

Queensland Parliamentary Service

Annual Report



2000-2001

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[www.parliament.qld.gov.au](http://www.parliament.qld.gov.au)  
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(telephone 3406 7639)

## Message from the Speaker

It is with pleasure and pride that I present the annual report of the Queensland Parliamentary Service for 2000-01. It is presented to an historic 50th Queensland Parliament.

The annual report details the performance of the Parliamentary Service and the continuing commitment of staff to the provision of high level support for the Parliament. The impartial and professional services available to all Members of the Legislative Assembly are vital to maintaining the integrity of the Parliament.

Once again, the 2000-01 year was full of challenges for the Parliamentary Service. These challenges included a general election following which 31 new MPs took office. Also once again, these challenges were met with a high level of competency and commitment.

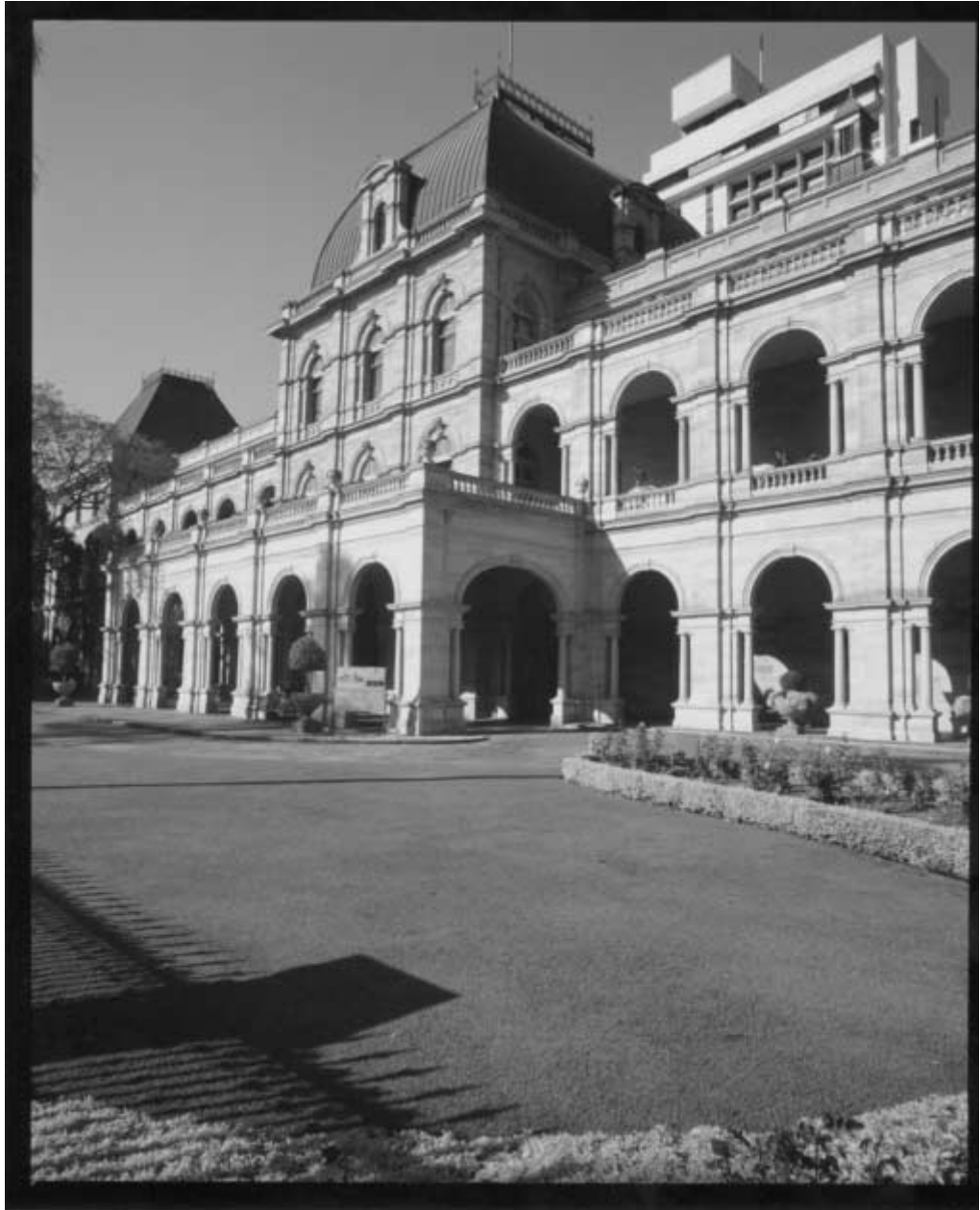


Across the range of services delivered by the Parliamentary Service, both within the precinct and at the 94 electorate offices State-wide, staff displayed their skills, experience and clear commitment to the institution of Parliament.

On behalf of Members of the Legislative Assembly, both current and former, I thank all Parliamentary Service employees for their endeavours and professionalism during the year.

A handwritten signature in black ink, reading 'Ray Hollis'. The signature is stylized with a large, looping 'R' and a long, sweeping underline.

Hon Ray Hollis  
Speaker



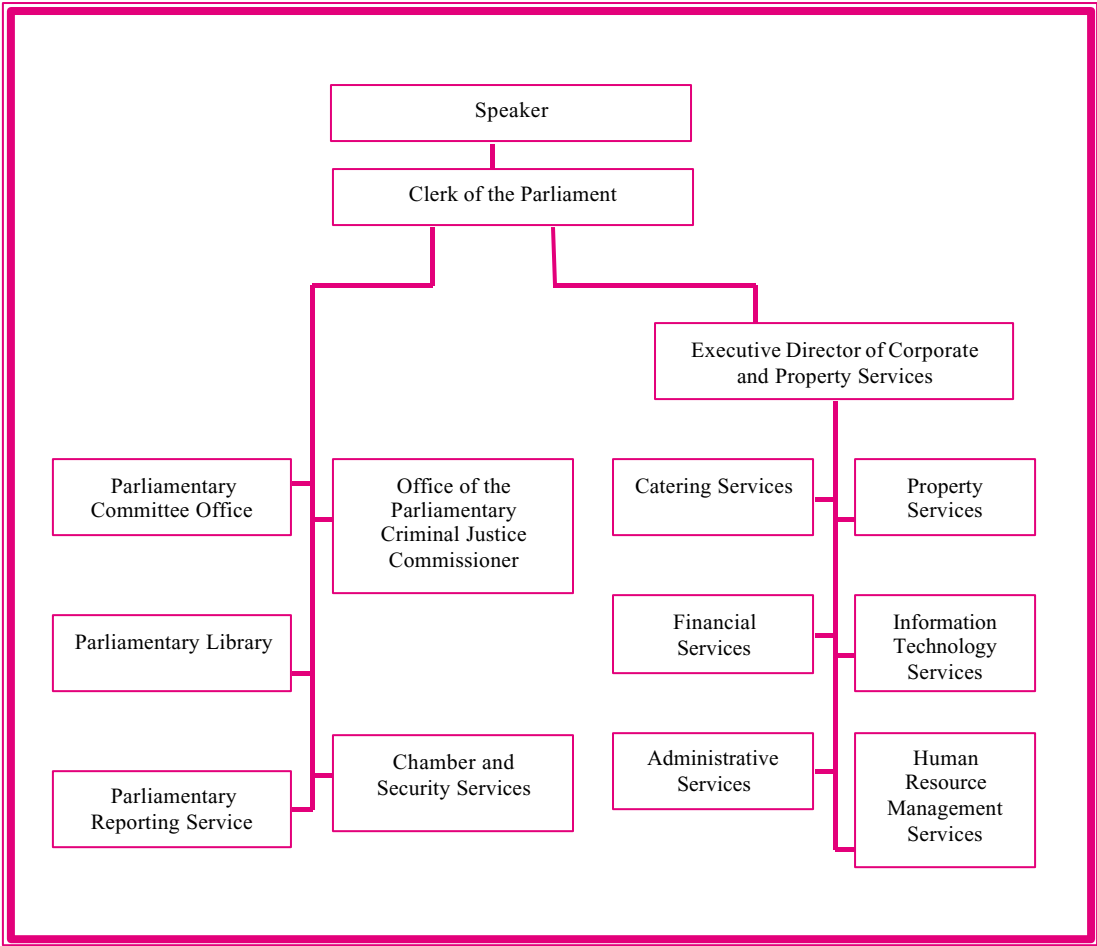
*Parliament House, Brisbane*

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**Organisational Chart**



# About the Parliamentary Service

## Our Mission

To pursue excellence in providing services to the Queensland Parliament and its Members.

## Our Purpose and Role

The Parliamentary Service is established pursuant to the *Parliamentary Service Act 1988* to provide administrative and support services to the Legislative Assembly and its Members. There are 89 Members who discharge a range of important legislative and constituency responsibilities.

Legislative responsibilities refer to the participation in parliamentary matters including the enactment of legislation, privileged debate on government policy and serving on parliamentary committees.

Constituency responsibilities refer to each Member's role as the representative of an electoral district and advocate of local interests, and in providing advice and assistance to local constituents.

The Parliamentary Service provides administrative and support services to Members at Parliament House in Brisbane and in the 89 electorates across the State.

The administration and management of the Parliamentary Service is the responsibility of the Speaker of the Legislative Assembly and the Clerk of the Parliament. The Speaker's role is to:

- Ø decide major policies to guide the operation and management of the service
- Ø prepare budgets
- Ø decide the size and organisation of the service
- Ø be the employing authority (on behalf of the Legislative Assembly)
- Ø supervise the management and delivery of services.

The Clerk of the Parliament is the Chief Executive and is responsible to the Speaker for the efficient and economical management of the service. The Clerk is also the accountable officer as defined under the *Financial Administration and Audit Act 1977* and as such, has a range of financial management responsibilities and obligations in the management of the service.

The Parliamentary Service delivers the output called Legislative Assembly and Parliamentary Service and is funded by an annual appropriation.

Each year the service prepares general purpose financial statements in accordance with the prescribed requirements to discharge its stewardship of the public funds appropriated to it. These statements are included within this report.

## Our Goals

- £ Provide a properly functioning legislature and effective procedural, advisory and information services to assist the Parliament, its committees and Members to fulfil their constitutional and parliamentary responsibilities.
- £ Provide Members and other clients with functional and secure accommodation, cost effective catering services and efficient precinct communication services.
- £ Provide effective electorate office support mechanisms to support the activities of Members fulfilling constituency responsibilities.
- £ Provide high quality, cost effective organisational systems and services to Members and officers of the Parliamentary Service.
- £ Achieve a unified and committed Parliamentary Service by encouraging an innovative and cooperative working environment and promoting high professional standards.

In order to provide interested parties with the most comprehensive coverage of Parliamentary Service activities, the following pages provide a summary of performance for each of the key activities undertaken. The following detail is provided:

- Ø goals
- Ø services provided
- Ø 2000-01 year in review
- Ø 2001-02 outlook.

# Office of the Speaker

## Goal

Provide quality research, administration and protocol support to the Speaker in his/her role as Presiding Officer of the Legislative Assembly and in other functions of the Speaker and Office of the Speaker.

## Services Provided

- £ Conducts research and prepares correspondence, documentation and advice and other tasks needed to effectively assist the requirements of the Speaker.
- £ Controls and organises protocol duties for visiting delegations and senior officials from interstate and overseas and for community organisations.
- £ Provides assistance to the media, public, Members and staff on a wide range of issues and concerns.
- £ Coordinates all the functions, meetings, forums and conferences held at Parliament House.

## Year in Review

The Speaker's Office continued to evolve its services seeking improved levels of support to the Speaker and Queenslanders.

During 2000-01, the office played an integral role in supporting the Speaker's activities in the responsible management of the Parliamentary Service. Further changes to the use of function areas were made, making the parliamentary precinct available to a wider range of Queenslanders.

Protocol services and function coordination services continued to be highly effective with formal and informal feedback confirming an excellent service standard.

## Outlook

- £ Continue to improve procedures supporting the Speaker's agenda to enhance the Parliament for Members, staff and all Queenslanders.
- £ Continue to provide timely and efficient assistance to the Speaker and Members.
- £ Support the Speaker's emphasis on improving accessibility, facilities and services for Members and all Queenslanders.
- £ Continue to provide protocol services efficiently with a strong focus on promotion of the Parliament to Members and all Queenslanders.

# Office of the Clerk

## Goal

Subject to the provisions of the *Parliamentary Service Act 1988*, the control and direction of the Speaker, and policies from time to time determined by the Speaker, the Clerk of the Parliament as the Chief Executive of the Parliamentary Service is responsible to the Speaker for the efficient and economical management of the Parliamentary Service to:

- Ø ensure that the financial responsibilities of the Speaker and Members are met
- Ø ensure that the financial responsibilities of the Parliamentary Service are met
- Ø provide sound and timely advice to the Speaker and Members on the law, privileges, practice, procedures and role of the Legislative Assembly
- Ø supervise the preparation of the Notices of Motion and Orders of the Day and the Question Paper
- Ø supervise the recording of the Votes and Proceedings (the official record) of the Legislative Assembly
- Ø provide adequate resources for Parliament, its Members and staff
- Ø provide strategic direction for the Parliamentary Service
- Ø encourage awareness and understanding of the role of Parliament in our society.

## Services Provided

- £ Provide advice to the Speaker, ministers and Members of the Parliament on the proceedings of the Parliament and its committees.
- £ Liaise with the Leader of the House on the passage of business through the Legislative Assembly.
- £ Provide advice on the practice, privileges and procedure of the Queensland Parliament. In this role the Clerk heads the Table Office staff in the Legislative Assembly Chamber and is responsible for the efficient administrative management of the Chamber.

- £ The Clerk is both the Chief Executive of the Parliamentary Service and the accountable officer. This responsibility is subject to the policies and budget set down by the Speaker.
- £ The Clerk is secretary to the Standing Orders Committee, which meets to discuss and recommend changes to the Standing Rules and Orders and Sessional Orders of the Parliament.
- £ The Clerk holds the position of Honorary Secretary of the Queensland Branch of the Commonwealth Parliamentary Association.
- £ The Clerk maintains the Register of Members' Interests and the Register of Related Persons' Interests and prepares the annual report of the Register of Members' Interests.

## Year in Review

### Commonwealth Parliamentary Association

More commonly known as the CPA, the Commonwealth Parliamentary Association is an association of Parliaments of the British Commonwealth, with 142 member Parliaments around the world and over 15,000 Government, Opposition and Independent Members in the Commonwealth's National, State, Provincial and Territorial Assemblies.

The aims of the association are to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth of Nations and their Parliaments.

As Honorary Secretary, the Clerk arranges for Members selected by their respective political parties represented in the Legislative Assembly to attend CPA conferences, seminars and other parliamentary activities.

The Clerk plans visits and study tours comprising groups of Members and attachment of officers from other Parliaments in the Australian and Pacific region. The Clerk liaises closely with CPA headquarters in London, with honorary secretaries throughout the Commonwealth and with the Regional Secretariat in the Parliamentary Relations Office, Canberra.

## Office of the Clerk

### Register of Members' Interests and Register of Related Persons' Interests

The Members' register is open to inspection by any person. The related persons' register is available for inspection to only the Speaker, the Premier, any other leader of a political party in the Legislative Assembly, members of the Members' Ethics and Parliamentary Privileges Committee, the Criminal Justice Commission and the Auditor-General.

### Outlook

- £ 2001-02 should be another interesting and productive year. Work will continue on initiatives commenced in 2000-01. A new code of conduct for Parliamentary Service staff will be completed for implementation this year. Our new Enterprise Bargaining agreement should be completed early in the new year. Emphasis will continue to be given to improving the electoral, administrative, procedural and support services provided to Members. We will continue to optimise the use of technology in the provision of services to our clients, particularly Members.
- £ The substantial changes in the Order of Business and sitting times of the previous Parliament, which proved so successful, have been continued with only minor differences in the new Parliament. Private Members' Bills are to be again debated on a regular basis on Wednesday evenings during the year's sittings.
- £ The necessity to trim the Parliamentary Service budget has produced new challenges for staff. This office continues to look forward to ongoing reforms in the operations of the Legislative Assembly and its committees.

# Parliamentary Committee Office

## Goal

Provide timely and accurate research, administrative and procedural support to enable parliamentary committees to effectively fulfil their prescribed roles, exercise their powers, and raise their profile within Government and the community.

## Services Provided

- £ Provides high quality professional advice and administrative, research and executive assistance to each committee in the conduct of its inquiries. This includes the maintenance of each committee's record system and the timely and effective planning and organisation of the collection, analysis and reporting of information and evidence.
- £ Participates in activities aimed at increasing the awareness of the role of the Parliament and the committee system.

## Year in Review

During the year, the Committee Office provided assistance to six statutory, one select and seven Estimates Committees.

### Statutory committees

- Ø Members' Ethics and Parliamentary Privileges Committee (MEPPC)
- Ø Legal, Constitutional and Administrative Review Committee (LCARC)
- Ø Parliamentary Criminal Justice Committee (PCJC)
- Ø Public Accounts Committee (PAC)
- Ø Public Works Committee (PWC)
- Ø Scrutiny of Legislation Committee (SLC)

### Select committee

- Ø Travelsafe Committee (TSAFE)

## Members survey

The primary measurement of the performance of the Committee Office is the level of satisfaction of its primary client, the committee members. Unfortunately, because of the timing of the February 2001 State election, no members survey was conducted this year.

## Client service standards

The Committee Office and each committee secretariat have developed client service standards. The client service standards are measurable, and records of compliance are maintained and reported each quarter. In 2000-01 the compliance rate with client service standards in each secretariat ranged from 96% to 100%. The average compliance rate was 99%.

## Benchmarking

The budget, staffing and outputs of the Queensland Committee Office were benchmarked against similar units in other State Parliaments. This exercise was difficult because many do not measure performance by surveying members, keeping client service standards or measuring outputs. In some Parliaments there is also no separate budget for their committee office. Therefore, data is difficult to obtain and in many respects is not comparable. On the information able to be obtained, however, the Queensland Committee Office compares favourably against those in Parliaments of comparable size, especially considering that those Parliaments are bicameral Parliaments.

## Continuing initiative – profile of committees

A key element of the goal of the Committee Office is to raise the profile of parliamentary committees within Government and the community. Parliamentary Committees encourage community participation in the workings of the Parliament and provide an invaluable access point to the ongoing scrutiny of Government programs. During 2000-01, committees regularly stimulated public debate by advertising their inquiries, calling for public submissions, holding public hearings and releasing issues papers. The Committee Office regularly assisted in training and educational programs conducted by Parliamentary Education and Training designed to increase awareness of the Parliament and the committee system. Committees participated in 13 such educational activities, as well as the induction of new Members following the 2001 election.

## Parliamentary Committee Office

### Continuing initiative – new Internet / Intranet pages

The Committee Office was involved in a major review and update of the Queensland Parliament Internet home page. The Internet has enabled greater public access to committee publications and other information. It has also allowed the Committee Office to continue to investigate ways of reducing the amount of hard copy material produced by the office. Similarly, the Parliamentary Service Intranet has enabled greater internal access to information on the activities of the Committee Office.

In addition, committee pages on both the Internet and Intranet were completely redeveloped by Committee Office staff. It is envisaged that the Committee Office pages will serve as a template for other areas of the Parliamentary Service updating their Internet pages.

### Outputs

The statistics contained in Table 1 summarise committee outputs during the year. These outputs are indicative of the assistance rendered by officers from the Committee Office.

Table 1 – Summary of Committee Operations

Summary of Committee Operations 1 July 2000 – 30 June 2001					
Committee	Deliberative Meetings	Public Hearings/ Days Held	In Camera Hearings	Other (*)	Reports Presented
<b>Estimates Committees</b>	<b>20</b>	<b>7/7</b>	<b>-</b>	<b>-</b>	<b>8</b>
<b>LCARC</b>	<b>19</b>	<b>-</b>	<b>2/2</b>	<b>2</b>	<b>6</b>
<b>MEPPC</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>5</b>
<b>PCJC</b>	<b>45</b>	<b>3/3</b>	<b>8/8</b>	<b>2</b>	<b>3</b>
<b>PAC</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>3</b>
<b>PWC</b>	<b>12</b>	<b>5/4</b>	<b>-</b>	<b>7</b>	<b>6</b>
<b>SLC</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>13</b>
<b>TSAFE</b>	<b>17</b>	<b>1/1</b>	<b>-</b>	<b>7</b>	<b>2</b>
<b>TOTAL</b>	<b>147</b>	<b>16/15</b>	<b>10/10</b>	<b>31</b>	<b>46</b>

(\*) May include inspections, attendance at conferences, study tours

# Parliamentary Committee Office

## Review of Committee Office

In May 1999 the Speaker commenced a review of the resourcing of all committees, with a view to identifying scope for efficiencies. One of the Speaker's initiatives in this regard was a trial of committee secretariats sharing executive assistance, thereby reducing the overall number of executive assistants. This trial continued throughout 2000-01.

In April 2001, the Speaker engaged external consultants to conduct a review of the Committee Office and the Parliamentary Library.

The Committee Office has assisted the Speaker and the external consultants in their reviews.

## Continuing initiative – reduction of printing costs

Reports continued to be printed in-house on pre-printed base sheets. Figure 1 indicates the success achieved by the Committee Office in reducing printing costs.

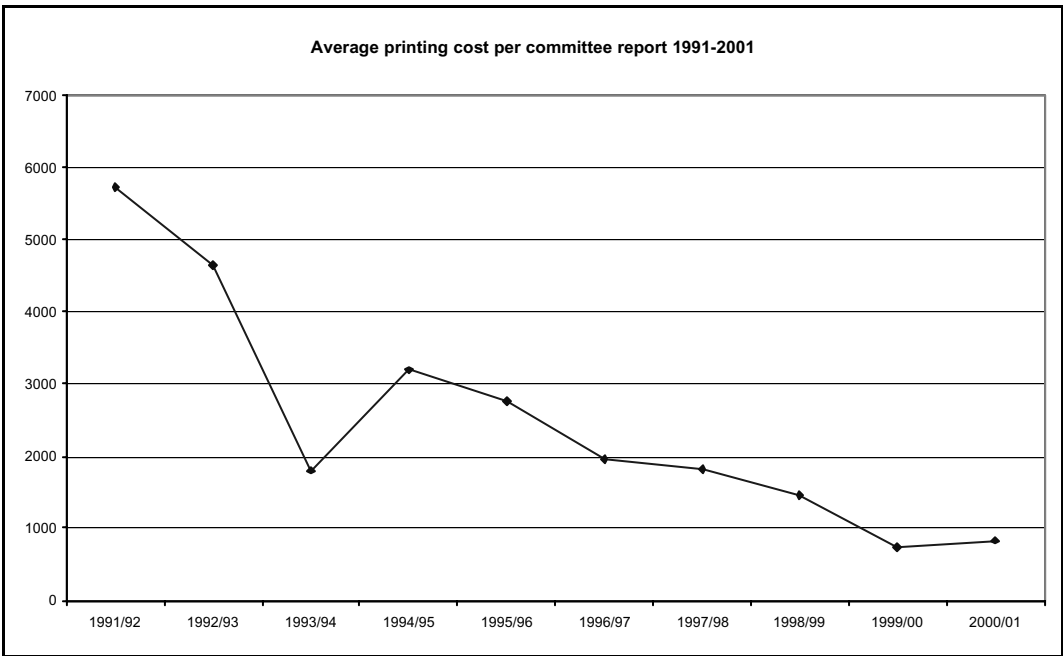


Fig.1

The graph indicates the average cost of each committee report per year. Further significant cost savings in printing are unlikely.

## Continuing initiative – travel to meetings

In accordance with Standing Orders, committees can conduct meetings and hearings via tele-conferencing and video-conferencing. This has resulted in significant reductions in expenditure because it is no longer necessary for Members to travel to Brisbane for meetings during non-sitting weeks. The graph in Figure 2 represents the average cost on travel to Brisbane per meeting for the period 1994/95 to 2000/01. Further significant cost savings in travel to meetings are unlikely.

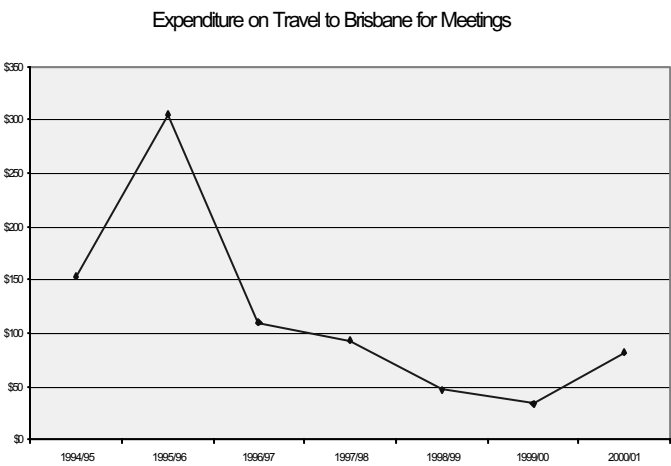


Fig. 2

# Parliamentary Committee Office

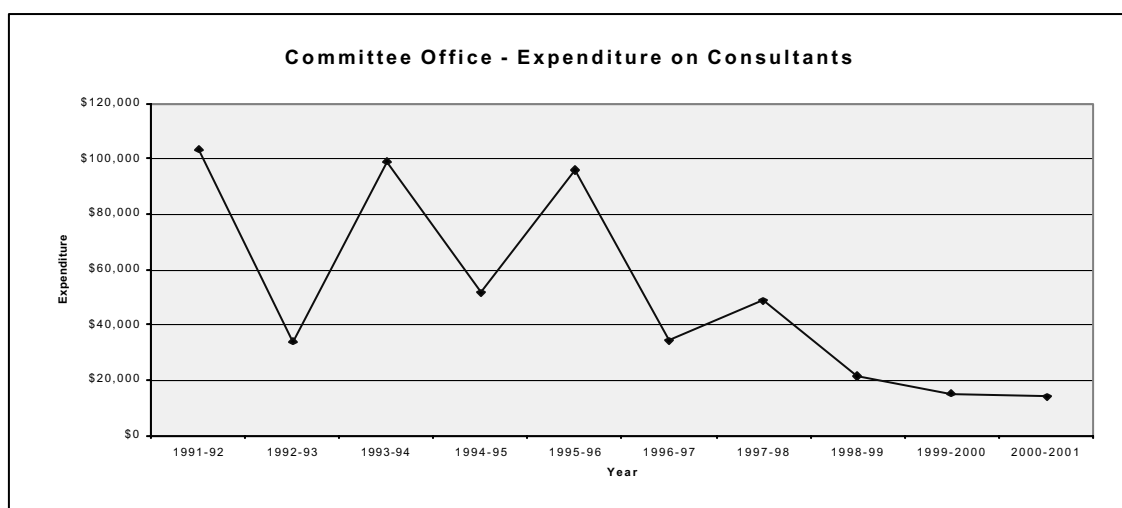
## Continuing initiative – CD-ROM

The CD-ROM and its maintenance is a joint initiative of the Committee Office, the Parliamentary Reporting Service, and Legislative Procedure and Archiving Services. Committee reports, hearing transcripts and other documentation are collated on the CD-ROM. Two updates of the CD-ROM were produced and distributed during the year.

## Consultants

Through maintaining a highly professional and diverse staff, the Committee Office has in recent years been able to reduce its expenditure on consultants. Figure 3 shows the fall in expenditure on consultants.

Fig. 3



## Outlook

- £ The Committee Office aims to continue a high quality service to Members, parliamentary committees and the Parliament. Client service standards will continue to be kept and the results of compliance will be reported annually.
- £ Recommendations from the external consultants review will be considered with a view to implementation.
- £ The Committee Office will continue to increase public awareness of the committee system and increase public participation in committee activities. It will continue to be involved in seminars and other activities conducted by Parliamentary Education and Training and offer similar services to external organisations.

*Standing: Tania Jackman, Executive Assistant (Legal, Constitutional and Administrative Review Committee)*  
*Seated: Veronica Rogers, Principal Research Officer (Legal, Constitutional and Administrative Review Committee)*



# Office of the Parliamentary Criminal Justice Commissioner

## Goal

To effectively and efficiently discharge the Commissioner's statutory functions as provided by the *Criminal Justice Act 1989* and the *Crime Commission Act 1997*.

## Services Provided

- £ Assist the Parliamentary Criminal Justice Committee (PCJC) in enhancing the accountability of the Criminal Justice Commission (CJC) by undertaking a range of important functions on behalf, and at the direction, of the PCJC and report back to the PCJC consistent with the terms of reference provided by the committee. These functions include:
  - Ø conducting audits of records, operational files and other material held by the CJC
  - Ø investigating complaints against the CJC (including complaints about the possible unauthorised release of confidential information)
  - Ø reviewing reports by the CJC to the PCJC
  - Ø inspecting the register of confidential information kept by the CJC.
- £ Review the records of the former Commission of Inquiry into the Criminal Justice Commission with a view to deciding if the records disclose any matter that should be investigated by an appropriate agency.
- £ Undertake an annual review of the intelligence data held by the Queensland Crime Commission (QCC), the Queensland Police Service (QPS) and the CJC.
- £ Review decisions of the QCC to refuse the CJC access to QCC information.
- £ Advise the QCC management committee on the results of performing these functions.

## Year in Review

The major projects undertaken for the year included:

- Ø continued to debrief complainants or interested parties in relation to the review of the records of the former Commission of Inquiry into the Criminal Justice Commission; that process has now been concluded
- Ø successful transition of Parliamentary Commissioners, with Ms Julie Dick SC resigning on 14 December 2000 to take up an appointment on the District Court Bench and Mr Richard Perry taking up the position on an acting, part time basis from February 2001
- Ø effected necessary administrative changes to facilitate the change from a full-time commissioner to a part time role, two days per week
- Ø conducted the annual review of the intelligence data held by the QCC, QPS and the CJC
- Ø finalised various complaints against the CJC
- Ø met regularly with the PCJC, CJC, QCC and its management committee, and the QPS
- Ø made reports to the PCJC and the management committee of the QCC.

# Office of the Parliamentary Criminal Justice Commissioner

Key outputs by the parliamentary commissioner for the year are contained in Table 2.

Table 2 – Key Outputs 2000-01

Key Outputs 2000-01	
Measures	Actual
Quantity	
Number of complaints against the CJC processed	4
Number of intelligence audits of CJC, QCC and QPS undertaken	0
Number of other audits undertaken	9
Number of reports to the PCJC	0
Number of reports to the management committee	9
Number of meetings with the QPS	0
Number of hearings held/hearing days	2
Quality	
PCJC and QCC management committee satisfaction with service	(*)
Timeliness	
Average time taken to respond to requests by the PCJC	4 months

(\*) Not measured during the year but generally, satisfaction expressed

## Outlook

- £ Undertake the third annual review of the intelligence data held by the CJC, QCC and the QPS.
- £ Complete investigations referred by the PCJC.
- £ Report on other matters as requested by the PCJC.
- £ Undertake other functions as requested by the PCJC.
- £ Meet with the PCJC, CJC, QCC and its management committee and the QPS as required.

# Parliamentary Library

## Goals

Provide Members with high quality information services, and assist parliamentary staff seeking information in connection with their official duties.

Provide high quality, cost effective, parliamentary education and training services that promote an awareness, knowledge and understanding of the role and functions of Parliament.

## Services Provided

£ The Parliamentary Library represents the major information resource available to Members within the Queensland Parliament. The staff establishment is currently 32.7 full-time positions, three of which are shared on a part time basis. Services provided include:

- Ø research and reference for individual Members
- Ø analytical research briefs for all Members
- Ø television news and current affairs monitoring for re-transmission and loan
- Ø Members biographical web pages
- Ø parliamentary education, training and information for educational institutions and the public
- Ø parliamentary internship program and induction programs for Members
- Ø customised current awareness service
- Ø 24 hour access to Concord research databases
- Ø loans and reservations of books
- Ø training for clients using Concord software.

## Year in Review

The major achievements included:

- Ø Introduction of three new electronic statistical bulletins, and a new current awareness service issued on portfolio related topics.

- Ø Implementation and maintenance of parallel digital editing and streaming systems for recorded video clips.
- Ø Provision of a sophisticated link with Concord and the video-stream set top boxes for delivery of Alert Services.
- Ø Addition of ministerial offices to the Alert Service.
- Ø Publication of a new edition of the Parliamentary Handbook for the 49th Parliament.
- Ø Development and implementation of a new set of PC based data entry programs.
- Ø Revision and expansion of existing education and training resources, especially electronic delivery via the Intranet.
- Ø Creation of a special, Queensland Election 2001.
- Ø Enhancement of Members biographical web pages.

## Client satisfaction and input

The timing of the State election and the abbreviated time available for new Members to make use of parliamentary facilities and services, meant that no general survey of Members took place in 2001. During the year an encouraging number of Members communicated their satisfaction with various aspects of service individually, while others acknowledged in the course of debate in the Parliament the usefulness of the research briefs on legislation, and other publications issued by the Research Publications Section for the information of Members generally.

## Promotion and support

The Library had a favourable response to the new Members orientation, with a significant proportion taking time for a follow-up visit to learn how to make optimal use of the services offered.

The Library was responsible for two major exhibitions presented under the sponsorship of the Speaker, on Queensland's contribution to federation, and the abolition of the Legislative Council. The Library also assisted in the preparation of material for the Queensland Day

## Parliamentary Library

celebrations, whilst maintaining the display of historical works in the display cases in the Library foyer. During the year, training courses were provided to Members, electorate officers, parliamentary staff and interns, to impart basic search techniques for more effective use of the Concord Browser. As a consequence of this, the number of (external) client searches recorded on Concord reached 145,339. This was 59% higher than the 85,873 searches reported last year. The Library continues to support the records management function of Concord, used by the parliamentary administration.

### Client services

The total number of information requests completed for clients by all sections of the Library in 2000-01 was 107,925. This represents a 53% increase over last year's figure of 59,683.

### Research and reference section

Because it was an election year the usual pattern of fewer sitting days was followed, resulting in a small decline in the number of comprehensive research and reference inquiries. These declined from last year's result of 3,942 to 3,238. In contrast, quick reference requests for the period increased to 4,165. The number of written research reports and briefs totalled 849, representing a slight decline from last year's total.

However, in addition to traditional services, this section expanded its scope of operations. It now provides daily Concord Alert services to subscribers. Reference staff undertook the requested Concord searches and e-mailed the embedded search string within a link for immediate display of results. 48,122 searches were accessed, resulting in the downloading of 36,530 full text documents as well as thousands of relevant citation displays.

The section also provided input for a deaths and funerals database for daily notifications and continued to update the wide range of economic and social indicators on Concord. From the September quarter, this database was supplemented by the introduction of three new quarterly electronic statistical bulletins covering economic and social indicators, unemployment rates for Queensland State electorates and economic forecasts.

### Research publications and resources

A new publication called e-Current was introduced this year. This is a web-based research brief which gives a succinct analysis of topics with direct links to major web

sites. The initial e-Currents dealt with petrol pricing and foot and mouth disease.

The 41 publications produced this year is on a par with last year's impressive increase despite it having been an election year. All publications are e-mailed to those Members requesting this. A recent survey indicated that about 50% of Members still want the publications in hard copy for ease of access. As the year progressed, the section simplified the number of titles to research briefs and e-Currents. Research briefs are concise analytical research papers, which follow the legislative program of the Parliament or, on occasion, deal with current policy issues of interest to Members. Average distribution for each research publication was 120.

The Parliamentary Handbook for the 49th Parliament was published in October 2000, and all current and historical material was also made available on the Parliament's Internet web site. Within two weeks of the State election the section published a pamphlet setting out details of all Members of the 50th Parliament in alphabetical sequence with accompanying photo and updated the biographical files on the web site. These files are now updated within 24 hours of receiving official notice of a change. Some indication of the escalating interest in this site is shown by the number of hits recorded, up from 21,000 last year to 40,000 this year.

To enhance usage of legal resources, training sessions were developed and delivered in February 2001 in response to the changing mix of hard copy and electronic Internet and CD resources available.



*Mary Seefried, Director, Research and Resources,  
Parliamentary Library*

## Parliamentary Library

The Library's Customised Current Awareness Service, *Keeping you up to date*, is generated from the Library's Research Databases. At the beginning of 2001, the service was revised in order to make it more applicable to Members' information needs, and to incorporate technological developments. Members now choose from a checklist of portfolio subject categories, which are derived from current ministerial portfolios. The service has been streamlined to take advantage of electronic delivery of newsclips in full text which match these portfolio categories. The books and articles service is still paper based, but that too will probably change to electronic delivery in the next financial year. With the new Parliament, the upgraded service was re-advertised and currently 28 Members have subscribed. We expect this number to increase as new Members become aware of the advantages of the service.

### Parliamentary education and training

#### *Educational activities*

The parliamentary educational seminar program conducted by the unit produced 80 seminars for a range of client groups including senior secondary, tertiary and TAFE students, public servants and new Members of Parliament. The focus of these tailored programs was the processes and practices of Parliament and government. Formal evaluation by clients of the educational seminar program has indicated a very high level of client satisfaction.

Following the State election, the major activity for the unit was the coordination of the new Members induction seminar.

The unit hosted two Youth Parliaments in 2000-01. One was a joint project with the YMCA and the other a joint parliamentary activity with the Queensland Law Society. The latter involved 100 senior secondary students in the Legislative Assembly Chamber debating a bill on mandatory sentencing.

#### *Parliamentary educational resources*

The ongoing review of fact sheets and publications on Parliament and government was reactivated after the State election. Three levels of the publication *Parliament and Government* as well as the fact sheets can now be accessed through the Parliament's Intranet site. These and additional resources will be added to the Parliament's Internet web site during the coming year. It is also planned to develop a schools activity area on the Parliament's Internet page.



*Students visiting Parliament House*

A major new initiative of the unit, in coordination with other sections of the Library, has been the production of two high quality exhibitions in Parliament House based on Queensland's pathway to federation and the abolition of the Legislative Council.

A large number of inquiries on the procedures and practices of the Queensland Parliament continue to be received from a broad range of clients. These were answered through provision of 3,041 packages containing information publications, fact sheets, booklets, brochures and posters. Clients included educators, students, Members, electorate officers, public servants, and the general public. Teachers and students from the primary education level accounted for more than half of these requests.

#### *Parliamentary internship scheme*

During the year, 18 students selected from 3 universities undertook a Queensland parliamentary internship. This involved successful completion of a selected research project addressing a range of economic, political and social issues, under the guidance of a Member of the Legislative Assembly or a senior officer of the Parliament, and accreditation towards the student's academic studies.

#### **Information management**

New computer programs and Concord databases were created to enable key articles from *The Courier-Mail* and *The Sunday Mail* to be made available as early as possible after publication. The alert service has now been extended to Members' electorate and ministerial offices.

# Parliamentary Library

Similar services include the daily delivery of *The Courier-Mail* deaths and funerals notifications, selected television news and current affairs reports and updated statistical bulletins.

## Information management services

There was a marked increase in demand for replay and loan of pre-recorded television news and current affairs programs emanating from Brisbane stations. There were 5,529 requests recorded. This represents an increase of 69% from last year. This service continues to enjoy high ratings. A daily alert service providing selected items from the previous night's news for replay across the Internet has proved very popular.

The advent of the new parliamentary video-streaming network has brought about a significant change in the service provided by the Library. Although the analogue reticulation system based on videotaped data has of necessity been maintained both as a back-up and to cater for areas without digital access such as the opposition and ministerial offices, for the most part Members have had multiple access to current video media within minutes of the end of transmission. There have been access problems because of equipment malfunction, but implementation of an alternative delivery system by the parliamentary Information Technology Services Section should overcome this early next year. As expected, the duties of library staff have been significantly increased as they cope with running and maintaining the two parallel systems, but the quality, durability, and ease of transfer of data has been greatly improved. A major spin-off has been that 'stripped-down' versions of the archived news segments are now available to electorate offices throughout the State via the Internet.

## Information systems

Library staff continue to be the major users of Concord for Windows as well as Concord Classic, the original character-based system, with approximately 460,000 searches made each year for all versions of Concord. Clients (including electorate, ministerial and Parliament House staff) access the databases via the Intranet and Internet, using the Concord Browser, which is continually being enhanced to provide improved access to a range of full-text documents and video clips. Over 112 training sessions were provided by library staff, and 145,000 client searches were undertaken. During the year new databases were created for daily mail, economic and social indicators, *The Courier-Mail* deaths and funerals and education and training. In addition, new electronic alert services were implemented enabling automatic login

and display of search results via e-mail. Over 20,000 e-mail alerts dispatched from this section were accessed. Research databases currently include more than 230,000 in-house electronic full-text files.

This is complemented by hundreds of thousands of full-text journal articles accessed via Concord Browser through linkages to subscription databases such as Infotrac. The Library monitors usage, to ascertain areas of greatest demand. Demand for Concord training sessions continues to escalate, particularly from new Members and their staff.

## Support services

The Information Management Services Section is the principal provider of support services within the Library.

The client services areas of the Library and individual clients are dependent on the Information Management Section to select, acquire and process an eclectic spread of relevant data in the form of books, serial publications, periodical articles, news stories, microforms, and electronic information, including machine readable data and video tapes. As part of the cataloguing and indexing process, staff add value to the data, and make it available to clients through the Concord information management system. The section is also responsible for maintaining internally used databases such as loans and reservations, orders, staff leave, staff duties, training and productivity. These daily routines are supplemented by ongoing projects to maintain the currency and relevancy of the collection.

The number of staff dealing with the day to day acquisition and processing of information is small relative to other organisations dealing with comparable quantities of information. Despite existing high levels of efficiency and the ongoing pressure to maintain throughput, officers have managed to cater for increased demand in those areas, and initiate additional projects.

Information Management Services Section productivity has continued at a high level. Research databases increased by an additional 78,413 items in 2000-01 compared with 59,683 items in 1999-2000, and major support databases by an additional 204,890 items compared with 110,539 in the previous year. Of the 78,783 items added to the databases, over 54,199 were given comprehensive value-added subject indexing/cataloguing and all others more general subject indexing. Currently the Concord database (including support services) has in excess of two million records.

# Parliamentary Library

## Outlook

- £ In consultation with the Speaker and executive management, assess the recommendations of the consultancy review commenced in April 2001 and, where appropriate, implement accordingly.
- £ Investigate migration of Concord to Unix/NT platforms to expedite upgrade of central processor.
- £ Create a client feedback database on Concord.
- £ Establish more cost effective serial subscription outcomes.
- £ Plan and specify further enhancement of Concord management monitoring system.
- £ Prepare training tutorial for electorate offices on CD-ROM.
- £ Establish a newspaper database for selected regional Queensland press.
- £ Trial use of 'PC Anywhere' to assist clients in electorate offices.
- £ Implement climate control air-conditioning for rare book room.
- £ Transfer Australian Bureau of Statistics access from modem to on-line Internet to promote desktop delivery of statistics.
- £ Implement regular checking of URL sites on Concord database.
- £ Plan full text availability of research publications on the Internet site.
- £ Rationalise and upgrade presentation of research publications.
- £ Expand production of e-Currents to provide improved information resources for clients.
- £ Transfer education fact sheets and education and training resources from the Intranet to the Internet.
- £ Plan for expansion of the parliamentary education program to include new secondary social science curricula.
- £ Expand the fee-paying public sector seminar/training program. Continue production of quality exhibitions based on key Queensland historical events.
- £ Enhance staff skills in web page design and web publishing.
- £ Develop database for publication on Parliament's web site of all Members of Queensland Parliament since 1860.

## Chamber and Security Services

Chamber and Security Services is an amalgamation of Legislative Procedure and Archiving Services (Table Office), Parliamentary Attendants and Security Services.

The amalgamation has resulted in cross-training of attendant and security staff, which has assisted with resourcing levels.

### *Legislative Procedure and Archiving Services*

#### **Goal**

Provide a high standard of procedural advice and services, process legislation, produce documents, provide safe custody of parliamentary records, and provide inquiry services in a timely manner to facilitate the operations of the Parliament and the work of Members.

#### **Services Provided**

- £ Provides procedural and administrative support necessary for the effective conduct of the business of the Legislative Assembly.
- £ Produces the official minutes of the Legislative Assembly (Votes and Proceedings), the list of business before the Legislative Assembly (Notice Paper) together with various other documents required for the effective functioning of the Parliament. The office is also responsible for the accurate processing of legislation, the custody and maintenance of the records of the Parliament and liaison with Members, executive departments and statutory authorities on the introduction and passage of legislation and the tabling of documents.

#### **Year in Review**

##### **Royal assent to bills by the Governor**

The preparation of bills as passed by the Legislative Assembly, in the form required by law, for the assent of His Excellency the Governor is an important function performed by the Parliamentary Service. During 2000-01, the Table Office continued to receive a significant number of requests from ministers for bills to be made available to the Governor for royal assent urgently after their passage through the Legislative Assembly. Despite many of these bills being extensively amended during the committee stage, the Table Office with the cooperation of the Office of the Queensland Parliamentary Counsel, GoPrint and

Government House was able to meet all such ministerial requests.

##### **Queensland Youth Parliaments**

The Table Office continued to support Youth Parliaments run by both the YMCA and the Queensland Law Society by providing procedural advice and support to the deliberations of the youth parliamentarians.

##### **Historical material**

Table Office and parliamentary attendant staff have combined to oversee the voluntary staffing of the Centenary of Federation Centre which is open between 10.00 a.m. and 2.00 p.m. on Sundays. Assistance was also given in providing items for display in the centre.

The Table Office provided a number of original acts and other documents for the display in the Federation Room at Parliament House and the display on the abolition of the Legislative Council opened by the Speaker on 27 June 2001. Similar assistance in providing documents was given to the Supreme Court Library and Queensland Museum for their displays on federation.

The Table Office also provided a number of items for the time capsule which was officially sealed by the Premier and the Speaker. The items included a seal which is normally used on original copies of passed acts, a copy of the Queensland Parliamentary Service Annual Report, and a current list of Members, their electorates and electorate officers. Copies of the menus of the Members Dining Room and the Strangers Dining Room were also included.

The Table Office provided staff for the Queensland Day celebrations at Parliament House. There were a number of items on display such as a stamp press, wax for making seals, original copies of acts on pig skin and a time clock made in 1915 which was used for timing speeches in the Chamber. There was a high degree of interest in the display from the visiting public.

Significant progress was made recording details of documents tabled in Parliament since 1860 onto a database.

## Chamber and Security Services

### Electorate office help site on the Intranet

Following the State election, an information site for electorate officers was incorporated in the Parliament House Intranet, with links and instructions to perform the following activities:

- Ø download bills and explanatory notes, acts (all States, Territories and the Commonwealth) and subordinate legislation from the Internet
- Ø view Queensland Government Gazettes
- Ø access information on the passage of bills through the Parliament
- Ø access information on the tabling of papers in the Parliament
- Ø locate speeches in Hansard.

This site has proved to be particularly useful to newly appointed electorate officers and electorate office staff in the performance of their duties.

### Table Office Internet site

A significant reduction in the number of requests for hard copies of acts and bills has occurred as electorate officers have become more familiar with Internet access to legislation.

The site has also been expanded to include Tabled Papers Registers from 1990 to the present, with the register for the 50th Parliament being updated as items are tabled.

### Outlook

- £ Continued development of a Table Office Policies and Procedures Manual.
- £ Undertake parallel trial of PC and Apple Macintosh platforms to evaluate the most appropriate technology available.
- £ Investigate the elimination of hard copy Votes and Proceedings and Notice Papers to Members' parliamentary offices which now have PCs.

### *Parliamentary Attendants*

#### Goal

Provide educational tours, Chamber duties, mail services, internal security and attendant support to Members, staff and visitors.

#### Services Provided

- £ Messenger support services to the Chamber during sittings.
- £ Tours of the parliamentary precinct.
- £ Courier service and distribution of mail and documents throughout the parliamentary precinct.
- £ Assistance with security within the parliamentary precinct.
- £ Service reception and inquiry counters within parliamentary buildings.
- £ Monitor the utilisation of Parliamentary Service vehicles.
- £ Operation of the Parliament House Gift Shop.

#### Year in Review

Attendants conducted 2,039 tours. The opening of Parliament House on Sundays has proved successful with tours provided to over 1,100 visitors.

The breakdown of the tours performed and numbers of visitors is as follows:

- Ø 717 school tours involving 26,625 students and teachers
- Ø 198 special/VIP tours involving 5,123 visitors
- Ø 1,124 public tours involving 4,603 visitors (239 Sunday tours).

As part of the Queensland Day celebrations, an open day with a walk through the buildings and grounds was held with 3,223 visitors taking the opportunity to visit the parliamentary complex.

## Chamber and Security Services

The total number of tourists and visitors to Parliament House during 2000-01 was 39,574.

The duration of school tours was reduced by 30 minutes to 1 hour and 15 minutes. Students now spend the majority of their visit in the Legislative Assembly and Council Chambers being informed on the history and functions of the Queensland Parliament by the Attendant Tour Guides. The content of the tour manual was also updated to reflect the duration of the school tours.

### Outlook

- £ The Parliament House tour brochure will continue to be distributed to tour agencies and accommodation venues in the Brisbane CBD and north and south coast regions.
- £ Contact will be made with historical agencies to investigate the possibility of sharing resources to ensure the continued publication of the Brisbane Living Heritage discovery guide.
- £ With e-mail becoming readily available to staff and Members, the number of internal mail deliveries/collections will be reviewed which may result in a reduction of delivery/collection of internal mail.

### Security Services

#### Goal

Maintain a safe and secure environment for Members and their families, guests and visitors and staff of the parliamentary complex.

#### Services Provided

- £ Internal and external patrols and escort services within the complex.
- £ Coordination of precinct maintenance requests with appropriate tradespeople.

#### Year in Review

A revised Security Operational Manual was implemented in March 2001. The manual incorporated a handbook, duty statements and procedures for all security officers. The content and drafting of the new manual was

developed by consultation, with input of information from both security supervisors and security officers.

A parliamentary security officer training manual was developed to assist in the training of current and new security officers.

With the introduction of new access swipe card points, Security Services were able to introduce after hours closure of some positions previously operated 24 hours a day, 7 days a week. Two of these points (the annexe back gate and annexe reception front doors) can now be accessed by Members and authorised staff after hours by using their ID passes. Intercoms are also operational at these points to allow contact with the security control room for entry of authorised persons.

After consultation with security officers, the Public Sector Union and management, the Speaker agreed to the implementation of a 38 hour week. All security officers now participate in a rotation of officers between shifts. Each year, the security supervisors and one security officer from each group are rotated between groups.

Upgrading of the control room has begun with additional monitors being installed and cameras throughout the complex either being replaced or gaining improved mobility.

### Outlook

- £ Finalise upgrade of control room and camera equipment to improve surveillance of the parliamentary complex.
- £ Implement training manual.
- £ Appropriate training of security supervisors to obtain qualifications to deliver training to security officers.
- £ Re-evaluate non-operational times for rear gates and annexe reception electronic swipe entry. This may result in the after hours non-operational times increasing.
- £ Trial closure of the Public Gallery entry to Parliament House. Entry of all visitors and scanning to be conducted at the main entrance to Parliament House.

# Parliamentary Reporting Service

## Goal

Provide an accurate, timely and efficient report of the proceedings of the Parliament and its committees in the form of the *Daily Hansard*, *Weekly Hansard*, the Bound Volumes, CD-ROM and the Internet.

## Services Provided

- £ Transcripts of the debates of the Parliament, ministerial conferences and evidence given before parliamentary committees and commissions of inquiry for Members of Parliament, committee secretariats, Government departments and other clients.
- £ Index to Parliamentary Debates.
- £ Text retrieval services to Members and others.
- £ Speech reprints to Members.
- £ Transcription services for fee-for-service clients, live and via the Internet.

## Year in Review

### Retirement of Chief Reporter

A significant event for Hansard was the retirement on 6 October 2000 of the Chief Reporter, Alan Watson, who had occupied the position since 14 June 1990.

### Internet / Intranet access

The provision of copies of Members' speeches with Members' photographs has been a very popular service. With assistance from Information Technology Services, the service has been improved. Electorate officers can now access all speeches from 1998 to date by downloading them from the Intranet, without the need to duplicate the archiving process.

To promote ease of use of the Hansard web site a Quick Access page was created, containing both PDF and HTML document links to:

- Ø early edition Hansard (to the conclusion of Question Time)
- Ø latest sitting of Hansard (the latest sitting week)

- Ø previous sitting of Hansard (the second last sitting week)

- Ø Estimates Committees for the current year.

Clients appreciate both the timely availability of data and the user-friendly web site. Government departments particularly appreciated the easy access to Estimates Committee transcripts, which were available within two hours of the conclusion of portfolio hearings.

Clients have now become more familiar with Hansard's web site and access only the information required by them. Hansard therefore ceased the practice of e-mailing clients copies of Daily and Weekly Hansard.

### More timely availability of Members' speeches

From the commencement of the 50th Parliament the Speaker approved that Members' draft speeches (Greens) be available for distribution at the time suggested corrections are due, that is, less than two and a half hours after a speech is completed. Speeches can now be released one hour earlier than previously.

### Audio / Video

Preliminary investigative work was conducted into reporting-specific digital audio systems that could be used to replace Hansard's ageing audio recording equipment that is used simply as a back-up by our machine shorthand reporters. At the same time material was gathered on developments in the public dissemination of broadcasts of parliamentary proceedings. The systems used by the Commonwealth and Northern Territory Parliaments were inspected.

### Staff achievements

At the request of and with funding by the Commonwealth Parliamentary Association, Assistant Editor Jim Hinds spent one week with the Parliament of Nauru to assist it in the processes used in the production of Hansard.

### Performance information

The average time for delivery of speech drafts to Members was 1 hour 45 minutes after the conclusion of a speech.

Hard copy Daily Hansard was available to Members by 8.30 a.m. on the day following a sitting day, except on one

## Parliamentary Reporting Service

occasion. The delay, which occurred in delivery, was discussed with the supplier and back-up procedures put in place.

Late sittings of the House sometimes leave insufficient time for staff to have the prescribed period of rest. To maximise this rest period proof reading of the *Daily Hansard* is now delayed, which sometimes delays the publication of the hard copy *Weekly Hansard*. However, new processes put in place have resulted in minimal impact on Hansard clients.

Because of the election period, parliamentary sitting time decreased from 491 hours in 1999-2000 to 380 hours in 2000-01. The Parliamentary Reporting Service produced 4,272 pages of Hansard and 320 pages of Questions Upon Notice.

The election period enabled increased external work, including work for the State Reporting Bureau, to be performed. The target for fee-for-service revenue of \$40,000 was exceeded.

In addition to the contract for the production of transcripts of Commonwealth parliamentary committees sitting in Brisbane, the Parliamentary Reporting Service received digital sound files of hearings of the Commonwealth Parliament. A total of 159 hours (66 hearings on 48 days) were reported and edited in the same manner as other work.



Doug Rohl, Chief Reporter, Parliamentary Reporting Service

## Outlook

- £ Before the first sitting in 2002 a new Hansard production system will be implemented with the goal of using text mark-up to identify within the Hansards for each day whole debates on a subject and the individual speeches of Members. The original system, introduced in 1989, focused on text entry and is based mainly on software that is now unsupported and unsupportable. The current system cannot provide for the automation of the processes of publishing Hansard in its now many formats, that is, hard copy, the Internet, CD-ROM and Members' speeches with photographs posted to the Intranet. Phase 2 of the project, to be undertaken in 2002-03, will be to semi-automate the production of the Index to Parliamentary Debates.
- £ We will continue to monitor developments in the public dissemination of video and audio broadcasts of parliamentary proceedings and their impact on the production of *Hansard*.
- £ Staff will plan for and provide the services required by the proposed sitting of the Parliament in a regional centre.
- £ Hansard needs to provide professional development opportunities for staff, particularly for middle management, and will endeavour to put in place a plan to achieve that.
- £ The Hansard Internet site will be redeveloped to reflect the Parliament's new home page and provide additional features to clients. The costs and benefits of an 'article' style text database for Hansard on the Internet will be evaluated.

# Office of the Executive Director of Corporate and Property Services

## Goal

Provide quality management and supervision of the organisational systems, services and facilities to Members, other clients and officers of the Parliamentary Service.

## Services Provided

- £ Strategic direction for and coordination of the various corporate, accommodation and hospitality services of the Parliamentary Service and the Legislative Assembly.
- £ Administration of the Members Entitlements Handbook and the Members Office Support Handbook.
- £ Oversees the support to Members' electorate office staff as well as 94 electorate offices throughout the State by way of accommodation, equipment and facilities.

## Year in Review

Particular attention has been paid to the continued refurbishment of the Parliamentary Annexe. This year saw the refurbishment of the Parliamentary Library, which was completed in three stages with as little disruption to staff and Members as possible. The lift foyers and corridors on levels 5, 6 and 14 were completed and work started on the Strangers Bar, level 5 and the gymnasium.

The stone restoration program has been slightly delayed this year due to several stonemasons being reallocated to other projects within the State.

The Parliament commenced and finalised negotiations for EB 3. These negotiations included a Government initiative to provide all Members with an additional staff resource by way of an assistant electorate officer. This position is effective 1 July 2001. Accordingly, the Members Entitlements Handbook and the Members Office Support Handbook have been updated to cater for these changes.

Following the State election a number of Members required electorate office relocation. This, together with the proposed additional electorate office staff member, has necessitated far more relocations or modifications to offices than would normally occur.

Preliminary work has been carried out to provide Members with a second electorate office computer workstation to accommodate the extra officer.

Corporate and Property Services participated in an induction course for new Members.

The 'Video on Demand' project introduced last year has been further enhanced to provide Members with greater flexibility. As part of these enhancements Members now have access to limited computing facilities in their Parliamentary Annexe offices.

The Parliament celebrated Queensland Day (in conjunction with Picnic in the Park) with an open day. This year the celebrations had a multicultural theme with some 15 different communities joining in the celebrations and displaying their cultural heritage. In excess of 3,500 people visited Parliament House to view the heritage building and see some rooms that are seldom available to the general public.

## Outlook

- £ The office will continue to strive to be proactive and flexible in meeting the changing needs of our clients.
- £ The planned refurbishment of the Parliamentary Annexe will be completed during 2001-02. The stone restoration program for Parliament House will continue with the completion of the George Street wing and the commencement of the Alice Street facade.
- £ Engagement of the assistant electorate officer, rollout of the second electorate office computer and finalisation of office accommodation compliancy will be the major task in the first months of the new year.
- £ The health and welfare of Members, staff and visitors remains a high priority and will be monitored by the Parliamentary Service's Workplace Health and Safety Committee.

# Property Services

## Goal

Maintain and improve the physical environment and support facilities for Parliament to enable Members and Parliamentary Service staff to effect their various duties.

## Services Provided

- £ Property Services consists of Parliamentary Service staff and contracted Department of Public Works field staff all of whom work together as one unit to service the needs of Members and staff. The diversity of staff allows us to carry out many projects to not only maintain the aesthetics of the parliamentary complex but enhance the management of assets and services within the parliamentary precinct and throughout the electorate offices.
- £ The services provided include:
  - Ø facility management and maintenance of the parliamentary precinct
  - Ø coordination of electorate office accommodation for Members to ensure all electorate accommodation and support facilities are in accordance with current policies.

## Year in Review

In accordance with the Physical Asset Strategic Plan, major parliamentary annexe refurbishment works have been undertaken. These works include the Library, Members Dining Room, Strangers Bar, gymnasium and the lift lobbies on levels 5, 6 and 14.

The fifteen year stone restoration program for Parliament House is in its seventh year. The sixth stage of the program, which is the last elevation along George Street, is well advanced.

A Cooperative Agreement document has been prepared and submitted to the Australian Greenhouse Office for accreditation. This agreement will formalise the Queensland Legislative Assembly's commitment to energy conservation and promote the Parliament's participation in the Greenhouse Challenge program.

Electorate office relocations and alterations as a result of the election and new electoral boundaries are progressively being carried out in accordance with the electorate office accommodation guidelines. In addition a

substantial number of new leases and lease renewals were negotiated where existing leases were expiring.

The Maintenance Management Framework policy and strategy is being enhanced in accordance with current government requirements for agencies that have the responsibility for strategic asset management. This will ensure the maintenance planning and implementation is carried out effectively.

## Outlook

- £ Develop a new Physical Asset Strategic Plan in conjunction with the Parliamentary Service Management Plan for the ongoing improvement and upgrade of the parliamentary precinct. In particular, redevelop the internal office layout of ministerial accommodation in Parliament House.
- £ Ensure the Maintenance Management Framework strategies and implementation plans for the ongoing maintenance of the parliamentary precinct are effectively completed.
- £ Continue monitoring all utilities and energy systems to identify and target savings.
- £ Ensure the stone restoration program for Parliament House is implemented and the relevant stage to replace or repair badly deteriorated sections of stonework is undertaken.
- £ Continue the energy initiatives outlined in the Greenhouse Challenge Cooperative Agreement and implement the energy conservation action plan.



*Presentation by John McDonough (right), Manager, Property Services, to Alf Whackett, Parliamentary Gardener, who retired following 47 years' service at Parliament House*

# Catering Services

## Goal

Provide a high quality, cost effective catering service to clients of the Parliamentary Catering Division.

## Services Provided

- £ Fine dining and bar facilities for Members and their guests.
- £ Comprehensive function facilities for Members of Parliament and approved clients.
- £ Cafeteria style dining facility for Members of Parliament, former Members, Parliamentary Service staff, guests and visitors.

## Year in Review

Conducted staff on the job training to maintain and further increase the professionalism of the catering staff.

Developed the function services through revising menus based on client feedback and creating more attractive function venues with room decorations.

Increased wedding reception reservations from Members and staff.

Introduced Queensland made House Port with Parliament House private label. Increased the range of Queensland wines with the Albert River selection.

Displayed Craft Queensland products in the Gift Shop to promote Queensland artwork.

Introduced credit card and eftpos facilities.

## Outlook

- £ Continue staff development through in-house training.
- £ Ongoing development of function services with new innovative cuisine and menu design.
- £ Continue to enhance the appearance of the function rooms with various decorative items to maintain the current client base for return business and to attract new business.

- £ Further promote the use of Queensland wines in the dining rooms and functions and source more quality Queensland wines.



*Maureen O'Loughlin, Catering Supervisor  
pictured in the refurbished Belle Vue Room*

# Information Technology Services

## Goal

Facilitate the information systems requirements of Members and the Parliamentary Service, including the 94 electorate offices, within the standards determined by the Queensland Parliament. This goal will be achieved by expending available resources in the most effective, economic and productive manner. The result will be the provision of appropriate information technology services, the security and integrity of data and the efficient management of available resources and assets.

## Services Provided

- £ Provides advice and assistance to Members to support the IT equipment supplied to them by the Legislative Assembly.
- £ Provides desktop support to Members, electorate officers and Parliamentary Service staff.
- £ Coordinates the upgrade of computing facilities in Parliament House and electorate offices and implementing new 'corporate' software platforms.
- £ Provides support to all users of the parliamentary computer network via a Help Desk service.
- £ Manages the parliamentary network infrastructure including the acquisition and maintenance of server hardware and software and backup of the network.
- £ Provides a secure network environment where the integrity of corporate data and information is maintained.
- £ Investigates, assesses, and when appropriate implements new or emerging technologies, to ensure information technology services remain effective.

## Year in Review

A new high-speed fibre optic connection to the Internet was installed to service the Parliament. An immediate impact was evident to all users as the available bandwidth increased sixteen fold. Internet utilisation has increased by 50% partially due to improved performance.

The majority of electorate offices moved to a direct permanent dial-up Internet connection. This new service provides a permanent connection to the Internet for these sites. E-mail is received automatically within the office

once the connection is established. This proved a popular enhancement with most Members and their staff.

Queensland Legislative Assembly joined the whole-of-government Microsoft QAA software licensing agreement and other software licensing deficiencies were identified and addressed.

Other major achievements included:

- Ø Commissioned the final segment of a fibre optic network backbone throughout the parliamentary precinct.
- Ø Developed and implemented a Network Security, Internet Access and E-mail Policy. This is the first approved policy to formally address network security issues and to address the expected level of acceptable conduct of staff utilising the network, the Internet and e-mail.
- Ø Commissioned integrated corporate anti-virus protection software on servers and workstations. This protected Queensland Legislative Assembly computer devices from the 'love bug' and many other malicious viruses that adversely affected other government and private sector entities.
- Ø Implemented a new firewall to protect the network from unauthorised and/or malicious attack from the Internet. This new firewall is the first phase to strengthen the logical security of data within the Parliamentary Service.
- Ø Implemented a data backup facility that now captures all data of the parliamentary network. This will enable a full recovery of data in a catastrophic loss situation. The disaster recovery plan is under constant review as a result of changes to server and backup strategies. Commenced the appropriate replacement and rationalisation of network servers on the parliamentary network. This will reduce the number of servers deployed on the parliamentary network.
- Ø Replaced the hard disk drives of all 94 electorate office Acer PCs whilst the units remained onsite. Old drives were faulty and the computer manufacturer recommended their urgent replacement.

## Information Technology Services

- Ø Completed the redevelopment of the initial pages of the parliamentary web site.
- Ø Modified the multimedia system in 63 Members' offices to a system that offers full desktop computing facilities whilst retaining access to live television and recorded programs.
- Ø Commenced the planning for commissioning a second PC and a modest local area network (LAN) within each electorate office.
- Ø Completed the first IT survey of the Members to identify their needs and requirements.
- Ø Improved Help Desk performance, with over 90% of reported calls being satisfied within two working days.
- Ø Re-established GovNet access in January 2001.
- Ø Achieved improved customer relations through establishing a better flow of information to all client groups, establishment of formal change control processes, implementation of regular network maintenance timeslots, streamlining internal work practices and being more focused on client business needs.
- Ø Implemented the final CITEC developed phase of the Electsys redevelopment. This application was developed in partnership with CITEC to provide enhanced access for every Member to their constituent data. Further improvements will be serviced directly by Queensland Legislative Assembly as CITEC has withdrawn from this segment of the market. The new arrangements are effective from 1 July 2001.
- Ø Maintained a service of delivering Internet and e-mail services to some Ministerial Services Branch computer systems located within the parliamentary precinct but not managed by the Parliamentary Service. This included Internet services and e-mail services for the Opposition Office, City Country Alliance and Independent Members.
- £ Improve the network infrastructure to accommodate the future needs of the Parliamentary Service by secure electronic service delivery methods. This includes the introduction of a peer to peer local PC network and a Virtual Private Network (VPN) for electorate offices to securely transmit data to and from Parliament House.
- £ Improve the cost effectiveness and security of electorate offices securing e-mail and Internet services. Where possible, migrate the remaining electorate offices to a permanent dial-up Internet connection and provide a multiple PC shared Internet access and a firewall protection on all Parliamentary Services electorate office PCs.
- £ Continue to improve the Internet image of the Parliamentary Service to the world at large.
- £ Other planned services to be investigated include upgrading to a proven industry standard hardware and software platform and investigating emerging trends to lower costs of providing effective information technology services.
- £ Continue to expand the technical framework for electronic service delivery for the Parliamentary Service as well as developing training programs for Members and their electorate staff.
- £ Deliver improvements in the electronic constituent management tools provided to Members.

## Outlook

- £ Continue to improve the service delivery and facilities to all clients. This will include strategic redundancy facilities and systems.

## Financial Services

### Goal

Promote improved financial management of the Legislative Assembly and the Parliamentary Service in accordance with legislative provisions and accepted accounting practices.

### Services Provided

- £ Preparation and review of the Parliament's budget.
- £ Provision of financial accounting services.
- £ Maintenance and development of financial information systems.
- £ Provision of travel services.

### Year in Review

Financial Services staff provided assistance to the Queensland Audit Office in the development and implementation of the Navision Financial software, which has been used by the Parliamentary Service for several years. This initiative will deliver a number of benefits to both organisations in terms of the exchange of information and skills.

The section also coordinated a review of purchasing processes within the Parliamentary Service. The review included an examination of the effectiveness of electronic purchasing systems (including Navision), as well as an evaluation of system controls. This resulted in a number of improvements to the requisitioning and authorisation processes.

A new Fringe Benefits Tax (FBT) database was developed to facilitate the completion of quarterly FBT postings. The database gathers data from Navision to integrate with Treasury's FBT Simplifier database. An external compliance review of the Parliamentary Service's Goods and Services Tax (GST) was conducted. The review found internal controls, systems, procedures and documentation to be effective and therefore minimising GST compliance risk.

Financial Services also coordinated the introduction of credit card facilities as a payment option for the Parliament's debtors. The introduction of credit card facilities has resulted in administrative efficiencies in respect of debt collection, postage, cheque clearing and cash management.

The asset management policy was reviewed in line with revised asset accounting standards/policies applicable to public sector entities.

### Outlook

- £ Financial management and accounting policy documentation and operating procedures will be updated to reflect ongoing financial management reforms.
- £ Financial Services will assist Administrative Services to review the organisational purchasing policy.
- £ All minor ancillary financial management databases will be reviewed to assess their potential conversion to Navision.
- £ The contract for the delivery of travel services to Members and Parliamentary Service staff will be reviewed.
- £ Internal management reporting will be reviewed to identify improvements in the standard of existing reporting and to better align accrual accounting and budgeting principles. The key areas of improvement to be targeted by the review will be:
  - Ø cash-flow management
  - Ø staff leave management
  - Ø asset management.

# Human Resource Management Services

## Goal

Provide effective human resource management and industrial relations services to the Parliamentary Service and Members of the Legislative Assembly.

## Services Provided

- £ The Human Resource Management Section is responsible for the provision of diverse services in the fields of human resource management and industrial relations, including:
  - Ø payroll and personnel administration
  - Ø industrial relations
  - Ø recruitment, selection and induction
  - Ø employee assistance services
  - Ø occupational health and safety.
- £ While the activities of our section do impact directly on Members of the Legislative Assembly, the major focus of our work is directed towards employees of the Parliamentary Service.

## Year in Review

The Parliamentary Service's second Certified Agreement continued until February 2001 with initiatives within the agreement being finalised and the scheduled wage increase due in August 2000, being processed successfully. Negotiations for a third Certified Agreement were commenced and a draft was circulated to all staff for consideration in June 2001. It is anticipated that the agreement will become operational early in the new financial year.

The HRM Intranet site continued to be expanded and updated throughout the year with the further development of information and the inclusion of new pages. HRM information was also developed for inclusion in an area of the Intranet specifically catering for electorate office staff. This component of the Intranet is considered an essential communication tool for disseminating information to electorate office staff across the State.

The Parliamentary Service Guidelines for the Prevention of Sexual Harassment were redrafted to cater for the prevention of workplace harassment and bullying.

Administrative guidelines for the implementation of additional staffing resources in Members' electorate offices were developed and made available to all Members in June 2001.

## Outlook

- £ From 1 July 2001, each Member will be able to engage an assistant electorate officer in their electorate office which will double electorate office staffing resources. Implementation of this initiative will be undertaken in the early part of the year.
- £ The introduction of the assistant electorate officer position will result in a significant reduction in casual wage payments as the casual staffing allowance available to Members will be discontinued. Consideration will be given to transferring the remaining casual wage payments to the Aurion payroll system to help streamline payroll processing.
- £ The third Certified Agreement of the Parliamentary Service will hopefully be finalised very early in the new year following a staff ballot and consideration of the agreement by the Queensland Industrial Relations Commission. Features of the proposed agreement include realignment of Parliamentary Service salaries with those of the Queensland public sector, employment security provisions, enhanced training opportunities and salary sacrifice arrangements for staff.
- £ Intranet development and maintenance will continue during the year. A broad range of HRM information is currently available on the Intranet and it is proposed to continue to utilise this as the major source of HRM information for employees. Published information will continue to be reviewed and updated to try and ensure that the site is as useful as possible for staff.
- £ Implementation of Guidelines for the Prevention of Workplace Harassment will be undertaken including training and awareness sessions for managers and staff. The role of the Sexual Harassment Referral Officer network will be broadened to incorporate issues of workplace harassment and the network renamed to recognise the expanded role.

# Administrative Services

## Goals

Provide high quality administrative, telecommunications, purchasing and asset management support services to Members of the Legislative Assembly and Officers of the Parliamentary Service.

Provide efficient and effective communication services to Members and staff within the parliamentary precinct.

Provide efficient and effective secretarial services to assist Members in fulfilling their parliamentary duties.

## Services Provided

- £ Maintenance and development of the corporate records management system.
- £ Provision of corporate telecommunication support.
- £ Provision of corporate procurement (purchasing) services.
- £ Provision of corporate asset management support.
- £ Switchboard and paging services.
- £ Executive support to Members including word processing, secretarial, administrative and clerical services.

## Year in Review

A preliminary review of the current records management system has been carried out. Work on this project is expected to continue into the new year.

A preliminary review has been carried out to establish organisational requirements with regard to existing information databases. Existing systems meet organisational requirements. While enhancements are warranted, it is not a priority at this time, and further work has been deferred pending finalisation of a number of other projects.

## Outlook

- £ Continued review and development of the records management system with a view to improving functionality and developing more effective information management policies relating to Parliamentary Service records.
- £ Continued review and development of information databases relating to Members and Parliamentary Service staff with a view to improving the accuracy and effectiveness of internal communication processes.
- £ Ongoing development of the asset management and purchasing modules of the Navision Financial Management System with a view to further enhancing the operational and management functionality of both services.
- £ Finalise implementation of the new State Government Purchasing Policy to maximise the benefits of the Legislative Assembly's purchasing to the advancement of government priorities, as well as achieving value for money, and ensuring probity and accountability for outcomes.
- £ Continued review and development of the processes associated with the stationery store, with a view to improving the timeliness and effectiveness of the distribution function.



*Steve Hill, Acting Executive Officer,  
Administrative Services*

## Official Visits Overseas

<b>Date</b>	August, 2000
<b>Staff Member</b>	Mr Robert Doyle
<b>Location</b>	Norfolk Island
<b>Purpose</b>	31 <sup>st</sup> Conference of Presiding Officers and Clerks – Norfolk Island 2000

<b>Date</b>	April, 2001
<b>Staff Member</b>	Mr Jim Hinds
<b>Location</b>	Nauru
<b>Purpose</b>	Parliament of Nauru Training Mission

Note – Travel expenses paid by Commonwealth Parliamentary Association

<b>Date</b>	June, 2001
<b>Staff Member</b>	Ms L Clare, Mr P Coonan
<b>Location</b>	Auckland, Wellington – New Zealand
<b>Purpose</b>	Public Accounts Committee

## Consultancies

Category	2001 Expenditure \$'000
Communications	Nil
Finance / Accounting	Nil
Human Resource Management	7
Information Technology	Nil
Management	Nil
Professional / Technical	14
Other	Nil
<b>TOTAL</b>	<b>21</b>

The above amounts are GST exclusive

# **Financial Statements 2000-01**

## **Foreword**

The Clerk of the Parliament is pleased to present the Parliament's financial statements for 2000-01.

The Parliament delivers a single output called the Legislative Assembly and Parliamentary Service Output and the statements have been prepared accordingly.

The information contained in the statements provides management with useful data to assist in effective and efficient decision making.

The Auditor-General has certified the statements without qualification.

**STATEMENT OF FINANCIAL PERFORMANCE**

for the year ended 30 June 2001

	Note	2001 \$'000	2000 \$'000
<b>Revenues from ordinary activities</b>			
Output revenue	4	49,538	48,402
User Charges	5	1,212	1,229
Grants and Other Contributions	6	842	1,338
Other	7	344	583
<b>Total revenues from ordinary activities</b>		<b>51,936</b>	<b>51,552</b>
<b>Expenses from ordinary activities</b>			
Employee Expenses	8	32,398	31,226
Supplies and Services	9	9,176	10,980
Depreciation and Amortisation	10	1,736	1,479
Equity Return	11	4,487	3,967
Other	12	2,970	2,954
<b>Total expenses from ordinary activities</b>		<b>50,767</b>	<b>50,606</b>
<b>NET SURPLUS</b>		<b>1,169</b>	<b>946</b>
Increase (decrease) in Asset Revaluation Reserve	22	(2,866)	20
<b>TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY</b>		<b>(2,866)</b>	<b>20</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>		<b>(1,697)</b>	<b>966</b>



This Statement of Financial Performance should be read in conjunction with the accompanying notes.

LEGISLATIVE ASSEMBLY

**STATEMENT OF FINANCIAL POSITION**

as at 30 June 2001

	Note	2001 \$'000	2000 \$'000
<b>CURRENT ASSETS</b>			
Cash	13	3	5
Receivables	14	525	205
Inventories	15	215	148
Other	16	126	75
<b>Total current assets</b>		<b>869</b>	<b>433</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant & Equipment	17	75,746	76,781
Intangibles	18	200	161
<b>Total non-current assets</b>		<b>75,946</b>	<b>76,942</b>
<b>TOTAL ASSETS</b>		<b>76,815</b>	<b>77,375</b>
<b>CURRENT LIABILITIES</b>			
Payables	19	2,025	1,277
Provisions	20	1,720	1,723
<b>Total current liabilities</b>		<b>3,745</b>	<b>3,000</b>
<b>NON-CURRENT LIABILITIES</b>			
Payables	19	---	291
<b>Total non-current liabilities</b>		<b>---</b>	<b>291</b>
<b>TOTAL LIABILITIES</b>		<b>3,745</b>	<b>3,291</b>
<b>NET ASSETS</b>		<b>73,070</b>	<b>74,084</b>
<b>EQUITY</b>			
Contributed Equity	21	3,956	3,273
Retained surplus	22	61,729	60,560
Reserves			
- Asset Revaluation Reserve	22	7,385	10,251
<b>TOTAL EQUITY</b>		<b>73,070</b>	<b>74,084</b>



This Statement of Financial Position should be read in conjunction with the accompanying notes.

**STATEMENT OF CASH FLOWS**

for the year ended 30 June 2001

	Note	2001 \$'000	2000 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<i>Inflows:</i>			
Output Receipts		49,538	48,402
User Charges		1,209	1,223
GST collected on Sales		103	---
GST input tax credits received		1,123	---
Other		39	50
<i>Outflows:</i>			
Employee Costs		(32,415)	(30,586)
Supplies and Services		(11,286)	(13,092)
Equity Return		(4,487)	(3,967)
GST paid on purchases		(1,261)	(10)
GST remitted to ATO		(126)	---
<b>Net cash provided by operating activities</b>	23	<b>2,437</b>	<b>2,020</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<i>Inflows:</i>			
Sales of Property, Plant and Equipment		23	34
<i>Outflows:</i>			
Payments for Property, Plant and Equipment		(2,772)	(3,669)
Payments for Intangibles		(77)	(77)
<b>Net cash used in investing activities</b>		<b>(2,826)</b>	<b>(3,712)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<i>Inflows:</i>			
Loan – Queensland Treasury Corporation		---	582
Equity Injections		670	1,230
<i>Outflows:</i>			
Repayment of Loan - Queensland Treasury Corporation		(283)	---
<b>Net cash provided by financing activities</b>		<b>387</b>	<b>1,812</b>
<b>Net Increase (decrease) in cash held</b>		(2)	120
Cash at beginning of the financial year		5	(115)
<b>Cash at the end of the financial year</b>	13	<b>3</b>	<b>5</b>

This Statement of Cash Flows should be read in conjunction with the accompanying notes.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

**1 OBJECTIVES OF THE DEPARTMENT**

The Department's objectives are to:

- \* Provide a properly functioning legislature and effective procedural/advisory/information services to assist the Parliament, its committees and Members to fulfil their constitutional and parliamentary responsibilities;
- \* Provide Members and other clients with functional and secure accommodation and cost effective catering services;
- \* Provide effective Electorate Office Support mechanisms to support the activities of Members fulfilling constituency responsibilities;
- \* Provide high quality, cost effective organisational systems and services to Members and Officers of the Parliamentary Service; and
- \* Achieve a unified and committed Parliamentary Service by encouraging an innovative and cooperative environment, and promoting high professional standards.

The Department is funded by parliamentary appropriations under the *Appropriation (Parliament) Act*.

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The significant policies which have been adopted in the preparation of the General Purpose Financial Statements are:

**(a) Basis of accounting**

The financial statements have been prepared in accordance with the *Financial Administration and Audit Act 1977*, the *Financial Management Standard 1997*, Australian Accounting Standards, in particular Australian Accounting Standard AAS 29 *Financial Reporting by Government Departments*, Statements of Accounting Concepts, Urgent Issues Group Abstracts, the Treasurer's *Minimum Reporting Requirements for Departmental General Purpose Financial Statements 2000-01* and other prescribed requirements.

The following new or revised Australian Accounting Standards became operative during the 2000-01 year and have been adopted where relevant:

- \* AAS 1 *Statement of Financial Performance*;
- \* AAS 36 *Statement of Financial Position*; and
- \* AAS 37 *Financial Report Presentation and Disclosures*.

Except where stated, the financial statements have been prepared in accordance with the historical cost convention. The accounting policies adopted are generally consistent with those of the previous year. The accrual basis of accounting has been adopted for controlled transactions and balances.

**(b) The Reporting Entity**

The financial statements include all assets, liabilities, equities, revenues and expenses of the department. The department does not control any other entities.

**(c) User Charges**

User charges and fees controlled by the department are recognised as revenues. User charges and fees are controlled by the department where they can be deployed for the achievement of departmental objectives.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

**(d) Output Revenue**

Appropriation payments to the department were based on the value of the outputs that it delivered in the year.

**(e) Grants and Other Contributions**

The Legislative Assembly receives no Grants.

Goods and Services received below fair value have been recognised only if they would have been purchased in the ordinary course of operations and their fair value can be measured reliably. Where this is the case, revenue is recognised with the corresponding amount being capitalised or expensed.

**(f) Cash**

For financial reporting purposes, cash includes all cash and cheques receipted but not banked, imprest account totals and deposits at call with financial institutions.

Cash deposited with the Queensland Treasury Department earns interest at 5% calculated on daily balances. Overdraft balances attract a 9% penalty interest charge.

**(g) Receivables**

Receivables are recognised as the amount due at the time of sale or service delivery. The collectability of receivables is assessed periodically with provision being made for doubtful debts. All known bad debts have been written off.

Settlement on trade debtors is generally required within 30 days. Advances are generally settled within 30 days. The Department does not provide any loans.

The carrying amount of receivables approximates Net Fair Value.

**(h) Inventories**

Inventories on hand are valued at the lower of cost and net realisable value. Cost is assigned on the weighted average principle and includes expenditure incurred in acquiring the inventories and raising inventories to their existing condition and location.

The carrying amount for inventories approximates fair value.

**(i) Acquisitions of assets**

Cost is used for the initial recording of all acquisitions of assets controlled by the department unless these have been received as a result of an administrative restructure. Assets acquired at no cost or nominal considerations are recognised at their fair value at date of acquisition. 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, including architects' fees and engineering design fees.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

**(j) Property, plant and equipment**

In 2000-2001, the Legislative Assembly as part of the ongoing effective management of Property, Plant and Equipment reviewed the suitability of the current asset classes. It was determined that to allow for better asset management, assets would be classified as those primarily for operational use, and those maintained for heritage value.

The 30 June 2000 balances have been recast to reflect the new classes.

The Legislative Assembly has elected early adoption of Queensland Treasury's *"Non-Current Asset Accounting Guidelines for the Queensland Public Sector"*. Land, Historical Buildings and Valuables have been translated to 'fair value'; all other asset classes are at Historical Cost.

All items of property, plant and equipment with a cost, or other value in excess of the recognition threshold are recognised as assets in the year of acquisition. Items below the recognition threshold are expensed.

Detailed below are the recognition thresholds adopted by the department:-

	\$
Computer Equipment and Other Equipment	1,000
Valuables, Land and Buildings	Nil

The asset category for Valuables includes the collections of the Parliamentary Library, which consists of the "Current Use" collection, and the "O'Donovan Collection".

The "Current Use" collection of the library has been valued in accordance with the Queensland Treasury's guidelines- *"Non-Current Asset Accounting Guidelines for the Queensland Public Sector"*, and is included in the asset class for Valuables.

The "O'Donovan Collection" of the library has not been valued based on the following criteria:-

- \* the collection is a heritage asset;
- \* the collection is irreplaceable;
- \* the collection will never be sold by the Parliament; and
- \* the collection cannot be reliably valued.

In accordance with Treasury guidelines for heritage assets, because a market value cannot be reliably obtained, no value has been disclosed for the asset.

**(k) Depreciation of property, plant and equipment**

Land, being an asset with unlimited useful life, is not depreciated.

Valuables are not depreciated. This is based upon the predicted appreciation in the market value of the assets.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(k) Depreciation of property, plant and equipment (cont'd)

All other classes are depreciated on a straight line basis so as to write off the values of each depreciable asset, less its estimated residual value, progressively over its estimated useful life. A review of the estimated useful life of depreciable assets is conducted annually.

For each class of depreciable asset, the following depreciation rates were used:-

<u>Class</u>	<u>Depreciation Rates</u>
<i>Buildings</i>	
- Heritage	1%
- Operations	1.3%
<i>Computer Equipment</i>	20% - 30%
<i>Other Equipment</i>	5% - 20%
 <u>Intangibles</u>	 <u>Amortisation Rates</u>
<i>Software</i>	10% - 25%

(l) Revaluation of non-current physical assets

Land, Heritage Building and Valuables have been revalued using fair value principles in accordance with AAS 38 Revaluation of Non-Current Assets. In accordance with Queensland Treasury's guidelines-"Non-Current Asset Accounting Guidelines for the Queensland Public Sector", Operational Building, Computer Equipment and Other Equipment are recorded on a cost basis, at the carrying amount of the asset as at 30 June 2001.

A comprehensive revaluation of fair value non-current physical assets is performed at five-year intervals with interim revaluations, using suitable indices, being performed on an annual basis.

Comprehensive revaluations were performed in 1998 by the Legislative Assembly. In 2001, interim revaluations were performed with indices provided by :-

	<u>Indexation Rates</u>
	%
<i>Building – Operational</i>	
ABS 6407.0 – Price Index of Materials used in Buildings other than House Buildings, six capital cities – Brisbane	-0.3
 <i>Land</i>	
Department of Natural Resources – Valuation Date 1/10/2000	specific valuation



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

**(m) Intangibles**

Internal use computer software held by the department including software purchased and internally developed is valued at acquisition cost. The threshold for recognition of intangible assets is \$20,000. Each intangible asset is amortised over the estimated useful life of the asset.

**(n) Leases**

The department has operating leases. An operating lease is where the lessor effectively retains substantially all the risk and benefits incidental to ownership of the leased property.

Operating lease payments are representative of the pattern of benefits derived from the leased assets and accordingly are charged to the Statement of Financial Performance in the periods in which they are incurred. The department has no finance leases.

**(o) Payables**

Creditors are recognised at the amount to be paid in the future for goods and services received. The amounts are unsecured and are usually settled on vendor trading terms.

The carrying amount for creditors approximates fair value.

**(p) Employee entitlements**

*Wages, Salaries, Annual Leave and Sick Leave*

Liabilities for wages, salaries and annual leave are recognised in the Statement of Financial Position as the amount unpaid at the reporting date in respect of employee services and related on-costs. Accumulated sick leave is not brought to account.

*Long Service Leave*

In 1999-2000, a new long service leave scheme became operative whereby a levy is made on the department to cover this expense and amounts paid to employees for long service leave are claimed from the scheme as a reimbursement. Accordingly, a provision for long service leave is no longer recognised.

*Superannuation*

Employer contributions for superannuation expenses are determined by the State Actuary. No liability is recognised for accruing superannuation benefits as this liability is held on a whole of Government basis and reported in the whole of Government financial statements prepared in terms of AAS 31 *"Financial Reporting by Governments"*.

**(q) Taxation**

The department's activities are exempt from all forms of Commonwealth taxation except Fringe Benefits Tax and Goods and Services Tax ("GST"). As such, input tax credits receivable and GST payable from/to the Australian Taxation Office are recognised and accrued.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(r) Insurance

In accordance with Queensland Treasury's policy "*Guidelines on Risk Management and Insurance*", the department's assets are not insured.

(s) Prior Year's Figures

Some prior year figures have been reclassified to conform with current year presentation.

(t) Rounding

Amounts included in the financial statements have been rounded to the nearest one thousand dollars or, where that amount is five hundred dollars or less, to zero.

3 OUTPUT / MAJOR ACTIVITIES OF THE DEPARTMENT

The Parliament delivers a single output called the Legislative Assembly and Parliamentary Service Output and accordingly no Statement of Outputs / Major Activities has been prepared for either Controlled Expenses and Revenues or Controlled Assets and Liabilities. The output delivers:

- a range of advisory and information services to assist the Parliament, its committees and Members to fulfil their constitutional and parliamentary responsibilities, including services provided by the Parliamentary Library, Committee Office, Parliamentary Reporting Service, and Chamber and Security Services;
- funding for Accommodation, Hospitality and Organisational Services at Parliament House; and
- a range of direct and indirect entitlements afforded to Members pursuant to the *Members' Entitlements Handbook* and the *Members' Office Support Handbook*.

4 RECONCILIATION TO PAYMENTS FROM  
CONSOLIDATED FUND

OUTPUT REVENUE

	2001 \$'000	2000 \$'000
Budgeted Output appropriation	48,802	47,652
Plus		
Transfers from other headings (sec. 24) *	480	20
Supplementary appropriations (sec. 25) *	256	730
Total output receipts	49,538	48,402
Output revenue recognised in Statement of Financial Performance	49,538	48,402



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

	2001 \$'000	2000 \$'000
<b>4 RECONCILIATION TO PAYMENTS FROM CONSOLIDATED FUND (cont'd)</b>		
<i>EQUITY ADJUSTMENT (Controlled)</i>		
Budgeted equity adjustment appropriation	1,150	1,250
Less		
Transfers to other headings (sec. 24) *	(480)	(20)
Total equity adjustment receipts	670	1,230
Equity adjustment recognised in Contributed Equity (refer Note 21)	670	1,230
* Refers to sections in the <i>Financial Administration and Audit Act 1977</i> .		
<b>5 USER CHARGES</b>		
Catering Sales	1,109	1,143
Other	103	86
	1,212	1,229
<b>6 GRANTS AND OTHER CONTRIBUTIONS REVENUE</b>		
Goods and services received below fair value represents the major maintenance and refurbishment program currently being undertaken at Parliament House and the Parliamentary Annexe.	842	1,338
	842	1,337
<b>7 OTHER REVENUES</b>		
Gain on Sale of Plant and Equipment	13	23
Asset Revaluation Increment	155	346
Other	176	214
	344	583



# LEGISLATIVE ASSEMBLY

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS For the Year Ended 30 June 2001

Note  
Ref

	2001 \$'000	2000 \$'000
<b>8 EMPLOYEE EXPENSES</b>		
Wages and salaries *	27,792	26,740
Employer Superannuation Contributions	1,444	1,537
Long service leave levy	223	160
Annual Leave	1,397	1,079
Other	1,542	1,710
	<u>32,398</u>	<u>31,226</u>

\* includes Chief Executive Remuneration

### Chief Executive Remuneration

The following salary band relates to the Chief Executive of the Parliamentary Service (The Clerk of the Parliament).

Level	Superannuable Salary (\$ per annum)	
	Min \$	Max \$
CEO 2	156,327	177,133

Note that the Chief Executive of the Parliamentary Service is an officer of the Legislative Assembly, appointed by the Governor by commission and is not eligible for consideration of any performance bonus.

<b>9 SUPPLIES AND SERVICES</b>		
Members Entitlements	1,393	1,893
Maintenance & Construction	1,914	2,393
Telephones & Utilities	1,481	2,509
Consumables	817	862
Commercial & Professional Services	1,963	1,668
Other Administration Costs	1,608	1,655
	<u>9,176</u>	<u>10,980</u>

### **10 DEPRECIATION AND AMORTISATION** Depreciation and amortisation expenses for the financial year were charged in respect of :-

Buildings	775	678
Computer Equipment	600	448
Other Equipment	322	338
Intangibles	39	15
	<u>1,736</u>	<u>1,479</u>



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

	2001 \$'000	2000 \$'000
<b>11 EQUITY RETURN</b>		
An equity return rate of 6 percent has been set by the Government for 2000-01. Queensland Treasury invoices the department for this amount on a quarterly basis. The return is calculated on a pro-rata daily basis using the opening net asset position of the department for each quarter, plus or minus equity injections or withdrawals.	4,487	3,967
<b>12 OTHER EXPENSES</b>		
Audit fees – external	36	51
Audit fees – internal	10	35
Operating lease rentals	2,826	2,836
Loss from the sale and writeoff of non-current assets	28	30
Asset Revaluation Decrement	44	---
Other	26	2
	2,970	2,954
<b>13 CASH</b>		
Cash at Bank	(1)	1
Imprest Accounts	4	4
	3	5
<b>14 RECEIVABLES</b>		
GST input tax credits receivable	288	10
Less GST payable	(8)	---
Net Receivable	280	10
Trade Debtors	194	152
Long service leave reimbursements	51	37
Other	---	6
	525	205
<b>15 INVENTORIES</b>		
<i>Inventory held for resale –</i>		
Books and other saleable stock	1	3
Gift Shop Stock	20	18
Catering Stock	92	68
	113	89
<i>Inventory not held for resale-</i>		
Stationery and Stores	102	59
	215	148



# LEGISLATIVE ASSEMBLY

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS For the Year Ended 30 June 2001

Note  
Ref

	2001 \$'000	2000 \$'000
<b>16 OTHER CURRENT ASSETS</b>		
Prepayments	126	75
	<u>126</u>	<u>75</u>
<b>17 PROPERTY, PLANT &amp; EQUIPMENT</b>		
Buildings		
At Fair Value	35,524	34,925
Less accumulated depreciation	(8,976)	(8,691)
	<u>26,548</u>	<u>26,234</u>
At Historical Cost	33,094	31,359
Less accumulated depreciation	(18,492)	(18,056)
	<u>14,602</u>	<u>(13,303)</u>
Land		
At Fair Value	21,000	23,710
	<u>21,000</u>	<u>23,710</u>
Valuables		
At Fair Value	10,886	10,921
	<u>10,886</u>	<u>10,921</u>
Computer Equipment		
At Historical Cost	3,667	3,775
Less accumulated depreciation	(2,167)	(2,245)
	<u>1,500</u>	<u>1,530</u>
Other Equipment		
At Historical Cost	3,023	2,870
Less accumulated depreciation	(1,813)	(1,787)
	<u>1,210</u>	<u>1,083</u>
Total property, plant and equipment – net book value	<u>75,746</u>	<u>76,781</u>
<b>18 INTANGIBLES</b>		
Internal Use Software – at Historical Cost	277	199
Less accumulated amortisation	(77)	(38)
	<u>200</u>	<u>161</u>



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

	2001 \$'000	2000 \$'000
<b>19 PAYABLES</b>		
<i>Current</i>		
Trade Creditors	1,725	986
Loan – Queensland Treasury Corporation	299	291
Other	1	---
	<u>2,025</u>	<u>1,277</u>
<i>Non-Current</i>		
Loan – Queensland Treasury Corporation	---	291
	<u>---</u>	<u>291</u>
Queensland Treasury Corporation has provided a recoverable funding loan interest free. There are no borrowing costs and the principal is to be repaid in full by 30 June 2002. The carrying amount is at net fair value.		
<b>20 PROVISIONS</b>		
Annual leave	1,610	1,604
Time in Lieu	110	119
	<u>1,720</u>	<u>1,723</u>
<b>21 CONTRIBUTED EQUITY</b>		
Balance at the beginning of the financial year	3,273	---
Equity injections (see Note 4)	670	1,230
Adjustment due to elimination of opening balance of provision for long service leave	---	2,043
Net leave liabilities transferred to other departments	13	---
<b>Balance at the end of the financial year</b>	<u>3,956</u>	<u>3,273</u>
<b>22 CHANGES IN EQUITY</b>		
<i>Retained Surplus</i>		
Balance at the beginning of the financial year	60,560	59,614
Net Surplus	1,169	946
<b>Balance at the end of the financial year</b>	<u>61,729</u>	<u>60,560</u>
<i>Asset Revaluation Reserve</i>		
Balance at the beginning of the financial year	10,251	10,231
(Decrement) / Increment on revaluation of:		
- Valuables	(155)	20
- Land	(2,711)	---
<b>Balance at the end of the financial year</b>	<u>7,385</u>	<u>10,251</u>



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

	2001 \$'000	2000 \$'000
<b>23 RECONCILIATION OF NET SURPLUS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Net Surplus	1,169	946
<i>Non-cash items:</i>		
Depreciation and amortisation	1,736	1,479
Loss on sale of assets	48	29
Gain on sale of assets	(13)	(23)
Maintenance expense – received below fair value	247	725
Write back of assets	(109)	(164)
Receipt adjustment for goods received below fair value	(842)	(1,338)
Asset revaluation increment	(155)	(346)
Asset revaluation decrement	44	---
Transfer of Employee Entitlements	13	---
<i>Changes in assets and liabilities:</i>		
Increase in GST Input Tax Credit Receivable	(278)	(10)
Increase in LSL Reimbursement Receivable	(14)	(37)
Increase in Trade Debtors	(42)	(6)
Decrease in Other Receivables	6	---
(Increase) / Decrease in Inventories	(67)	1
(Increase) / Decrease in Prepayments	(51)	168
Increase in Trade Creditors	739	170
Increase in Other Payables	1	---
Increase in GST Payable	8	---
(Decrease) / Increase in Provisions	(3)	426
Net Cash provided by operating activities	2,437	2,020



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2001

Note  
Ref

	2001 \$'000	2000 \$'000
<b>24 COMMITMENTS FOR EXPENDITURE</b>		
<i>Non-Cancellable Operating Lease Commitments</i>		
Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:-		
Not later than one year	2,214	2,156
Later than one year and not later than five years	1,952	2,870
	<u>4,166</u>	<u>5,026</u>
Input Tax credits anticipated	379	457
Operating Leases are entered into as a means of acquiring access to office accommodation and storage facilities. Rental payments are generally fixed, but with inflation escalation clauses on which contingent rentals are determined. No renewal or purchase options exist in relation to operating leases and no operating leases contain restrictions on financing or other leasing activities.		
<b>25 FINANCIAL INSTRUMENTS</b>		
The department has no exposure to interest rate risk as Financial assets and liabilities are non interest bearing.		
The maximum exposure to credit risk at balance date is the carrying amount of Receivables as indicated in the Statement of Financial Position.		
<b>26 NUMBER OF EMPLOYEES</b>		
The number of employees at 30 June 2001 was 415 (30 June 2000 –420 employees). This includes both full-time employees and part-time employees measured on a full-time equivalent basis.		



## CERTIFICATE OF THE LEGISLATIVE ASSEMBLY

The foregoing financial statements have been prepared pursuant to section 40 of the *Financial Administration and Audit Act 1977* and other prescribed requirements.

We certify that:

- (a) the statements together with the other information and notes to and forming part thereof are in the form required by the Treasurer and are in agreement with the accounts of the Legislative Assembly; and
- (b) In our opinion-
  - (i) the prescribed requirements for the establishment and keeping of the accounts have been complied with in all material respects; and
  - (ii) the 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 for the financial year ended 30 June 2001 and of the financial position as at the end of that year.



R E FICK  
EXECUTIVE DIRECTOR  
CORPORATE & PROPERTY SERVICES

25 September 2001



R D DOYLE  
THE CLERK OF THE PARLIAMENT

25 September 2001



## INDEPENDENT AUDIT REPORT

To the Accountable Officer of the Legislative Assembly

### Scope

I have audited the General Purpose Financial Statements of the Legislative Assembly prepared by the Accountable Officer for the year ended 30 June 2001 in terms of s.40 of the *Financial Administration and Audit Act 1977*. The financial statements comprise the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Notes to and forming part of the financial statements and certificates given by the Accountable Officer and officer responsible for the financial administration of the Department.

The Accountable Officer is responsible for the preparation and the form of presentation of the financial statements and the information they contain. I have audited the financial statements in order to express an opinion on them.

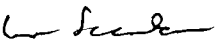
The audit has been conducted in accordance with *QAO Auditing Standards*, which incorporate Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the prescribed requirements and prescribed accounting standards.

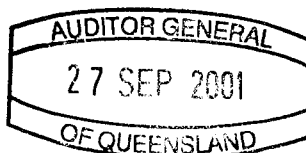
The audit opinion expressed in this report has been formed on the above basis.

### Audit Opinion

In accordance with section 40 of the Financial Administration and Audit Act I certify that -

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
  - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the Statements have been drawn up so as to present a true and fair view in accordance with the prescribed accounting standards, of the transactions of the Legislative Assembly for the financial year 1 July 2000 to 30 June 2001 and of the financial position as at the end of that year.

  
L J SCANLAN  
Auditor-General of Queensland



Queensland Audit Office  
Brisbane