



ANNUAL
REPORT
2018–19

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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 2018-19 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.

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

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Reporting year

This report covers activities that occurred during the 2018-2019 financial year. Previous annual reports of the Queensland Parliamentary Service are available online at www.parliament.qld.gov.au

Your thoughts

Readers are encouraged to provide feedback about the 2018-2019 Annual Report by emailing:

ClerksOffice@parliament.qld.gov.au.

Readers can also 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.

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Message from the Speaker



It gives me great pleasure to present the Annual Report for the Queensland Parliamentary Service for 2018-19.

Queensland Parliament House is the People's House and it has been my goal since my election as Speaker to ensure that more Queenslanders than ever before can have the opportunity to visit and engage with their Parliament.

The parliamentary precinct has been purpose built for the operations of the Parliament, members and staff. However it does feature public spaces, conference and meeting rooms, and a variety of dining and function rooms.

During the 2018-19 financial year, there were over 40,000 guests who attended onsite functions across various venues in the precinct.

Until recently the focus of these events have been functions and events hosted by MPs or other sponsored organisations.

While the Parliament's venues – particularly the Strangers' Dining Room – are heavily utilised during parliamentary sitting periods by members and their guests, during many other times of the year a number of its facilities remain under-utilised.

During 2018-19 the Strangers' Dining Room has been opened to the public on Friday afternoons.

Members of the public can now visit Parliament House, dine in the historic Strangers' Dining Room and be treated to a fine dining experience featuring quality Queensland produce.

The 150th Anniversary of the first sitting of Parliament in our current building was celebrated on 4 August 2018. The occasion provided a number of opportunities for the Queensland Parliamentary to open its doors to the wider public.

The celebrations included a PH150 Open Day which featured tours, stalls and interpretive displays. Over 3,000 visitors took up this opportunity to visit Parliament House and see first-hand rooms that members of the public rarely see – such as those of the Premier, Ministers, and the Office of the Speaker.

Other initiatives to celebrate PH150 included a seminar co-hosted with the Royal Historical Society of Queensland (RHSQ) on the conceptualisation, funding decisions and architectural design; the social, political and economic climate at the time; construction materials, techniques and milestones; and the challenges of preserving and working in a heritage building. Papers from the seminar were published in a special edition of the RHSQ journal.

A photographic book titled 'The People's House' was also produced to mark the anniversary. As well as serving as a tribute to the beauty of Queensland's Parliament House, the book is an important historical snapshot of the building in 2018.

The maintenance and management of the parliamentary precinct's physical environment presents a number of challenges. Specifically, physical limitations inherent in a heritage listed operational building that was not designed for energy efficiency and cannot be easily 'retro-fitted'.

Despite these challenges the Parliamentary Service is committed to the importance of managing energy consumption, both from a financial and environmental perspective.

I am pleased to report that over the past 12 months, the Parliamentary Service has achieved a 16.7% reduction in electricity consumption compared to the 2017-18 financial year.

The greater use of technology offers undoubted benefits in a State the size of Queensland, and is important to support the work of MPs at Parliament House, as well as throughout the State in the

"Over the next 12 months, the Parliamentary Service will also support a number of initiatives to improve the way the Parliament engages with the people it serves. This will include taking more Youth Parliaments across the State, as well as the hosting of a regional sitting of Parliament in Townsville – the first for nearly a decade."

constituencies they serve. I am pleased to report that much progress has been made in this regard over the past 12 months.

Unfortunately it does not come without risks in a modern digital world.

To address these risks, in 2018 I approved the Parliament's first Cyber Security Strategy and recently approved the creation of the dedicated role of Cyber Security Officer within the Parliamentary Service.

In 2019, the low rise lifts were updated to newer, smarter technology eliminating older type lift equipment forecasting an energy reduction of more than 20 percent.

Over the past year, the Parliament has again played an important role in promoting Queensland and our parliamentary democracy with internal and outreach activities – from hosting delegations from the European Union and the German Bundestag to holding Youth Parliaments in Townsville, Emerald and Gladstone. I was also proud as Speaker to lead a Parliamentary Trade Mission to Papua New Guinea – the first all-party delegation of this kind since 2007. This was followed by a delegation visiting our other twinned parliament Vanuatu shortly thereafter.

Over the next 12 months, the Parliamentary Service will also support a number of initiatives to improve the way the Parliament engages with the people it serves. This will include taking more Youth Parliaments across the State, as well as the hosting of a regional sitting of Parliament in Townsville – the first for nearly a decade.

I am also proud to continue the strong tradition of the Queensland Parliament in engaging with Indigenous Queenslanders and promoting connections with their Parliament. Recently, I renamed our three Parliamentary Committee Rooms, including two in honour of Aboriginal and Torres Strait Islander peoples, as well as acknowledging our Parliamentary Partnership Agreements with Papua New Guinea and Vanuatu.

Finally, I wish to take this opportunity to acknowledge my fellow members of the Committee of the Legislative Assembly for their collaboration and advice to ensure the running of a modern and efficient Parliament.

On behalf of the members of the 56th Parliament, I thank the Clerk Neil Laurie, the Executive Management Group and all Parliamentary Service staff for their hard work and dedication during the 2018-19 Financial Year.



Honourable Curtis Pitt MP
Speaker of the Queensland Parliament

Clerk's Report



The 2018–2019 financial year saw the Parliamentary Service celebrating the past and planning for the future.

The year commenced with planning for the celebration of Parliament House's 150 anniversary. On Saturday 11 August 2018, we held the PH150 Open Day to which we welcomed over 3,000 guests to the precinct for a full day of activities including stalls and performances on the Speaker's Green, displays, re-enactments and tours of private rooms. We also worked with the Royal Historical Society of Queensland to co-host a historical seminar on Saturday 25 August 2018. The day was an overwhelming success, in no small measure to the efforts of the Parliamentary Service staff. Staff from across all service areas came together to plan and coordinate both events and I'd like to thank all involved - including those who volunteered their time on weekends to participate and manage activities.

The PH150 events were also a crucial trigger for the establishment of Queensland Parliament's social media platforms. In August 2018, we established channels on Facebook, Instagram, Twitter and LinkedIn. These channels were successful in driving traffic to the PH150 events and Queensland Parliament now has a new, dedicated marketing and communications team to manage and grow this online presence.

During the year Parliament House was not only opened up for its birthday celebrations, its dining room and functions venues have also been opened up to the public. In 2018 we commenced to offer cooking classes, Chefs' table dining experiences and public bookings in our Strangers' Dining Room (Sometimes' Strangers) every Friday. Having a dedicated marketing team has helped us achieve a positive response from the public, with nearly all Chefs' tables selling out and a steady stream of diners on Fridays. These experiences have proved to be a unique opportunity to engage with the public and improve awareness of the role of Parliament.

We are looking forward to the continued expansion of our public offering and 2018–2019 saw the conclusion of some crucial infrastructure projects to facilitate increased visitation. In May 2019, the major refurbishment of our low rise lifts was completed. This project was a vital upgrade that not only improved public access to function areas on level 7 of the Parliamentary Annexe, but also improved traffic flow during sitting weeks.

Technology was also a key focus for the Queensland Parliamentary Service this year and we made significant advancements in line with our 2018–2021 PS ICT Strategy. In February 2019, we successfully launched the 'Parliament Service Centre,' also known as ServiceNow. The new software provides a seamless digital platform for staff and Members to report issues and lodge requests, while IT staff can easily keep track of tasks and provide updates and approvals. The software has already proven to increase efficiencies and we will continue to build upon this service and improve overall operational efficiencies.

A Cyber Security Strategy was also approved in 2018 to address and minimise online risks. A dedicated Cyber Security Officer will be joining the Parliamentary Service in 2019 to assist with the ongoing implementation and development of this strategy.

Parliamentary committees continue to be a focus of activity for the Parliament with 131 publications being tabled during the year and 443 portfolio committee hearings, briefings and meetings being conducted. In addition, 9,934 submissions were received and considered – the most in over five years. This significant volume of work continues to demonstrate that parliamentary committees are contributing to an open, consultative and modern parliamentary system. The support provided to parliamentary committees is an increasing focus of the Parliamentary Service.

Education is crucial to promoting and strengthening the institution of Parliament. Our education team conducted regional outreach work in three regional centres over the year. The team visited Emerald, Gladstone and Townsville for Youth Parliament and other events. This outreach work, combined with youth parliaments and school tours at Parliament House, resulted in engagement with over 17,000 students.

Looking forward to 2019–2020, I anticipate being able to report on matters such as:

- The successful planning and implementation of the fifth regional sitting of the Queensland Parliament in Townsville in September 2019;
- The successful completion of the next round of regional education programs in Toowoomba, the Sunshine Coast and the Gold Coast;
- The successful roll-out of the new Electorate Office Technology Model (EOTM);
- The increased use of digitisation for matters such as claims for members' entitlements;
- The successful commencement of a three year program to replace infrastructure in the Parliamentary Annexe.

I wish to thank the Executive Management Group, Service Area Leaders and all Parliamentary Service staff who contributed to these achievements and look forward to bringing the Queensland Parliamentary Service ever closer to our vision of being the innovative leader in the delivery of parliamentary services in the Westminster World next year.

I certify this Annual Report complies with:

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

A checklist outlining the annual report requirements can be found on pages 109 - 110 of this report.

Yours sincerely,



Neil Laurie

Clerk of the Parliament
24 September 2019

Parliamentary Service

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 Governor of Queensland, 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 93 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.

Vision

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

Values

Accountability

We are accountable to the institution, our clients, and 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.

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.

Financial summary

This financial summary provides a high-level snapshot of the financial performance and position of the Legislative Assembly and Parliamentary Service for the last five years, including this financial year ending 30 June 2019. The full Financial Statements commence on page 69.

For the year ended 30 June 2019	2014-15 \$'000	2015-16 \$'000	2016-17 \$'000	2017-18 \$'000	2018-19 \$'000
Total Income	94,023	89,185	92,278	99,069	100,709
Total Expenses	89,255	90,357	94,297	96,532	98,669
Operating Surplus/(Deficit)	4,768	-1,172	-2,019	2,537	2,040
Total Assets	278,819	205,710	211,106	214,897	220,461
Total Liabilities	4,376	5,895	6,489	3,867	4,802
Net Assets	274,443	199,815	204,617	211,030	215,659

For the year ended 30 June 2019	2014-15	2015-16	2016-17	2017-18	2018-19
Current Ratio ¹	1.72	1.49	1.41	3.02	3.29
Debt/Equity Ratio (%) ²	1.59	2.95	3.17	1.83	2.23
Liability/Asset Ratio (%) ³	1.57	2.87	3.07	1.80	2.18
Current Assets	5,350	7,511	8,537	11,669	15,799
Current Liabilities	3,106	5,033	6,043	3,867	4,802

Notes

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.

Major Highlights

PH150 events

This included a public Open Day on Saturday 11 August 2018 and an historical seminar co-hosted with the Royal Historical Society of Queensland (RHSQ) on 25 August 2018.

The seminar covered initial architectural design decisions; the social, political and economic climate at the time; construction materials, techniques and milestones; and the challenges of preserving and working in a heritage building. Papers from the seminar were published in a special edition of the RHSQ's journal.





Low rise lifts upgrade

On 13 May 2019, following a major refurbishment, Mr Speaker officially opened the new low rise lifts servicing parts of the Parliamentary Annexe building.

Originally, the lifts in the Parliamentary Annexe were installed in 1977 with the last major refurbishment completed in 1997. In August 2017, a major project to upgrade the two high rise lifts was completed.

The upgrade of the low rise lifts and the service lift was completed in May 2019. The refurbishment included extending the low rise lifts and service lift to level 7. The extension has resulted in improvements to public access to function areas, security and traffic flow during sitting weeks.

Launch of Sometimes Strangers'

The Queensland Parliament operates within a unique working environment, including heritage listed Parliament House and a more modern operational building in the Parliamentary Annexe.

Each year the Parliament welcomes over 40,000 guests who attend onsite functions ranging from large scale receptions to smaller morning teas. Traditionally, these functions have been hosted by MPs or other sponsored organisations.

In 2018, a decision was made to expand public access to the Parliament's catering experiences through events such as:

- Cooking classes
- Chefs' tables dining experiences
- Increased offering of High Teas held in the Strangers' Dining Rooms
- Mothers' Day, Fathers' Day and Melbourne Cup events

In June 2019, the Speaker approved that the Strangers' Dining Room be open for public lunchtime bookings each Friday badged as "Sometimes Strangers".

In July 2019, these public bookings were expanded to a Strangers' Dining Room dinner service each week.



Junior Indigenous Youth Parliament

The inaugural Junior Indigenous Youth Parliament was conducted in Cairns on 25 October for Year 6 school students in Far North Queensland. Twenty schools participated in the Youth Parliament including students from Tagai State College in the Torres Strait whose pre-recorded video speeches were included in proceedings. During the Youth Parliament, Youth Parliamentarians spoke to a motion to acknowledge the contribution of various eminent Indigenous Australians, debated a motion for a variety of healthy food measures and participated in an Adjournment Debate.

The Speaker and Members of Parliament in the Cairns region participated in these events by chairing proceedings.



ICT Strategy

The new PS *ICT Strategy 2018–2021* highlights the Parliamentary Service's aim for the delivery of improved IT-enabled services and new digital business processes. The Parliamentary Service views digitisation as a means of increasing operational efficiency as well as an enabler for improving the services to staff and the Members of Parliament.

In February 2019, the Parliamentary Service launched the "Parliament Service Centre". This new platform provides staff and Members with online and mobile access to services provided by the Facilities and IT service areas. Staff and Members are able to report issues and request services, while on the back-end the service areas can take advantage of electronic workflows, alerts and approvals. Over the coming years, the Parliamentary Service will look to expand the platform to other service areas.

Parliament Remembers – Armistice Day Centenary

To commemorate the centenary on 11 November 2018, the Queensland Parliament undertook a number of activities including:

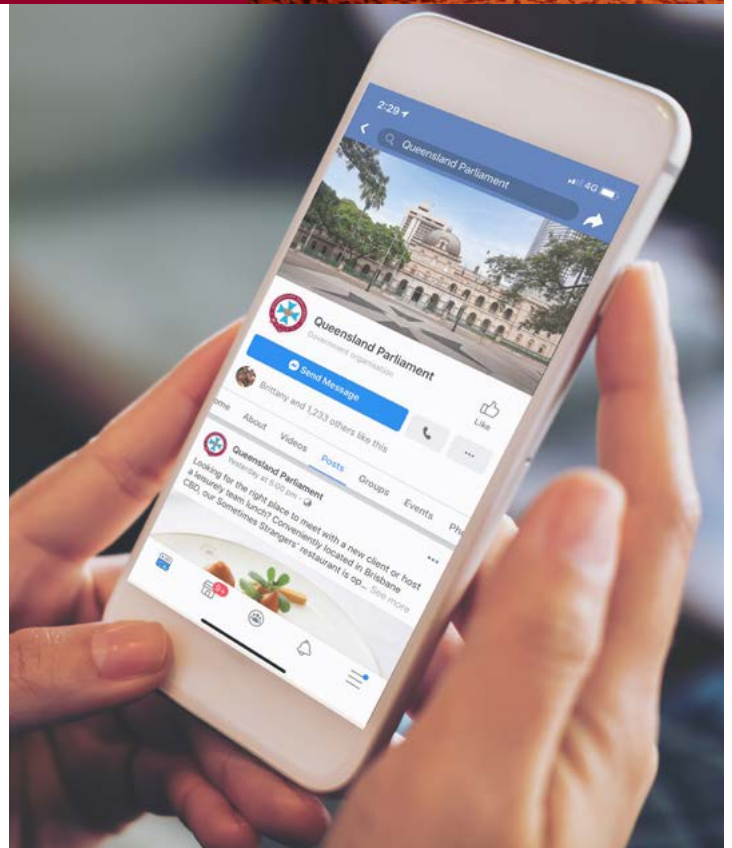
- Developing and installing a War Service Honour Board in Parliament House to acknowledge the 38 former members of parliament who served in the First World War.
- Hosting a ceremony in the Red Chamber on 31 October 2018 to unveil the honour board, with attendees including representatives from the Anzac Centenary Coordination Unit, the Queensland Advisory Committee for the Commemoration of the Armistice Centenary, members of parliament and military personnel.
- Producing a small display and booklet developed by the Parliamentary Library.
- Together with other public buildings in the Brisbane CBD, lighting the Parliament House buildings in the colour red for three days around the anniversary.



Establishment of social media channels

In August 2018, Queensland Parliament established social media channels on Facebook, Instagram and LinkedIn to promote the Parliament House 150 year anniversary event.

In January 2019, Queensland Parliament further strengthened its social media presence by establishing a marketing and communications team to manage all social media channels and wider communication strategies.



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 2018-19 the Assembly and Committee Services Division comprised the following three Service Areas:

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

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 24.

At a glance

Chamber, Education and Communication Services



1938

Number of Tabled Papers and Reports registered/archived

1957

Number of Questions on Notice processed

Committee Office

9934

committee submissions received



443

public briefings, hearings and meetings

131

Parliamentary Committee publications tabled

Parliamentary Reporting and Broadcasting Service

335

Audio hours transcribed in the Chamber



350

Audio hours transcribed for Committees

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 Communication.

Table Office

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.

Committee Office

The Legislative Assembly establishes Parliamentary Committees to assist the Queensland Parliament fulfil its functions. Committees consider legislation, inquire into specific issues, oversee specified statutory bodies, and report back to the Parliament. They provide a forum for investigation into matters of public importance and give Members the opportunity to deepen their knowledge of such issues. Committee inquiries enhance the democratic process by taking the work of the Parliament to the people and offering a direct, transparent way to input into its decisions.

A report on the operation of committees during 2018-19, is contained on page 20.

Staff in the Committee Office are responsible for:

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

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 can also 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 legislative requirements relating to surveillance device warrants, controlled operations and assumed identities.

With the CCC declared an eligible agency under Commonwealth telecommunications legislation, 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 provision of an annual report to the Queensland Attorney-General.

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 and the internet broadcast of proceedings of parliament and its committees. Other services provided include:

- production of an index to the debates of the Parliament;
- production of Members' speeches; and
- transcription and editorial services to other parliamentary service areas.

Report on parliamentary committee activities for 2018-19

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 bills that are debated by the Parliament. An overview of the committee work conducted during the year is detailed below.

In 2018-19, the Parliament's portfolio committees undertook 55 formal inquiries, which comprised:

- 39 inquiries into Bills that were introduced in the Parliament and then referred to committees for examination;
- 4 inquiries on matters of community importance referred by the Parliament;
- 10 inquiries in fulfilment of statutory oversight, public accounts and public works responsibilities; and
- 2 inquiries initiated by a committee under self-referral powers.

A total of 443 portfolio committee hearings, briefings and meetings were held during the year. These comprised 198 hearings and briefings (mostly held in public) and 245 private meetings.

Public consultation and scrutiny of government are important aspects of committee inquiries. In 2018-19, committees received and considered 9,934 submissions, and heard evidence from 1,397 persons. These 1,397 persons comprised 666 representatives of organisations, 251 individuals and 480 public servants.

The government responded to 39 committee bill reports in 2018-19, all within the legislated timeframe. A total of 37 recommendations were contained in these committee reports (other than a recommendation whether a bill be passed).



Image: Legal Affairs and Community Safety Committee – Public hearing, 12 November 2018

The public consultation as outlined above greatly contributed to the formulation of these recommendations. In terms of the legislative outcomes of committee inquiries, one indicator of the influence of portfolio committees is the number of recommendations contained in bill inquiry reports that were agreed to by the government.

Analysis of the 2018-19 portfolio committee report recommendations shows that the 37 recommendations comprised 12 recommendations proposing legislative amendments and 25 other recommendations.

Of all bill inquiries for which government responses were received in 2018-19:

- all of the 12 proposed legislative amendments were accepted by the government (100%); and
- of the 25 other recommendations, 24 were accepted by the government (96%).

Committees tabled a total of 131 reports in the Parliament during 2018-19.

The review of the estimates for the 2018-19 appropriations was conducted by the seven portfolio committees during the financial year. Each portfolio committee is responsible for examining the proposed expenditures of the Government departments for their respective areas of responsibility, and advising the Parliament accordingly. Seven estimates hearings were held from 24 July to 2 August 2018 with each of the committees reporting back to Parliament in August 2018.

This significant volume of committee work completed and the outcomes achieved during 2018-19 continues to demonstrate that parliamentary committees are contributing to an open, consultative and modern parliamentary system.

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;
- issuing media releases;
- Chairs giving media interviews;
- 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;
- utilising the Parliament's social media channels;
- 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 'Parliament TV' via the Parliament website, and can also be watched on replay following the hearing. The live broadcast allows people 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, the Parliament's Indigenous Liaison Officer may assist in raising awareness of inquiries, supporting consultation activities, and providing assistance to those who may wish to participate.

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
Sesquicentenary of Parliament House	Planning for series of events to mark the 150th anniversary of the first sitting in Parliament House.	Complete
50th Annual Presiding Officers and Clerks Conference	Planning for hosting the 50th Annual Presiding Officers and Clerks Conference.	Ongoing
Implementation of electronic meeting papers for committees	<p>From 2018 committees have utilised electronic meeting paper software for collation, distribution and management of committee meeting papers. This 'software as a service' product offers a much greater level of security to Members, and to the Parliament and its committees, than other methods for receiving and accessing committee meeting papers, including email or hard copy.</p> <p>Meeting papers:</p> <ul style="list-style-type: none"> • Can be accessed any time, any place, on any device; and once downloaded via the internet, can be accessed while off-line; • Can be annotated by Members, either privately or shared with other members, before, during and after meetings; and • The system enables instant, simultaneous update of meeting papers to all members including (for example, provision of an additional document to all Members while a meeting is underway). 	Ongoing
First release of committee documents aged 30 years	<p>The <i>Parliament of Queensland Act 2001</i> (s 61) provides that the Clerk has custody of all documents in the possession of the Assembly, a committee or an inquiry.</p> <p>Committee records held by the Parliament and not previously released, may be considered for public release in the calendar year following the year the documents mature to at least 30 years, in accordance with Standing Order 20(3) of the Standing Rules and Orders of the Legislative Assembly.</p> <p>From early 2019 the Queensland Parliament commenced a process to digitise and publish committee minutes aged at least 30 years old, subject to examination and approval by the Speaker.</p> <p>The exceptions to the release of committee documents are those produced by the PCCC, which are held for at least 100 years (Standing Order 20(4)), and documents produced by the Ethics Committee which are subject to terms of confidentiality in accordance with Standing Order 211B.</p>	<p>The first committee minutes to be publicly released in 2019 were the minutes of meetings of the Parliamentary Committee of Public Accounts held in 1988.</p> <p>In early 2020 a second tranche of committee minutes will, subject to examination and approval by the Speaker, be digitised and published.</p>

Key Performance Indicators

Measures	2018–19 Target	2018–19 Actual
Chamber, Education and Communication Services		
Number of Questions on Notice processed	1,000	1,957
Number of Tabled Papers and Reports registered/archived	2,200	1,938
Committee Office		
Number of Parliamentary Committee publications tabled	80	131
Parliamentary Reporting and Broadcasting Service (Hansard)		
Internet publication of the first two hours of proceedings (Hansard) each sitting day	2.30pm each sitting day	100%

Looking ahead



Initiatives in 2019–20 include:

Chamber, Education and Communication Services

- delivery of the Regional Parliament sitting in Townsville in September 2019;
- updating the Tabled Papers database;
- finalising a business process mapping of the various services provided by the teams in this area;
- delivering a range of educational activities, including regional education activities;
- reviewing and updating the use of online educational materials; and
- reviewing the social media strategy and usage.

Office of the Speaker

- hosting the 50th Annual Presiding Officers and Clerks Conference; and
- delivering a Regional Sitting of Parliament in Townsville.

Committee Office

- providing enhanced avenues for making submissions to committee inquiries, including a tailored online submission platform;
- implementing support for committees to fulfil their responsibilities under the *Human Rights Act 2019*, from early 2020;
- implementing new video conferencing capability for committee proceedings; and
- implementing standardised processes to support performance by committees of their statutory oversight functions.

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 to deliver resources to Members, as determined by the Remuneration Tribunal and the Speaker.

These resources and services are primarily delivered through:

- Corporate and Electorate Services Division
- Property and Facility Services Division and,
- Parliamentary Library and Research Service.

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, and 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 31.

At a glance

Financial & Administrative Services



2810

travel bookings and travel claims processed

15465

payments made/received

Library

8063

information requests from individual clients

1495

Client Information Briefs prepared

100%

deadlines met for individual research/information responses

Human Resource Services

99%

payroll production accuracy

100%

satisfied shared services clients

141

new precinct and electorate staff inductions performed

Objective 2 is supported by the following service 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 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 Members' Remuneration Handbook; and
- leading and promoting liaison activities to deliver business systems and support networks for electorate staff located throughout Queensland.

Human Resource 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.

Electorate Accommodation and Members' Services

Electorate Accommodation and Members' Services is responsible for:

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

In 2018-19 there were 97 electorate offices across Queensland - one in each of the 93 state electorates.

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

Parliamentary Library and Research Service

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 weekday morning and afternoon, and can request customised alerts on particular areas of interest. Information about and assistance with using Library services is available to all Members and their staff.

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.

Financial and Administrative Services

Financial and Administrative Services provides services and support for the following:

- financial accounting;
- budget management;
- Members' travel entitlements;
- Members' electorate and communication allowance;
- travel;
- procurement and goods receiving;
- asset and inventory management;
- telecommunications;
- insurance;
- financial information systems; and
- internal control systems.

Major initiatives

Key projects	Overview	Status
Electorate Accommodation Improvement Program	<p>The Parliamentary Services looks to continually improve the electorate office portfolio to ensure adherence to standards is maintained. This is achieved via relocation or refurbishment of offices.</p> <p>Relocations are also required due to offices not being located within new electoral boundaries.</p>	In progress – 60% complete
Electorate Office Security Review	The Parliamentary Service is committed to ensuring the safety of all occupants and visitors in electorate offices.	In progress – 10% complete
Transition of Aurion database from existing host to a cloud based solution.	The Aurion Human Resource Information System was successfully transitioned from the existing host to a new cloud based solution in February 2019. The transition facilitated the introduction of two factor authentication for core users and single sign on for non-core users.	The project was successfully completed in February 2019.
Newspaper Heritage Archive	Relocating the 13,000 volume heritage newspaper collection to a new onsite Newspaper Heritage Archive.	Complete
The People's House Book	Coordinating the production of a photographic book titled 'The People's House' to commemorate the 150th anniversary.	Complete
PH150	Participating in Parliament House's celebrations in August 2018 to mark the 150th anniversary of the first sitting in the current building.	Complete
'Parliament Remembers' program	Coordinating the 'Parliament Remembers' program to commemorate the 100th anniversary of the Armistice, the historic agreement that led to the end of the First World War.	Complete
Review of Library's Information system	Undertaking preparations for a future review the library's information system.	In progress
ParlPic	Planning for a digital heritage photographic repository to centrally capture and manage parliamentary archival image collections.	In progress
Irene Longman display	Undertaking research for a display and event to mark the 90th anniversary of Irene Longman's entry into the Queensland Parliament (11 May 1929) as the first woman to achieve electoral success.	Complete
Office equipment program	Replace multi-functional devices across all electorate offices.	Complete
Develop financial information systems	<p>Enhancements for 2018–19 included:</p> <ul style="list-style-type: none"> • An upgrade to the accounting system; • Implementing an online expense management system (primarily for Corporate Credit Cards); and • Enhancing the information system used to record and report Electorate and Communication Allowance expenditure 	Complete

Key Performance Indicators

Measures	2018–19 Target	2018–19 Actual
Electorate Accommodation Services		
Number of Offices inspected for policy compliance (standards, WH&S etc)	30	15 ¹
Financial and Administrative Services		
Number of travel bookings and travel claims processed		2,810
Number of individualised training sessions provided to electorate offices		19
Number of accounts payable and receivable invoices processed		15,465
Number of tender processes managed		31
Number of asset acquisitions and disposals managed		401
Human Resource Services		
Percentage accuracy in payroll production	99%	99%
Percentage of Shared Services' clients satisfied with services (satisfied/very satisfied)	95%	100%
Parliamentary Library and Research Services		
Research and information requests from individual clients	5,500	8,063
Number of client information briefs in response to individual client requests	1,000	1,495
Number of times web-based Library Online accessed by clients including research staff (includes Alert usage)	>350,000	482,991
Percentage of individual research/information responses meeting agreed deadlines	>98%	100%

Note

1. There has been a large focus on capital works programs in 2018–19. While this will continue in 2019–20, office inspections will receive more typical attention this coming financial year.

As a key performance indicator, the Parliamentary Service conducts an annual Members' questionnaire. The Questionnaire provides an important opportunity for Members to:

- assess the performance of individual activity areas within the Service over the last year; and
- make comment about how the Parliamentary Service might be improved in the future.

The last Members' Questionnaire was conducted in May 2018. Moving forward, scheduling for the Members' Questionnaire has changed to August/September each year to better align with future fixed election cycles and Parliamentary terms. As a result, no Questionnaire was conducted during 2018-19. The next Questionnaire is scheduled for September 2019 and will be reported in the 2019-20 Annual Report.

Looking ahead

Initiatives in 2019–20 include:

Electorate Accommodation Services

- continuation of program to procure new offices as a result of the 2017 Electoral Boundary Redistribution and the Accommodation Improvement Program
- continuation of required security upgrades in electorate offices.

Electorate Office Liaison

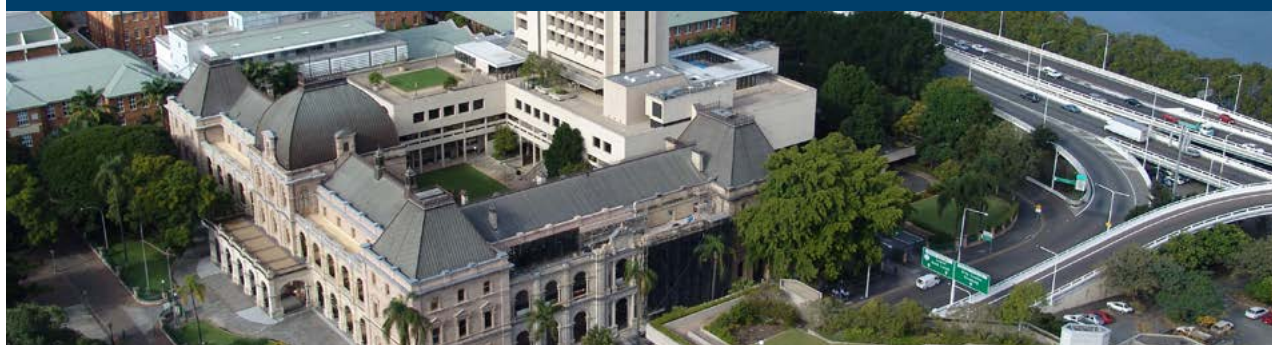
- ongoing consultation with electorate staff via the new Electorate Office Reference Group and the Local Consultative Committee to identify opportunities to deliver improved services and support to Members' electorate offices; and
- commencement of a project to deliver a suite of online and electronic forms to replace current manual systems to improve service delivery to Members and reduce administration.

Human Resource Services

- delivery of a new relief staff framework in electorate offices to improve workload management; and
- commencement of a project to deliver an online on-boarding system for use by new Members and Parliamentary Service staff (including electorate office staff).

Parliamentary Library and Research Service

- installing a public display at the parliamentary precinct to mark the 30th anniversary of the release of the Fitzgerald Inquiry report;
- preparing display materials to commemorate the 100th anniversary in August 2020 since the death of Sir Samuel Griffith, who was twice Premier of Queensland and a leading Australian legal reformer and administrator;
- oversee collection management issues during the installation of a fire suppression system in the O'Donovan Library and the Members Reading Room in early 2020;
- commemorate 75 years since the end of the Second World War by adding the names of former members who saw active service during that war to the Parliament's War Service Honour Board;
- undertake a formal review of the Library's information management system; and
- create a parliamentary heritage image repository (to be known as ParlPic).





Financial and Administrative Services

- roll-out of new mail folding and inserting machines in electorate offices to assist communication with constituents;
- assist with the booking of the Regional Sitting of Parliament, including arranging air bookings, other transport and accommodation for Members and government employees attending. In addition provide accounting, budgeting and procurement support;
- develop financial information systems, including:
 1. electronic forms to improve administrative efficiencies
 2. a plan to transition from processing and recording hardcopy invoices to electronic invoices
 3. introduce new business intelligence tools for management reporting
- conduct a Business Process Review - review business processes to identify:
 1. redundant processes
 2. potential areas for improvement
 3. new services and capabilities.

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, and 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 44.

At a glance

Security & Attendant Services

435 school tours completed



84009

precinct visitors scanned through security

Information Technology Services

99%

of time that full network resources are available for client usage

Property Services

2324

unplanned maintenance requests completed

incidences of infrastructure/
utility failures

0

Catering Services



1038

functions held at Parliament House

43372

guests on site

Objective 3 is supported by the following Service Areas:

Information Technology Services

Information Technology Services is responsible for:

- provision, management and maintenance of desktop, network and telephony services (including the technology infrastructure) to support the operation of the Parliamentary Service, electorate offices, and the Legislative Assembly;
- 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.

Property and Facility Services Division

Property & Facility Services is responsible for the management of facilities, construction projects and maintenance of the Parliamentary precinct together with the coordination of electorate office accommodation for Members. Property Services engages a range of contractors to assist in meeting the accommodation needs of the Parliament within the parliamentary precinct and also in 97 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 the Parliamentary Services' 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 by 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 across 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;
- lost property; and
- car parking for members, staff and visitors to the precinct.

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;
- Members dry cleaning;
- chamber support services; and
- ID card database.

Catering Services

Catering Services provides a range of dining, meeting room and event spaces throughout the parliamentary precinct for Members, guests, and approved clients. Catering Services also provides a range of gift and souvenir products available for purchase from the Gift Shop.

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;
- 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 Local Consultative Committee (LCC), 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 a replacement enterprise bargaining agreement.

The LCC also considered whether a standalone enterprise bargaining agreement would be more suitable for Electorate Office staff given the unique nature of their work. Following consideration of this issue by the LCC, the Parliamentary Service has approved that a standalone enterprise bargaining agreement for electorate office staff be negotiated.

The LCC has negotiated most of the content that will be included in the enterprise bargaining agreement. The agreement will be finalised when the agreement or the Core Public Sector has been finalised.

Intranet

The Parliamentary Service Intranet contains information relevant to Members of Parliament as well as 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.

The Parliamentary Service's induction program is available for all staff including those 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 2018-19 in accordance with the training and development plan included:

- Excel training at intermediate and advanced levels;
- Workplace Health and Safety Representative training; and
- Fundamentals of Project Management

Conferences and seminars

Some of the conferences and seminars attended by staff during 2018-19 included:

- ANZCATT Conference
- APLA Annual Conference and AGM
- Local Government and Public Sector Building Maintenance and Facility Management Conference
- ANZAPITT Conference
- Gartner Symposium
- ALIA Information Online Conference

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.

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*.

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 has an Ethics Advice Officer network. 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.

Staff recognition

In 2018–19, 20 staff were issued with badges in recognition of their length of service. These staff are listed below.

10-year service

- Tracey Bradley
- Brett Nutley
- Michael Ries
- Kerry Crichton
- Carmel Lee
- Mary-Ann McLoughlin
- Sandra Moate
- John Marston
- Glenn Simpson
- Coralee Grimes

15-year service

- Tracey Lindfield
- Renee Gastaldon
- Amanda Benn
- Janine Hurley
- Leah Ilott

20-year service

- Annie Taguada

30-year service

- Robyn Jarvis
- Thelma Humphris
- Suzanne Campbell

40-year service

- Lynne Armstrong

Meritorious service

In 2018–19, eight 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 outlined below.

Name	Service Area	Reason for Badge
Lisa Bugeja	Human Resources	For meritorious service beyond normal duty for extraordinary initiative in the development of the HR On-Boarding Workbook for use by electorate office and precinct staff.
Phung Hanh	Financial and Administrative Services	For meritorious service beyond normal duty through consistently providing a very high standard of customer service and professionalism to FAS clients and for commitment shown towards learning new roles and updating procedures for the benefit of colleagues.
Tony Gec	Information Technology Services	For diligent work and expertise in reviewing, redesigning and migrating the Parliamentary Service's back-up data regime to safeguard the Parliamentary Service's information assets in digital formats.
Petà Sweeney	Records Management	For excellence in the development of the Parliamentary Service's information management policy framework, promoting information compliance through the Recordkeeping Champions' forum, and responsive operational recordkeeping assistance to staff.
Cath Charlton	Parliamentary Library	For contribution to the promotion of Queensland Parliament history through initiatives such as the Parliament House Open Day, the PH150 celebrations and the Armistice centenary.
Lucy Manderson	Committee Office	For exceptional support to committees of the House in managing highly contentious inquiries under challenging circumstances and leading some innovative approaches with regional hearings, including the very large public hearings in Rockhampton at the Saleyards.

Megan Lomas	Catering Services	For continuously going above and beyond to accommodate Members and guests function requirements. For always demonstrating a "nothing is too hard" approach.
Trent Carvolth	Property and Facility Services	For assistance provided to the property services team with works across projects, Service Now and WH&S during 2018.

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 2018–19, the recipients of these awards are listed below.

Clerk's Award	Lisa Rayner	For her outstanding contribution to a number of projects in 2018 including some PH150 events, portrait launches and the armistice memorial board.
Speaker's Award	Erin Pasley	For her exemplary contribution to the leadership team of the Committee Office and her contribution across the Assembly and Committee Services Division throughout the year.

2018-19 Staff information

Study and Research Assistance Scheme (SARAS)	Total
Officers receiving assistance	22
Permanent retention rate 1	
Parliamentary precinct staff	85.51%
Electorate office staff	79.8%
Permanent separation rate 2	%
Parliamentary precinct staff	14.49
Electorate office staff	20.2
Sick leave – average number of days per officer	
Parliamentary precinct staff	10.8
Electorate office staff	6.1

1. Permanent employees still employed for the period 1 July 2018 to 30 June 2019.

2. Permanent employees who separated during the period 1 July 2018 to 30 June 2019.

2018-19 Staffing by employment classification and gender table

	Number of Staff	Male	Female	% Female
Managerial	29	15	14	48.28
Professional	19	3	16	84.21
Clerical	96	26	70	72.92
Operational	53	31	22	41.51
Technical	1	0	1	100
Electorate	185	48	137	74.05
Total	383	123	260	67.89

Major initiatives

Key projects	Overview	Status
Refresh of the organisation's Information Management Policy Framework and implementation of digital workflows as a business-as-usual	<p>Key components of the refreshed Information Management Policy Framework included the development of:</p> <ul style="list-style-type: none"> • a digitisation technical standard to support the digitisation of key legacy records in hard copy formats; • updating the Information Asset Registers to provide a holistic overview of the Parliament's information assets in physical and digital formats. These registers inform decisions about the ongoing management of these assets; • updating the Retention and Disposal Schedule to provide comprehensive coverage of the Parliament's core business records, ensuring the destruction of temporary information is appropriately managed; and • new information policies including a Data Sovereignty Policy, Cloud Storage Risk Assessment and Cloud Storage Register. <p>The corporate recordkeeping system was also upgraded.</p>	Complete
Commencement of the new PS ICT Strategy 2018–2021	<p>Commenced programs under the new strategy for the delivery of improved IT-enabled services and new digital business processes.</p> <p>Key components of the Parliamentary Service's new ICT Strategy 2018–2021 include:</p> <ul style="list-style-type: none"> • three strategic priorities: sound governance, digital parliament, and value for money; • key principles: accessible anywhere, anytime, and from any device; reliable and secure; and measurable, reportable and transparent; and • the strategy is accompanied by a high-level program of work to ensure a holistic approach to the planning, management and delivery of a range of ICT-enabled initiatives. 	Ongoing
Development of the PS Cyber Security Strategy 2019–2021	<p>Builds further capabilities to identify, protect and detect potential Cyber security threats, and strengthen our response, recovery capabilities and resilience to cyber-attacks.</p>	Ongoing
Introduction of the Parliament Service Centre	<p>A new platform providing staff and Members with online and mobile access to services provided by the Facilities and IT service areas. The centre streamlines the response to service requests through the use of online workflows, alerts and approvals.</p>	Complete

Commenced transitioning to the Electorate Office Technology Model	Tested the new model including improved internet connections and business applications and commenced transitioning Electorate Offices to the new model.	Ongoing
Improvement of wireless coverage	Improved coverage throughout the parliamentary precinct, including the Green Chamber.	Complete
Implementation of cloud services artefacts	Addresses issues associated with the ownership and control over the parliament's information assets that are stored and managed by third party cloud service providers	Ongoing
Sometimes' Strangers	Opened the Strangers' Dining Room to public bookings on Friday lunch and Dinner.	Ongoing
Energy Management	Implementation of revised energy management strategy.	Ongoing - systematic review of performance of each major piece of AC equipment - improvements were able to be realised without major capital expense.
Essential Service Compliance Review	Rectification of non-compliance issues of fire and life safety systems relating to; <ul style="list-style-type: none"> • Deterioration through end of asset/ equipment life; and • Lack of inspection in past years 	Ongoing – 70% complete Further funding sought and approved for FY 2019–20 to complete the remainder.
Low Rise & Service Lift Upgrade	Lift modernisation and floor extension to level 7. The extension was required to alleviate ongoing problems associated with increased traffic, security management and lift efficiencies during sitting weeks.	Complete - May 2019. The upgrade of low rise (Lifts 4 & 5) and the service lift (Lift 3) was completed. As part of this upgrade an extension of the low rise and service lifts to level 7 was also completed.
Parliament House – Fire Services Upgrade	Installation of fire detection, sprinkler and suppression systems to provide improved fire safety management for the occupants, fire-fighters and the building including the heritage assets it contains	In progress - 80% complete. All sprinkler and detection systems have now been installed. Suppression systems for Libraries and strong rooms to be completed by February 2020.
Annexe Building Upgrade Strategy	Design and development of long-term Annexe and infrastructure plan.	Complete - Mechanical, fire, hydraulic & electrical condition, capacity and compliance report provided for review.
AC Upgrades	Level 5 Server Room Upgrade and level 2 chilled water tank replacement.	Complete

Key Performance Indicators

Measures	2018–19 Target	2018–19 Actual
Information Technology Services		
Percentage of time full network resources will be available for client usage	98.5%	99.9%
Percentage of service desk calls resolved within two hours of reporting	>70%	78%
Property Services		
Percentage of planned Capital Works projects completed	75%	75%
Percentage of planned maintenance works undertaken	95%	75%
Number of un-planned maintenance work requests completed	1,500	2324
Number of Workplace Health and Safety inspections completed	12	12
Number of Precinct maintenance inspections completed (rooms)	2,500	2,500
Percentage of maintenance requests completed in <1 working day (see Note A)	46%	45%
Percentage of maintenance requests completed in >1 working day	54%	55%
Number incidences of infrastructure/utility failures	<10	0
Energy efficiency management	5-10% <annual budget	<16.7%
Catering Services		
Total number of functions	700	1,038
Total number of guests	30,000	43,372
Security and Attendant Services		
Number of precinct visitors processed through security scanning procedures	75,000	84,099
Number of school tours conducted	400	435

Looking ahead



Initiatives in 2019–20 will include:

Information Technology Services

- completing the roll out of the new Electorate Office Technology Model that meets the needs of electorate office staff and the Members of Parliament;
- upgrading the Queensland Parliament's public website to be modern and mobile-friendly;
- improving server infrastructure and leveraging 'as-a-service' offerings where appropriate to meet business needs;
- continue to implement programs under the Cyber Security Strategy 2019 – 2021;
- providing technology support for the Regional Parliament in Townsville in September 2019; and
- transitioning to a new telephony solution in mid-2020 to better support business needs.

Property Services

- fire services upgrade of Old Parliament House;
- commencement of 3 year project program for infrastructure upgrades;
- fire services – fire panel replacements, passive fire & smoke systems, sprinkler repairs & detection upgrade;
- mechanical services – fire damper & smoke systems, chillers & condenser pipework, FCU upgrade levels 9 to 22;
- AV cabling upgrades;
- security control Room operational upgrades; and
- perimeter fence upgrade.



Records Management

- further developing the Information Management Policy Framework to include, for example, advice on the use of digital signatures, identifying and protecting high value information to support Cyber security strategies and standardising metadata to enhance system interoperability;
- developing and/or reviewing digital migration plans for electronic records; and
- developing a preservation strategy for records of long term value and digitising high value hard copy records.

Security and Attendant Services

- ongoing work towards the upgraded control room which in turn will provide enhanced security overlay of the precinct, CCTV coverage and access control measures will develop as needed in response to risk assessments and major projects in the precinct;
- innovations in the maintenance reporting systems will see online and mobile solutions introduced in the coming year; and
- innovations in visitor management will support the increased functions program.

Catering Services

- promoting Queensland Parliament event space to Brisbane Corporate groups; and
- engaging Catering staff on a more consistent basis, to provide a consistent high standard of service more our Members and guests.

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 online 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 Communication 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, and 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 52.

At a glance

Overall



Public Service Training seminars



Public servants attended across 13 training seminars, including a regional seminar in Townsville

Youth Parliaments



603

Young people participated in youth parliaments across

7

Youth Parliament events, including 4 regional Youth Parliaments.

School tours

435

School tours were conducted during 2018-19, comprising

11037

Students and 1010 accompanying teachers, parents and guardians.

Objective 4 is supported by the following Service Areas:

Parliamentary Education and Communication office

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 (conducted by the Table Office);
- 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 communication 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.



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. Separate programs are offered for the following groups:

- years 10 to 12 school students studying Legal Studies;
- TAFE students studying Diploma of Legal Services; and
- tertiary students studying Parliament-related subjects

In 2018-19 the following number of students attended these programs:

- 296 year 10 to 12 students and teachers as part of 31 school group activities;
- 12 TAFE students and their teachers as part of one group activity; and
- 98 tertiary students and lecturers as part of three group activities.

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 2018-19, three regional teacher professional development training sessions were held with 41 teachers participating in Emerald, Townsville and Gladstone.

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;
- classroom sessions; and
- presentations delivered to local service and community groups, and Indigenous organisations about the Parliament and its committee system.

In 2018-19, regional education activities were held in Emerald, Townsville and Gladstone.

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 website. The iBook is also able to download for free from the Apple iTunes store.

Youth parliaments

This year saw the continuation of the Parliament's youth parliament program. Seven youth parliament events were facilitated during 2018-19, three at Parliament House and four in regional Queensland. A total of 603 young people participated in these



youth parliaments with each of these events and the dates that they occurred listed below:

- Eric Deeral Indigenous Youth Parliament, held on 5 July 2018;
- Emerald Youth Parliament held on 10 August 2018;
- YMCA Youth Parliament, held at Parliament House from 25 to 28 September 2018;
- Junior Indigenous Youth Parliament, held on 25 October 2018;
- Townsville Youth Parliament, held on 22 November 2018;
- Legal Studies Youth Parliament, held at Parliament House on 3 May 2019; and
- Gladstone Youth Parliament, held on 6 June 2019.

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 (conducted by Parliamentary Committees).

There were 13 of these training seminars held during 2018-19 with 512 public servants attending. This included a regional seminar held in Townsville.

School tours

School groups have visited Parliament House over many decades, with these groups generally

comprising year five and six 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, 435 school tours were conducted during 2018-19, comprising 11,037 students and 1,010 accompanying teachers, parents and guardians.

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.

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.

Major initiatives

Key projects	Overview	Status
Regional educational program	The Parliament continued its three-year regional educational program	Ongoing

Key Performance Indicators

Measures	2018–19 Target	2018–19 Actual
Education and Communication Services		
Number of educational and liaison activities	90	109
Number of participants attending education and liaison activities conducted at Parliament House and in regional centres	3,000	3,142

Looking ahead



Initiatives in 2019–20 will include:

- continue to implement the three-year regional education program with upcoming activities to be held in Toowoomba, Sunshine Coast and the Gold Coast.

Reconciliation Action Statement



The Parliamentary Service Strategic Plan identifies 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".

In supporting the work of the Legislative Assembly, the Parliamentary Service aspires to uphold the principles of democracy and promote inclusion of all Queenslanders in the democratic process.

These aspirations include supporting and promoting reconciliation between Aboriginal and Torres Strait Islander peoples and other Queenslanders.

As custodians of the symbolic home of democracy in Queensland, the Legislative Assembly and the Parliamentary Service are uniquely placed to take both a symbolic and practical lead in reconciliation efforts.

The Parliamentary Service has been a leader among Australian parliamentary jurisdictions in promoting reconciliation over many years. The formal recognition of reconciliation action in our Strategic Plan for the first time in 2017-18 further embeds our ongoing commitment across all aspects of the Parliamentary Service.

Our journey so far

The Queensland Parliament and the Parliamentary Service that supports it have been on the reconciliation journey for some time. On 26 May 1999 the Queensland Parliament acknowledged the past policies under which Aboriginal and Torres Strait Islander children were forcibly separated from their families, and expressed deep sorrow and regret at the hurt and distress this caused.

Since 1998, significant reconciliation milestones and activities include:

- An Indigenous Welcome has been part of the official proceedings at each Opening of Parliament since 1998;
- Parliamentary Legal, Constitutional and Administrative Review Committee Hands on Parliament Report following an inquiry into Indigenous peoples' participation in our system of democracy (2003);
- Renaming of function venues in the parliamentary complex in 2004 to recognise local indigenous language groups (Undumbi and Dandiir rooms);
- Establishment of the Reconciliation Gallery in the parliamentary complex honouring our first Indigenous Member of Parliament, Uncle Eric Deeral;
- Display of Aboriginal and Torres Strait Islander flags alongside the Australian and Queensland flags in the Parliamentary Chamber and outside Parliament House (2007);
- Commissioning of the Parliamentary Wind Yarn (Didgeridoo) for display in the precinct as a symbol of reconciliation between Indigenous and non-Indigenous Queenslanders;
- Formal acknowledgment of traditional owners of the land prior to each parliamentary sitting week (2007);
- Appointment of Australia's first (and currently only) Parliamentary Indigenous Liaison Officer role (2008);
- Hosting of the first Indigenous Youth Parliament (2009) (since renamed Eric Deeral Indigenous Youth Parliament in 2012);
- Cultural awareness training for Parliamentary Service staff (2009-2010);
- Promoting engagement and dialogue with indigenous communities through parliamentary committee public hearings in regional locations throughout Queensland;
- Conducting regional education and training activities through Queensland including programs for indigenous students;
- Hosting the annual Indigenous Schools Constitutional Convention onsite; and
- Providing complimentary use of facilities onsite to Reconciliation Queensland for regular meetings.



Moving ahead

Over the course of the Strategic Plan, the Parliamentary Service commits to reconciliation activities across four key themes:

- Relationships
- Respect
- Opportunities
- Tracking progress and reporting

	ACTION	TIMELINE	MEASUREMENT
Relationships	Engage with Indigenous Queenslanders regarding specific issues through inquiries undertaken by parliamentary committees	Ongoing	Number of parliamentary committee hearings and inquiries assisted with indigenous liaison activities. The Indigenous Liaison Officer assisted parliamentary committees during 2018-19, in particular, providing Indigenous liaison advice to eight different Bills/inquiries.
	Improve and assist relationship building and engagement between Members of Parliament and Indigenous communities	Ongoing	Number of instances where indigenous protocol advice provided to Members and parliamentary staff. Following requests from both Members and staff, the Indigenous Liaison Officer provided advice on Indigenous protocol 17 times during 2018-19.
Respect	Provide opportunities for staff identifying with Indigenous heritage to engage with their culture and communities (e.g. by celebrating NAIDOC Week)	June 2019	Review HR policies and procedures to ascertain any barriers to staff participation, and if barriers apply, identify strategies to address. There are provisions within the leave framework that are supportive of staff identifying with indigenous heritage to engage with their culture and communities. For example: Cultural leave is provided for in the <i>Industrial Relations Act</i> ; Bereavement leave provisions allow for cultural reasons to be considered and; Special leave provisions are sufficiently flexible to support a variety of circumstances.
	Appropriately acknowledge significant Indigenous Anniversaries	Ongoing	Participation and representation in programs and events to appropriately acknowledge major indigenous anniversaries. The Indigenous Liaison Officer participated in NAIDOC events at Government House and Alexandra Hills State High School. Indigenous Liaison Officer addressed staff during reconciliation week regarding what we are doing in this space. A morning tea was also served to staff. 2019 NAIDOC celebrations will fall into the next financial year.
	Ensure that significant parliamentary occasions include an appropriate acknowledgment to Traditional Custodians and a Welcome to Country ceremony	Ongoing	It is a standard practice that each Opening of Parliament ceremony include a Welcome to Country from an Indigenous Elder. For the 56th Parliament, the Speaker, Hon. Curtis Pitt MP, has extended the acknowledgment of the Traditional Custodians to each sitting day. All Parliamentary Service functions also include an acknowledgement.

Progress and reporting

Commencing in 2018-19, progress and achievements will be specifically included in the Parliamentary Service Annual Report.

Proposed reconciliation activities, targets and measures will be reviewed and updated each year as part of the Parliamentary Service Strategic Plan.

Opportunities	Provide opportunities for Indigenous and non-Indigenous students to engage together in parliamentary education activities with focus on democracy and participation	ongoing	<p>Number of school educational activities conducted with indigenous liaison focus.</p> <p>Parliamentary education activities were conducted at and other events during 2018-19. A list of these schools and events is below:</p> <ul style="list-style-type: none"> • Eric Deeral Indigenous Youth Parliament 5 July 2018 • Humba Yumba school visit 25 June 2019 • Indigenous Constitutional Convention Brisbane 10 October 2018 • Indigenous Constitutional Convention Townsville 14 June 2019 <p>Annual hosting of the Eric Deeral Indigenous Youth Parliament and the number of attendees - 40 plus 8 mentors per year as two Eric Deeral Indigenous Youth parliaments where held in the 2018–19 financial year.</p>
	Investigate opportunities to improve employment outcomes within our workplace for Indigenous persons	July 2018	A survey was conducted of Parliamentary Service staff including electorate office staff, to identify a baseline assessment of staff identifying themselves as of Aboriginal and Torres Strait Islander descent, and to allow issues to be identified and strategies to be developed.



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:

- decide major policies to guide the operation and management of the Parliamentary Service;
- prepare budgets;
- decide the size and organisation of the Parliamentary Service and the services to be supplied by the Parliamentary Service; and
- 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:

- accommodation and services in the parliamentary precinct; and
- accommodation and services supplied elsewhere by the Legislative Assembly for its members.

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 Members of Parliament and a range of other legislative responsibilities.

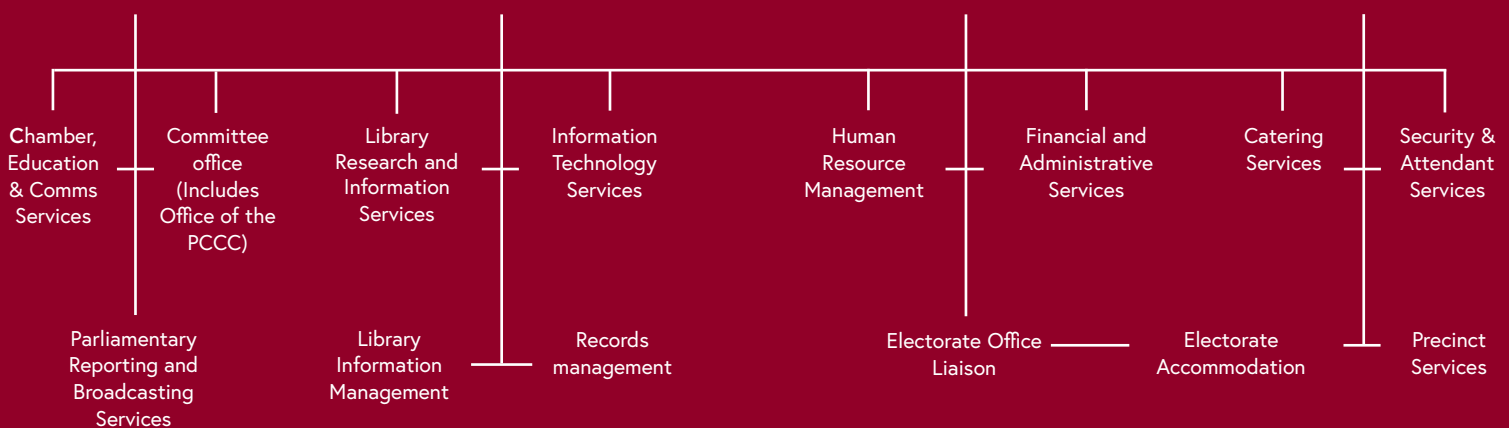
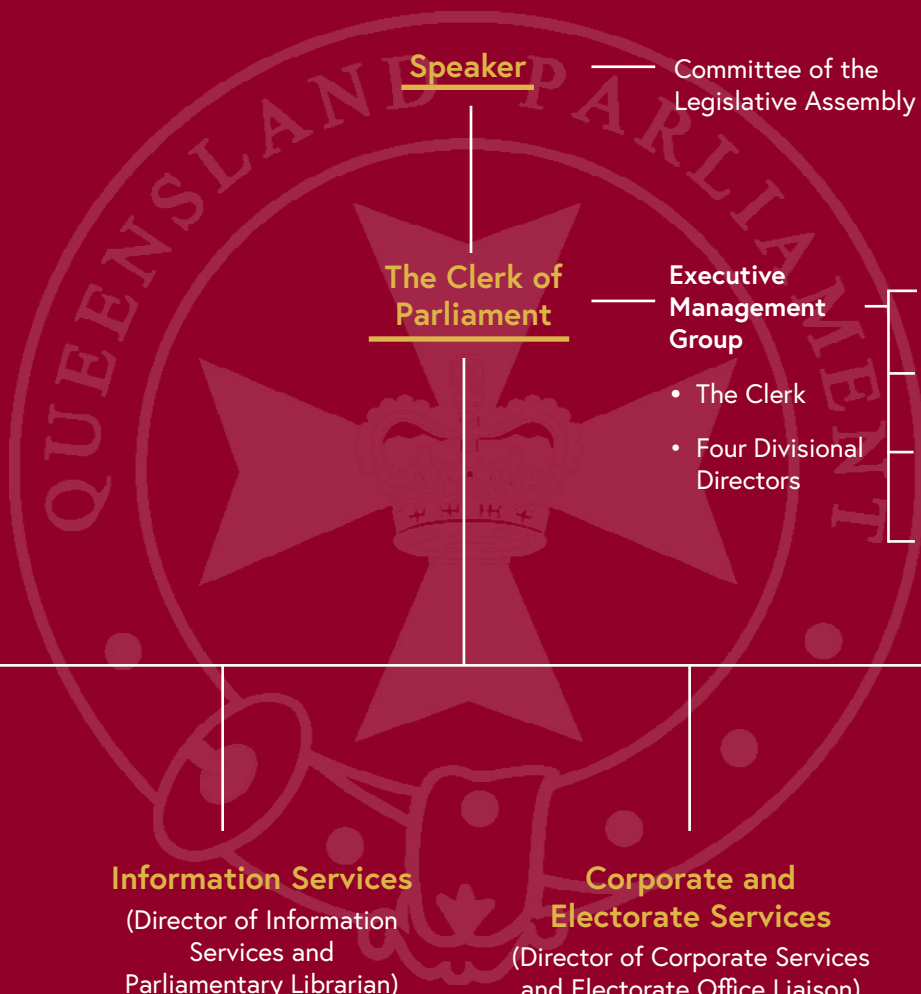
The Clerk of the Parliament

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.

Queensland Parliamentary Service Organisational Chart



The Parliamentary Service divisions

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.

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 2018–19, the EMG:

- coordinated sessions to review the Parliamentary Service Strategic Plan and the development of a high level Strategic Risk Register and a review of the EMG Charter;
- reviewed and endorsed updates to a number of important corporate policies and strategies including a Cyber Security Strategy, Software Risk Management Policy, Data Centre Strategy, Records Management Policy and a Notifiable Data Breach Strategy;
- co-ordinated the development of all management plans, including the Training and Development Plan and the Parliamentary Service budget; and oversaw the establishment of an Electorate Officer Reference Group to provide feedback on the management of Electorate Offices.

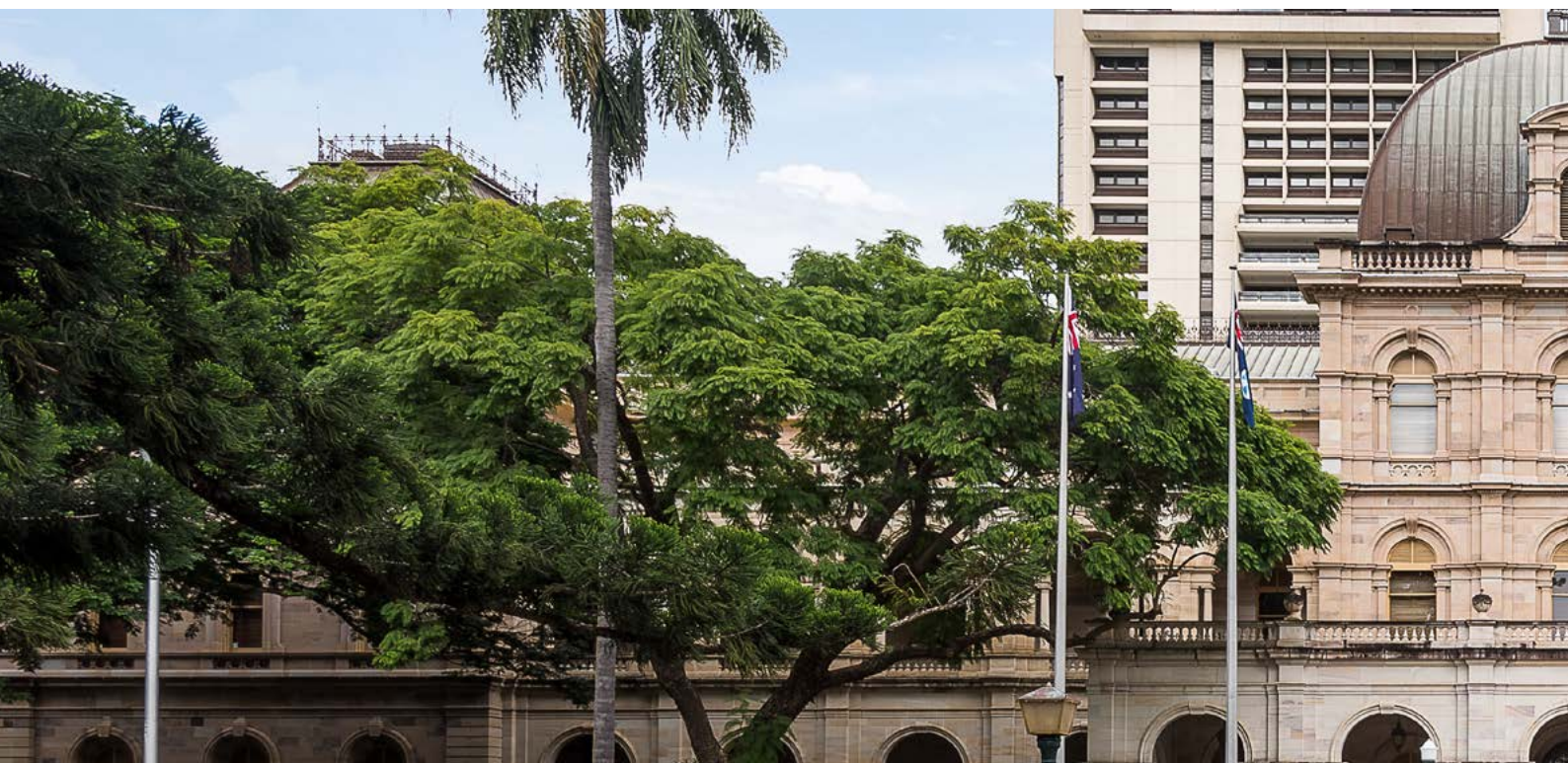
Audit Management Group

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

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

As at June 2019, the members of the AMG were the:

- Deputy Clerk of the Parliament (Chair);
- Chief Reporter, Parliamentary Reporting and Broadcasting Service;
- Director, Research and Information Service, Parliamentary Library; and
- Marita Corbett (external representative, Partner BDO).



During 2018–19 the AMG:

- settled the Parliamentary Service Strategic Audit Plan 2018–21 and the Annual Internal Audit Work Plan for 2018–19;
- reviewed the 2018–19 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 to all applicable external regulations and complies with all internal policies and practices.

The membership of the ICTMG

- Director of Information Services and Parliamentary Librarian (Chair);
- Head of IT Services (Deputy Chair);
- First Clerk Assistant, (Committees);
- Director, Library Information Management;
- Chief Reporter;



- Financial and Administrative Services Manager;
- Records Coordinator;
- An external IT representative; and
- Two electorate office representatives.

During 2018–19, the ICTMG met on four occasions and considered a wide range of issues including:

- refreshed Information Management and ICT policy frameworks in response to changing technology and information management needs;
- post implementation reviews of IT-enabled projects implemented during the year;
- planning and implementation of the new electorate office technology model, and the new data centre and Cyber security strategies; and
- oversight of the IT risk management register.

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.

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 above-mentioned Act. Group membership includes a number of management and employee representatives.

As at June 2019, management representatives are:

- Director, Corporate Services and Electorate Office Liaison (Chair);
- Manager, Human Resource Services;
- Senior Advisor, Human Resource Services;
- Manager, Precinct Services;
- Manager, Catering Services;
- Workplace Health and Safety Coordinator; and
- Supervising Parliamentary Attendant, Security and Attendant Services.

Employee representatives (appointed every three years) as at June 2019 were:

- Megan Lomas, Catering Services;
- Sanja Luscombe, Cleaning Services;
- Brett Nutley, Education & Liaison;
- Gerald Thompson, Security & Attendant Services;
- Tara Manning, Gladstone Electorate Office; and
- Susan Lear, Barron River Electorate Office.

During 2018–19, the WHSMG met on four occasions and developed, participated in, and assisted with:

- safety inspections of the Parliamentary precinct;
- workplace health and safety audit of electorate offices;
- coordinating activities for the Parliamentary Happier Healthier workplace program including the 10,000 Steps Challenge, and flu vaccination program;
- promotion of Safe Work Australia Week in October;
- update of Parliamentary Service First Aid Policy and delivery of new first aid kits to all electorate offices;
- review and update of risk assessment procedures for external contractors working in the parliamentary precinct; and
- testing and provision of telephone headsets to electorate office staff to improve workplace productivity and injury prevention.

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 2018-19:

- 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 2018-19 internal audit work program.
- *Employee performance planning and review*
Parliamentary Service staff are subject to annual performance planning and review processes to improve alignment between the 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 2018-19. 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*.

Management profiles

Hon. Curtis Pitt MP



Hon. Curtis Pitt 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.

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 25 years' experience with the Parliamentary Service, including six years as Deputy Clerk and Clerk of Committees and over 16 years as Clerk.



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. Previously he held senior roles in the Department of Premier and Cabinet including Clerk of the Executive Council.



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 25 years' experience in financial management, corporate governance and administration of members' entitlements.



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 senior management experience in delivering information services and policy advice at a whole-of-government level.



Stewart Johnson

GradDipFM BTEC Dip-Built Environment (UK)

Director, Property and Facility Services

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

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

Senior Electorate Accommodation Officer

Paul and the Electorate Accommodation team are responsible for managing the 97 electorate offices located throughout Queensland. Paul has been employed in various capacities within the Parliamentary Service for over 29 years.



Daniel Buchanan

BIT MBA

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 19 years' experience in the information technology industry.

Amanda Honeyman

LLB (Hons) PGDip Law Bar (UK)

First Clerk Assistant (Procedure)

Manager, Chamber, Education and Communication Services

Amanda 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. Amanda joined the Parliamentary Service in 2007 and held several roles in the Committee Office and as the Bills Officer before being appointed to her current position in 2017.



Jo Mathers

BBus LLB (Hons)

Chief Reporter

Jo manages the Parliamentary Reporting and Broadcasting Service, which is responsible for the accurate, timely and efficient reporting and broadcasting of the proceedings of parliament and its committees. Jo has over 23 years' experience with the Parliamentary Service, including roles in Committees and Chamber, Education and Communication Services.



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

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

DipHosp(Mgt)

Manager, Catering Services

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





Mark Richardson

Manager, Precinct Services

Mark was appointed to the role of Manager of Precinct Services in August 2017. Mark is responsible for the management and operation of buildings and capital projects within the parliamentary precinct. Mark has worked in the facilities management industry for over 25 years.



James Robertson

BBus(Accy) CPA

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.



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 the public and private sectors. Petá maintains strong industry links through her work on the Board of the Records and Information Management Professionals Australia (RIMPA) and on the RIMPA Queensland Branch.



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 Urban Research and 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 25 years' experience working in public policy, strategy and management roles in Victoria and Queensland, 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 one redundancy package was processed.

Financial statements

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 2019.

Foreword

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 2019.

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 2018-19 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 2018-19. This statement has also been presented to the Parliamentary Service Audit Management Group.

At a glance

Statement of Comprehensive Income

In summary, the operating activities of the Legislative Assembly and Parliamentary Service delivered an operating surplus of \$2.040M. The surplus primarily relates to the Parliament House stonework restoration contribution received at below fair value from Department of Housing and Public Works and the accounting treatment of an adjustment to the provision of post-employment benefits for Former Members of Parliament as determined by the Queensland Independent Remuneration Tribunal.

During 2018-19 revenue increased by a modest 1.5% (\$1.6 million). The increase was primarily additional appropriation revenue received by the Queensland Government to cover operating expenses.

Operating expenses in 2018-19 increased by 2% (\$2.1 million) due to the full financial year impact of outcomes from the 2017 Electoral Boundary Redistribution. This included four additional Members of Parliament and eight electorate office staff.

	2018-19 Amount (\$'000)	2017-18 Amount (\$'000)
Total Income	100,709	99,069
Total Expenses	98,669	96,532
Net Operating Surplus/(Loss)	2,040	2,537

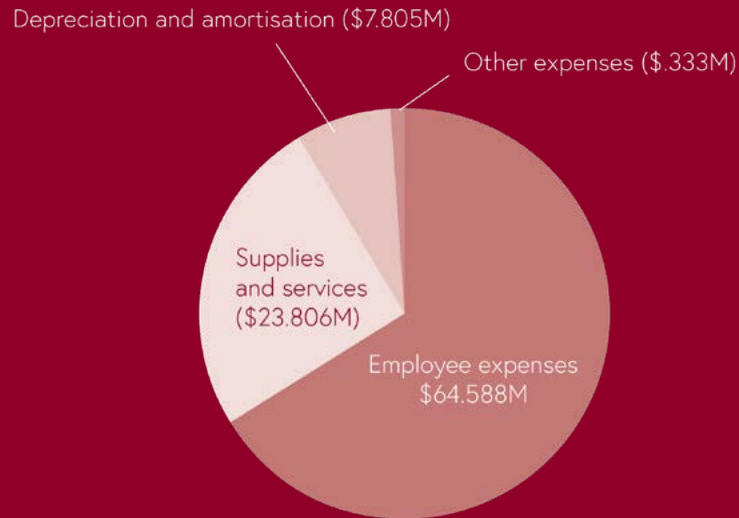
Statement of Financial Position

The Legislative Assembly and Parliamentary Service maintained a stable financial position in 2018-19. Net assets increased by 2% (\$4.63 million) in 2018-19. The increase was primarily due to an increase in cash position because of funding retained for delayed capital works.

Land and buildings on the Parliamentary precinct (\$187M) represent the majority of the total assets of the Legislative Assembly. Liabilities are represented by trade creditors and accrued employee benefits.

	2018-19 Amount (\$'000)	2017-18 Amount (\$'000)
Total Assets	220,461	214,897
Total Liabilities	4,802	3,867
Net Assets (Equity)	215,659	211,030
Increase/(Decrease) in Net Assets	4,629	6,413

Expenditure

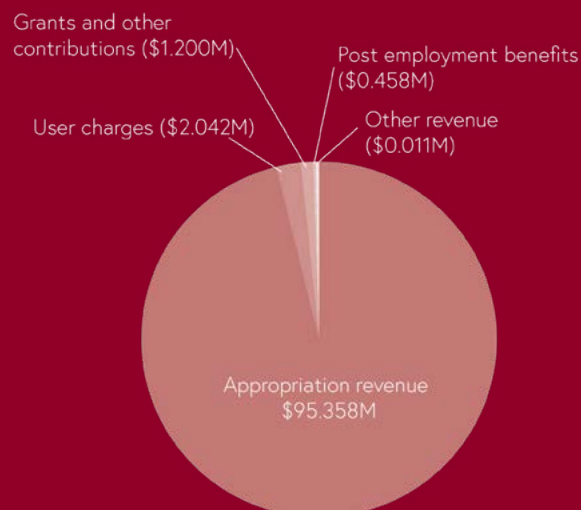


Expenses from ordinary activities 2018–19

The graph above depicts expenditure by major resource category for 2018-19. Expenditure by the Legislative Assembly and Parliamentary Service is incurred on costs associated with:

- payment of salaries and allowances to Members of Parliament, electorate office staff, Parliamentary Service officers and support staff;
- operational costs required to provide the functions and activities to achieve Parliamentary Service objectives; and
- depreciation expenses associated with Parliamentary Service's buildings, plant and equipment.

Revenue



Revenue from ordinary activities 2018–19

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 Housing and Public Works at no cost to the Legislative Assembly.

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 2019.

Statement of Comprehensive Income by Service Areas

This statements 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 2019.

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 2019. 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 2019.

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 2019.

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 2019

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

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Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

Statement of Comprehensive Income

Year ended 30 June 2019

Operating Results	Notes	2019	2018	Original Budget 2019	Variance* 2019
		\$'000	\$'000	\$'000	\$'000
Income from Continuing Operations					
Appropriation revenue	B1-1	96,801	95,358	96,112	689
User charges and fees	B1-2	2,365	2,042	2,049	316
Grants and other contributions	B1-3	1,080	1,200	-	1,080
Post-employment benefits	B1-4	445	458	-	445
Other revenue		18	11	32	(14)
Total Revenue		100,709	99,069	98,193	2,516
Total Income from Continuing Operations		100,709	99,069	98,193	2,516
Expenses from Continuing Operations					
Employee expenses	B2-1	65,399	64,588	64,766	633
Supplies and services	B2-2	24,777	23,806	25,068	(291)
Depreciation and amortisation	B2-3	7,616	7,805	8,115	(499)
Other expenses	B2-4	877	333	244	633
Total Expenses from Continuing Operations		98,669	96,532	98,193	476
Operating Result from Continuing Operations		2,040	2,537	-	2,040
Other Comprehensive Income					
Increase (decrease) in asset revaluation surplus	C3-1	1,523	2,180	-	1,523
Total Other Comprehensive Income		1,523	2,180	-	1,523
Total Comprehensive Income		3,563	4,717	-	3,563

*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 2019

Statement of Comprehensive Income by Major Service Areas

For year ended 30 June 2019

	Members' Salaries, Entitlements and Electorate Office Services		Parliamentary Precinct Support Services		General - Not Attributed		Total	
	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000
Income from Continuing Operations								
Appropriation revenue	62,028	61,675	34,773	33,683	-	-	96,801	95,358
User charges and fees	-	-	2,065	1,730	300	312	2,365	2,042
Grants and other contributions	-	-	1,080	1,200	-	-	1,080	1,200
Post-employment benefits	445	458	-	-	-	-	445	458
Other revenue	14	8	4	3	-	-	18	11
Total revenue	62,487	62,141	37,922	36,616	300	312	100,709	99,069
Total Income from Continuing Operations	62,487	62,141	37,922	36,616	300	312	100,709	99,069
Expenses from Continuing Operations								
Employee expenses	44,109	44,275	21,189	20,198	101	115	65,399	64,588
Supplies and services	16,415	15,953	8,163	7,656	199	197	24,777	23,806
Depreciation and amortisation	383	785	7,233	7,020	-	-	7,616	7,805
Other expenses	102	20	775	313	-	-	877	333
Total Expenses from Continuing Operations	61,009	61,033	37,360	35,187	300	312	98,669	96,532
Operating Result from Continuing Operations	1,478	1,108	562	1,429	-	-	2,040	2,537
Other Comprehensive Income								
Increase (decrease) in asset revaluation surplus	-	-	1,523	2,180	-	-	1,523	2,180
Total Other Comprehensive Income	-	-	1,523	2,180	-	-	1,523	2,180
Total Comprehensive Income	1,478	1,108	2,085	3,609	-	-	3,563	4,717

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

Statement of Financial Position

As at 30 June 2019

	Notes	2019	2018	Original Budget 2019	Variance*
		\$'000	\$'000	\$'000	2019 \$'000
Current Assets					
Cash and cash equivalents	C1	13,929	9,695	6,395	7,534
Receivables	C2	1,177	1,360	1,234	(57)
Inventories		189	160	184	5
Other current assets		504	454	468	36
Total Current Assets		15,799	11,669	8,281	7,518
Non-Current Assets					
Property, plant & equipment	C3	203,880	202,430	218,907	(15,027)
Intangibles		782	798	634	148
Total Non-Current Assets		204,662	203,228	219,541	(14,879)
Total Assets		220,461	214,897	227,822	(7,361)
Current Liabilities					
Payables	C4	3,895	2,474	5,279	(1,384)
Accrued employee benefits	C5	903	1,393	499	404
Other current liabilities		4	-	12	(8)
Total Current Liabilities		4,802	3,867	5,790	(988)
Non-Current Liabilities					
Accrued employee benefits	C5	-	-	445	(445)
Total Non-Current Liabilities		-	-	445	(445)
Total Liabilities		4,802	3,867	6,235	(1,433)
Net Assets		215,659	211,030	221,587	(5,928)
Equity					
Contributed equity	C6	4,135	3,069	-	-
Accumulated surpluses		30,602	28,562	-	-
Asset revaluation surplus	C6-3	180,922	179,399	-	-
Total Equity		215,659	211,030	221,587	(5,928)

*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 2019

Statement of Assets and Liabilities by Major Service Areas

As at 30 June 2019

	Members' Salaries, Entitlements and Electorate Office Services		Parliamentary Precinct Support Services		General - Not Attributed		Total	
	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000
Current Assets								
Cash and cash equivalents	-	-	13,929	9,695	-	-	13,929	9,695
Receivables	79	77	1,059	1,249	39	34	1,177	1,360
Inventories	-	-	189	160	-	-	189	160
Other current assets	26	1	478	453	-	-	504	454
Total Current Assets	105	78	15,655	11,557	39	34	15,799	11,669
Non-Current Assets								
Property, plant & equipment	3,335	1,729	200,545	200,701	-	-	203,880	202,430
Intangibles	-	-	782	798	-	-	782	798
Total Non-Current Assets	3,335	1,729	201,327	201,499	-	-	204,662	203,228
Total Assets	3,440	1,807	216,982	213,056	39	34	220,461	214,897
Current Liabilities								
Payables	1,104	715	2,791	1,759	-	-	3,895	2,474
Accrued employee benefits	396	846	507	547	-	-	903	1,393
Other current liabilities	-	-	4	-	-	-	4	-
Total Current Liabilities	1,500	1,561	3,302	2,306	-	-	4,802	3,867
Total Liabilities	1,500	1,561	3,302	2,306	-	-	4,802	3,867
Net Assets	1,940	246	213,680	210,750	39	34	215,659	211,030

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

Statement of Changes in Equity

For the year ended 30 June 2019

	Notes	Accumulated Surpluses		Asset Revaluation Surplus		Contributed Equity		TOTAL	
		2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000
Opening Balance as at 1 July		28,562	26,025	179,399	177,219	3,069	1,373	211,030	204,617
Operating Result from Continuing Operations		2,040	2,537	-	-	-	-	2,040	2,537
<u>Total Other Comprehensive Income</u>									
- Increase (Decrease) in Asset Revaluation Surplus	C6-3	-	-	1,523	2,180	-	-	1,523	2,180
<u>Transactions with Owners as Owners:</u>									
- Appropriated equity withdrawals	C6-2	-	-	-	-	(5,128)	(939)	(5,128)	(939)
- Appropriated equity injections	C6-2	-	-	-	-	6,194	3,333	6,194	3,333
- Lapsed Appropriation	C6-2	-	-	-	-	-	(698)	-	(698)
Closing Balance as at 30 June		30,602	28,562	180,922	179,399	4,135	3,069	215,659	211,030

The accompanying notes form part of these statements.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

Statement of Cash Flows

For the year ended 30 June 2019

Notes	2019	2018	Original Budget 2019	Variance*
	\$'000	\$'000	\$'000	\$'000
Cash Flows from Operating Activities				
<i>Inflows:</i>				
Departmental services receipts	96,751	95,134	96,112	639
User charges	2,871	2,505	2,199	672
GST input tax credits from ATO	2,903	2,493	-	2,903
GST collected from customers	302	274	-	302
Other	-	-	1,409	(1,409)
<i>Outflows:</i>				
Employee expenses	(66,685)	(65,434)	(64,766)	(1,919)
Supplies and services	(24,291)	(23,979)	(26,445)	2,154
GST remitted to ATO	(299)	(269)	-	(299)
GST paid to suppliers	(2,505)	(2,838)	-	(2,505)
Other	-	-	(394)	394
Net Cash Provided by Operating Activities	9,047	7,886	8,115	932
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	(5,879)	(6,556)	(9,214)	3,335
Net Cash Used in Investing Activities	(5,879)	(6,556)	(9,181)	3,302
Cash Flow from Financing Activities				
<i>Inflows:</i>				
Equity injections	6,194	2,635	3,374	2,820
<i>Outflows:</i>				
Equity withdrawals	(5,128)	(939)	(2,308)	(2,820)
Net Cash Provided by Financing Activities	1,066	1,696	1,066	-
Net increase (decrease) in cash held	4,234	3,026	-	4,234
Cash at beginning of financial year	9,695	6,669	6,395	3,300
Cash at End of Financial Year	13,929	9,695	6,395	7,534
C1				

*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 2019

Notes to the Statement of Cash Flows

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

	2019	2018
	\$'000	\$'000
Operating surplus	2,040	2,537
Depreciation and amortisation	7,616	7,805
Loss on sale of assets	19	15
Receipt adjustment for goods and services received below fair value	(1,080)	(1,200)
Changes in Assets and Liabilities:		
(Increase)/decrease in Receivables	181	(144)
(Increase)/decrease in Inventory	(29)	16
(Increase)/decrease in Other assets	(51)	16
Increase/(decrease) in Payables	845	(680)
Increase/(decrease) in Accrued employee benefits	(448)	(460)
Increase/(decrease) in Other liabilities	(46)	(19)
Net Cash provided by Operating Activities	9,047	7,886

CF-2 Non-Cash Investing and Financing Activities

Goods and services received by (or donated to) the Legislative Assembly are recognised as a revenue (refer to 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 2019 as well as deposits at call with financial institutions (refer Note C1).

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

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* (Qld).

The Legislative Assembly does not control any other entities.

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

*Parliament House
Corner George and Alice Streets
BRISBANE Q 4000*

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 2018.

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 2017-18 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; 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 2019

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	
	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000
Land	-	-	110,000	110,000	-	-
Buildings	-	-	-	-	76,688	81,308
Heritage and Cultural Assets:						
Artworks and Objects	-	-	3,606	3,582	-	-
Heritage Furniture	-	-	375	375	-	-
20 th Century Heritage Book Collection	-	-	-	-	394	394
Total	-	-	113,981	113,957	77,082	81,702

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 2019

A2 OBJECTIVES AND PRINCIPAL ACTIVITIES

The Legislative Assembly of Queensland consists of 93 Members of Parliament who discharge a range of important legislative and constituency responsibilities.

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

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

The objectives and goals of the Queensland 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 has 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* (Qld). The Handbook stipulates the current remuneration (i.e. salaries, allowances and entitlements) in connection with Members (and former Members) of the Legislative 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 the Parliamentary Reporting and Broadcasting Service;
- 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 2019

B1 REVENUE
B1-1 APPROPRIATION REVENUE

	2019 \$'000	2018 \$'000
Reconciliation of Payments from Consolidated Fund to Appropriated Revenue Recognised in Operating Result		
Budgeted departmental services appropriation	96,112	89,296
Unforeseen expenditure	639	5,140
Treasurer's Transfers	-	698
Total Appropriation Receipts (cash)	96,751	95,134
Plus: Opening balance of deferred appropriation funding payable	50	274
Less: Closing balance of deferred appropriation funding payable	525	50
Net Appropriation revenue	96,276	95,358
Plus: Deferred appropriation payable to Consolidated Fund (expense)	525	-
Appropriation Revenue recognised in Statement of Comprehensive Income	96,801	95,358

Accounting Policy – Appropriation Revenue

Appropriations provided under the *Appropriation (Parliament) Act 2018* (Qld) are recognised as revenue when received. Treasury approved the Legislative Assembly's request to carry forward part of the appropriation (\$525,000) into 2019-20. This has been recognised as output funding payable as they represent amounts that are repayable to the Consolidated Fund under the *Financial Accountability Act 2009* (Qld). Refer to Note B2-4.

Disclosure - Unforeseen Expenditure

Appropriations for Unforeseen Expenditure reflects additional appropriation received for expenditure not originally budgeted for. For the 2019 reporting period, unforeseen expenditure was related to Electorate Office Technology Improvements and the Queensland Independent Remuneration Tribunal allowance determinations.

B1-2 USER CHARGES AND FEES

	2019 \$'000	2018 \$'000
Catering sales	1,680	1,365
Corporate services support	300	312
Education services	202	171
Car parking fees	152	151
Other	31	43
Total	2,365	2,042

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 occurs upon delivery of the goods to the customer or completion of the requested services at which time the invoice is raised. User charges and fees are controlled by the Legislative Assembly where they can be deployed for the achievement of its objectives.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

B1-3 GRANTS AND OTHER CONTRIBUTIONS

	2019 \$'000	2018 \$'000
Goods and services received below fair value	1,080	1,200
Total	1,080	1,200

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 received below fair value are primarily in relation to contributions by the Department of Housing and Public Works (DHPW) to the Parliament House Fence Restoration Program. The Program is jointly funded by the DHPW and the Legislative Assembly to restore the parameter fencing of the Parliament Precinct.

B1-4 POST-EMPLOYMENT BENEFITS

	2019 \$'000	2018 \$'000
Members' Post-Employment Benefits	445	458
Total	445	458

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. In previous years some elected representatives had been eligible for post-employment travel entitlements in accordance with the provisions of the *Members' Remuneration Handbook*.

Disclosure – Post-Employment Benefits

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, post-employment benefit provisions have been fully written off based on the 31 December 2018 cessation date of benefits approved by the QIRT (refer to Note C5).

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.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

B2 EXPENSES

B2-1 EMPLOYEE EXPENSES

	2019	2018
	\$'000	\$'000
Employee Benefits		
Wages and salaries	54,314	53,936
Employer superannuation contributions	6,229	5,959
Annual leave levy/expense	2,926	2,895
Long service leave levy/expense	617	590
Other employee benefits	75	60
Employee Related Expenses		
Fringe benefits tax	825	804
Workers' compensation premium	156	145
Professional development	181	126
Other employee related expenses	76	73
Total	65,399	64,588
	2019	2018
Full-time equivalent employees	492	496

Accounting Policies – Employee Expenses

Wages & Salaries

Wages and salaries due at reporting date are 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. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised. As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Annual Leave

Under the Queensland Government's Annual Leave Central 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. Amounts paid to employees for annual leave are claimed from the scheme quarterly in arrears.

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.

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Superannuation

Employer superannuation contributions are paid to QSuper's 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.

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

The Legislative Assembly's obligation is limited to its contribution to QSuper or other nominated superannuation funds including self-managed superannuation funds.

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 considered an employee benefit and is therefore recognised separately as an employee related expense.

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

B2-2 SUPPLIES AND SERVICES

	2019	2018
	\$'000	\$'000
Members' entitlements	8,881	7,997
Operating lease rentals	5,900	5,734
Commercial and professional services	3,152	3,037
Maintenance and minor equipment	2,044	2,207
Information and communication technology services	2,174	2,079
Utilities	1,180	1,493
Cost of goods sold	828	707
Consumables	320	313
Other costs	298	239
Total	24,777	23,806

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). These entitlements include accountable allowances provided to Members, and specific allocations to meet various administrative costs. For more details refer to the *Members' Remuneration Handbook* located on the Queensland Parliament's website.

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.

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For the Year Ended 30 June 2019

Disclosure – Operating Leases

Operating leases are entered into as a means of acquiring access to 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.

B2-3 DEPRECIATION AND AMORTISATION

	2019 \$'000	2018 \$'000
Depreciation	7,479	7,691
Amortisation	137	114
Total	7,616	7,805

B2-4 OTHER EXPENSES

	2019 \$'000	2018 \$'000
Deferred appropriation payable to Consolidated Fund	525	-
Insurance premiums - QGIF	104	91
Special payments	91	5
External audit fees	82	101
Internal audit fees	46	102
Loss/(Gain) from disposal of non-current assets	17	15
Other	12	9
Losses	-	10
Total	877	333

Disclosure – Deferred appropriation payable to Consolidated Fund

Treasury approved Legislative Assembly's request to carry forward part of the appropriation (\$525,000) into 2019-20. The carry forward amount is required to meet delayed expenses for information technology projects and employee costs. Refer to Note B1-1.

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. A total of \$91,046 was paid to former employees for loss of employment during the 2018-19 reporting period.

Disclosure – External audit fees

Total audit fees quoted by the Queensland Audit Office relating to the 2018-19 financial statements are \$90,000 (2017-18: \$90,000). The actual fee for 2017-18 was \$8,000 lower than the amount accrued for in the 2017-18 financial statements.

Legislative Assembly of Queensland Financial Statements
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C1 CASH AND CASH EQUIVALENTS

	2019 \$'000	2018 \$'000
Cash at bank	13,926	9,692
Imprest accounts	3	3
Total	13,929	9,695

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 and cheques received but not banked at 30 June 2019 as well as 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.

C2 RECEIVABLES

	2019 \$'000	2018 \$'000
Trade debtors	213	253
GST receivable	232	420
GST payable	(28)	(26)
Annual leave reimbursements	567	487
Long service leave reimbursements	193	226
Total	1,177	1,360

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 of Receivables

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.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

C2-1 IMPAIRMENT OF RECEIVABLES

Accounting Policy – Impairment of Receivables

The Legislative Assembly conducts an annual assessment of receivables to identify whether an allowance for losses needs to be recorded. The assessment is made on each group of debtors that have similar customer profiles. The assessment considers lifetime expected credit losses and incorporates reasonable and supportable forward-looking information. Economic changes impacting the Legislative Assembly's debtors, and relevant industry data form part of the assessment.

The majority of Legislative Assembly debtors are government agencies or associated with the Parliament (e.g. Members of Parliament) and the risk of loss by this group of debtors is considered very low. Other debtors make up a small portion of trade receivables.

Impairment of receivable is recorded where the annual assessment of allowance for losses is deemed material.

Where the Legislative Assembly has no reasonable expectation of recovering an amount owed by a debtor, the debt is written-off by directly reducing the receivable against the loss allowance. If the amount of debt written off exceeds the loss allowance, the excess is recognised as an impairment loss.

Disclosure – Impairment of Receivables

The Legislative Assembly did not record a bad debt loss during the 2018-19 financial year.

Legislative Assembly of Queensland Financial Statements
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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	
	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000	2019 \$'000	2018 \$'000
Gross	110,000	110,000	186,629	182,148	4,375	4,351	11,775	11,112	9,573	4,928	322,352	312,539
Less: Accumulated depreciation	-	-	(109,941)	(100,840)	-	-	(8,532)	(9,269)	-	-	(118,473)	(110,109)
Carrying amount at 30 June	110,000	110,000	76,688	81,308	4,375	4,351	3,243	1,843	9,573	4,928	203,880	202,430
<i>Represented by movements in carrying amount:</i>												
Carrying amount at 1 July	110,000	110,000	81,308	82,548	4,351	4,319	1,843	2,198	4,928	2,828	202,430	201,894
Acquisitions – purchased	-	-	30	-	24	44	817	358	5,470	4,461	6,341	4,863
Donations received	-	-	-	1,200	-	-	-	-	1,080	-	1,080	1,200
Disposals	-	-	-	-	-	(12)	(16)	(2)	-	-	(16)	(14)
Transfers between asset classes	-	-	564	1,869	-	-	1,341	492	(1,905)	(2,361)	-	-
Net revaluation increments/(decrements) in asset revaluation surplus	-	-	1,523	2,180	-	-	-	-	-	-	1,523	2,180
Depreciation expense	-	-	(6,737)	(6,489)	-	-	(742)	(1,203)	-	-	(7,479)	(7,692)
Carrying amount at 30 June	110,000	110,000	76,688	81,308	4,375	4,351	3,243	1,843	9,573	4,928	203,880	202,430

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

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 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 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.

C3-3 MEASUREMENT USING HISTORICAL COST

Accounting Policy

Plant and equipment (and Intangibles) 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 heritage and cultural assets 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.

Heritage and cultural assets include objects such as paintings, prints, clocks, heritage furniture and heritage books.

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Key Judgement: Valuing Parliamentary Library Assets -

<i>20th Century Heritage Book Collection:</i>	Assets are classified as heritage and cultural assets and they are valued in accordance with <i>Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector (NCAP 7 – Accounting for Library Collections)</i> . An in-house valuation is conducted by a professional librarian. An average cost of unique and valuable items obtained from the open market is applied to the number of items to value the total collection.
<i>The "O'Donovan Collection":</i>	Assets are carried at cost because no reliable market value can be obtained. Factors include: <ul style="list-style-type: none"> • the collection includes unique (one-off) heritage items; • the collection is irreplaceable; and • the collection will never be sold by the Legislative Assembly.
<i>Audio Visual Collection:</i>	Assets are carried at cost because no reliable market value can be obtained. Factors include: <ul style="list-style-type: none"> • 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.
<i>Current Reference Collection:</i>	Expensed on acquisition due to items having a short life and low value.

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

A revaluation was performed by Gray Robinson Cottrell (GRC) during the 2018-19 financial year by undertaking an indexation assessment for the Parliamentary Precinct buildings and land improvements. Based on the assessment of relevant indices such as Building Price Index (BPI) and Locality Index (LI), GRC recommended an indexation adjustment of 3.02% (effective 30 June 2019) to the carrying value of the assets. The value of the Parliamentary building assets were adjusted accordingly during the 2018-19 financial year.

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Land

In 2018-19, State Valuation Services conducted a desktop valuation. 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.

There was no changes to the value of the land (effective 30 June 2019).

Heritage and Cultural Assets

The last comprehensive independent revaluation of heritage and cultural assets was undertaken in 2013 (for artworks & objects; and the 20th Century Heritage Book Collection) and 2014 (for heritage furniture).

The Legislative Assembly assessed the value of the heritage and cultural assets as not material compared to the total balance of property, plant and equipment therefore a more recent comprehensive revaluation was not considered cost-effective and was not performed.

C3-5 DEPRECIATION EXPENSE

Accounting Policy

Land and heritage and cultural assets are not depreciated as they have unlimited useful lives.

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.

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.

Depreciation Rates

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

Class	Rate %
Buildings:	
Heritage	1-6
Operational	2-6
Plant and equipment:	
Computer equipment	12-20
Other equipment	2-20
Leasehold improvements	10-40

Useful lives and depreciation rates are reviewed annually. The review for 2018/19 caused no material impact to the depreciation expense.

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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 2019 (2018: Nil).

C4 PAYABLES

	2019	2018
	\$'000	\$'000
Trade creditors	3,239	2,216
Taxation payable	131	208
Appropriation revenue payable	525	50
Total	3,895	2,474

Accounting Policy – Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured. As the Legislative Assembly expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

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

	2019	2018
	\$'000	\$'000
Current		
Annual leave levy payable	701	749
Long service levy payable	161	156
Post-employment benefits	-	445
Other	41	43
Total	903	1,393

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*.

Disclosure – Post-Employment Benefits

The Legislative Assembly no longer records a provision for former members' post-employment benefits as entitlements expired 31 December 2018 (refer to Note B1-4).

Legislative Assembly of Queensland Financial Statements
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C6 EQUITY

C6-1 CONTRIBUTED EQUITY

Appropriations for equity adjustments are recognised as Contributed Equity when they meet the characteristics of equity in accordance with Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* (refer Note C6-2).

C6-2 APPROPRIATION RECOGNISED IN EQUITY

Reconciliation of Payments from Consolidated Fund to Equity Adjustment

	2019 \$'000	2018 \$'000
Appropriated equity withdrawals	(5,128)	(939)
Appropriated equity injections	6,194	3,333
Treasurer's Transfers	-	(698)
Equity adjustment recognised in Contributed Equity	1,066	1,696

C6-3 ASSET REVALUATION SURPLUS BY ASSET CLASS

	Land \$'000	Buildings \$'000	Heritage & Cultural Assets \$'000	Total \$'000
Balance 1 July 2017	96,710	76,978	3,531	177,219
Revaluation increments	-	2,180	-	2,180
Balance 30 June 2018	96,710	79,158	3,531	179,399
Revaluation increments	-	1,523	-	1,523
Balance 30 June 2019	96,710	80,681	3,531	180,922

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 2019.

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D2 COMMITMENTS

D2-1 Non-Cancellable Operating Lease Commitments

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

	2019 \$'000	2018 \$'000
Not later than 1 year	4,215	5,311
Later than 1 year but not later than 5 years	6,842	3,889
Later than 5 years	579	-
Total	11,636	9,200

Operating Leases are entered into as a means of acquiring access to office accommodation. 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.

Disclosure – Operating Lease

There was an increase in a number of new office accommodation lease agreements for electorate offices during the 2018-19 financial year as a result of the 2017 Electoral Boundary Redistribution. The commitment amount in the 2019 reporting period takes into consideration the rental payments after the rent reviews as stipulated in lease agreements.

D2-2 Other Commitments

Material classes of other commitments inclusive of non-recoverable GST input tax credits, contracted for at reporting date, but not recognised in the accounts are payable:

	2019 \$'000	2018 \$'000
Not later than 1 year	6,052	3,306
Later than 1 year but not later than 5 years	5,920	549
Later than 5 years	2,925	-
Total	14,897	3,855

Disclosure – Other Commitments

The Legislative Assembly entered into new long-term contracts for utility services such as electricity and telecommunication during the 2018-19 financial year. The commitment amounts of the 2019 reporting period also reflects delayed capital projects that the Legislative Assembly is committed to in future years.

D3 EVENTS AFTER THE BALANCE DATE

No matter or circumstances have 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 1058 *Income of Not-for-Profit Entities* and AASB 15 *Revenue from Contracts with Customers*

The transition date for both AASB 15 and AASB 1058 is 1 July 2019. Consequently, these standards will first apply to the Legislative Assembly when preparing the financial statements for 2019-20.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

Appropriation Funding

Amounts of appropriation revenue from Queensland Treasury will continue to be recognised on receipt of the appropriation.

Sale of Services

The Legislative Assembly has reviewed the impact of AASB 15 and AASB 1058 and the Legislative Assembly expects no change to revenue recognition from the sale of goods and services as delivery of goods and services to the customer represents the sole performance obligation. The amount of any right of return asset or refund liability has been determined to be negligible and immaterial to record on transition.

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

Under AASB 16, the majority of operating leases (as defined by the current AASB 117 and shown at Note D2) will be reported on the statement of financial position as right-of-use assets and lease liabilities.

Any right-of-use asset will be initially recognised at cost, consisting of the initial amount of the associated lease liability, plus any lease payments made to the lessor at or before the effective date, less any lease incentive received, the initial estimate of restoration costs and any initial direct costs incurred by the lessee. The right-of-use asset will give rise to a depreciation expense.

Any lease liability will be initially recognised at an amount equal to the present value of the lease payments during the lease term that are not yet paid. Operating lease rental payments would no longer be expensed in the statement of comprehensive income. They would be apportioned between a reduction in the recognised lease liability and the implicit finance charge (the effective rate of interest) in the lease. The finance cost would also be recognised as an expense.

AASB 16 allows a 'cumulative approach' rather than full retrospective application to recognising existing operating leases. In accordance with Queensland Treasury's policy, the department will apply the 'cumulative approach', and will not need to restate comparative information. Instead, the cumulative effect of applying the standard is recognised as an adjustment to the opening balance of accumulated surplus (or other component of equity, as appropriate) at the date of initial application.

Outcome of review as lessee

The Legislative Assembly has completed its review of the impact of adoption of AASB 16 on the statement of financial position and statement of comprehensive income and has identified the following major impacts.

During the 2018/19 financial year, the Legislative Assembly held operating leases under AASB 117 from the Department of Housing and Public Works (DHPW) for non-specialised, commercial office accommodation through the Queensland Government Accommodation Office (QGAO). Lease payments under these arrangements totalled \$5.8M p.a. The Legislative Assembly has been advised by Queensland Treasury and DHPW that, effective 1 July 2019, amendments to the framework agreements that govern QGAO will result in the above arrangements being exempt from lease accounting under AASB 16. This is due to DHPW having substantive substitution rights over the non-specialised, commercial office accommodation assets used within these arrangements. From 2019-20 onwards, costs for these services will continue to be expensed as supplies and services expense when incurred.

The Legislative Assembly has also been advised by Queensland Treasury and DHPW that, effective 1 July 2019, motor vehicles provided under DHPW's QFleet program will be exempt from lease accounting under AASB 16. This is due to DHPW holding substantive substitution rights for vehicles provided under the scheme. From 2019-20 onward, costs for these services will continue to be expensed as supplies and services expense when incurred. Existing QFleet leases were not previously included as part of non-cancellable operating lease commitments.

The Legislative Assembly has no other lease arrangements that qualifies for reporting requirements under AASB 16.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

E1 BUDGETARY REPORTING DISCLOSURE

This section contains explanations of major variances between the Legislative Assembly's actual 2018-19 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>	Appropriation revenue is higher than budgeted due to additional funding received in 2018-19 for new Electorate Office Technology Improvements and determinations made by the Queensland Independent Remuneration Tribunal (Unforeseen expenditure). In addition, the actual Appropriation revenue includes an accrued revenue funding deferral to implement an event management system for Parliamentary Catering Services.
<i>User charges and fees:</i>	The variance in User charges and fees reflects increased revenue from Parliamentary Catering Services and education seminars conducted by Education and Communication Services.
<i>Grants and other contributions:</i>	Grants and other contribution reflect goods received below fair value in respect of contributions made by the Department of Housing and Public Works to the Parliament House Fence Restoration Program. Refer to 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 post-employment benefits provision following a decision of the Queensland Independent Remuneration Tribunal to cease these benefits from 31 December 2018. Refer to Note B1-4.
<i>Employee expenses:</i>	The variance in Employee expenses reflects an increased number of full time equivalent positions (8) and Members of Parliament (4) resulting from the 2017 State Election. The increase is also due to the state wage case increases.
<i>Other expenses:</i>	The majority of the variance for Other expenses is related to appropriation being carried forward to 2019-20 (\$525,000). The carry forward amount is required to meet delayed expenses for information technology projects and employee costs.

Explanations of Major Variances – Statement of Financial Position

<i>Cash and cash equivalents:</i>	An increase in cash and cash equivalents relates to capital works being delayed until 2019-20 and the positive Operating Result for 2018-19.
<i>Property, plant and equipment:</i>	The variance in Property, plant and equipment is due to the delayed capital projects and over-estimated land value compared to the actual indexation of the land value in the 2018-19 financial year.
<i>Intangibles:</i>	An increase in Intangibles is associated with the value of the upgraded corporate software such as financial management information system and electronic document and record management system.
<i>Payables and Accrued employee benefits:</i>	For the purpose of analysing variances between Payables and Accrued employee benefits, it is simpler to treat the categories as one because part of the Payables budget relates to Accrued employee benefits. Total variance is \$980,000 or 17% of the total budget. The variance is related to a Queensland Independent Remuneration Tribunal determination to cease certain employee benefits from 31 December 2018 and lower than expected capital related payables due to delays in capital works.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

Explanations of Major Variances – Statement of Cash flows

<i>Departmental services receipts:</i>	Departmental services receipts in 2018-19 financial year was higher than the budgeted due to additional funding received in 2018-19 for new Electorate Office Technology Improvements and increased funding for Queensland Independent Remuneration Tribunal allowance determinations.
<i>User charges:</i>	The variance in user charges is related to increased revenue generating activities including provision of catering services and conducting education seminars.
<i>Employee expenses:</i>	Increase in employee expenses due to an increased number of full time equivalent positions (8) and Members of Parliament (4) resulting from the 2017 State Election. The increase is also due to the state wage case increases.
<i>Payments for property, plant and equipment:</i>	The variance in Payments for property, plant and equipment relates to the planned capital projects being carried over into the 2019-20 financial year.

F1 KEY MANAGEMENT PERSONNEL (KMP) 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 Legislative Assembly during 2018-19 and 2017-18. Further information about these positions can be found in the body of the Annual Report under the section relating to Executive Management.

Position	Position Responsibility
Speaker of the Legislative Assembly	The Speaker of the Legislative Assembly's role in relation to the Queensland 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.
Director of 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 of Information Services and Parliamentary Librarian	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 of 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.

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

KMP Remuneration Policies

Remuneration policy for the Legislative Assembly key management personnel is set under the *Parliamentary Services Act 1988* (Qld). 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.

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. The amounts disclosed are determined on the same basis as expenses recognised in the Statement of Comprehensive Income.

2018-19

Position	Short Term Employee Expenses		Long Term Employee Expenses	Post-Employment Benefit	Total Expenses
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000
Speaker of the Legislative Assembly	328	30	-	39	397
Clerk of the Parliament	355	1	7	41	404
Deputy Clerk	186	-	4	22	212
Director of Corporate Services and Electorate Office Liaison	176	-	4	18	198
Director of Information Services and Parliamentary Librarian	149	-	3	18	170
Director of Property and Facilities Services	149	-	3	18	170

2017-18

Position	Short Term Employee Expenses		Long Term Employee Expenses	Post-Employment Benefit	Total Expenses
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000
Speaker of the Legislative Assembly (from 13/02/2018)	117	-	-	14	131
Speaker of the Legislative Assembly (to 12/02/2018)	169	4	-	-	173
Clerk of the Parliament	352	-	7	39	398
Deputy Clerk	207	-	4	21	232
Director of Corporate Services and Electorate Office Liaison	174	-	3	18	195
Director of Information Services and Parliamentary Librarian	150	-	3	18	171
Director of Property and Facilities Services	153	-	3	18	174

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

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>

Performance Payments

No KMP remuneration packages provide for performance or bonus payments.

F2 RELATED PARTY TRANSACTIONS

Transactions with people/entities related to KMP

All transactions with KMP and their related entities are conducted in the ordinary course of business on normal commercial terms and conditions no more favourable than those given to other customers.

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 Parliament House Fence Restoration Program from the Department of Housing and Public Works, free of charge.

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 2018-19.

Accounting Standards Early Adopted

The Legislative Assembly did not early adopt any Australian Accounting Standards for the 2018-19 year.

Accounting Standards Applied for the First Time in 2018-19

AASB 9 *Financial Instruments* applied to the Legislative Assembly for the first time however this standard did not have a material impact on this financial report as the Legislative Assembly does not have any significant financial assets or financial liabilities.

F4 TAXATION

The Legislative Assembly is a State body defined under the *Income Tax Assessment Act 1936* (Cth) 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).

Legislative Assembly of Queensland Financial Statements
For the Year Ended 30 June 2019

Management Certificate

These general purpose financial statements have been prepared pursuant to s.62(1) of the *Financial Accountability Act 2009* (Qld) (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:

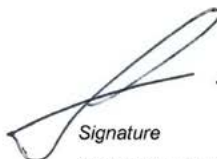
- a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- b) the financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Legislative Assembly of Queensland for the financial year ended 30 June 2019 and of the financial position of the Legislative Assembly of Queensland at the end of that year; and
- c) the Clerk of the Parliament, as the Accountable Officer of the Legislative Assembly of Queensland, acknowledges responsibility under s.8 and s.15 of the *Financial and Performance Management Standard 2009* for the establishment and maintenance, in all material respects, of an appropriate and effective system of internal control and risk management processes with respect to financial reporting throughout the reporting period.



Signature

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

Date 23 10 8 12019



Signature

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

Date 23 8 12019



INDEPENDENT AUDITOR'S REPORT

To the Clerk of the Parliament, Legislative Assembly of Queensland

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of the Legislative Assembly of Queensland.

In my opinion, the financial report:

- a) gives a true and fair view of the department's financial position as at 30 June 2019, 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.

The financial report comprises the statement of financial position and statement of assets and liabilities by major service areas as at 30 June 2019, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of comprehensive income by major service areas for the year then ended, notes to the financial statements including summaries of 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.

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 department 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 department.
- Conclude on the appropriateness of the department'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 2019:

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

A handwritten signature in blue ink that reads "B.P. Worrall".

Brendan Worrall
Auditor-General

27 August 2019

Queensland Audit Office
Brisbane

Glossary

Clerk of the Parliament

The Clerk of the Parliament is the highest ranking, permanent, non-political officer in the Parliament. The Clerk guides the Speaker and Members on the rules and practices of 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.

Initiative

A business initiative is an organisation's way of setting priority. It usually describes the direction the organisation wants to take and how it will improve the organisation.

Key Performance Indicators (KPIs)

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

Legislative Assembly

The Legislative Assembly is a body of people elected to represent constituencies and introduce, amend or repeal legislation. The Queensland Legislative Assembly is made up of 93 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 97 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 Legislative Assembly of Queensland has ceremonial, procedural and administrative responsibilities for the Queensland Parliament and Parliamentary Service. The Speaker impartially presides over the sittings of Parliament, maintaining order in the House and ensuring the rules of Parliament (Standing Orders) are observed.

Tabled papers

Any documents that are tabled in the Queensland Parliament (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	6
Accessibility		
Table of contents	ARRs – section 9.1	3
Glossary	ARRs – section 9.1	109
Public availability	ARRs – section 9.2	2
Interpreter service statement	<i>Queensland Government Language Services Policy</i>	2
Copyright notice	ARRs – section 9.3 <i>Copyright Act 1968</i> ARRs – section 9.4	2
General Information		
Introductory Information	ARRs – section 10.1	4
Agency role and main functions	ARRs – section 10.2	8
Operating environment	ARRs – section 10.3	8
Non-Financial Performance		
Agency objectives and performance indicators	ARRs – section 11.3	7
Agency service areas and service standards	ARRs – section 11.4	24, 31, 44, 52
Financial Performance		
Summary of financial performance	ARRs – section 12.1	11
Governance – Management and Structure		
Organisational structure	ARRs – section 13.1	58
Executive management	ARRs – section 13.2	59
<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	39

Governance – Risk Management and Accountability		
Audit committee	ARRs – section 14.2	59
Internal audit	ARRs – section 14.3	63
External scrutiny	ARRs – section 14.4	63
Information systems and recordkeeping	ARRs – section 14.5	63
Governance – Human Resources		
Workplace planning and performance	ARRs – section 15.1	37-38
Early retirement, redundancy and retrenchment	Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i>	68
	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i>	
	ARRs – section 15.2	
Financial Statements		
Certification of financial statements	FAA – section 62	105
	FPMS – sections 42, 43 and 50	
Independent Auditors Report	ARRs – section 17.1	
	FAA – section 62	106-108
	FPMS – section 50 ARRs – section 17.2	

ARRs *Annual Report requirements for Queensland Government agencies*

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*



QUEENSLAND PARLIAMENT

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