinations.</p> <p>The Parliamentary Service implemented all determinations made during 2016-17, including associated updates to the Members' Remuneration Handbook, policy and guidance advice, and software systems supporting the remuneration framework.</p>	Completed
Library research mentoring	The Research and Information Service's continuous improvement program of mentoring and coaching the researchers was strengthened to encourage and improve proficiency in a broad range of areas, including the use of spatial and statistical data.	Ongoing
Digitising map records	The Information Management Service added 2,406 map records to the Parliamentary Library's collection. More than 50% of the maps are available in digital format. The earliest maps date from 1839.	Completed

Key Performance Indicators

Measures	2016-17 Target	2016-17 Actual
Electorate Accommodation Services		
Number of Offices inspected for policy compliance (standards, WH&S etc)	30	37
Financial and Administrative Services		
Number of travel bookings including air, car, rail and accommodation	1,000	1,267
Percentage of Electorate Office stationery requests filled in less than one day	95%	100%
Human Resource Management Services		
Percentage accuracy in payroll production	99%	99%
Parliamentary Library and Research Services		
Research and information requests from individual clients	5,500	5,525
Number of Client Information Briefs in response to individual client requests	900	1,426
No. of times web-based Library Online accessed by clients including research staff (includes Alert usage)	>260,000	397,745
Percentage of individual research/information responses meeting agreed deadlines	>98%	99.8%

Looking ahead

Initiatives in 2017-18 include:

- planning for the transition from the 55th Parliament to 56th Parliament following the forthcoming general state election, including managing changes arising from 2017 electoral boundary redistribution
- creation of an Electorate Office Staff Reference Group (EOSRG) to act as liaison and communication forum between the Parliamentary Service and electorate office staff
- development of new on-boarding software systems to support and streamline human resource processes associated with new Members and staff
- the Parliamentary Library will contribute to the Parliament's Commemoration of WWI and the 150th Anniversary of the first sitting of parliament in the purpose-built Parliament House building, and
- an upgraded 'Video on Demand' service of free to air television, radio and news and current affairs program will be implemented in late 2017.

Objective 3 – Service provision

To provide information, corporate and facility management services that better enables members of parliament and parliamentary service officers to achieve their objectives.

To achieve this objective, Parliamentary Service resources have been allocated to:

- provide quality administrative support services
- provide fit for purpose Parliamentary accommodation
- connect people, processes and technology, and
- maintain a professional and progressive Parliamentary Service.

These resources and services are primarily delivered through the following Parliamentary Service Divisions:

- Information Services Division
- Corporate and Electorate Services Division, and
- Property and Facility Services Division.

The key performance indicators for Objective 3 relate to the extent to which the quantity, quality, timeliness and cost of specified services provided by each of the relevant service areas meet the agreed standards and targets. The methods of measurement include client surveys, benchmarking, internal self-assessment through information management systems and external assessment through audit reports.

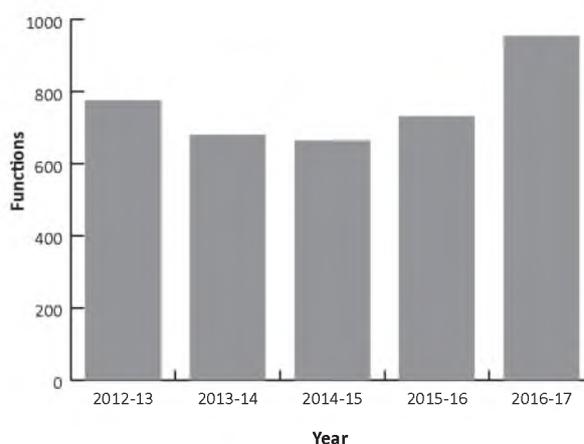
Key performance indicators for Objective 3 are set out in the table on page 32.

Objective 3 is supported by the following Service Areas:

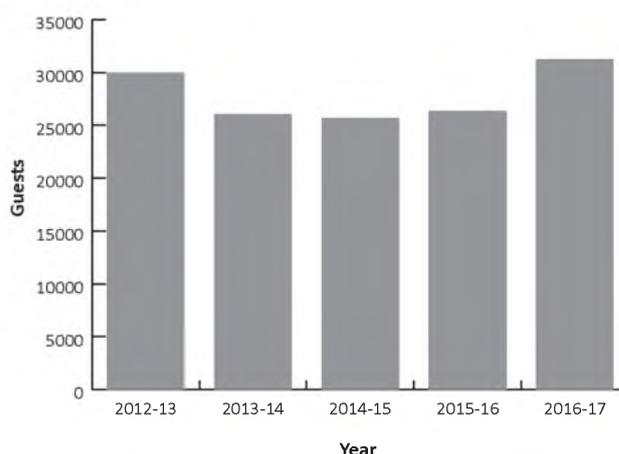
Catering Services

Catering Services provides a range of dining, function and event management services throughout the parliamentary precinct for Members, their guests, and other approved clients. Catering Services also provides a range of gift and souvenir products available for purchase from the Gift Shop.

Catering Services - number of functions



Catering Services - number of guests attending functions



Information Technology Services

Information Technology Services is responsible for:

- managing and maintaining the integrity and availability of core data and telephony networks and facilities as well as their associated infrastructure and desktop systems that service the delivery of Parliamentary business and allied business needs within the parliamentary precinct and electorate offices
- investigating, assessing and, when appropriate, implementing new or emerging technologies to ensure information technology systems remain effective, and
- providing support and advice to Members of Parliament and Parliamentary Service staff on information technology systems and services.

Precinct Services

Precinct Services is responsible for the facility management, construction projects and maintenance of the parliamentary precinct and the coordination of electorate office accommodation for Members. Precinct Services engages a range of contractors to assist in meeting the accommodation needs of the Parliament within the parliamentary precinct and also in 94 electorate offices across the state.

Records Management

The Records Management area leads the implementation of best practice records management, ensuring the systematic identification, capture, management and retention of QPS documents and records in an accessible and useable format for as long as they are required to meet operational, accountability, legislative and cultural requirements.

This area supports best practice records management through providing:

- advice on the application of recordkeeping best practice across the Queensland Parliamentary Service
- management and maintenance of recordkeeping control tools, policies, procedures and guidelines

- administration and support for the Electronic Document and Recordkeeping System (eDRMS), and
- training for recordkeeping and the eDRMS.

Security and Attendant Services

The Security and Attendant Services area maintains a safe and secure environment for members, guests, visitors and staff within the parliamentary precinct. In addition, Parliamentary Attendants assist the Parliament, its committees and Members to fulfil their parliamentary responsibilities and to support their business needs.

Security Services staff are responsible for:

- precinct security (24 hour security over the parliamentary precinct)
- the photographic access card system
- X-ray scanning of all visitors and mail for the precinct
- alarm and access monitoring
- co-ordination of emergency response
- first aid services
- breakdown and maintenance reporting, and
- lost property.

Attendant Services staff are responsible for:

- precinct reception and inquiry services (including mail distribution and switchboard)
- tours for school, public and special interest groups
- gift shop sales
- Chamber support services, and
- security access ID card database

Maintaining a professional and progressive Parliamentary Service

The Queensland Parliamentary Service is committed to developing and improving the services it delivers. It is also committed to upholding its corporate values, namely independence and integrity, innovation and diversity, and commitment and respect.

Objective 3 includes recognition of the importance of all Parliamentary Service staff and of engaging with, and investing in the development of those staff, both individually and collectively. Executive management has established a range of key strategies and initiatives designed to support the achievement of this goal through, for example:

- sound communication
- performance planning and review
- sound training and professional development
- provision of equal opportunity and support systems for staff, and
- job satisfaction.

Communication strategies

Consultative Committee

Meetings between management and unions are conducted via the Parliamentary Service Consultative Committee, established under the relevant enterprise bargaining agreement.

The Parliamentary Service is now covered by the *State Government Entities Certified Agreement 2015* (the Core Agreement) and has established a new consultative committee under that Agreement.

Consultation with relevant unions was undertaken during the year in relation to the award modernisation process which is being co-ordinated by the Queensland Industrial Relations Commission. The final stage of the award modernisation process was completed during the financial year.

Intranet

The Parliamentary Service Intranet contains information relevant to Members of Parliament as well as all Parliamentary Service staff. All corporate policies and forms are provided, as well as information about and contact details for all service areas.

A 'Notice Board' gives advice of all events in which the Parliament is involved in the coming weeks.

'Parliamentary Events' advises of functions and activities currently taking place in the parliamentary precinct. A calendar advises of functions and activities booked to take place in the coming months.

Workforce management

The Parliamentary Service monitors its recruitment and selection activities and a variety of key indicators to ensure that the Service continues to attract quality applicants. The Parliamentary Service generally attracts significant numbers of applicants for positions that are advertised, and processes vacancies in a timely manner.

Performance management is undertaken for the majority of staff within the agency to ensure individual performance is regularly monitored. A complete review of the performance management framework was undertaken in 2016-17 with a new Annual Review policy then being launched in 2017. All leaders and staff undertook training in the policy in early 2017 and annual reviews for all staff under the new framework were completed during the final quarter of 2016-17.

The Parliamentary Service's induction program is available for all staff including staff located in Members' electorate offices. For staff located within the parliamentary precinct, the induction program is a two stage process with individual inductions conducted within 24 hours of staff commencing work and a one-day induction program held within four months of staff commencing. Induction processes for electorate office staff are primarily conducted electronically with the aim being to complete the induction process within two working days of the officer commencing employment.

The Parliamentary Service promotes work life balance for staff through a variety of initiatives including a system of variable working hours to assist staff to manage their working time, telecommuting arrangements, purchased leave arrangements, flexibility with rostered days off, part-time employment, job sharing arrangements, and casual employment where it is suitable.

Training and professional development

The Parliamentary Service considers training and professional development a high corporate priority and manages this centrally via the Executive Management Group in order to:

- ensure training is aligned to corporate goals and objectives, and
- maximise value for money spent on training and professional development across the organisation.

A Training and Development Plan for the Parliamentary Service is developed each year to address the training needs of all staff. Corporate training activities are also addressed through the plan each year.

Some of the training undertaken in 2016-17 in accordance with the training and development plan included:

- Code of Conduct, and
- performance management

Conferences and seminars

Some of the conferences and seminars attended by staff during 2016-17 included:

- Association of Parliamentary Libraries of Australasia
- Australian Parliamentary Educators Conference
- Australasian Study of Parliament Group
- ANZACATT Professional Development Seminar
- Scrutiny of Legislation Conference, and
- Catering Conference and Exhibition.

Opportunity and Support Systems

Equal Employment Opportunity

The Parliamentary Service has a policy of equal employment opportunity, which ensures that recruitment and selection is based on fairness, equity, open competition and selection on merit. The Recruitment and Selection Guidelines of the Parliamentary Service ensure that:

- the best person is selected for the job
- the principles of equity and merit are applied
- recruiting strategies are used to attract a wide applicant pool
- all applicants are provided with standardised information
- all applicants are assessed against the selection criteria
- selection techniques are used fairly and systematically
- all applicants are entitled to post selection feedback, and
- all information gathered is confidential.

An Equal Employment Opportunity survey of Parliament House staff was commenced in 2009-10 and continued into 2016-17. The survey is designed to collect data about the current workforce to form a picture of the current employee profile.

Employee Assistance Program

The Parliamentary Service maintains an Employee Assistance Service (EAS) for Parliamentary Service staff. The EAS has been established to promote the wellbeing of staff and to assist those who may be experiencing personal or work-related problems which are affecting their health, work performance or general wellbeing. It is a voluntary and confidential professional counselling service. The EAS may also act as a support service for staff who may be affected by organisational or technological changes.

Public Sector Ethics Act 1994

The Code of Conduct guides staff when dealing with situations that may arise during the course of their duties, particularly those situations that may have an ethical dimension. The Code is important given that the Parliamentary Service provides support to the Parliament, the body to which all other public entities in Queensland are ultimately accountable. The Code was developed in accordance with the *Public Sector Ethics Act 1994*.

A review of the Code of Conduct was undertaken in the 2016-17 financial year. The review of the Code focussed on ensuring that the Code is continuing to meet the requirements of the Parliamentary Service while remaining consistent with the ethics, principles and values of the *Public Sector Ethics Act 1994*.

Training in relation to the Code and the *Public Sector Ethics Act 1994* is undertaken periodically for all staff. Training in the Code and the *Public Sector Ethics Act 1994* is included in induction processes for all staff and is included in on-line induction for electorate office staff. The provisions of the *Public Sector Ethics Act 1994*

and the Code are considered when reviewing and/or developing any human resource policies and procedures. Any other policies developed within the Parliamentary Service are in accord with the provisions of the Code.

Ethics Advice Officers

The Parliamentary Service established a new Ethics Advice Officer network during the financial year. The role of Ethics Advice Officer includes:

- being a frontline resource for staff to ask questions, raise concerns, report potential breaches of the Code of Conduct or misconduct and a Workplace Harassment Referral Officer, and
- promoting ethical decision making in the organisation by helping their leaders and peers communicate with their teams about ethics and maintaining a harassment free workplace.

The network was established following an expressions of interest process and training for selected officers was conducted during March 2017.

Staff recognition

In 2016-17, 21 staff were issued with badges in recognition of their length of service. These staff are listed below.

Service badges awarded

10-year service

Sheree Lyons
Nigel Mills
Lynette Whelan
Jennifer Buerckner
Robert Radulovic

15-year service

Gregory Connolly
Tamara Vitale
Ross Wyer
Jesslyn Exelby
Anthony Gec
Kerry O'Sullivan
Mitchell Kunde
Lucinda Osmond
Virginia Marsden

20-year service

Ellen Buckley
Angela Atkinson
James Robertson
Lloyd Pollard
Leo Scanlan

30-year service

Ross Daniell
David Newman

Meritorious service

In 2016-17, four staff were issued with badges in recognition of meritorious service beyond normal duty for initiative or noteworthy involvement in (a) special projects, (b) events, or (c) ongoing programs that contribute to the functions and services of the Parliamentary Service or the morale or welfare of staff. These staff and their service award details are:

Name	Service Area	Reason for Badge
Mike Wilkins	Information Technology Services – Help Desk	For providing an exceptionally high level of IT support services to the Parliamentary Service’s clients.
Dave Anning	Library Services	For professionalism and client service in developing and improving the presentation and delivery of spatial information.
Aaron Payne	Broadwater Electorate Office	For service with the Electorate Office Security Working Group.
Katie Mickelberg	Redlands Electorate Office	For participation in helping to deliver EO Induction Training courses.

The Speaker’s Award and Clerk’s Award

The Speaker’s Award and Clerk’s Award were introduced in 2008 to acknowledge staff excellence. For 2016, the recipients of these awards were-

Speaker’s Award

Chris King and Joshua Siczek - For excellence in the maintenance and care of Parliament’s gardens.

Clerk’s Award

Tamara Vitale - For excellence in the support of the Committee Office.



Chris King and Joshua Siczek receive their award from Mr Speaker.



Tamara Vitale receives her award from the Clerk.

2016-17 Staff information

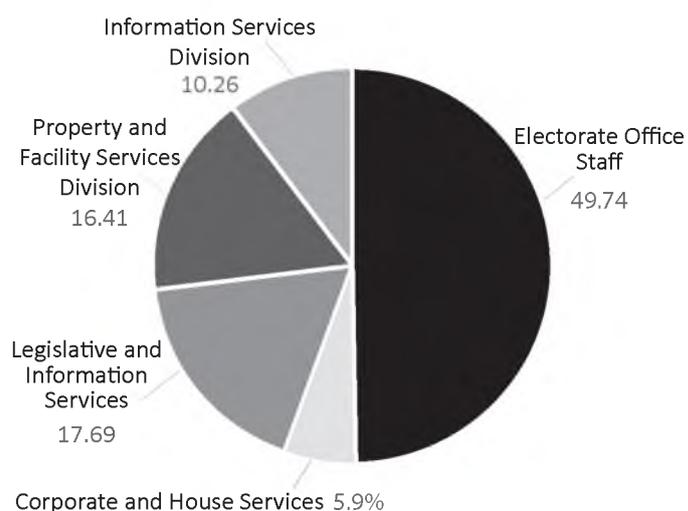
Study and Research Assistance Scheme (SARAS)	Total
Officers receiving assistance	33
Permanent retention rate ¹	%
Parliamentary precinct staff	87.76
Electorate office staff	74.74
Permanent separation rate ²	%
Parliamentary precinct staff	15.31
Electorate office staff	33.51
Sick leave - average number of days per officer	
Parliamentary precinct staff	4.78
Electorate office Staff	3.12

1. Permanent employees still employed for the period 1 July 2016 to 30 June 2017

2. Permanent employees who separated during the period 1 July 2016 to 30 June 2017

Percentage of staff by area

The number of full-time equivalent staff as at 30 June 2017 was 395.



2016-17 Staffing by employment classification and gender

	Number of Staff	Male	Female	% Female
Managerial	29	14	15	51.7
Professional	17	3	14	82.3
Clerical	96	28	68	70.8
Operational	53	33	20	37.7
Technical	1	0	1	100
Electorate	194	46	148	76.2
Totals	390	124	266	68.2

Major initiatives

Key projects	Overview	Status
Records management system	Implementation of the Objective electronic document and records management system which supports systematic and accountable recordkeeping capability of QPS.	Completed
Review of ITS	A strategic review of IT Services was undertaken and short-term priorities for the 2017-18 financial year have been identified.	Completed

Key Performance Indicators

Measures	2016-17 Target	2016-17 Actual
Information Technology Services		
Percentage of time full network resources will be available for client usage	>70%	80%
Percentage of service desk calls resolved within two hours of reporting	98.5%	99.61%
Precinct Services		
Percentage of planned Capital Works projects completed	95%	95%
Catering Services		
Total number of functions	700	956
Total number of guests	30,000	31,253
Security and Attendant Services		
Number of precinct visitors processed through security scanning procedures	75,000	63,963

Looking ahead

Initiatives in 2017-18 include:

- continue recordkeeping reforms to improve and support good governance by:
 - enhancing the Information Management framework
 - continuing to educate and train staff in their recordkeeping roles and responsibilities, and
 - reviewing ways to enhance the use of electronic forms and workflows to improve productivity and support digital business capabilities.
- IT Services will complete strategic planning in the first quarter of 2018. This planning will provide the direction for Parliamentary Services technology for the following three years.

Objective 4 - Improving awareness of the Parliament

To safeguard, promote and strengthen the important institution of Parliament by improving awareness of the role of the Legislative Assembly, its committees and members in our democratic system of government and provide accessibility to information about parliamentary proceedings and activities.

To achieve this objective, Parliamentary Service resources have been allocated to the following activities:

- delivering education and awareness programs about the Parliament
- raising youth awareness of the importance of the institution of parliament by linking parliamentary education programs with the national curriculum for civics education
- maintaining and improving the regional outreach awareness programs over the term of each parliament and continue to refine and improve their effectiveness, and
- improving the monitoring of the parliament's on-line presence and website content with a view to increased electronic access to parliamentary information.

These resources and services are primarily delivered through the following Service Areas:

- Chamber, Education and Communications Services
- Committee Office
- Parliamentary Reporting and Broadcasting Service (Hansard), and
- Information Technology Services.

The key performance indicators for Objective 4 relate to the extent to which the quantity, quality, timeliness and cost of specified services provided by each of the relevant service areas meet the agreed standards and targets. The methods of measurement include client surveys, benchmarking, internal self-assessment through information management systems and external assessment through audit reports.

Key performance indicators for Objective 4 are set out in the table on page 36.

The Parliamentary Education and Communications office is responsible for:

- conducting parliamentary education seminars, workshops, professional development and youth parliaments for educators, secondary school students, university students, public servants, Members and their staff, and other client groups
- conducting educational outreach programs for regional Queenslanders
- developing and maintaining educational and information resources for use in educational institutions and by the wider community
- managing the Queensland Parliamentary Internship Program, where university students undertake a nominated research project under the supervision of a Member of Parliament or senior officer of the Parliamentary Service
- ongoing evaluation of current educational programs (including school tours) to ensure that they are appropriate for the target audience, based on relevant school curricula, and consistent with current best practice in teaching
- providing advice and education on Indigenous protocols
- promoting parliamentary activities and events in order to improve community understanding and awareness of the role and activities of the Queensland Parliament

- developing and implementing communication strategies for service-wide projects or projects involving multi-services including engagement with the community via parliamentary committee processes
- drafting media releases, speeches and associated services for the Parliamentary Service
- supporting effective communications between the Parliament and its clients with an emphasis on the Parliament's Internet site and within the Parliamentary Service, and
- providing multimedia design and publication services for the Parliamentary Service and parliamentary committees.

Activities conducted in support of Objective 4 are detailed below.

Education activities

Throughout the year, the Parliament provides free educational training programs aimed at enhancing knowledge and understanding of the processes of Parliament and Government in Queensland.

Three separate programs are offered for the following groups:

- years 10 to 12 school students
- TAFE and English as a Second Language (ESL) students, and
- tertiary students.

In 2016-17 the following number of students attended these programs:

- 724 Year 10 to 12 students and teachers as part of 29 school group activities
- 255 TAFE students and their teachers as part of 12 group activities, and
- 484 tertiary students and lecturers as part of 20 group activities.

Regional educational program

The parliament commenced a regional educational program in 2013-14 which sees parliamentary staff delivering a combination of the following activities in a regional Queensland location:

- a youth parliament
- a teachers' professional development session
- a public sector training conference for locally based public servants, and
- presentations delivered to local service and community groups, and Indigenous organisations about the Parliament and its committee system.

This program of activities is planned to be held in six regional Queensland centres between July 2015 and June 2018. In 2016-17, regional education activities were held in Bundaberg and Roma.

Public Service training seminars

Training is offered to public sector employees on:

- how Parliament works
- the relationship between the Queensland Parliament and the Executive, and
- Queensland's parliamentary committee system and participation with committee inquiries.

Seventeen of these training seminars were held during 2016-17 with 559 public servants attending. This included regional seminars held in Townsville and Bundaberg.

Teacher professional development training

Training is offered to teachers to enhance their knowledge of Queensland's democratic systems and the processes of the Queensland Parliament. These sessions also provide practical education resources and demonstrate how to conduct a parliamentary committee role play and voting activities in their classrooms. During 2016-17, four teacher professional development training sessions were held with 82 teachers participating. Among these were regional sessions held in Bundaberg and Roma.

Youth parliaments

This year saw the continuation of the Parliament's youth parliament program. Five youth parliament events were facilitated during 2016-17, three at Parliament House and two in regional Queensland. A total of 727 students participated in these youth parliaments with each of these events and the dates that they occurred listed below:

- the YMCA Youth Parliament held at Parliament House from 29 September to 2 October 2015
- the Wide Bay-Burnett Youth Parliament held in Bundaberg on 27 October 2016
- the Roma Youth Parliament held in Roma on 31 March 2017
- a Legal Studies Youth Parliament held at Parliament House on 4 May 2017 for year 11 and 12 Legal Studies students, and
- the annual Eric Deeral Indigenous Youth Parliament held at Parliament House on 29 June 2017.

Constitutional conventions

In addition to the youth parliaments, the Parliamentary Service partnered with the Department of Education and Training to conduct school constitutional conventions in Townsville and Brisbane.

Queensland Parliament Research Internship

During 2016-17, 26 tertiary students participated in the Queensland Parliament Research Internship. This annual program has been in operation since 1995.

School tours

School groups have visited Parliament House over many decades, with these groups generally comprising year five students.

The program of each visit includes:

- a standardised educational presentation aligned to the National Curriculum which provides an overview of the Queensland Parliament, its roles and processes
- a tour of Parliament House
- a parliamentary debate role-play activity while seated in either the Legislative Assembly Chamber or the Legislative Council Chamber (depending on sitting days), and
- an iPad activity aimed at reinforcing the learnings of the visit.

In total, 374 school tours were conducted during 2016-17, comprising 9,804 students and 882 accompanying teachers, parents and guardians.

Education resources

The Parliament has produced an extensive collection of educational resources that promote the institution of Parliament and raise community awareness and understanding of its important role and functions. These resources include factsheets, information books, classroom activities, brochures and an iBook.

All of these resources are available to access for free on the Parliament's Internet site, with the iBook also able to be downloaded for free from the Apple iTunes online store.

Accessibility to information about parliamentary proceedings

The Parliamentary Reporting and Broadcasting Service and Information Technology Services also contribute to Objective 4 by providing accessibility to information about parliamentary proceedings through the provision of the Internet broadcast of proceedings in Parliament, parliamentary committees and parliamentary special events.

Major initiatives

Key projects	Overview	Status
Regional educational program	The Parliament continued its three-year regional educational program.	Ongoing
Parliamentary committee training seminars	The Parliament continued its program of training seminars that are offered to assist Queenslanders who wish to participate in committee inquiries.	Ongoing
Parliament TV	The broadcast of Parliament and Committees was upgraded and video streaming is now accessible from any device.	Completed

Key Performance Indicators

Measures	2016-17 Target	2016-17 Actual
Education and Communications Services		
Number of educational and liaison activities	90	114
Number of participants attending education and liaison activities conducted at Parliament House and in regional centres	3,000	3,567

Looking ahead

Initiatives in 2017-18 include:

- continue to implement the three-year regional education program, with upcoming activities being held in Cairns and Mackay, and
- planning for the 150th anniversary of Parliament House.

Corporate governance

Corporate governance is the manner in which an organisation is controlled and governed in order to achieve its goals. Generally, it incorporates a number of dimensions including management structure, management systems and management standards. Corporate governance is the foundation on which service delivery should be built.

Management structure

The *Parliamentary Service Act 1988* sets out the administrative functions of the Speaker.

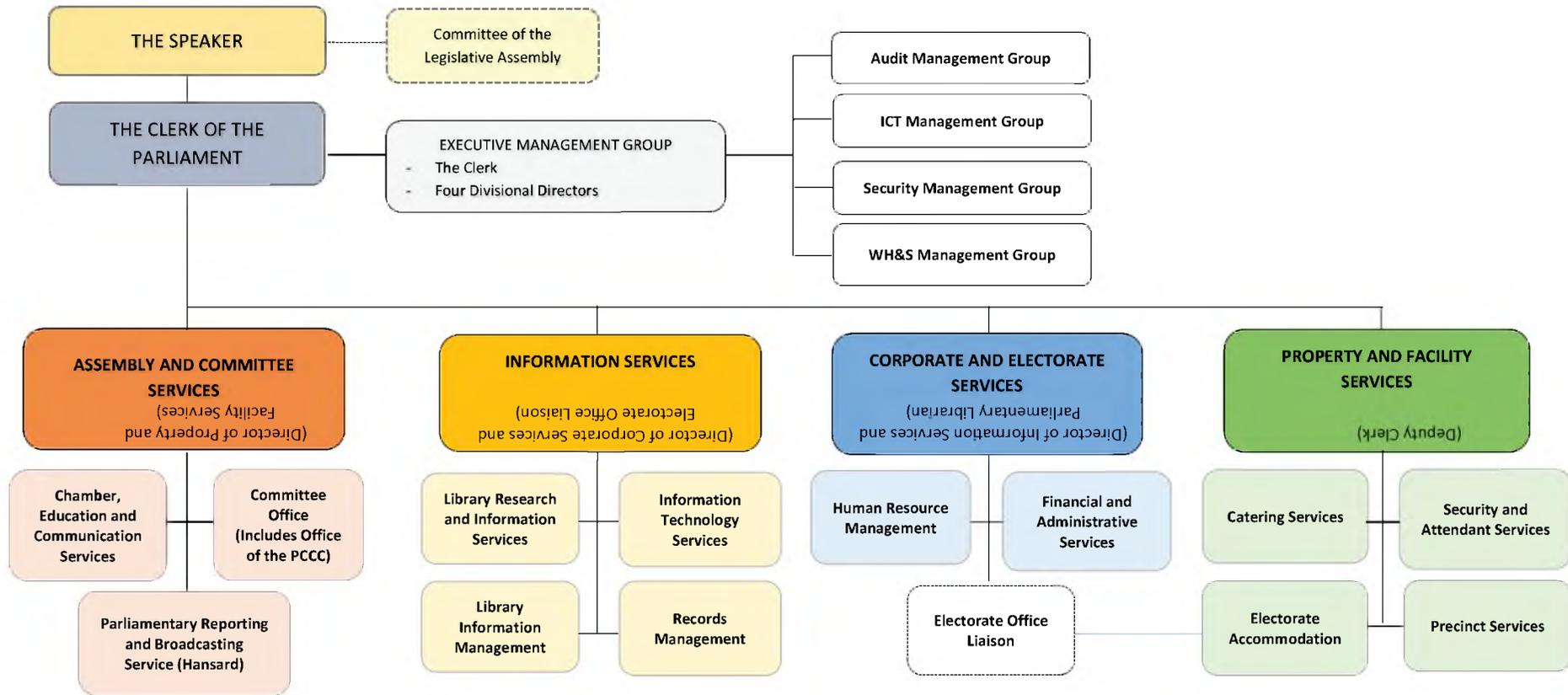
The general role of the Speaker in relation to the Parliamentary Service is to:

- a) decide major policies to guide the operation and management of the Parliamentary Service
- b) prepare budgets
- c) decide the size and organization of the Parliamentary Service and the services to be supplied by the parliamentary service, and
- d) supervise the management and delivery of services by the Parliamentary Service.

Under Part 2 Section 5 of the *Parliamentary Service Act 1988*, the Speaker has control of:

- a) accommodation and services in the parliamentary precinct, and
- b) accommodation and services supplied elsewhere by the Legislative Assembly for its members.

PARLIAMENTARY SERVICE ORGANISATIONAL CHART 2016-2017



Notes

- The new structure of four Divisions became effective on 1 July 2016, however, some Service Areas did not transition to their new Divisions until after that date.
- Catering Services moved from the Corporate and Electorate Services Division to the Property and Facility Services Division on 1 January 2017.
- Security and Attendant Services will move to the Property and Facility Services Division on 1 July 2017, but throughout 2016-2017 served under the Assembly and Committee Services Division.

Office of the Speaker

The Office of the Speaker provides executive, administrative and protocol support to the Speaker of the Legislative Assembly in relation to his various roles. Aside from the legislative obligations outlined earlier, these roles include public engagement, education and support of MPs and a range of other legislative responsibilities.

The Clerk of the Parliament

The Clerk of the Parliament has a number of roles which are outlined in section 20 of the *Parliamentary Service Act 1988*. The Clerk, as Chief Executive Officer of the Parliamentary Service, is:

- responsible to the Speaker for the efficient and cost effective management of the Parliamentary Service, and
- is the employing authority, for the Legislative Assembly, of parliamentary service officers and employees.

The Clerk is also the Accountable Officer, as defined under the *Financial Accountability Act 2009*, and as such has a range of financial management responsibilities and obligations in the management of the Parliamentary Service.

Divisional leaders

The Parliamentary Service has four divisions:

- Assembly and Committee Services Division, led by the Deputy Clerk of the Parliament
- Information Services Division, led by the Director of Information Services and Parliamentary Librarian
- Corporate and Electorate Services Division, led by the Director of Corporate Services and Electorate Office Liaison, and
- Property and Facility Services Division, led by the Director of Property and Facility Services.

The divisional leaders report to the Clerk of the Parliament.

Changes to the organisational structure of the Parliamentary Service were implemented during

2016-17 with the number of Divisions increased from two to four. These changes resulted from a review of the organisation's Strategic Plan for 2016-20 which occurred during 2015-16.

Management Groups

The Clerk has established a number of management groups within the Parliamentary Service as part of the broader corporate governance framework outlined earlier.

Executive Management Group

The role of the Executive Management Group (EMG) is to:

- provide leadership and ensure the effective management, coordination and performance of the Parliamentary Service
- consider reports from all management groups
- oversee the development and implementation of the Parliamentary Service Management Plan, Parliamentary Service-wide policies and procedures, management information systems and control environments, and
- review and recommend to the Speaker the annual budget for the Parliament.

The members of the EMG are the Clerk of the Parliament (chair), and the four Divisional Directors. During 2016-17, the EMG:

- coordinated the implementation of a new organisational structure following a review of the Parliamentary Service Strategic Plan in 2016
- reviewed and endorsed updates to a number of important corporate policies including the Parliamentary Service Code of Conduct, and Annual Review Policy governing the review of staff performance and training and development
- co-ordinated the development of all management plans, including the Training and Development Plan and the Parliamentary Service budget, and
- conducted a staff survey of all precinct staff to benchmark improvement in focus areas since 2016.

Audit Management Group

The role of the Audit Management Group (AMG) is to provide independent assurance and assistance to the Clerk on:

- (a) internal control and compliance frameworks
- (b) external audit liaison and communication with executive management
- (c) monitoring implementation of internal and external audit recommendations, and
- (d) the agency's external accountability responsibilities as prescribed in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*.

For 2016-17, the members of the AMG were the:

- Deputy Clerk of the Parliament (Chair)
- First Clerk Assistant (Procedure)
- Parliamentary Librarian (until September 2016 replaced by Director, Research and Information Service, Parliamentary Library), and
- Marita Corbett (Partner BDO Kendalls).

During 2016-17 the AMG:

- settled the Parliamentary Service Strategic Audit Plan 2016-19 and the Annual Internal Audit Work Plan for 2016-17,
- reviewed the 2015-16 Financial Reports for the Legislative Assembly, and
- reviewed the Internal Audit Management Plan and Charter.

Information and Communication Technology Management Group

The role of the Information and Communication Technology Management Group (ICTMG) is to develop responsive information communication technology (ICT) strategies that enable the achievement of the Parliamentary Service's organisational objectives. Its specific charter is to:

- undertake ICT strategic planning, ensuring that such plans fit the current and ongoing needs of the

Parliamentary Service

- evaluate proposed ICT initiatives
- manage staff understanding of and participation in ICT decision making, and
- ensure ICT within the Parliamentary Service conforms with all applicable external regulations and complies with all internal policies and practices.

The membership of the ICTMG is:

- Director of Information Services and Parliamentary Librarian (Chair)
- Head of IT Services (Deputy Chair)
- First Clerk Assistant, (Committees)
- Director, Library Information Management
- Chief Hansard Reporter
- Financial and Administrative Services Manager
- Records Coordinator
- an external IT representative, and
- two electorate office representatives.

During 2016-17, the ICTMG considered and approved:

- a new draft IT Strategy and accompanying six-month roadmap
- an IT Network Risk Management audit report
- participation in a State Government project to develop a 'widget' for Seniors to access Members' biographical details, and
- a new streamlined process for the submission of business ideas.

The ICTMG also oversaw the implementation of:

- an Electronic Document and Records Management system (eDRMS), and
- a project to replace web broadcasting of House sittings and Committee hearings.

Workplace Health and Safety Management Group

The role of the Workplace Health and Safety Management Group (WHSMG) is to support the Executive Management Group by ensuring that obligations under the *Work Health and Safety Act 2011* are met. The WHSMG is for all intents and purposes the committee required under section 76 of the abovementioned Act. Group membership includes a number of management and employee representatives.

Management representatives are:

- Director, Corporate Services and Electorate Office Liaison (chair)
- Manager, Human Resource Management
- Manager, Catering Services
- Chief Hansard Reporter
- Workplace Health and Safety Coordinator, Precinct Services
- Precinct Services Maintenance Supervisor, and
- Senior Human Resource Adviser.

Employee representatives (appointed every three years) during 2016-17 were:

- Sanja Luscombe, Cleaning Services
- Nicolee Dixon, Parliamentary Library
- Lee Quinn, Security and Attendant Services
- Trent Carvolth, Property Services
- Melissa Wong, Lytton Electorate Office, and
- Tara Manning, Gladstone Electorate office.

During 2016-17, the WHSMG met on four occasions and developed, participated in, and assisted with:

- safety inspections of the Parliamentary precinct
- coordinating activities for the Parliamentary Happier Healthier workplace program including the 10,000 Steps Challenge, and healthy nutrition and immune system boost information sessions hosted in the precinct
- promotion of Safe Work Australia Week in October

- the election of WHS representatives
- commencement of a trial of a Guardian desktop software system to assist in reducing risks of repetitive strain injuries for computer use
- review of benefits achieved through use of ergonomic standing workstations
- review and update of risk assessment procedures for external contractors working in the parliamentary precinct, and
- hazardous substances training.

Shared Service Initiative

As part of the state public sector Shared Service Initiative, The Queensland Parliament provides a range of corporate services to the following independent agencies:

- Office of the Governor
- Office of the Information Commissioner
- Office of the Ombudsman, and
- Queensland Audit Office.

Existing management and operational structures within the Parliamentary Service are used to deliver these shared services, and all are delivered in accordance with annual operating level agreements between the agencies.

Management Systems

Planning

The Parliamentary Service undertakes planning at both strategic and operational levels to ensure that staff are focused on performance and achieving results. These plans form the basis of budgeting, performance management and reporting. The following key plans were prepared for 2016-17:

- the Parliamentary Service Management Plan, incorporating a whole-of Service strategic plan and operational plans for each management group and Service Area within the organisation
- the Information and Communications Technology Resources Strategic Plan, and
- a Training and Development Plan for staff.

Performance Management

The Clerk of the Parliament employs a range of mechanisms to measure and monitor the performance of the Parliamentary Service, including:

- **Internal management reporting**
Divisional Directors are required to submit quarterly management reports to the Clerk. These reports document financial and operational performance against performance targets outlined in the Parliamentary Service Management Plan.
- **Auditing and review**
The Parliamentary Service engages an external contractor to provide internal audit services. The external contractor consults with the Parliamentary Service Audit Management Group and takes into consideration Queensland Treasury's Audit Committee Guidelines. The Clerk of the Parliament, in his capacity as the accountable officer, considers and addresses internal audit reports and any recommendations contained therein. No significant issues were identified during the 2016-17 internal audit work program.
- **Employee performance planning and review**
Parliamentary Service staff are subject to annual performance planning and review processes. During 2016-17, a new Annual Review Policy was approved and implemented to streamline the performance

review process and improve alignment between individual performance review outcomes and training and development opportunities.

- **External scrutiny**
The Parliamentary Service is subject to an annual external audit by officers of the Queensland Audit Office pursuant to the *Auditor-General Act 2009*. No significant issues were identified regarding the operations of the Parliamentary Service during 2016-17. All recommendations in audit reports have been responded to accordingly.
- **Resource management**
The Clerk of the Parliament establishes and publishes policies and procedures for the management of all human, financial and information resources. Systems have been established to manage revenue, expenditure, assets and liabilities, as well as to protect information resources.
- **Records management**
While the *Public Records Act 2002* does not apply to the Legislative Assembly or the Parliamentary Service, the Parliamentary Service is committed to following the principles contained in the legislation and also various public sector information standards, policies and guidelines concerning records management.
- **Management standards**
The Parliamentary Service maintains a strong commitment to the development and maintenance of a culture of care, diligence, ethical behaviour, public defensibility, integrity, accountability and leadership. This commitment is reflected in management standards covering workplace health and safety delivered through the Workplace Health and Safety Management Group, and the Code of Conduct for Officers and Employees of the Parliamentary Service. The Code of Conduct guides staff when dealing with situations that may arise during the course of their duties, particularly those situations that may have an ethical dimension. The code is important given that the Parliamentary Service provides support to the Parliament, the body to which all other public entities in Queensland are ultimately accountable. The code was developed in accordance with the *Public Sector Ethics Act 1994*. During 2016-17 a review and update of the Code was approved.

Management profiles

Hon Peter Wellington MP

LLB GradDipLegPrac

Speaker of the Legislative Assembly of Queensland

Hon Peter Wellington MP is the Speaker of the Legislative Assembly.

The Speaker presides over the Legislative Assembly, heads the Parliamentary Service and chairs the Committee of the Legislative Assembly. The Speaker is also the ceremonial representative of the Queensland Parliament. For 19 years, Mr Wellington has been an Independent Member of the Queensland Parliament, representing the electorate of Nicklin.

Executive Management Group

Neil Laurie

LLB LLM(Hons) MBA

Clerk of the Parliament

Neil has been the Principal Officer of the Legislative Assembly, the Chief Executive Officer of, and the Accountable Officer for, the Parliamentary Service since February 2003. Neil has over 24 years' experience with the Parliamentary Service, including six years as Deputy Clerk and Clerk of Committees and over 14 years as Clerk.

Craig Atkinson

BBus GradCertProfAcc MIPA

Director, Corporate Services and Electorate Office Liaison

Craig leads the Corporate and Electorate Services Division of the Parliamentary Service. Craig was appointed Director in 2017 and has over 20 years' experience in financial management and administration of members' entitlements.

Stewart Johnson

GradDipFM BTEC Dip-Built Environment (UK)

Director, Property and Facility Services

Stewart leads the Property, Catering, Security & Attendants Divisions of the Parliamentary Service including state wide electoral offices. Stewart was appointed in September 2016 and has over 25 years of building management, project management, hospitality and security operations experience.

Janet Prowse

BA MIMS ALIA

Director, Information Services and Parliamentary Librarian

Janet leads the Information Services Division and is responsible for the Parliamentary Library, IT Services and Records Management. She joined the Parliamentary Service in May 2017 and has extensive management experience in delivering information services and policy advice at a whole-of-Government level.

Michael Ries

BAdmin LLB GradDipBus

Deputy Clerk

Director, Assembly and Committee Services

Michael was appointed to the role of Deputy Clerk of Queensland's Parliament in June 2008. Michael is responsible for the Assembly and Committee Services Division and is also the Committee Secretary to the Ethics Committee. Previously he held senior roles in the Department of Premier and Cabinet including Clerk of the Executive Council.

Service Area Leaders

Lynne Armstrong

BA GradDipLibSc MPhil
Director, Information
Management Services

Lynne leads the Library Information Management Services team which is responsible for access to and maintenance of the Library's multiple collections and research databases, email alert and audio visual services. Lynne has extensive experience in the Parliamentary Service.

Paul Boreland

Acting Senior Supervisor, Precinct
Services

Paul and the Precinct Services team are responsible for managing the buildings within the parliamentary precinct as well as 94 electorate offices located throughout Queensland. Paul has been employed in various capacities within the Parliamentary Service for over 28 years.

Daniel Buchanan

BIT
Head of Information Technology
Services

Daniel leads the Information Technology Services team which provides technology services throughout the Parliamentary precinct and Members' Electorate Offices. Daniel has 17 years' experience in the information technology industry.

Leanne Clare

BCom CPA GradCertLegStud
First Clerk Assistant (Procedure)
and Manager Chamber, Education
and Communication Services

Leanne leads the team that provides parliamentary procedural support to the Legislative Assembly Chamber and coordinates parliamentary education and community awareness of the institution of Parliament and its role and functions. Leanne joined the Parliamentary Service in 1997 as a committee research director and was appointed to her current position in 2007. She has extensive experience in audit, research, and management roles.

Robyn Moore

LLB MUrb&RegPlg
ALIA Allied Field
Director, Research and
Information Services

Robyn leads the Research and Information Service dedicated to assisting Members of Parliament to perform their duties by ensuring they have access to timely, authoritative and impartial information. Robyn was appointed to the role in 2013 after having undertaken a variety of parliamentary roles. Before joining the Parliament, Robyn was a solicitor in private practice.

Peter Morris

BBus Cert III (Adult Literacy)
Manager, Human Resource
Services

Peter is responsible for ensuring the delivery of human resources and industrial relations services to Parliamentary Service staff and Members of Parliament. Peter has experience in both human resource management and industrial relations at an operational and managerial level. Peter has over 25 years' experience in human resource management.

Simon Neale

Manager, Catering Services

Simon is responsible for managing Catering Services throughout the parliamentary precinct, including fine dining, functions, casual dining and bar amenities. Simon has over 15 years' experience in food and beverage management.

Lucinda Osmond

LLB
Chief Hansard Reporter

Lucinda manages the Parliamentary Reporting Service, which is responsible for the accurate, timely and efficient reporting and broadcasting of the proceedings of Parliament and its committees. Previously, Lucinda worked in the New Zealand and Northern Territory parliaments and as a court reporter.

James Robertson

BBus(Accy) APA
Manager, Financial and
Administrative Services

James is the Manager of Financial and Administrative Services. His duties include establishing systems of financial management, asset and logistics management, preparing annual financial statements and ensuring compliance with relevant financial management legislation and standards as well as promoting best practice in financial management across the Parliamentary Service. James has over 20 years' experience.

Petá Sweeney

BA(LIS) BED MBA FRIM
Records Coordinator

Petá manages the corporate information assets of the Parliamentary Service. She joined the Parliamentary Service in November 2016 and has extensive experience in recordkeeping and information management in public and private sectors. Petá maintains strong industry links through her work on the Queensland Branch Executive of the Records and Information Management Professionals Australia.

Michael Watkin

BA (Justice) JP Qualified
Sergeant-at-Arms
Manager, Security and Attendant
Services

Michael was appointed to the role of Sergeant-at-Arms in June 2014, and is also responsible for the delivery of Security and Attendant Services throughout the parliamentary precinct. Michael has over 25 years' experience in the Parliamentary Service.

Bernice Watson

BA Grad Dip Public Policy
First Clerk Assistant (Committees)

Bernice leads the team that provides professional advice and research, administrative and procedural support to the various committees of the Parliament in fulfilling their roles and engaging with the community. Bernice has over 25 years' experience working in public policy and management roles, and has worked with the Parliamentary Service since 2011.

Other information

Legal framework

The Parliamentary Service was created by the *Parliamentary Service Act 1988*. The *Parliament of Queensland Act 2001* came into effect on 6 June 2002 and consolidated laws relating to the Legislative Assembly, its powers, procedures, Members and committees. The Act was developed as a companion to the *Constitution of Queensland 2001*. All of the above Acts are administered by the Department of the Premier and Cabinet.

Privacy

The Queensland Parliamentary Service privacy policy conforms to the requirements of the *Information Privacy Act 2009* (IPA). The policy is published on the Parliamentary Service Intranet and Internet in accordance with the requirements of the IPA. Further information about the privacy policy can be obtained by emailing privacy@parliament.qld.gov.au or by phoning (07) 3553 6000.

Early retirement, redundancy and retrenchment

During the period, no redundancy packages were processed.

Financial statements - at a glance

This financial summary provides a high-level snapshot of the financial performance and position of the Legislative Assembly and Parliamentary Service for the financial year ending 30 June 2017.

Statement of Comprehensive Income

In summary, the operating activities of the Legislative Assembly and Parliamentary Service delivered an operating deficit of \$2.019M. The loss is due primarily to the transfer of land previously held under trust (external car park) to form part of the Queens Wharf Brisbane project.

An increase in revenue in 2016-17 is largely due to contributions received from the Department of Housing and Public Works for the Parliament House stonework restoration program and accounting treatment of a reduction in the value of post-employment benefit provisions for former Members of Parliament as determined by the *Queensland Independent Remuneration Tribunal*.

An increase in expenditure in 2016-17 from 2015-16 is due to increases in employee costs for Members and staff together with the transfer of land outlined above.

Statement of Financial Position

The Legislative Assembly and Parliamentary Service maintained a stable financial position in 2016-17. An increase in net assets of \$4.802M compared to 2015-16 relates primarily to an increment in building valuation as at the end of the reporting period.

Land and buildings on the parliamentary precinct (\$191M) represent the majority of the total assets of the Legislative Assembly. Liabilities are represented by trade creditors, accrued employee benefits, and provisions in relation to post-employment benefits for former Members of Parliament.

Statement of Comprehensive Income

	2016-17 amount (\$,000)	2015-16 amount (\$,000)
Total Income	92,278	89,185
Total Expenses	94,297	90,357
Net Operating Surplus	-2,019	-1,172

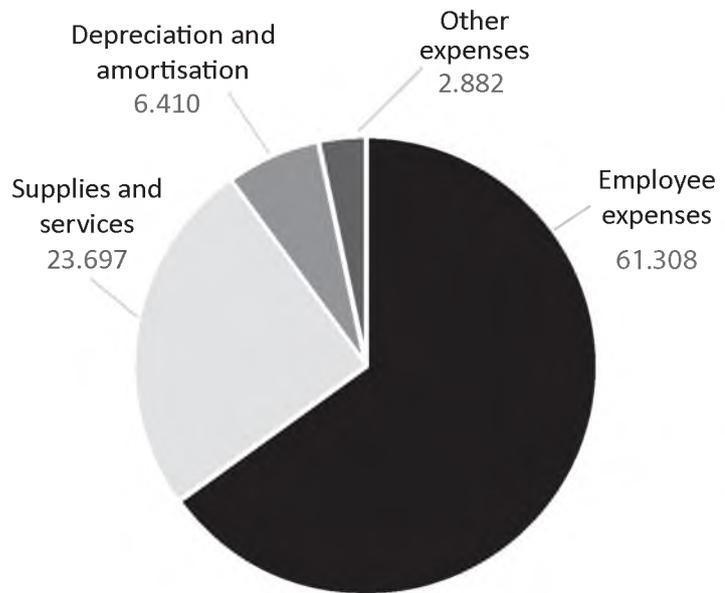
Statement of Financial Position

	2016-17 amount (\$,000)	2015-16 amount (\$,000)
Total Assets	211,106	205,710
Total Liabilities	6,489	5,895
Net Assets (Equity)	204,617	199,815
Increase/(Decrease) in Net Assets	4,802	-74,628

Expenses from ordinary activities 2016-17 (\$ million)

The graph to the right depicts expenditure by major resource category for 2016-17. Expenditure by the Legislative Assembly and Parliamentary Service is incurred on costs associated with:

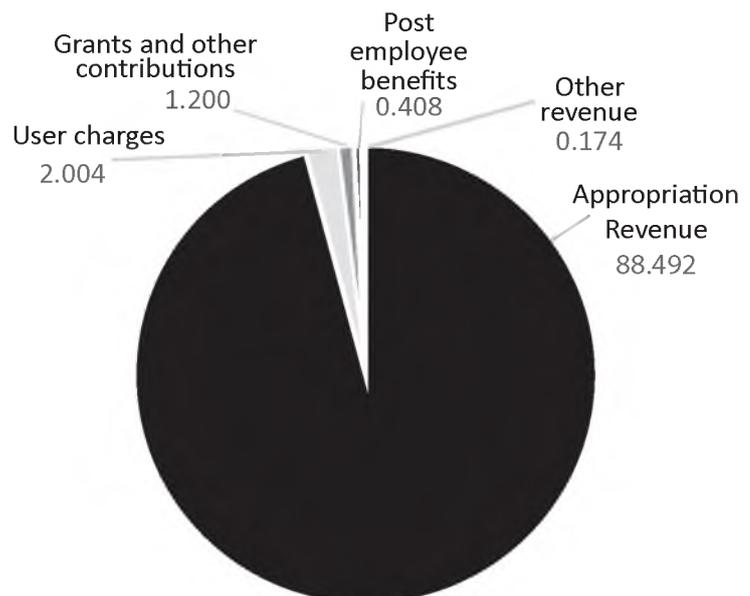
- direct payment of salaries and allowances to Members of Parliament
- Members' electorate offices and staffing
- support services provided to Members within the Parliamentary precinct, and
- depreciation expenses associated with use of Parliamentary buildings, plant and equipment.



Revenues from ordinary activities 2016-17 (\$ million)

The main source of funding for the Legislative Assembly and Parliamentary Service is departmental service revenue (appropriation funding from the Queensland Government).

Additional revenue is generated through the sale of goods and services provided by the Parliamentary Service including catering services, reporting services, corporate services provided to client agencies, educational activities and publications. Grants and other contributions represent capital works performed by the Department of Public Works at no cost to the Legislative Assembly.



Financial statements - at a glance

Forward

The Clerk of the Parliament is pleased to present the financial statements for the Legislative Assembly of Queensland and Parliamentary Service for the year ending 30 June 2017.

The financial statements have been prepared in accordance with section 62(1) of the *Financial Accountability Act 2009* and relevant sections of the *Financial and Performance Management Standard 2009* to provide detailed information about the financial operations of the Legislative Assembly and Parliamentary Service.

The Auditor-General has certified the statements without qualification.

Chief Finance Officer Assurance Statement

The *Financial Accountability Act 2009* also requires that certain financial management responsibilities be delegated to the Chief Finance Officer. For the 2016-17 financial year, all minimum responsibilities of the Chief Finance Officer have been fulfilled. In accordance with section 57 of the *Financial and Performance Management Standard 2009*, the Chief Finance Officer has provided a statement to the Clerk of the Parliament regarding the efficiency, effectiveness and economy of financial controls in operation during 2016-17. This statement has also been presented to the Parliamentary Service Audit Management Group.

Guide to the Financial Statements

The set of financial statements included in this annual report reflect various aspects of the financial operations of the Legislative Assembly of Queensland and the Parliamentary Service.

Statement of Comprehensive Income

This statement reports the income and expenditure of the Legislative Assembly of Queensland and the Parliamentary Service for the 12 month period ending 30 June 2017.

Statement of Comprehensive Income by Service Areas

This statement reports income and expenditure (including changes in property, plant and equipment asset values) of the Legislative Assembly of Queensland under the two major service areas – Members' Salaries, Entitlements and Electorate Office Services and Parliamentary Precinct Support Services for the financial year ending 30 June 2017.

Statement of Financial Position

This statement reports the assets and liabilities, and equity of the Legislative Assembly of Queensland and the Parliamentary Service as at 30 June 2017. Assets and liabilities are classified as current where it is expected that the item will be converted to cash (received or paid) during the following 12 month period. Assets and liabilities are classified as non-current where they are expected to be converted to cash at a time later than 12 months from 30 June 2017.

Statement of Assets and Liabilities by Service Areas

Assets, liabilities and equity of the Legislative Assembly of Queensland is reported under the two major service areas – Members' salaries, entitlements and Electorate Office Services and Parliamentary Precinct Support Services for the financial year ending 30 June 2017.

Statement of Changes in Equity

Equity is the residual difference between assets and liabilities and reflects the net worth of the Legislative Assembly of Queensland and the Parliamentary Service. It also reflects the amount of equity contributed by Queensland Treasury. This statement reports changes in various categories of equity including Contributed Equity, Accumulated Surpluses, and Asset Revaluation Surpluses.

Statement of Cash Flows

This statement reports information regarding actual inflows and outflows of cash during the financial year and the available cash at the end of the financial year.

LEGISLATIVE ASSEMBLY OF QUEENSLAND
FINANCIAL STATEMENTS

for the financial year ended 30 June 2017

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

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Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Statement of Comprehensive Income

Year ended 30 June 2017

Operating Results	Notes	2017	2016	Original Budget 2017	Variance* 2017
		\$'000	\$'000	\$'000	\$'000
Income from Continuing Operations					
Appropriation revenue	B1-1	88,492	85,979	87,379	1,113
User charges and fees	B1-2	2,004	1,958	1,975	29
Grants and other contributions	B1-3	1,200	804	-	1,200
Post-employment benefits	B1-4	408	401	-	408
Other revenue	B1-5	174	43	32	142
Total Revenue		92,278	89,185	89,386	2,892
Total Income from Continuing Operations		92,278	89,185	89,386	2,892
Expenses from Continuing Operations					
Employee expenses	B2-1	61,308	59,364	60,189	1,119
Supplies and services	B2-2	23,697	23,830	23,777	(80)
Depreciation and amortisation	B2-3	6,410	6,856	5,176	1,234
Other expenses	B2-4	2,882	307	244	2,638
Total Expenses from Continuing Operations		94,297	90,357	89,386	4,911
Operating Result from Continuing Operations		(2,019)	(1,172)	-	(2,019)
Other Comprehensive Income					
Increase (decrease) in asset revaluation surplus	C3-1	5,492	(73,500)	-	-
Total Other Comprehensive Income		5,492	(73,500)	-	-
Total Comprehensive Income		3,473	(74,672)	-	-

*An explanation of major variances is included at Note E1.

The accompanying notes form part of these statements.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Statement of Comprehensive Income by Major Service Areas

For year ended 30 June 2017

	Members' Salaries, Entitlements and Electorate Office Services		Parliamentary Precinct Support Services		General - Not Attributed		Total	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
Income from Continuing Operations								
Appropriation revenue	57,799	56,817	30,693	29,162	-	-	88,492	85,979
User charges and fees	-	-	1,758	1,690	246	268	2,004	1,958
Grants and other contributions	-	-	1,200	804	-	-	1,200	804
Post-employment benefits	408	401	-	-	-	-	408	401
Other revenue	12	5	162	38	-	-	174	43
Total revenue	58,219	57,223	33,813	31,694	246	268	92,278	89,185
Total Income from Continuing Operations	58,219	57,223	33,813	31,694	246	268	92,278	89,185
Expenses from Continuing Operations								
Employee expenses	41,129	39,901	20,081	19,335	98	128	61,308	59,364
Supplies and services	15,443	15,910	8,107	7,780	148	140	23,697	23,830
Depreciation and amortisation	940	778	5,470	6,078	-	-	6,410	6,856
Other expenses	19	12	2,863	295	-	-	2,882	307
Total Expenses from Continuing Operations	57,531	56,601	36,521	33,488	246	268	94,297	90,357
Operating Result from Continuing Operations	688	622	(2,708)	(1,794)	-	-	(2,019)	(1,172)
Other Comprehensive Income								
Increase (decrease) in asset revaluation surplus	-	-	5,492	(73,500)	-	-	5,492	(73,500)
Total Other Comprehensive Income	-	-	5,492	(73,500)	-	-	5,492	(73,500)
Total Comprehensive Income	688	622	2,784	(75,294)	-	-	3,473	(74,672)

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Statement of Financial Position

As at 30 June 2017

	Notes	2017	2016	Original Budget 2017	Variance* 2017
		\$'000	\$'000	\$'000	\$'000
Current Assets					
Cash and cash equivalents	C1	6,669	5,468	3,386	3,283
Receivables	C2	1,221	1,460	1,349	(128)
Inventories		176	172	187	(11)
Other current assets		471	411	450	21
Total Current Assets		8,537	7,511	5,372	3,165
Non-Current Assets					
Property, plant & equipment	C3	201,894	197,516	286,268	(84,374)
Intangibles		675	683	523	152
Total Non-Current Assets		202,569	198,199	286,791	(84,222)
Total Assets		211,106	205,710	292,163	(81,057)
Current Liabilities					
Payables	C4	4,696	3,577	1,979	2,717
Accrued employee benefits	C5	1,333	1,456	1,194	139
Other current liabilities		14	-	-44	58
Total Current Liabilities		6,043	5,033	3,129	2,914
Non-Current Liabilities					
Accrued employee benefits	C5	446	862	1,270	(824)
Total Non-Current Liabilities		446	862	1,270	(824)
Total Liabilities		6,489	5,895	4,399	2,090
Net Assets		204,617	199,815	287,764	(83,147)
Equity					
Contributed equity	C6	1,373	44		
Accumulated surpluses		26,025	25,869		
Asset revaluation surplus	C6-3	177,219	173,902		
Total Equity		204,617	199,815	287,764	(83,147)

*An explanation of major variances is included at Note E1.

The accompanying notes form part of these statements.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Statement of Assets and Liabilities by Major Service Areas

As at 30 June 2017

	Members' Salaries, Entitlements and Electorate Office Services		Parliamentary Precinct Support Services		General - Not Attributed		Total	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
Current Assets								
Cash and cash equivalents	-	-	6,669	5,468	-	-	6,669	5,468
Receivables	130	74	1,065	1,350	26	36	1,221	1,460
Inventories	-	-	176	172	-	-	176	172
Other current assets	-	-	471	411	-	-	471	411
Total Current Assets	130	74	8,381	7,401	26	36	8,537	7,511
Non-Current Assets								
Property, plant & equipment	1,986	2,862	199,908	194,654	-	-	201,894	197,516
Intangibles	-	-	675	683	-	-	675	683
Total Non-Current Assets	1,986	2,862	200,583	195,337	-	-	202,569	198,199
Total Assets	2,116	2,936	208,964	202,738	26	36	211,106	205,710
Current Liabilities								
Payables	651	620	4,045	2,957	-	-	4,696	3,577
Accrued employee benefits	830	450	503	1,006	-	-	1,333	1,456
Other current liabilities	-	-	-	-	14	-	14	-
Total Current Liabilities	1,481	1,070	4,548	3,963	14	-	6,043	5,033
Non-Current Liabilities								
Accrued employee benefits	446	862	-	-	-	-	446	862
Total Non-Current Liabilities	446	862	-	-	-	-	446	862
Total Liabilities	1,927	1,932	4,548	3,963	14	-	6,489	5,895
Net Assets	189	1,004	204,416	198,775	12	36	204,617	199,815

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Statement of Changes in Equity

For the year ended 30 June 2017

	Notes	Accumulated Surpluses		Asset Revaluation Surplus		Contributed Equity		TOTAL	
		2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
Balance as at 1 July 2016		25,869	27,041	173,902	247,402	44	-	199,815	274,443
Operating Result from Continuing Operations		(2,019)	(1,172)	-	-	-	-	(2,019)	(1,172)
<u>Total Other Comprehensive Income</u>									
- Increase (Decrease) in Asset Revaluation Surplus	C6-3	-	-	5,492	(73,500)	-	-	5,492	(73,500)
<u>Transactions with Owners as Owners:</u>									
- Appropriated equity withdrawals	C6-2	-	-	-	-	(2,189)	(2,039)	(2,189)	(2,039)
- Appropriated equity injections	C6-2	-	-	-	-	2,194	5,227	2,194	5,227
- Unforeseen expenditure		-	-	-	-	1,324	-	1,324	-
- Lapsed appropriation	C6-2	-	-	-	-	-	(3,144)	-	3,144
- Transfers between Accumulated Surplus and Contributed Equity	C6-1	-	-	-	-	-	-	-	-
<u>Other Transfers:</u>									
- Revaluation adjustment for land disposal	C6-3	2,175	-	(2,175)	-	-	-	-	-
Balance as at 30 June 2017		26,025	25,869	177,219	173,902	1,373	44	204,617	199,815

The accompanying notes form part of these statements.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Statement of Cash Flows

For the year ended 30 June 2017

Notes	2017	2016	Original Budget 2017	Variance*
	\$'000	\$'000	\$'000	\$'000
Cash Flows from Operating Activities				
<i>Inflows:</i>				
Departmental services receipts	88,466	86,279	87,379	1,087
Grants and contributions	-	-	-	-
User charges	2,680	2,133	2,125	555
GST input tax credits from ATO	2,820	2,098	-	2,820
GST collected from customers	275	251	-	275
Other	-	-	1,409	(1,409)
<i>Outflows:</i>				
Employee expenses	(61,909)	(59,731)	(60,189)	(1,720)
Supplies and services	(23,450)	(22,913)	(25,154)	1,704
GST remitted to ATO	(282)	(247)	-	(282)
GST paid to suppliers	(2,662)	(2,128)	-	(2,662)
Other	-	-	(394)	394
Net Cash Provided by Operating Activities	5,938	5,742	5,176	762
CF-1				
Cash Flows from investing Activities				
<i>Inflows:</i>				
Sales of non-financial assets	-	-	33	(33)
<i>Outflows:</i>				
Payments for property, plant and equipment	(6,066)	(3,704)	(5,214)	(852)
Net Cash Used in investing Activities	(6,066)	(3,704)	(5,181)	(885)
Cash Flow from Financing Activities				
<i>Inflows:</i>				
Equity injections	3,518	3,333	2,194	1,324
<i>Outflows:</i>				
Equity withdrawals	(2,189)	(3,289)	(2,189)	-
Net Cash Provided by Financing Activities	1,329	44	5	1,324
Net increase (decrease) in cash held	1,201	2,082	3,386	(2,185)
Cash at beginning of financial year	5,468	3,386	-	-
Cash at End of Financial Year	6,669	5,468	3,386	3,283
C1				

*An explanation of major variances is included at Note E1.

The accompanying notes form part of these statements.

Notes to the Statement of Cash Flows

CF-1 Reconciliation of Operating Result to Net Cash Provided by Operating Activities

	2017	2016
	\$'000	\$'000
Operating surplus	(2,019)	(1,172)
Depreciation and amortisation	6,410	6,856
Loss on sale of assets	2,660	36
Gain on sale of assets	-	(2)
Receipt adjustment for goods received below fair value	(1,200)	(804)
Changes in Assets and Liabilities:		
(Increase)/decrease in Receivables	175	(141)
(Increase)/decrease in Inventory	(4)	13
(Increase)/decrease in Other assets	9	45
Increase/(decrease) in Payables	229	1,648
Increase/(decrease) in Accrued employee benefits	(404)	(1,014)
Increase/(decrease) in Other liabilities	82	277
Net Cash provided by Operating Activities	5,938	5,742

CF-2 Non-Cash Investing and Financing Activities

Assets received by (or donated to) the Legislative Assembly are recognised as revenues (refer Note B1-3).

CF-3 Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows, cash assets include all cash and cheques received but not banked at 30 June as well as deposits at call with financial institutions (refer Note C1).

A1 BASIS OF FINANCIAL STATEMENT PREPARATION

A1-1 GENERAL INFORMATION

These financial statements cover the Legislative Assembly of Queensland and the Queensland Parliamentary Service.

The Legislative Assembly, together with the State Governor, forms the Queensland Parliament.

The Queensland Parliamentary Service is established under the *Parliamentary Service Act 1988*.

The head office and principal place of business of the Legislative Assembly of Queensland is:

*Parliament House
Corner George and Alice Streets
BRISBANE Q4000*

A1-2 COMPLIANCE WITH PRESCRIBED REQUIREMENTS

The Legislative Assembly has prepared these financial statements in compliance with section 42 of the *Financial and Performance Management Standard 2009*. The financial statements comply with Queensland Treasury's Minimum Reporting Requirements for reporting periods beginning on or after 1 July 2016.

The Legislative Assembly is a not-for-profit entity and these general purpose financial statements are prepared on an accrual basis (except for the Statement of Cash Flow which is prepared on a cash basis) in accordance with Australian Accounting Standards and interpretations applicable to not-for-profit entities.

A1-3 PRESENTATION

Currency and Rounding

Amounts included in the financial statements are in Australian dollars and rounded to the nearest \$1,000 or, where that amount is \$500 or less, to zero, unless disclosure of the full amount is specifically required.

Comparatives

Comparative information reflects the audited 2015-16 financial statements. No material changes have been made to the comparative information.

Current and Non-Current Classification

Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes.

Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Legislative Assembly does not have an unconditional right to defer settlement to beyond 12 months after the reporting date.

All other assets and liabilities are classified as non-current.

A1-4 AUTHORISATION OF FINANCIAL STATEMENTS FOR ISSUE

The financial statements are authorised for issue by the Clerk of the Parliament and Chief Finance Officer at the date of signing the Management Certificate.

A1-5 BASIS OF MEASUREMENT

Historical cost is used as the measurement basis in this financial report except for the following:

- Land, buildings, heritage and cultural assets which are measured at fair value;
- Provisions expected to be settled 12 or more months after reporting date which are measured at their present value; and
- Inventories which are measured at the lower of cost and net realisable value.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Historical Cost

Under historical cost, assets are recorded at the amount of cash or cash equivalents paid or the fair value of the consideration given to acquire assets at the time of their acquisition. Liabilities are recorded at the amount of proceeds received in exchange for the obligation or at the amounts of cash or cash equivalents expected to be paid to satisfy the liability in the normal course of business.

Fair Value

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date under current market conditions (i.e. an exit price) regardless of whether that price is directly derived from observable inputs or estimated using another valuation technique.

Where fair value is used, the fair value approach is disclosed (refer to note C3-4).

Fair Value Inputs

In determining fair value the Legislative Assembly adopts methodologies that maximises the use of observable inputs and minimises the use of unobservable inputs.

Fair Value Measurement Hierarchy

All assets of the Legislative Assembly for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy, based on the data and assumptions used in the most recent specific appraisals:

Level 1	represents fair value measurements that reflect unadjusted quoted market prices in active markets for identical assets and liabilities;
Level 2	represents fair value measurements that are substantially derived from inputs (other than quoted prices included within level 1) that are observable, either directly or indirectly; and
Level 3	represents fair value measurements that are substantially derived from unobservable inputs.

Details of assets measured under each category of fair value are set out as follows:

	Level 1		Level 2		Level 3	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
Land	-	-	110,000	112,500	-	-
Buildings	-	-	-	-	82,548	74,514
Valuables:						
Artworks and Objects	-	-	3,538	3,527	-	-
Heritage Furniture	-	-	387	387	-	-
20 th Century Heritage Book Collection	-	-	-	-	394	394
Total	-	-	113,925	116,414	82,942	74,908

The Legislative Assembly does not recognise any financial assets or financial liabilities at fair value.

Present Value

Present value represents the present discounted value of the future net cash inflows that the item is expected to generate (in respect of assets) or the present discounted value of the future net cash outflows expected to settle (in respect of liabilities) in the normal course of business.

Net Realisable Value

Net realisable value represents the amount of cash or cash equivalents that could currently be obtained by selling an asset in an orderly disposal.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

A1-6 THE REPORTING ENTITY

The Legislative Assembly does not control any other entities. All transactions and balances internal to the economic entity have been eliminated in full.

A2 OBJECTIVES AND PRINCIPAL ACTIVITIES

The Legislative Assembly of Queensland consists of 89 Members of Parliament who discharge a range of important legislative and constituency responsibilities.

The *Parliamentary Service Act 1988* provides for the establishment of the Parliamentary Service to deliver administrative and support services to the Queensland Legislative Assembly, its members and committees.

The *Financial Accountability Act 2009* defines the Legislative Assembly and Parliamentary Service as a departmental entity for the purpose of financial administration and reporting.

The objectives and goals of the Parliamentary Service are available on the Queensland Parliament's website at www.parliament.qld.gov.au. The Legislative Assembly is funded for the services it delivers principally by parliamentary appropriations. It also provides the following on a fee for services basis:

- Catering and gift shop services;
- Corporate services provided to client agencies; and
- Public sector education seminars.

A3 MAJOR SERVICE AREAS OF THE LEGISLATIVE ASSEMBLY OF QUEENSLAND

The Legislative Assembly had two major service areas called *Members' Salaries, Entitlements and Electorate Office Services*, and *Parliamentary Precinct Support Services*.

Members' Salaries, Entitlements and Electorate Office Services

Members' Salaries, Entitlements and Electorate Office Services represent the cost of Members' salaries and entitlements and maintaining and supporting electorate offices across the State.

The *Members' Remuneration Handbook* is issued pursuant to section 60 of the *Queensland Independent Remuneration Tribunal Act 2013*. The Handbook stipulates the current remuneration (i.e. salaries, allowances and entitlements) in connection with Members (and former Members) of the Assembly and includes services and support to Members' electorate and parliamentary offices.

Parliamentary Precinct Support Services

Parliamentary Precinct Support Services delivers:

- advisory, information support services to assist the Parliament, its committees and Members to fulfil their constitutional and parliamentary responsibilities; these services include Chamber, Education & Communication Services; the Committee Office; the Parliamentary Library; and Parliamentary Reporting Services;
- services to promote the institution of Parliament and raise community awareness and understanding of its important role and functions;
- services to provide a safe and secure parliamentary precinct including Security and Attendant Services;
- accommodation and hospitality services that provide Members, staff and guests of the Parliament with an appropriate working environment; and
- organisational services that support the activities of Members and their staff and deliver and administer a range of entitlements afforded to Members pursuant to the *Members' Remuneration Handbook*; including Information Technology Services, Human Resource Services, and Financial and Administrative Services.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

B1 REVENUE

B1-1 APPROPRIATION REVENUE

Reconciliation of Payments from Consolidated Fund to Appropriated Revenue Recognised in Operating Result	2017	2016
	\$'000	\$'000
Budgeted departmental services appropriation	87,379	84,086
Unforeseen expenditure	1,087	2,193
Total Appropriation Receipts (cash)	88,466	86,279
Plus: Opening balance of output funding payable	300	-
Less: Closing balance of output funding payable	274	300
Appropriation Revenue recognised In Statement of Comprehensive Income	88,492	85,979

Accounting Policy – Appropriation Revenue

Appropriations provided under the *Appropriation (Parliament) Act 2016* are recognised as revenue when received. Treasury approved the Legislative Assembly's request to carry forward part of the appropriation (\$274,000) into 2017-18. This has been recognised as output funding payable.

Appropriations for Unforeseen Expenditure

Appropriations for Unforeseen Expenditure reflects additional appropriation received for material amounts of unforeseen expenditure. For the 2017 reporting period, unforeseen expenditure was primarily related to additional funding for the Coal Workers' Pneumoconiosis Select Committee, to upgrade lifts in the Parliamentary Annexe, and IT systems delivering the public broadcast of proceedings and Members' Video on demand services.

B1-2 USER CHARGES AND FEES

	2017	2016
	\$'000	\$'000
Catering sales	1,348	1,359
Corporate services support	246	269
Education services	150	115
Car parking fees	145	124
Other	115	91
Total	2,004	1,958

Accounting Policy – User Charges and Fees

User charges and fees are recognised as revenues when the revenue has been earned and can be measured reliably with a sufficient degree of certainty. This involves either invoicing for related goods/services and/or the recognition of accrued revenue. User charges and fees are controlled by the Legislative Assembly where they can be deployed for the achievement of its objectives.

B1-3 GRANTS AND OTHER CONTRIBUTIONS

	2017	2016
	\$'000	\$'000
Goods and services received below fair value	1,200	804
Total	1,200	804

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Accounting Policy – Goods and services received below fair value

Contributions of goods/services are recognised only if the goods/services would have been purchased if they had not been donated and their fair value can be measured reliably.

Where this is the case, an equal amount is recognised as revenue and a corresponding expense or capital acquisition.

Disclosure – Goods and services received below fair value

Goods and services below fair value are primarily in relation to contributions by the Department of Housing and Public Works (DHPW) to the Stonework Restoration Program of Parliament House. The program commenced in 1993-94 and has been funded jointly by the Legislative Assembly and the DHPW.

B1-4 POST EMPLOYMENT BENEFITS

	2017	2016
	\$'000	\$'000
Members' Post- Employment Benefits	408	401
Total	408	401

Accounting Policy – Post Employment Benefits

AASB 119 – *Employee Benefits* requires a provision for post-employment benefits to be recognised. Elected representatives have been prescribed to be included in the definition of employees for the purposes of these financial statements. Elected representatives may be eligible for post-employment travel entitlements in accordance with the provisions of the *Members' Remuneration Handbook*.

Disclosure – Post Employment Benefit

Historically, a non-current provision has been calculated representing the net present value of former members' post-employment benefits for a period of up to twenty years.

On 30 September 2014 the Queensland Independent Remuneration Tribunal (QIRT) issued Determination 5/2014. This Determination approved that all commercial air travel and rail travel entitlements for former MPs, and applicable spouses, widows and widowers must be claimed and used by 31 December 2018 and that there be no further entitlements provided or claimable after 31 December 2018. As a result, the non-current provisions has been revised based on the 31 December 2018 cessation date of benefits approved by the QIRT.

In accordance with AASB 137 *Provisions, Contingent Liabilities and Contingent Assets*, the adjustment required to reduce the provision is recorded as income and not a negative expense.

B1-5 OTHER REVENUE

	2017	2016
	\$'000	\$'000
Adjustments to prior year expenditure	112	-
Insurance compensation	42	-
Other	20	43
Total	174	43

Disclosure – Adjustments to Prior Year Expenditure

Adjustments to prior year expenditure is in relation to refunds received from the Department of Housing and Public Works (DHPW) for overpayment of contractors' expenditure in 2015-16 financial year.

Disclosure – Insurance Compensation

The Legislative Assembly received \$41,735 from the Queensland Government Insurance Fund for insurance claims as a result of a fire in the kitchen of the Parliamentary Annexe building in the 2016-17 financial year.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

B2 EXPENSES

B2-1 EMPLOYEE EXPENSES

	2017	2016
	\$'000	\$'000
Employee Benefits		
Wages and salaries	50,909	49,545
Employer superannuation contributions	5,707	5,440
Annual leave levy/expense	2,832	2,717
Long service leave levy/expense	579	573
Other employee benefits	89	87
Employee Related Expenses		
Fringe benefits tax	796	724
Workers' compensation premium	131	109
Professional development	141	139
Other employee related	125	30
Total	61,308	59,364
	2017	2016
Full-time equivalent employees	485	479

Accounting Policies – Employee Expenses

Wages & Salaries

Wages and salaries due at reporting date are accrued and recognised in the Statement of Financial Position at the current salary rates. As the Legislative Assembly expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

Sick Leave

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Annual Leave

The Queensland Government's Annual Leave Central Scheme (ALCS) became operational on 30 June 2008. Under this scheme, a levy is made on the Legislative Assembly to cover the cost of employees' annual leave (including leave loading and on-costs). The levies are expensed in the period in which they are payable.

Long Service Leave

Under the Queensland Government's Long Service Leave Scheme, a levy is made on the Legislative Assembly to cover the cost of employees' long service leave. The levies are expensed in the period in which they are payable. Amounts paid to employees for long service leave are claimed from the scheme quarterly in arrears.

Superannuation

Employer superannuation contributions are paid to QSuper (the superannuation scheme for Queensland Government employees) at rates determined by the Treasurer on the advice of the State Actuary. Contributions are expensed in the period in which they are paid or payable.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

Members of Parliament elected prior to December 2004 are covered by the *Parliamentary Contributory Superannuation Act 1970*. Members of Parliament elected after December 2004 are subject to the *Superannuation (State Public Sector) Act 1990* with the Legislative Assembly making employer contributions for these Members of Parliament. All superannuation arrangements for Members are administered directly by QSuper.

The Legislative Assembly's obligation is limited to its contribution to QSuper. The QSuper scheme has defined benefit and defined contribution categories. The liability for defined benefits is held on a whole-of-government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

Workers' Compensation Premiums

The Legislative Assembly pays premiums to WorkCover Queensland in respect of its obligations for employee compensation.

Workers' compensation insurance is a consequence of employing employees, but is not counted in an employee's total remuneration package. It is not an employee benefit and is recognised separately as employee related expenses.

Key management personnel and remuneration disclosures are detailed in Note F1.

B2-2 SUPPLIES AND SERVICES

	2017	2016
	\$'000	\$'000
Members' entitlements	8,055	7,993
Operating lease rentals	5,618	5,532
Commercial and professional services	3,396	2,908
Maintenance and minor equipment	2,050	2,616
Information and communication technology services	1,699	1,787
Utilities	1,402	1,270
Cost of goods sold	794	858
Consumables	412	548
Other costs	271	318
Total	23,697	23,830

Disclosure – Members' entitlements

Members are provided with a range of non-employee related resources and support pursuant to the *Members' Remuneration Handbook* (refer to note A3).

Accounting Policy – Operating Lease Rentals

Operating lease payments are representative of the pattern of benefits derived from the leased assets and are expensed in the periods in which they are incurred. Incentives received on entering into operating leases are recognised as liabilities. Lease payments are allocated between rental expense and reduction of the liability.

Disclosure – Operating Leases

Operating leases are entered into for electorate office accommodation. Lease terms extend over a period of 5 to 10 years. The Legislative Assembly has no option to purchase the leased item at the conclusion of the lease although the lease provides for a right of renewal at which time the lease terms are renegotiated.

Operating lease rental expenses comprises the minimum lease payments payable under operating lease contracts. Lease payments are generally fixed, but with inflation escalation clauses on which contingent rentals are determined.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2017

B2-3 DEPRECIATION AND AMORTISATION

	2017	2016
	\$'000	\$'000
Depreciation	6,300	6,788
Amortisation	110	68
Total	6,410	6,856

B2-4 OTHER EXPENSES

	2017	2016
	\$'000	\$'000
Loss/(Gain) from disposal of non-current assets	2,660	33
Insurance premiums - QGIF	96	105
External audit fees	96	96
Internal audit fees	7	43
Special payments	11	20
Other	12	10
Total	2,882	307

Disclosure – External Audit Fees

Total audit fees quoted by the Queensland Audit Office relating to the 2016-17 financial statements are \$96,100. (2015-16 \$96,100)

Disclosure – Special Payments

Special payments represent ex gratia expenditure and other expenditure that the Legislative Assembly is not contractually or legally obligated to make to other parties. During the 2016-17 reporting period, there was one special payment over \$5,000 to a former employee for loss of employment.

C1 CASH AND CASH EQUIVALENTS

	2017	2016
	\$'000	\$'000
Cash at bank	6,665	5,464
Imprest accounts	4	4
Total	6,669	5,468

Accounting Policy – Cash and Cash Equivalents

For the purposes of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash deposits at call with financial institutions.

Legislative Assembly bank accounts are grouped within the whole-of-Government set-off arrangement with the Queensland Treasury Corporation and do not earn interest on surplus funds. Interest earned on the aggregate set-off arrangement balance accrues to the Consolidated Fund.

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C2 RECEIVABLES

	2017	2016
	\$'000	\$'000
Trade debtors	254	340
GST receivable	395	482
GST payable	(20)	(26)
Annual leave reimbursements	400	524
Long service leave reimbursements	192	140
Total	1,221	1,460

Accounting Policy – Receivables

Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement on these amounts is required within 30 days of issue of monthly invoice.

Disclosure – Credit Risk Exposure, Measurement and Risk Management Strategies

The maximum exposure to credit risk at balance date for receivables is the gross carrying amount of those receivables inclusive of any provisions for impairment. No collateral is held as security and no credit enhancements relate to receivables held by the Legislative Assembly.

All receivables within terms are expected to be fully collectible and are considered of good credit quality based on recent collection history.

The Legislative Assembly measures risk exposure using Ageing analysis and adopts a credit management strategy which aims to reduce the exposure to credit default by regularly monitoring all funds owed.

C2-1 IMPAIRMENT OF RECEIVABLES

Accounting Policy – Impairment of Receivables

There were no impairment loss expenses for the current or previous financial years.

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C3 PROPERTY, PLANT AND EQUIPMENT AND DEPRECIATION EXPENSE

C3-1 CLOSING BALANCES AND RECONCILIATION OF CARRYING AMOUNT

	Land		Buildings		Heritage and Cultural Assets		Plant and Equipment		Work in Progress		Total	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Gross	110,000	112,500	173,979	145,076	4,319	4,308	10,324	10,147	2,828	3,123	301,451	275,154
Less: Accumulated depreciation	-	-	(91,431)	(70,562)	-	-	(8,126)	(7,076)	-	-	(99,557)	(77,638)
Less accumulated impairment losses	-	-	-	-	-	-	-	-	-	-	-	-
Carrying amount at 30 June	110,000	112,500	82,548	74,514	4,319	4,308	2,198	3,071	2,828	3,123	201,894	197,516
<i>Represented by movements in carrying amount:</i>												
Carrying amount at 1 July	112,500	186,000	74,514	78,635	4,308	4,260	3,071	3,254	3,123	755	197,516	272,904
Acquisitions – purchased	-	-	-	-	11	-	426	379	6,208	3,756	6,645	4,135
Donations received	-	-	1,200	720	-	84	-	-	-	-	1,200	804
Disposals	(2,500)	-	(154)	-	-	(36)	(6)	(3)	-	-	(2,660)	(39)
Transfers between asset classes	-	-	6,363	770	-	-	140	618	(6,503)	(1,388)	-	-
Net revaluation increments/(decrements) in asset revaluation surplus	-	(73,500)	5,492	-	-	-	-	-	-	-	5,492	(73,500)
Depreciation expense	-	-	(4,867)	(5,611)	-	-	(1,433)	(1,177)	-	-	(6,300)	(6,788)
Carrying amount at 30 June	110,000	112,500	82,548	74,514	4,319	4,308	2,198	3,071	2,828	3,123	201,894	197,516

C3-2 RECOGNITION AND ACQUISITION

Accounting Policy – Recognition Thresholds

Basis of Capitalisation and Recognition Thresholds

Items of property, plant and equipment with a historical cost or other value equal to or exceeding the following thresholds in the financial year of acquisition are reported as property, plant and equipment:

Buildings	\$10,000
Land	\$1
Heritage and Cultural Assets	\$5,000
Plant and Equipment	\$5,000
Library Reference Collection	\$1,000,000

Items with a lesser value are expensed in the financial year of acquisition.

Expenditure on property, plant and equipment is capitalised where it is probable that the expenditure will produce future service potential for the Legislative Assembly. Expenditure is only added to an asset's carrying amount if it increases the service potential or useful life of the existing asset. Maintenance expenditure that merely restores original service potential (lost through ordinary wear and tear) is expensed.

Componentisation of Complex Assets

Complex assets comprise separately identifiable components (or groups of components) of significant value, that require replacement at regular intervals and at different times to other components comprising the complex asset.

Components are valued on the same basis as the asset class to which they relate. The accounting policy for depreciation of complex assets, and estimated useful lives of components, are disclosed in Note C3-5.

The Legislative Assembly's complex assets are the Parliamentary Precinct buildings.

Accounting Policy – Cost of Acquisition

Historical cost is used for the initial recording of all property, plant and equipment acquisitions. Historical cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use.

The cost of items acquired during the financial year has been judged by management of the Legislative Assembly to materially represent their fair value at the end of the reporting period.

Assets acquired at no cost or for nominal consideration, are recognised at their fair value at date of acquisition.

Key Judgement: Valuing Parliamentary Library Assets:

20th Century Heritage Book Collection: Valued in accordance with *Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector (NCAP 7 – Accounting for Library Collections)*. Average replacement cost is used based on the average cost of purchases over a five year period.

The "O'Donovan Collection": Assets are carried at cost because no reliable market value can be obtained. Factors include:

- the collection includes unique (one-off) heritage items;
- the collection is irreplaceable; and
- the collection will never be sold by the Legislative Assembly.

Audio Visual Collection: Assets are carried at cost because no reliable market value can be obtained. Factors include:

- the utility of the items are unique to the Queensland Parliament;
- there is no market for such items therefore cannot be sourced externally or reliably valued; and
- there is no comparable market.

Current Reference Collection: Expensed on acquisition due to items having a short life and low value.

C3-3 MEASUREMENT USING HISTORICAL COST

Accounting Policy

Plant and equipment, intangibles and work in progress are measured at historical cost in accordance with *Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector*. The carrying amounts for such plant and equipment is not materially different from their fair value.

C3-4 MEASUREMENT USING FAIR VALUE

Accounting Policy

Land, buildings, and valuables are measured at fair value as required by *Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector*. These assets are reported at their revalued amounts, being the fair value at the date of valuation, less any subsequent accumulated depreciation and subsequent accumulated impairment losses where applicable.

Valuables include heritage objects such as paintings, prints, clocks, heritage furniture, and heritage books. Note the Queensland Parliamentary Library 20th Century Heritage Book Collection is revalued in accordance with *Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector (NCAP 7 – Accounting for Library Collections)*.

Use of Specific Appraisals

Revaluations using independent professional valuers or internal expert appraisals are undertaken at least once every five years. However, if a particular asset class experiences significant and volatile changes in fair value, that class is subject to specific appraisal in the reporting period, where practicable, regardless of the timing of the last specific appraisal.

The fair values reported by the Legislative Assembly are based on appropriate valuation techniques that maximise the use of available and relevant observable inputs and minimise the use of unobservable inputs (as defined in Note A1-5).

Use of Indices

Where assets have not been specifically appraised in the reporting period, their previous valuations are materially kept up-to-date via the application of relevant indices. The Legislative Assembly ensures that the application of such indices results in a valid estimation of the assets' fair values at reporting date.

Accounting for Changes in Fair Value

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus of the appropriate class, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense, to the extent it exceeds the balance, if any, in the revaluation surplus relating to that asset class.

For assets revalued using a cost valuation approach (e.g. current/depreciated replacement cost) - accumulated depreciation is adjusted to equal the difference between the gross amount and carrying amount, after taking into account accumulated impairment losses. This is generally referred to as the 'gross method'.

Disclosure - Revaluations

Buildings

In 2017, a comprehensive independent valuation of the Parliamentary Precinct buildings was performed by quantity surveyors from Gray Robinson Cottrell (GRC) applying a cost approach method i.e. current replacement cost in determining the fair value of the assets.

The replacement cost estimates are determined in accordance with the *Queensland Treasury's Non-current Asset Policies for the Queensland Public Sector* and Australian Accounting Standard AASB 13 *Fair Value Measurement*.

Land

The last comprehensive independent revaluation of Land was undertaken in 2016 by State Valuation Services (SVS). In 2017, SVS fair valued land by performing a desktop valuation in accordance with the *Queensland Treasury's Non-current Asset Policies for the Queensland Public Sector* and the Australian Accounting Standard AASB 13 *Fair Value Measurement*. The valuation took into account:

1. The condition of the market including recent sales of development sites that have heritage implications; and
2. Development restrictions caused by Parliament House's heritage listing and the location of land under the Riverside Expressway.

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On 5 July 2016, Department of State Development advised that the existing trustee arrangements are to be revoked for Lot 706 on SL12823 and Lot 707 on CP852760 also known as Parliamentary Car Park C. The transfer of land has been recorded as a disposal.

For depreciable assets other than building assets, residual value is determined to be \$100 reflecting the estimated amount to be received on disposal at the end of their useful life. Residual values for Buildings including their separately identifiable components are determined as part of a comprehensive building revaluation.

Heritage and Cultural Assets

The last comprehensive independent revaluation of Valuables was undertaken in 2013 (for artworks & objects; and the 20th Century Heritage Book Collection) and 2014 (for heritage furniture). Interim revaluations are not undertaken for valuables due to their unique nature and no reliable indices.

C3-5 DEPRECIATION EXPENSE

Accounting Policy

Land and heritage and cultural assets are not depreciated as it has an unlimited useful life.

Property, plant and equipment is depreciated on a straight-line basis so as to allocate the net cost or revalued amount of each asset, less its estimated residual value, progressively over its estimated useful life to the Legislative Assembly.

Key Judgement: Straight line depreciation is used reflecting the progressive and even consumption of future economic benefits over their useful life to the Legislative Assembly.

Assets under construction (work-in-progress) are not depreciated until they reach service delivery capacity. Service delivery capacity relates to when construction is complete and the asset is first put to use or is installed ready for use in accordance with its intended application. These assets are then reclassified to the relevant classes within property, plant and equipment.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate and are depreciated accordingly.

The depreciable amount of leasehold improvements is allocated progressively over the estimated useful lives of the improvements or the unexpired period of the lease, whichever is the shorter. The unexpired period of a lease includes any option period where exercise of the option is probable.

Depreciation Rates

Key Estimate: For each class of depreciable asset the following depreciation rates are used:

Class	Rate %
Buildings:	
Heritage	1-20
Operational	4-20
Plant and equipment:	
Computer equipment	20-30
Other equipment	5-20
Leasehold improvements	14-20

C3-6 IMPAIRMENT

Accounting Policy

All non-current physical assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Legislative Assembly determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment Events

The Legislative Assembly has no asset impairment as at 30 June 2017 (2016: Nil)

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C4 PAYABLES

	2017	2016
	\$'000	\$'000
Trade creditors	4,207	3,136
Appropriation revenue payable	274	300
Taxation payable	215	141
Total	4,696	3,577

Accounting Policy – Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the nominal amount i.e. agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured.

Disclosure – Liquidity Risk Exposure, Measurement and Risk Management Strategies

The Legislative Assembly is exposed to liquidity risk in respect of its payables.

The Legislative Assembly has an existing bank overdraft facility limit approved by Queensland Treasury up to \$5M. This facility combined with daily cash flow observations ensures the Legislative Assembly has sufficient funds available to meet employee and supplier obligations as they fall due.

The Legislative Assembly settles all payables within a 12 month period.

C5 ACCRUED EMPLOYEE BENEFITS

	2017	2016
	\$'000	\$'000
Current		
Annual leave levy payable	694	807
Post-employment benefits	457	450
Long service levy payable	141	155
Other	41	44
Total	1,333	1,456
Non-Current		
Post-employment benefits	446	862
Total	446	862

Accounting Policy – Accrued Employee Benefits

No provision for annual leave or long service leave is recognised in the Legislative Assembly's statements as the liability is held on a whole-of-government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

C6 EQUITY

C6-1 CONTRIBUTED EQUITY

Appropriations for equity adjustments are recognised as Contributed Equity in accordance with Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* to the extent that Contributed Equity maintains a nil or positive balance (refer Note C6-2).

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C6-2 APPROPRIATION RECOGNISED IN EQUITY

Reconciliation of Payments from Consolidated Fund to Equity Adjustment

	2017	2016
	\$'000	\$'000
Appropriated equity withdrawals	(2,189)	(2,039)
Appropriated equity injections	2,194	5,227
Lapsed equity adjustment	-	(3,144)
Unforeseen expenditure	1,324	-
Equity adjustment recognised in Contributed Equity	1,329	44

Disclosure – Unforeseen expenditure

Unforeseen expenditure primarily relates to increased funding to upgrade lifts in the Parliamentary Annexe and to upgrade the Parliamentary IT systems delivering the public broadcast of proceedings and Members' Video on demand services.

C6-3 ASSET REVALUATION SURPLUS BY ASSET CLASS

	Land \$'000	Buildings \$'000	Valuables \$,000	Total \$'000
Balance 1 July 2015	172,385	71,486	3,531	247,402
Revaluation increments	-	-	-	-
Revaluation decrements	(73,500)	-	-	(73,500)
impairment losses through equity	-	-	-	-
Balance 30 June 2016	98,885	71,486	3,531	173,902
Revaluation increments	-	5,492	-	5,492
Revaluation decrements	-	-	-	-
Revaluation adjustment for land disposal	(2,175)	-	-	(2,175)
Impairment losses through equity	-	-	-	-
Balance 30 June 2017	96,710	76,978	3,531	177,219

Accounting Policy

The asset revaluation surplus represents the net effect of upwards and downwards revaluations of assets to fair value.

D1 CONTINGENCIES

There are no known material contingencies as at 30 June 2017.

D2 COMMITMENTS

Non-Cancellable Operating Lease Commitments

Commitments under operating leases at reporting date (inclusive of non-recoverable GST input tax credits) are payable:

	2017	2016
	\$'000	\$'000
Not later than 1 year	5,248	5,247
Later than 1 year but not later than 5 years	4,128	5,531
	9,376	10,778

Operating Leases are entered into as a means of acquiring access to office accommodation and storage facilities. Lease payments are generally fixed, but with inflation escalation clauses on which contingent rentals are determined.

Renewal options exist in relation to some operating leases. No operating leases contain restrictions on financing or other leasing activities.

Other Commitments

Material classes of other commitments inclusive of anticipated GST, contracted for at reporting date, but not recognised in the accounts are payable:

	2017	2016
	\$'000	\$'000
Not later than 1 year	1,743	1,252
Later than 1 year but not later than 5 years	1,516	2,457
	3,260	3,709

D3 EVENTS AFTER THE BALANCE DATE

No matter or circumstances has arisen since the end of the financial year that has significantly affected or may significantly affect the operation or financial statements of the Legislative of Assembly in subsequent financial years.

D4 FUTURE IMPACT OF ACCOUNTING STANDARDS NOT YET EFFECTIVE

At the date of authorisation of the financial report, the expected impacts of new or amended Australian Accounting Standards issued but with future commencement dates are set out below:

AASB 16 Leases

This Standard will first apply to the Legislative Assembly from its financial statements for 2019-20. When applied, the standard supersedes AASB 117 *Leases*, AASB Interpretation 4 *Determining whether an Arrangement contains a Lease*, AASB Interpretation 115 *Operating Leases – Incentives* and AASB Interpretation 127 *Evaluating the Substance of Transactions Involving the Legal Form of a Lease*.

Impact for Lessees

Unlike AASB 117 *Leases*, AASB 16 introduces a single lease accounting model for lessees. Lessees will be required to recognise a right-of-use asset (representing rights to use the underlying leased asset) and a liability (representing the obligation to make lease payments) for all leases with a term of more than 12 months, unless the underlying assets are of low value.

In effect, the majority of operating leases (as defined by the current AASB 117) will be reported on the statement of financial position under AASB 16. There will be a significant increase in assets and liabilities.

The Legislative Assembly of Queensland has not yet estimated the likely impact on the Statement of Comprehensive Income to its current operating leases, including the extent of additional disclosure required.

All other Australian accounting standards and interpretations with future commencement dates are either not applicable to the Legislative Assembly's activities, or have no material impact on the department.

E1 BUDGETARY REPORTING DISCLOSURE

This section contains explanations of major variances between the Legislative Assembly's actual 2016-17 financial results and the original budget presented to Parliament.

E1-1 EXPLANATIONS OF MAJOR VARIANCE

Explanations of Major Variances – Statement of Comprehensive Income

<i>Appropriation revenue:</i>	The actual is higher than the budgeted due to additional funding received in 2016-17 for Coal Workers' Pneumoconiosis Select Committee and increases in Members' salaries as determined by the Queensland Independent Remuneration Tribunal.
<i>Grants and other contributions:</i>	Grants and other contributions reflects goods received below fair value in respect of contributions made by the Department of Housing and Public Works to the Parliament House stonework restoration program. Refer Note B1-3.
<i>Post-employment benefits:</i>	Post-employment benefit relates to a technical accounting treatment to reflect a decrease in the value of non-current post-employment benefits following a decision of the Queensland Independent Remuneration Tribunal to cease these benefits from 31 December 2018. Refer Note B1-4.
<i>Other revenue:</i>	The variance in other revenue primarily relates to an adjustment to the 2015-16 financial year expenditure.
<i>Employee expenses:</i>	The variance in Employee expenses reflects an increase in full time equivalent positions number during the 2016-17 financial year. Refer note B2-1.
<i>Depreciation and amortisation:</i>	An increase to the Building's depreciable basis at 30 June 2016 reporting period caused depreciation expense to rise during the 2016-17 financial year. The depreciable basis increase was due to an interim revaluation and capital improvements.
<i>Other expenses:</i>	The actual is higher than the budgeted due to the loss on disposal of land and building assets during the 2016-17 financial year.

Explanations of Major Variances – Statement of Financial Position

<i>Cash and cash equivalents: Payables:</i>	An increase in cash and cash equivalents relates to the timing of invoices for work performed during the 2016-17 financial year. Increase in cash and cash equivalent is matched by an increase in payables.
<i>Property, plant and equipment:</i>	The variance in property, plant and equipment reflects a decrease in value of the Parliamentary Precinct land after the transfer of the Carpark C, and in the Parliamentary Building after a comprehensive revaluation process in the 2016-17 financial year.
<i>Accrued employee benefits:</i>	The variance in accrued employee benefits relates to a technical accounting treatment to reflect a decrease in the value of non-current post-employment benefits following a decision of the Queensland Independent Remuneration Tribunal to cease these benefits from 31 December 2018. Refer Note B1-4.

Explanations of Major Variances – Statement of Cash flows

<i>Payments for property, plant and equipment:</i>	An increase in payments for property, plant and equipment due to additional capital projects approved by Cabinet Budget Review Committee during the 2016-17 financial year.
<i>Net cash provided by financing activities:</i>	An increase in Net cash provided by financing activities reflects CBRC approved additional equity funding for capital projects during the 2016-17 financial year.

F1 KEY MANAGEMENT PERSONNEL DISCLOSURES

Details of Key Management Personnel

The following table details the key management personnel who had authority and responsibility for planning, directing and controlling the activities of the department during 2016-17 financial year.

Position	Position Responsibility
Speaker of the Legislative Assembly	The Speaker of the Legislative Assembly role in relation to the Parliamentary Service is to decide major policies to guide the operation and management of the Legislative Assembly; to prepare budgets; to decide the size and organisation of the Legislative Assembly and the services to be supplied by the Legislative Assembly; and to supervise the management and delivery of services by the Legislative Assembly.
Clerk of the Parliament	The Clerk of the Parliament is the Principal Officer of the Legislative Assembly providing advice to the Speaker, Ministers, Members of Parliament and Parliamentary Committees on parliamentary law, practice and procedure. The Clerk of the Parliament is also the Chief Executive Officer and Accountable Officer of the Parliamentary Service.
Deputy Clerk	The Deputy Clerk of the Parliament is responsible for assisting at the table of the house during parliamentary sittings, managing the Assembly and Committee Services Division; and contributes to the executive management of the Parliamentary Service as a member of the Executive Management Group and Chair of the Audit Management Group. The Deputy Clerk of the Parliament is also the Research Director of the Parliamentary Ethics Committee.
Director, Corporate Services and Electorate Office Liaison	The Director of Corporate Services and Electorate Office Liaison is responsible for leading human resource management, financial and administrative services, and electorate office liaison; and contributes to the executive management of the Parliamentary Service as a member of the Executive Management Group and the Chair of Workplace, Health and Safety Management Group.
Director, Information Services	The Director of Information Services and Parliamentary Librarian is responsible for leading the Information Services Division; and contributes to the executive management of the Parliamentary Service as a member of the Executive Management Group (EMG) and the Chair of the Information and Communication Technology Management Group.
Director, Property and Facility Services	The Director of Property and Facility Services is responsible for leading the Property and Facility Services Division (which provides a range of critical accommodation, security and hospitality services to Members, staff and visitors); and contributes to the executive management of the Parliamentary Service as a member of the Executive Management Group and the Chair of Security Management Group.

KMP Remuneration Policies

Remuneration policy for the Legislative Assembly key management personnel is set under the *Parliamentary Services Act 1988*. Individual remuneration and other terms of employment are specified in employment contracts.

Remuneration expenses for key management personnel comprise the following components:

Short term employee expenses which include:

- salaries, allowances and leave entitlements earned and expensed for the entire year, or for that part of the year during which the employee was a key management person; and
- non-monetary benefits - consisting of provision of vehicle together with fringe benefits tax applicable to the benefit.

Long term employee expenses include amounts expensed in respect of long service leave entitlements earned.

Post-employment expenses include amounts expensed in respect of employer superannuation obligations.

Termination benefits are not provided for within individual contracts of employment. Contracts of employment provide only for notice periods or payment in lieu of notice on termination, regardless of the reason for termination.

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KMP Remuneration Expenses

The following disclosures focus on the expenses incurred by the department that is attributable to key management positions during the respective reporting periods. Therefore, the amounts disclosed reflect expenses recognised in the Statement of Comprehensive Income.

2016-17

Position	Short Term Employee Expenses		Long Term Employee Expenses \$'000	Post-Employment Benefit \$'000	Termination Benefits \$'000	Total Expenses \$'000
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000				
	Speaker of the Legislative Assembly	322				
Clerk of the Parliament	333	1	7	36	-	377
Deputy Clerk	205	1	4	20	-	230
Director, Corporate and Electorate Services (from 19/12/2016)	100	-	2	7	-	109
Director, Corporate and Electorate Services (to 16/12/2016)	85	-	2	9	-	96
Director, Information Services (to 05/06/2017)	139	-	-	17	-	156
Director, Information Services (from 15/05/2017)	18	-	-	2	-	20
Director, Property and Facilities Services (from 12/09/2016)	118	-	2	14	-	134

Disclosure – Speaker of the Legislative Assembly

Direct remuneration for the Speaker of the Legislative Assembly is set out in the *Members' Remuneration Handbook*. In addition, certain non-monetary benefits are provided pursuant to the *Guidelines for the Financial Management of the Office of the Speaker*. For the purpose of KMP Remuneration, 'Monetary Expenses' includes direct remuneration associated with the Speaker's role as a Member, and an additional salary component associated with duties undertaken as the Speaker of the Legislative Assembly. The *Members' Remuneration Handbook* and the *Guidelines for the Financial Management of the Office of the Speaker* are published on the Queensland Parliament's website: <http://www.parliament.qld.gov.au>

2015-16

Position	Short Term Employee Expenses		Long Term Employee Expenses \$'000	Post-Employment Benefit \$'000	Termination Benefits \$'000	Total Expenses \$'000
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000				
	Clerk of the Parliament	344				
Deputy Clerk	191	-	6	20	-	217
Director, Corporate Services	190	-	8	19	-	217

Performance Payments

No KMP remuneration packages provide for performance of bonus payments.

F2 RELATED PARTY TRANSACTIONS

Transactions with People and Entities Related to KMP

There have been no related party transactions during the 2016-17 financial year.

Transactions with Queensland Government-Controlled Entities

While the Legislative Assembly and Queensland Parliamentary Service are independent from the Executive Government the Legislative Assembly's primary ongoing source of funding is from the Queensland Government which includes appropriation revenue (Note B1-1) and equity injection (Note C6-1 and C6-2), both of which are provided in cash via Queensland Treasury.

The Legislative Assembly receives services associated with stonework restoration of Parliament House from the Department of Housing and Public Works, free of charge (Note B1-3).

The Legislative Assembly sells a range of goods and services to individuals and entities. Transactions with other Queensland Government-controlled entities are conducted in the ordinary course of business on normal commercial terms and conditions no more favorable than those given to other customers.

F3 FIRST YEAR APPLICATION OF NEW ACCOUNTING STANDARDS OR CHANGE IN ACCOUNTING POLICIES

Changes in Accounting Policies

The Legislative Assembly did not voluntarily change any of its accounting policies during the 2016-17 financial year.

Accounting Standards Early Adopted for 2016-17

The Legislative Assembly did not early adopt any Australian Accounting Standards for the 2016-17 financial year.

Accounting Standards Applied for the First Time in 2016-17

The only Australian Accounting Standard that became effective for the first time in the 2016-17 financial year is AASB 124 *Related Party Disclosures*. This standard requires note disclosures about relationships between an entity, key management personnel (KMP) remuneration expenses and other related party transactions, and does not impact on financial statement line items. As Queensland Treasury's *Financial Reporting Requirements* already required disclosure of KMP remuneration expenses, AASB 124 itself had minimal impact on the Legislative Assembly's KMP disclosures compared to the 2015-16 financial year (refer to Note F1). Any material related party transactions for the 2016-17 financial year are disclosed in Note F2. No comparative information about related Party transactions is required in respect of the 2015-16 financial year.

F4 TAXATION

The Legislative Assembly is a State body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of fringe benefits tax (FBT) and goods and services tax (GST). FBT and GST are the only taxes accounted for by the Legislative Assembly. GST credits receivable from, and GST payable to the ATO, are recognised (refer to Note C2).

Management Certificate

These general purpose financial statements have been prepared pursuant to s.62(1) of the *Financial Accountability Act 2009* (the Act), section 42 of the *Financial and Performance Management Standard 2009* and other prescribed requirements. In accordance with s.62(1)(b) of the Act we certify that in our opinion:

- a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- b) the financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Legislative Assembly of Queensland for the financial year ended 30 June 2017 and of the financial position of the Legislative Assembly of Queensland at the end of that year; and
- c) these assertions are based on an appropriate system of internal controls and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.



Signature

C R ATKINSON BBus(Accy) MIPA
Director, Corporate Services and Electorate Office Liaison

Date 29/08/2017



Signature

N J LAURIE LLB LLM (Hons) MBA
Clerk of the Parliament

Date 29/08/2017.

INDEPENDENT AUDITOR'S REPORT

To the Clerk of the Parliament, Legislative Assembly of Queensland

Report on the Financial Report

I have audited the accompanying financial report of the Legislative Assembly of Queensland. The financial report comprises the statement of financial position and statement of assets and liabilities by major service areas as at 30 June 2017, the statement of comprehensive income, the statement of comprehensive income by major service areas, statement of changes in equity, statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificates given by the Clerk of Parliament and the Director, Corporate Services and Electorate Office Liaison.

In my opinion, the financial report:

- a) gives a true and fair view of the department's financial position as at 30 June 2017, and its financial performance and cash flows for the year then ended
- b) complies with the Financial Accountability Act 2009, the Financial and Performance Management Standard 2009 and Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

I am independent of the department in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the accountable officer for the financial report

The Accountable Officer is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Financial Accountability Act 2009*, the *Financial and Performance Management Standard 2009* and Australian Accounting Standards, and for such internal control as the Accountable Officer determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Accountable Officer is also responsible for assessing the department's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the department or to otherwise cease operations.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material

misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the department's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accountable officer.
- Conclude on the appropriateness of the accountable officer's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the department's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the department to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

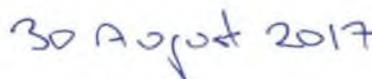
Report on other legal and regulatory requirements

In accordance with s.40 of the Auditor-General Act 2009, for the year ended 30 June 2017:

- c) I received all the information and explanations I required.
- d) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.



Brendan Worrall
Auditor-General



Queensland Audit Office
Brisbane

Glossary

Clerk of the Parliament

The Clerk of the Queensland Parliament is the highest ranking, permanent, non-political officer in the Parliament.

Executive Government

The Executive Government is the arm of government responsible for the implementation of the laws passed by the Parliament.

Financial year

The period of 12 months beginning on 1 July and ending on 30 June the following year.

Hansard

The official report of the debates and proceedings of Parliament and its committees. This report is now known as the Record of Proceedings.

Key Performance Indicators (KPIs)

A set of indicators that assist in measuring overall performance and reflect the health of the organisation.

Legislative Assembly

A body of people elected to represent constituencies and make, amend or repeal legislation. The Queensland Legislative Assembly is made up of 89 elected representatives.

Parliament

The Queensland Parliament consists of the Legislative Assembly and the Queen, represented by the Governor. The Parliament (or legislature) is separate to the Executive Government.

Parliamentary Service

The Parliamentary Service consists of staff members who provide support services to Members of Parliament at Parliament House in Brisbane and in the 94 electorate offices throughout Queensland.

Record of Proceedings

The official report of the debates and proceedings of the Parliament and its committees. Also known as Hansard.

Speaker

The Speaker of the Queensland Legislative Assembly has ceremonial, procedural and administrative responsibilities for the Queensland Parliament and Parliamentary Service. The Speaker is elected by a secret ballot of all Members of Parliament.

Tabled papers

Any documents that are tabled in the Queensland Parliament (which means presented to the House) are registered and archived at Parliament House. The Tabled Papers Database on the Parliament's website provides electronic access to and searching of tabled papers.

Appendix

Annual report compliance

The following annual report checklist outlines the governance, performance, reporting compliance and procedural requirements applicable to the Queensland Parliament from the *Financial Accountability Act 2009* (FAA), the *Financial Performance and Management Standard 2009* (FPMS) as well as the *Annual report requirements for Queensland Government agencies* (ARRs).

Summary of requirement	Basis for requirement	Page
Letter of compliance		
A letter of compliance from the accountable officer or statutory body to the relevant Minister	ARRs – section 7	4
Accessibility		
Table of contents	ARRs – section 9.1	1
Glossary	ARRs – section 9.1	83
Public availability	ARRs – section 9.2	Inside front cover
Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Inside front cover
Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside front cover

Summary of requirement	Basis for requirement	Page
General information		
Introductory Information	ARRs – section 10.1	5
Agency role and main functions	ARRs – section 10.2	5
Operating environment	ARRs – section 10.3	5
Non-financial performance		
Agency objectives and performance indicators	ARRs – section 11.3	6
Agency service areas, and service standards	ARRs – section 11.4	17, 20, 24, 32, 36
Financial performance		
Summary of financial performance	ARRs – section 12.1	7

Summary of requirement	Basis for requirement	Page
Governance – management and structure		
Organisational structure	ARRs – section 13.1	38
Executive management	ARRs – section 13.2	43-45
<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i>	29
	ARRs – section 13.4	

Governance – risk management and accountability		
Audit committee	ARRs –section 14.2	40
Internal audit	ARRs – section 14.3	42
External scrutiny	ARRs – section 14.4	42
Information systems and recordkeeping	ARRs – section 14.5	42

Governance – human resources		
Workforce planning and performance	ARRs – section 15.1	27-28
Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016)	46
	ARRs – section 15.2	

Summary of requirement	Basis for requirement	Page
Financial statements		
Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	80
Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	81-82

FAA *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2009*
 ARRAs *Annual report requirements for Queensland Government agencies*

Feedback

We hope you have found our Annual Report 2016-17 informative. We value your feedback in order to improve the quality and assess the relevance and content of our future annual reports.

Please find overleaf a short survey to let us know what you thought about the annual report. Tick the boxes that best indicate your responses, cut out the form and post.



Delivery Address:
Parliament House
69 Alice St
BRISBANE QLD 4000

No stamp required
if posted in Australia



The Clerk of the Parliament
Reply Paid 76362
BRISBANE QLD 4000



Thank you for your feedback

- 1. Did you find our Annual Report easy to read? Yes Mostly No
- 2. Was the presentation of the Annual Report effective? Yes Mostly No
- 3. Was the content useful? Yes Mostly No
- 4. Was the content relevant? Yes Mostly No

5. Overall, how would you rate this Annual report on a scale of 1 to 10 (1 being poor; 10 being excellent) _____

6. Do you have any additional comments or suggestions for improving the Annual Report?

7. Name (optional) _____

9. Address (optional) _____

