2004-05 | **annual report**

QUEENSLAND PARLIAMENT

Queensland Parliamentary Service

Aiming for highest reporting standards

This year, for the first time the Parliamentary Service has introduced a report that is moving towards the use of the Global Reporting Initiative 'Sustainability Reporting Guidelines' (Global Reporting Initiative (GRI) Guidelines).

These guidelines are a joint initiative of the Coalition for Environmentally Responsible Economics and the United Nations Environment Program to improve the quality, rigour and utility of sustainability reporting.

They build on the Triple Bottom Line approach of reporting the full impacts of decisions from social, environmental and economic viewpoints. GRI Guidelines contain a very specific set of reporting guidelines so reports can be compared by the same standards around the world.

Currently the Queensland Parliamentary Service is taking a 'fragmented' approach under the Guidelines. Currently we are unable to report on all key performance indicators. However, there is sufficient information in many areas of our Annual Report to give meaningful information to readers.

In this report we have highlighted relevant GRI indicators with the following symbols (See the inside back cover for an explanation of each indicator):

Global Reporting Initiative Indicator

Environmental Indicator

Economic/Financial Indicator

Social Indicator

In the years to come, we aim to meet all the GRI Guidelines. If you would like more information on GRI, we encourage you to visit their website at www.globalreporting.org.

Reporting Year
This report covers activities that occurred during the financial year 2004-05.

Previous Reports
The past three Annual Reports of the Queensland Parliamentary Service are available online at *www.parliament.qld.gov.au/annualreport* or email *annualReport@parliament.qld.gov.au*.

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Communication Objective

This Annual Report has been prepared to meet the information needs of our clients and stakeholders. These include Members of Parliament, the people of Queensland, government agencies, schools and students, media, Commonwealth Parliamentary Association, other parliaments, the Office of the Parliamentary Crime and Misconduct Commissioner, parliamentary committees, electorate offices and our staff.

The report is designed to provide an account of the achievements and activities of the Parliamentary Service for 2004-05 in accordance with the strategies and outputs detailed in the Parliamentary Service Management Plan 2004-08 and the Speaker's Portfolio Statements 2004-05. In addition, the report fulfils our statutory reporting requirements. An electronic version of this report is available on the Parliament's website at: *www.parliament.qld.gov.au*.

Readers are encouraged to comment on this report by completing the enclosed feedback form.

"Our Vision is to be recognised as the leader in the delivery of Parliamentary Services."

Speaker's Green

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> "Our Mission is to serve, support and strengthen the Queensland Parliament."

Legislative Council chamber

Our Business

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

In the context of this report, legislative responsibilities refer to participation in parliamentary matters including the enactment of legislation, privileged debate, scrutiny of government policy and serving on parliamentary committees. Constituency responsibilities arise as each Member, the representative of an electoral district, provides advice and assistance to constituents and acts as an advocate of local interests.

The *Parliamentary Service Act 1988* establishes the Parliamentary Service to provide administrative and support services to the Legislative Assembly, its committees and Members.

These services include :

- A range of advisory services that assist the Legislative Assembly, its committees and Members to fulfil their legislative responsibilities. These services include Chamber and Security Services and Special Events, the Committee Office, the Parliamentary Library and the Parliamentary Reporting Service;

- A range of accommodation and hospitality services that provide Members, staff and guests of the Parliament with an appropriate environment in which to work. These services include Property Services and Catering; and

- A range of organisational services that support the activities of Members and their staff and deliver a range of entitlements afforded to Members pursuant to the Members' Entitlements Handbook. These services include Information Technology Services, Human Resource Management and Financial and Administrative Services.

Parliamentary Service staff from front left to right : Wayne Chidgey; Merle Lockett; Christopher King; Barbara McCullagh; John Polistena. Back left to right : Renee Giskes; Julie-Anne Kross; Zachary Dadic; Margaret Telford; Robert Bradbury.

Our Values

The Queensland Parliamentary Service Code of Conduct is based on the Public Sector Ethics Act 1994. The Code of Conduct guides the decisions and actions of staff.

INDEPENDENCE AND INTEGRITY

At all times, the Service will strive to:
- Serve objectively and impartially;
- Act openly, honestly and reliably; and
- Exercise discretion and respect confidentiality.

IMPROVEMENT THROUGH INNOVATION AND DIVERSITY

At all times, the Service will strive to:
- Embrace new ideas and opportunities; and
- Promote diversity of people and thought.

COMMITMENT AND RESPECT

At all times, the Service will strive to:
- Be committed to the achievement of Parliamentary Service goals;
- Be responsive and customer focused;
- Respect clients and fellow workers alike; and
- Recognise, value and reward achievement.

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Message from the Speaker

I am delighted to present the Annual Report of the Queensland Parliamentary Service for the financial year 2004-05.

During the financial year, the Office of Speaker was occupied by the Honourable Ray Hollis MP. While he was absent on sick leave from April 2005 to June 2005, the Honourable Jim Fouras MP was Acting Speaker. In August 2005, following Mr Hollis' resignation as Speaker and as a Member of Parliament, I was honoured to be chosen as Speaker by the Legislative Assembly.

During the 2004-05 financial year the Service continued to provide its wide-ranging services that underpin the operations and community involvement of the Parliament. Notable events during the year included hosting of the 3rd Commonwealth Parliamentary Association Youth Parliament (which had not previously been held outside the United Kingdom) and Centenary of Women's Suffrage celebrations. Another major focus for the Service during the financial year was advance planning for the Regional Parliament due to be held in Rockhampton in October 2005.

In outlining the Service's achievements, it must not be overlooked that it comprises not just staff based at Parliament House but also those working in the 94 electorate offices Statewide.

On behalf of Members of the current 51st Parliament, I thank all parliamentary staff for their ongoing effort and achievements during the financial year.

Hon Tony McGrady MP
Speaker

Clerk's Report

Mr Speaker,

I am pleased to present to you the Annual Report for the Parliamentary Service for 2004-05. This report moves the Service to reporting, for the first time, in accordance with Global Reporting Initiative (GRI) Guidelines.

The theme of this year's report is to demonstrate how technology has been embraced by the Service over the years in its delivery of services to clients. To this end interesting facts about the use of technology in the Service are interdispersed throughout the report. It is fascinating to note how technology has radically changed the way one of the State's oldest and most traditional institutions undertakes its business. I assure you that the Service is committed to continuing to use technology to further improve services and many of the major initiatives commenced or completed in 2004-05 centered around the better use of technology (for example, the "Radio on Demand" service and the "One Record Project").

For the first time the Annual Report focuses on one of the Service's new goals "To play a positive Role in the Community", and reports on the significant contribution by the Service, Members and staff to community involvement and activities, including support for organisations, charities and the environment. I would particularly like to highlight those portions of the report which describe the Service's commitment to the environment. The report notes that since 1992 the water management initiative has seen water consumption in the precinct fall by approximately 50%. Similarly, since 1995-96, as a result of energy saving initiatives, energy consumption has reduced by 23.5%.

On behalf of all Parliamentary Service staff, I am proud to be able to report the continuing very high satisfaction rate (100%) with the overall performance of the Service reported by our primary clients, Members of Parliament, in the annual survey of Members. I am also happy to report on the high compliance with benchmarks set for timeliness (98-100%).

It is also pleasing to report that the precinct remains a popular location for community activities and functions. Over 129,000 meals were provided in 2004-05, including BBQs, morning teas and fine dining. Effort continues to ensure that the precinct remains a well maintained and safe environment for Members, staff and visitors.

Looking forward, the major project for 2005-06 is the Central Queensland Sitting of Parliament (Rockhampton) in October 2005. This project involves officers from almost every area of the Service and success can only be assured by good planning and cooperation. Other major initiatives include the replacement of the ageing (25 year old) television distribution system in the precinct and the replacement of computer equipment in electorate offices.

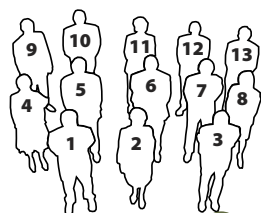I commend the report.

Neil Laurie
The Clerk of the Parliament

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Management Profiles

Hon. Tony McGrady MP [5]
Speaker – Queensland Parliament
Speaker McGrady has represented the electorate of Mount Isa since December 1989 and prior to his election to the Legislative Assembly was a former Alderman and Mayor of the Mount Isa City Council. The Speaker is responsible for policy decisions and organisation of the Parliamentary Service, as well as the provision of services and resources to Members, preparation of budgets, employees' remuneration and conditions of service and overseeing the management and delivery of services by staff. Speaker McGrady is Queensland's 32nd Speaker and was elected to this position in August 2005.

Mr Neil Laurie LLB LLM (Hons) MBA [6]
The Clerk of the Parliament
Neil has been the Principal Officer of the Legislative Assembly, and Chief Executive of, and Accountable Officer for, the Parliamentary Service since February 2003. Neil has 12 years experience with the Service, including six years as Deputy Clerk and Clerk of Committees. During his service Neil has also been Research Director of a number of committees, including the Parliamentary Criminal Justice Committee, the Legal, Constitutional and Administrative Review Committee and the Members' Ethics and Parliamentary Privileges Committee.

Ms Siwan Davies BA (Hons) [4]
Deputy Clerk
Siwan was appointed in June 2005 and is responsible for leading the Legislative and Information Services Division and managing the day-to-day operations of the Committee Office. Siwan is an experienced parliamentary and public servant and prior to joining the Parliamentary Service was a senior committee clerk at the National Assembly for Wales.

Mr Michael Hickey BBus [7]
Director
Michael leads the Corporate and House Services Division of the Parliamentary Service. He is also responsible for developing and monitoring corporate governance strategies. Michael was appointed Director in June 2003 and has over 16 years experience with the Service.

Ms Lynda Plint [8]
Speaker's Executive Officer
Lynda is responsible for advising the Speaker in relation to his leadership of the Parliament and the Parliamentary Service. Lynda is also responsible for the management of the Office of the Speaker. Lynda has had 24 years experience in the State Public Service, which has included 15 years providing advice and support to elected representatives at the State Government level.

Ms Lucinda Osmond LLB [11]
Chief Hansard Reporter
Lucinda manages the Parliamentary Reporting Service, responsible for the accurate, timely and efficient reporting of the proceedings of Parliament and its committees. Previously, Lucinda worked for seven years for the New Zealand and Northern Territory Parliaments and as a court reporter.

Mr Ian Thompson [13]
Clerk Assistant & Sergeant-at-Arms
Ian is manager of Chamber and, Security Services and Special Events. This includes the day-to-day operations of the Table Office, Parliamentary Attendants and the Parliamentary Security Service. Ian has in excess of 30 years experience across various Chamber and support functions with the Service.

Ms Mary Seefried BA (Hons) M.Urb. M.Pub.Ad [2]
Parliamentary Librarian
Mary manages the Parliamentary Library and Education Services. This includes management of the library's information and research services, Parliamentary Education Services as well as the O'Donovan Library collection of rare and historical books. Mary has extensive research and management experience, both within the Service and in other public service organisations.

Mr John McDonough [12]
Manager Property Services
John is responsible for managing the facilities within the Parliamentary Precinct and 94 electorate offices located throughout Queensland. John has 13 years experience as Manager of Property Services.

Mr Jaakko Ponsi [10]
Manager Parliamentary Catering
Jaakko is responsible for Catering Services within the Parliamentary Precinct. This includes fine dining, bar amenities, functions and cafeteria-style dining. Jaakko has managed Catering Services for eight years.

Mr Peter Morris B Bus Cert III (Adult Literacy) [3]
Manager Human Resources
Peter is responsible for ensuring the delivery of human resource and industrial relations services to both Parliamentary Service staff and Members of Parliament. Peter has extensive experience in both human resource management and industrial relations at an operational and managerial level.

Mr Craig Atkinson [1]
Manager Financial and Administrative Services
Craig is responsible for the delivery of Financial and Administrative Services, which includes establishing systems of financial administration and asset and logistics management, preparing financial statements and ensuring compliance with the *Financial Administration and Audit Act 1977* and the Financial Management Standard as well as promoting best practice in financial management across the Parliamentary Service. Craig has 15 years experience in financial management.

Mr Mike Coburn [9]
Manager Information Technology
Mike manages the Information Technology Services Branch that provides and maintains computer networks and services throughout the Parliamentary Precinct and Members' offices. Mike has over 20 years experience in the information technology industry.

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Front entrance security xray scanner area from front left to right : Gillian Thomas, Sandy Musch. Back left to right : Pat Kane, Andrea Frost

Corporate Governance

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

MANAGEMENT STRUCTURE

The Speaker

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

- Decide major policy;
- Prepare budgets;
- Determine its size and organisation;
- Determine employees' remuneration and conditions of service; and
- Supervise the management and delivery of services.

The Clerk (Chief Executive Officer and Accountable Officer)

The Clerk of the Parliament is the Chief Executive Officer of the Parliamentary Service and is responsible to the Speaker for the efficient and economical management of the Service.

Divisional Leaders

The Service has two divisions that reflect the outputs and goals contained in the Parliamentary Service Management Plan 2004-08:

- Legislative and Information Services, led by the Deputy Clerk of the Parliament; and
- Corporate and House Services, led by the Director of Corporate and House Services.

Both divisional leaders report to the Clerk of the Parliament. The Clerk of Parliament and the divisional leaders form the Executive Management Group (EMG).

CORPORATE MANAGEMENT STANDARDS

In its activities, the Parliamentary Service maintains a strong commitment to the development and maintenance of a culture of care, diligence, ethical behaviour, public defensibility, integrity, accountability and leadership. This commitment is reflected in management standards covering workplace health and safety (delivered through the Workplace Health and Safety Management Group), Risk Management (delivered through the Audit and Risk Management Group) and the Code of Conduct for Officers and Employees of the Parliamentary Service.

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

All Parliamentary Service staff based in the parliamentary complex in Brisbane received training about workplace health and safety in May and June 2005.

MANAGEMENT SYSTEMS

Planning

The Parliamentary Service undertakes planning at both strategic and operational levels to ensure that staff are focused on performance and achieving results. These plans form the basis of budgeting, performance management and reporting. The three principal strategic plans prepared are:

- The Parliamentary Service Management Plan (incorporating strategic and operational plans);
- The Parliamentary Service Capital Investment Strategic Plan; and
- The Parliamentary Service Information and Communication Technology (ICT) Resources Strategic Plan.

Performance Management

The Clerk of the Parliament employs a number of mechanisms to measure and monitor the performance of the Parliamentary Service:
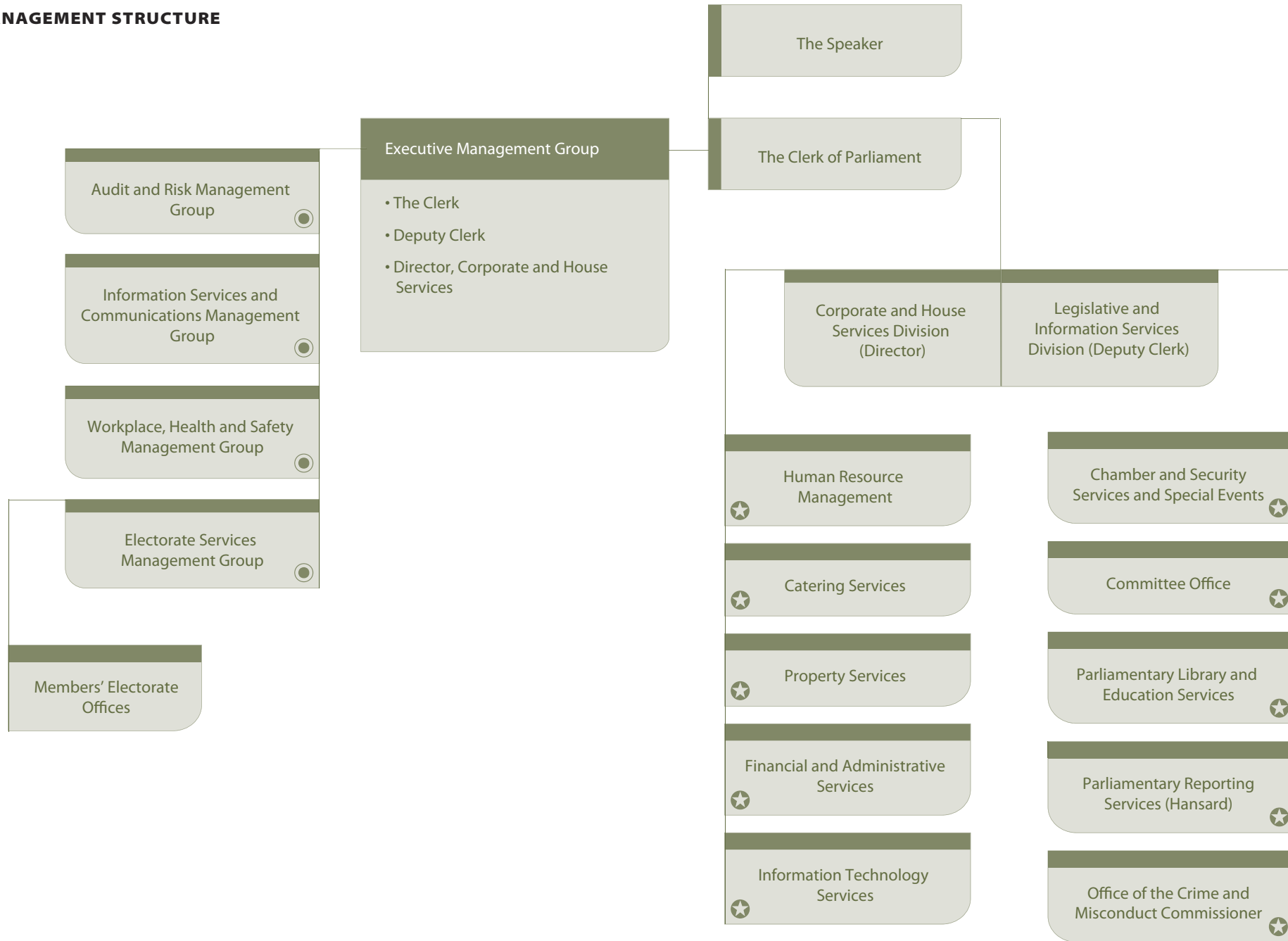
- **Internal management reporting**

  All line managers are required to submit quarterly management reports for the Clerk and Speaker. These reports document financial and operational

MANAGEMENT STRUCTURE

The Speaker

The Clerk of Parliament

Executive Management Group

- The Clerk
- Deputy Clerk
- Director, Corporate and House Services

Audit and Risk Management Group ◉

Information Services and Communications Management Group ◉

Workplace, Health and Safety Management Group ◉

Electorate Services Management Group ◉

Members' Electorate Offices

Corporate and House Services Division (Director)

Legislative and Information Services Division (Deputy Clerk)

Human Resource Management ✪

Chamber and Security Services and Special Events ✪

Catering Services ✪

Committee Office ✪

Property Services ✪

Parliamentary Library and Education Services ✪

Financial and Administrative Services ✪

Parliamentary Reporting Services (Hansard) ✪

Information Technology Services ✪

Office of the Crime and Misconduct Commissioner ✪

◉ Standing Management Groups

✪ Sub-outputs

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performance against performance targets outlined in the Parliamentary Service Management Plan 2004-08.

- **External review/evaluation**

   The Parliamentary Service is also subject to an annual, independent evaluation/audit by external parties.

   Robertsons Chartered Accountants were engaged by the Parliamentary Service during 2004-05 to provide the internal audit function pursuant to the requirements of the Financial Management Standard.

   Pursuant to Part 6, Division 1 of the *Financial Administration and Audit Act 1977*, the Parliamentary Service is subject to an annual audit by officers of the Queensland Audit Office. The Clerk of the Parliament, in his capacity as accountable officer, considers and addresses the reports and any recommendations from these audits.

Resource Management

The Clerk of the Parliament also establishes and publishes policies and procedures for the management of all human, financial and information resources. Systems have been established to manage revenue, expenditure, assets and liabilities, as well as protect information resources.

MANAGEMENT GROUPS

A number of management groups within the Parliamentary Service support the Speaker and the Clerk.

The Executive Management Group (EMG)

The role of the EMG is to:
- Provide leadership and ensure effective management, coordination and performance of the Parliamentary Service;

- Consider reports from all management groups;

- Oversee the development and implementation of the Parliamentary Service Management Plan, Service-wide policies and procedures, management information systems and control environments; and

- Review and recommend to the Speaker the annual budget for the Parliament.

The members of the EMG are: the Clerk of the Parliament (Chair); Deputy Clerk; and the Director of Corporate and House Services. During the 2004-05 financial year, Ms Kerryn Newton, Research Director for the Legal, Constitutional and Administrative Review Committee and Mr Stephen Finnimore, Research Director for the Parliamentary Crime and Misconduct Committee were senior managers who were also temporary members of this group.

During 2004-05 the EMG met on 14 occasions to discuss a range of matters including:
- Strategic/Operational Planning for 2005-09;

- Budget for 2004-05 and 2005-06;

- Review of Parliamentary Catering Services;

- Reports from ARMG (including Internal Audit reports) ;

- Various SARAS and other Training and Development approvals;

- Approval of various policies including Information Security, Leave Management, Equal Employment Opportunity, Telecommuting and Performance Management;

- Hansard resourcing;

- Preservation of the O'Donovan Collection; and

- Records Management.

Information Services and Communication Management Group (ISCMG)

The role of the ISCMG is to:
- Develop and monitor an Information and Communication Technology (ICT) Resources Strategic Plan;

- Develop plans or policies to satisfy and monitor compliance with information standards; and

- Liaise with operational groups that are concerned with information infrastructure or service delivery (for example the Internet/Intranet Group).

The members of the ISCMG are: the Deputy Clerk (Chair); Director of Corporate and House Services; Parliamentary Librarian; Manager, Information Technology Services; and the Chair of the Internet/Intranet Group.

During the 2004-05 financial year the group formally met three times in addition to circulating material out of committee. The group addressed a range of issues during the year including:
- Completing the Information Security Policy and Processes for the Parliamentary Service;

- Commencing the implementation of Privacy Standards;

- Provisional work on an Information Security Classification Scheme; and

- Establishing a sub-committee: the Information Systems Group.

Audit and Risk Management Group (ARMG)

In 2004-05 the Audit Management Group and the Risk and Compliance Management

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Group combined to establish the Audit and Risk Management Group. The role of the ARMG is to support the Executive Management Group by:

- Assessing and contributing to the audit processes required to be undertaken by the accountable officer under the *Financial Administration and Audit Act 1977*; and

- Promoting, sponsoring and coordinating a risk management culture throughout the Service.

The members of the ARMG are: Director of Corporate and House Services (Chair); Research Director for the Public Accounts Committee; Manager, Financial and Administrative Services; and Parliamentary Librarian.

The ARMG met on four occasions during 2004-05 to monitor internal and external audit arrangements, issues and reports. The group examined a number of issues throughout the financial year including:

- Internal Audit Reports;

- Internal Audit Strategic Plan;

- New Requirements for Systems Appraisals;

- Government Agency Preparedness (GAP) analysis;

- Business Continuity Planning;

- Risk Management; and

- Implementation of the Australian Equivalent International Financial Reporting Standards.

Electorate Services Management Group (ESMG)

The role of the ESMG is to ensure effective information management and communication between parliamentary services based at Parliament House and electorate offices.

The members of the ESMG are: Director of Corporate and House Services (Chair); Manager, Human Resource Management Services; Electorate Accommodation Officer, Property Services; Director Information Management, Parliamentary Library; and Operations Manager, Information Technology Services.

During 2004-05, the ESMG prepared a discussion paper for the consideration of all Parliamentary Service managers. The discussion paper identified a number of initiatives that may improve information management and communication between parliamentary services based at Parliament House and electorate offices. These initiatives included:

- An enhanced Electorate Office visits program conducted by the Speaker and Clerk;

- Membership (by Electorate Office staff) on the Parliamentary Service Internet/ Intranet Group;

- The development of new web-based reporting to Members of Parliament; and

- The development of the face-to-face training opportunities for Electorate Office staff.

The paper was discussed at a management workshop held in May 2005 and a number of these initiatives will be introduced/developed further in 2005-06.

Workplace Health and Safety Management Group (WH&SMG)

The WH&SMG assists the EMG by ensuring that obligations under the *Workplace Health and Safety Act 1995* are met. The WH&SMG is for all intents and purposes the "committee" required under section 86 of the abovementioned Act.

The group includes a number of management and employee representatives. These are:
- Management representatives (appointed every two years);

- Manager, Human Resource Management Services;

- Manager, Catering Services;

- Manager, Property Services (or delegate);

- Maintenance Supervisor, Property Services; and

- Operations Manager, Chamber and Security Services.

Employees elected as representatives
- Ms Angilee Jones (Chamber and Security Services);

- Ms Kerry Hackett (Aspley Electorate Office);

- Mr Bob Willmot (Catering Services);

- Mr Clayton Hinds (Moggill Electorate Office);

- Ms Roslin Bailey (Parliamentary Library); and

- Mr Dick Mattingly (Chamber and Security Services).

The group met five times in the financial year to consider:
- Operational Planning for 2004-05 and 2005-06;

- Review and re-write of Workplace Health and Safety Policy and Procedures;

- Review of incident reports and statistics;

- Reviews initiated of Smoking and First Aid Policies; and

- Election of new group (including management and staff representatives).

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Other Information

WHISTLEBLOWERS

Section 30 of the *Whistleblowers Protection Act 1994* requires public sector entities to report to the Legislative Assembly on any public interest disclosures made to them.

The Act defines public sector entities as including:

- A committee of the Legislative Assembly; and

- The Parliamentary Service.

Each parliamentary committee prepares an individual annual report that details public interest disclosures made to them. These reports are available from the Parliament of Queensland Internet site at: *www.parliament.qld.gov.au/Committees*.

There was one public interest disclosure in accordance with Section 30 of the *Whistleblowers Protection Act 1994* involving alleged official misconduct that was substantially verified.

LEGAL FRAMEWORK

Whilst no Acts are administered by the Parliamentary Service, it is created by the *Parliamentary Service Act 1988* and its duties are affected by the *Parliament of Queensland Act 2001*, which came into effect on 6 June 2002. The latter Act consolidates laws relating to the Legislative Assembly, its powers, procedures, Members and committees and was developed as a companion to the *Constitution of Queensland 2001*.

PRIVACY

The Parliamentary Service is not bound by Information Standard 42 (IS 42), approved by the Queensland Cabinet on 10 September 2001, which governs the collection, storage, use and disclosure of personal information by the Queensland government sector. However, in March 2003 the Parliamentary Service itself adopted a parliamentary privacy policy to ensure that the Parliamentary Service, where appropriate, complies with the spirit of IS 42, its 11 information privacy principles and with the *Commonwealth Privacy Act 1988*.

The parliamentary privacy policy takes into account the unique functions of the Parliamentary Service and aims to provide:

- Guidance to officers and employees who deal with personal information about the requirements of IS 42 relevant to the Parliamentary Service;

- Procedures to be followed by the Parliamentary Service; and

- An implementation plan.

In 2004-05, activities were undertaken in respect of each of these three aims. These activities included, for example, responses to requests from employees of the Parliamentary Service about the most appropriate way to deal with certain personal information.

OVERSEAS TRAVEL

Date - January 2005
Staff Member - Mr Neil Laurie, The Clerk of the Parliament
Location - Wellington, New Zealand
Purpose - ANZACATT 6th Professional Development Conference & Biannual Clerks Meeting
Cost - $2,055.47

Date - January 2005
Staff Member - Mr Robert Hansen, Research Director - Travelsafe Committee
Location - Wellington, New Zealand
Purpose - ANZACATT 6th Professional Development Conference
Cost - $2,477.33

Date - February 2005
Staff Member - Ms Roylene Mills, Education Officer, Parliamentary Library & Education
Location - Quebec, Canada
Purpose - Attachment to Quebec Parliament
Cost - $703.29 (accommodation and meals only)

CONSULTANTS

There was no consultancy expenditure for 2004-2005.

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Our Goals

Parliament House

Summary of Parliamentary Service Outputs 2004-05

Measures	Notes	Target	Performance
QUANTITY			
Committee reports/issues papers published		60	52
Committee hearings conducted	1	30	22
Committee meetings held		160	181
Library information requests (access to database)		155,000	159,179
Library information requests (individual client requests)		15,000	15,704
Library research reports/notes produced		720	766
Library analytical research publications		52	68
Library research database items added		85,000	86,633
Tabled papers and reports registered/archived	2	2,100	2,899
Education seminars conducted		90	108
Education publications distributed to clients and tour groups		35,000	40,500
Clients attending educational activities (including seminars)	3	2,800	3,691
QUALITY			
Members' satisfaction (satisfied/very satisfied)		95%	100%
TIMELINESS			
Two-hour turnaround for Members' draft speeches		100%	100%
Two-hour turnaround for Hansard Internet publication		100%	100%
Library legal research briefs circulated prior to scheduled debate		100%	100%
One-day turnaround to process an Electorate Office stationery request		75%	98%

NOTES

1. Variation between 2004-05 target and performance is due to reduction in frequency of formal committee hearings. Reduction reflects the current trend to promote community involvement through less formal consultation forums.

2. Variation between 2004-05 target and performance due to increased tabling activity by Members.

3. Variation between 2004-05 target and performance due to expanded marketing and interest in education activities from primary and secondary schools.

Laptops in the Legislative Assembly chamber

Goal 1

To achieve this goal, the units within the Service:

• Process legislation and provide safe custody of parliamentary records;

• Report on parliamentary proceedings;

• Provide specialist and procedural advice;

• Promote the role and functions of Parliament;

• Provide library and information services to Members and staff;

• Provide research, administrative and procedural support to parliamentary committees;

• Coordinate parliamentary visits, functions and conferences within the Parliamentary Precinct and provide protocol advice;

• Fulfil the statutory functions of the Parliamentary Crime and Misconduct Commissioner; and

• Maintain the safety and security of the Parliamentary Precinct and provide support services to Members, staff and visitors.

These services are primarily provided by units within the Legislative and Information Services Division. These units include Chamber and Security Services and Special Events, Committee Office, Parliamentary Library and Education Services, Parliamentary Reporting Service (Hansard) and the Office of the Crime and Misconduct Commissioner.

CHAMBER AND SECURITY SERVICES AND SPECIAL EVENTS

Chamber and Security Services provide a number of services to support the Parliament. Parliamentary attendants provide educational tours, mail services within the Parliamentary Complex as well as messenger and Chamber support services for Members, staff and visitors.

Security Services maintain a safe and secure environment for Members, guests, visitors and staff of the Parliamentary Complex. They are responsible for the first response in an emergency situation, should one arise within the precinct.

The Table Office provides the procedural and administrative support necessary for the effective conduct of the business of the Legislative Assembly.

Special events that occurred in 2004-05 included the 3rd Commonwealth Parliamentary

Association Youth Parliament and various other Youth Parliaments.

COMMITTEE OFFICE

The Legislative Assembly establishes parliamentary committees to assist it to operate more effectively.

Committees investigate specific issues and report back to the Parliament. Some committees also have continuing roles to monitor and review public sector organisations or keep areas of the law or activity under review.

Current parliamentary committees are:

• Estimates Committees;

• Legal, Constitutional and Administrative Review Committee;

• Members' Ethics and Parliamentary Privileges Committee;

• Palm Island Select Committee;

• Parliamentary Crime and Misconduct Committee;

• Public Accounts Committee;

• Public Works Committee;

• Scrutiny of Legislation Committee;

• Standing Orders Committee; and

• Travelsafe Committee.

The Committee Office provides parliamentary committees with professional advice, research services and administrative support to facilitate the performance of their designated roles.

Voices and Votes - A Parliamentary Committee Inquiry into Young People's Engagement in Democracy in Queensland

PARLIAMENTARY LIBRARY AND EDUCATION SERVICES

The Queensland Parliamentary Library provides research and information services, media monitoring, comprehensive research databases and library services for Members of the Queensland Parliament and their immediate staff, as well as for staff of the Parliamentary Service.

Parliamentary Education Services deliver education and information services to a range of clients including students, educators, public servants, Members of Parliament and their staff and the wider community. These services promote an awareness, knowledge and understanding of the role, functions and procedures of Parliament.

The library produces web pages on current information about the Queensland Parliament (including Members) and also historical records (web accessible) since 1860 (including previous Members). Exhibitions highlighting the history of parliamentary representation and aspects of significant Queensland parliamentary history are developed regularly.

The library also has a famous 19th century heritage collection, the O'Donovan Collection.

PARLIAMENTARY REPORTING SERVICE (HANSARD)

The primary role of the Parliamentary Reporting Service is to report the proceedings of the Legislative Assembly and, when required, of its committees.

Hansard is the official report of the debates and proceedings of Parliament and its committees. In Queensland, it is published as Daily Hansard, Weekly Hansard, the annual bound volumes and on the Internet.

Hansard produces electronic and hard copy transcripts of the debates of the Parliament, evidence given before parliamentary committees and the proceedings of other tribunals.

Hansard is not a verbatim report of what is said in the Legislative Assembly. Rather, it is an accurate representation of speeches and statements devoid of redundancies, obvious grammatical errors and factual errors.

OFFICE OF THE CRIME AND MISCONDUCT COMMISSIONER

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

Fact : Library

Catalogue System

The Parliamentary Library replaced its hard copy catalogue system in 1976 with an electronic system that was housed on the Parliament's first computer. The catalogue was stored on a program called 'Automated Information Retrieval System' (AIRS) which was developed by the then Deputy Parliamentary Librarian, Helga Alemson. This was one of the first automated library systems in Queensland.

In 1977, this system won an IBM Australia Award for use of technology and was chosen to go to an IBM Conference in Chicago. This system was then further developed to become the PARL-AIRS Information Management System and in 1988 this system won a gold award of excellence at the Technology in Government Conference in Canberra.

By 1987, a Windows version had been developed and in 1997 a web browser was also developed enabling continual access by clients external to the Parliament.

In 1999, "push technology" was incorporated to allow email alerts to be sent to all clients as news databases were updated. Video news clips in Real Media format were made available to all clients across the web, including to every electorate in Queensland.

These developments utilised cutting edge technologies and were essentially developed through in-house intellectual resources to better meet clients' needs.

Cataloguing Newspaper Articles

The Parliamentary Library began cataloguing daily newspaper articles in 1957. This was done by simply cutting out the articles, gluing them on to a page and arranging them in subject folders. In 1973, the articles were laminated in order to protect their longevity and then filed into approximately 300 broad subject headings.

In 1987, the articles began being catalogued electronically allowing them to be searched by title, identifier and subject grouping on the library's computer databases. A searchable full text facility was made available in 1993 allowing users to search for any article using keywords.

In 1999, the library began emailing a daily alert link of newspaper articles as well as television news and radio clips to parliamentary users, electorate and ministerial offices.

Video and Radio on Demand (VoD) Services

Since 1999, the Parliamentary Library has provided a Video on Demand (VoD) service. This allows clients to watch and replay selected news and current affairs programs as soon as the recording of those programs is complete.

This service was developed with the assistance of Parliamentary Information Technology Services and is delivered over the IP network to the Parliamentary Precinct.

| Major Initiatives	Level of Achievement
Continue the review of consultation methods used by committees to ensure they are effectively engaging the community in relevant activities through a range of media	Information was collected from other Parliaments, a review of relevant literature was conducted and drafting of a Handbook for the Committee Office commenced.
Continue planning for various aspects of the Regional Sitting of Parliament to be held in Rockhampton in October 2005	Preparations were made for provision of Chamber, Table Office and Library and Education Services functions at the sitting.
Organise or facilitate various special events in the Parliamentary Precinct	Various Youth Parliaments were organised or facilitated. These included the 3rd Commonwealth Parliamentary Association Youth Parliament, which was held outside the United Kingdom for the first time.
Launch Queensland Hansard Publishing System (QHAPS) and digital audio	During the year, both the QHAPS and digital audio projects were completed and brought online. QHAPS, which is based on Adobe FrameMaker technology, streamlines the production and publishing of Hansard and publishes it in both PDF and XML formats. The digital recording of Chamber proceedings enables the Chamber audio to be captured in a format that can be stored and manipulated as sound files in a computer directory and accessed by multiple users simultaneously.
Launch Radio on Demand Service	During the year the Parliamentary Library, in association with Information Technology Services, developed the Radio on Demand Service. The service provides Members with access to recordings of each day's radio talkback and news programs, available for 24 hours until replaced by the next day's programs. Selected radio clips are retained for up to four weeks. This service is an extension of the library's current Video on Demand service.
Continue the involvement of officers of the Committee Office in seminars and other activities, including those conducted by Parliamentary Education Services	Committee Office staff delivered a number of presentations on the parliamentary committees system, the Queensland legislative system and other topics. Audiences addressed included public servants, visiting delegations and others.
Progress the One Record project (integration of documents associated with the proceedings of the House i.e. Hansard, Votes and Proceedings, Notice Paper, Bills Register)	During the financial year, an implementation plan was presented to the Speaker. Pursuant to the plan's consultation provisions, a survey of Members' views on the proposals was carried out during the year and consultation with other stakeholders is presently underway. Subject to that process, it is planned to implement the One Record system's integration of the Votes & Proceedings and Hansard at the commencement of the next (52nd) Parliament. Integration of the Notice Paper and Daily Program may take place earlier, during the life of the current Parliament.
Commence investigations into possible commercialisation of Parliament's ePetition system	During the financial year a project was initiated in conjunction with the Department of Communities to investigate possible commercial opportunities for both the Parliament's ePetition system and the department's Consult Queensland online facility.

Tabled Documents
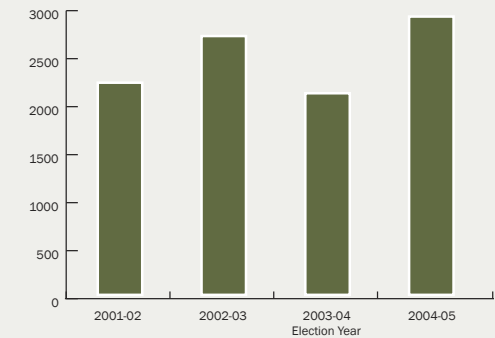
Committee Reports Published
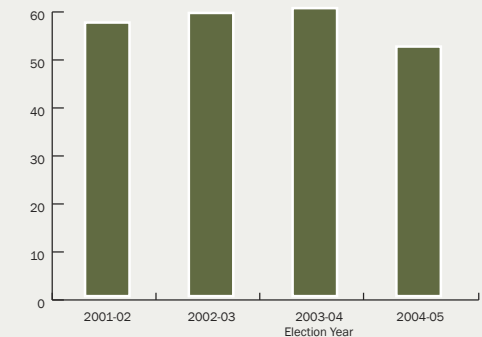
Education Seminars
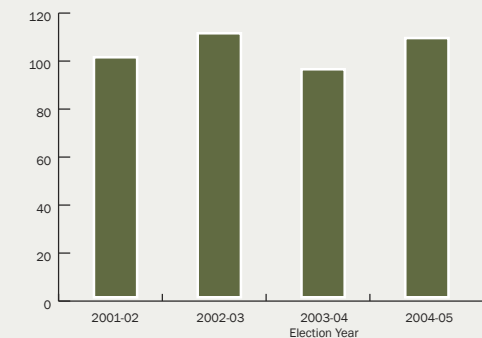
JFTA contractors, completing installation of emergency generator tank at newly upgraded loading dock

Goal 2

To achieve this goal, the Service provides effective organisational services, facilities management and hospitality management. These services are provided primarily through the Corporate and House Services Division and the following sub-outputs:

- Office of the Director;
- Property Services;
- Catering Services;
- Financial and Administrative Services;
- Human Resource Management Services; and
- Information Technology.

The Service implemented a number of initiatives to meet the business needs of Members and other clients during 2004-05.

OFFICE OF THE DIRECTOR

The Office of the Director is responsible for developing and monitoring corporate governance strategies within the Parliamentary Service including management planning, systems and standards.

The Office's other roles include managing the administration of the Members' Entitlements Handbook and the Members' Office Support Handbook. The Office maintains and updates the Members' Contact Details and manages corporate service records. It also plays a key role in providing services to external clients through the Shared Corporate Services Initiative.

PROPERTY SERVICES

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 within the section allows it to carry out many projects

and not only to maintain the aesthetics of the complex but also enhance the management of assets and services within the Parliamentary Precinct and throughout the electorate offices.

The services provided through this sub-output are varied and include:

- The total facility management and maintenance of the Parliamentary Precinct; and
- The coordination of Electorate Office accommodation for Members to ensure all electorate accommodation and support facilities are in accordance with current policies.

CATERING SERVICES

Catering Services provides a range of dining services throughout the Parliamentary Precinct. They provide fine dining and bar facilities for Members and their guests, comprehensive function facilities for Members of Parliament and approved clients as well as a cafeteria-style dining facility for Members of Parliament, Former Members and Parliamentary Service staff.

Catering Services also provide a range of gift and souvenir products through a number of venues within the precinct.

FINANCIAL AND ADMINISTRATIVE SERVICES

Financial and Administrative Services aim to support the business needs of Members, clients and external stakeholders by delivering relevant and customer focused services. External stakeholders include agencies that receive services from the Parliamentary Service as part of the whole-of-government Shared Services initiative.

The output also aims to improve the financial and administrative management of the Legislative Assembly and the Parliamentary Service in accordance with legislative provisions and

Christopher King, maintaining the garden

2.4

contemporary management standards (including whole of government standards).

Financial and Administrative Services offers a range of services including:

- Travel services;
- Telecommunication and asset management;
- Financial accounting;
- Insurance;
- Stores and goods receiving;
- Executive support for Members;
- Budget management;
- Procurement;
- Switchboard and paging services; and
- Financial information systems.

HUMAN RESOURCE MANAGEMENT SERVICES

The goal of Human Resource Management Services is to provide effective strategic human resource management and industrial relations services to the Parliamentary Service and Members of the Legislative Assembly.

The Human Resource Management Section is responsible for the provision of diverse services and advice in the fields of human resource management and industrial relations, including payroll and personnel administration, recruitment, selection and induction, Employee Assistance Services and occupational health and safety.

While the activities of our section do impact directly upon Members of the Legislative Assembly, the major focus of our work is directed towards employees of the Parliamentary Service.

As part of the ASAP Shared Services initiative, the sub-output also provides payroll and leave management services for the Office of the Governor and the Office of the Ombudsman and Information Commissioner.
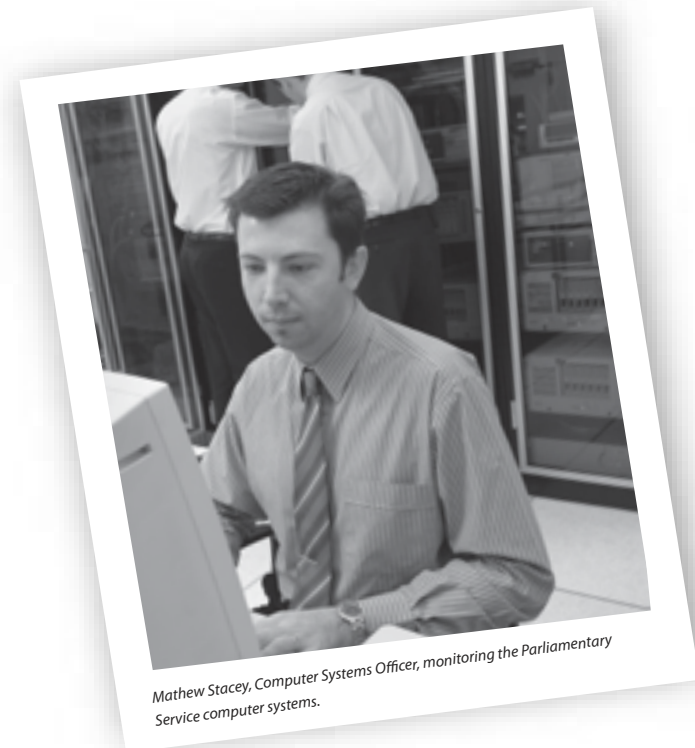
INFORMATION TECHNOLOGY SERVICES

Information Technology Services strive to facilitate the information systems requirements of Members and the Parliamentary Service, including the 94 electorate offices, within the standards determined by the Queensland Parliament. To achieve this goal, Information Technology Services aims to expend available resources in the most effective, economic and productive manner. The desired outcome is the provision of appropriate information technology services, the security and integrity of data and the

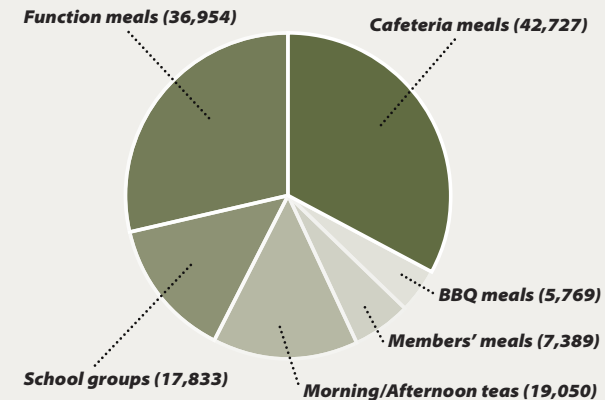efficient management of available resources and assets.

Information Technology Services is responsible for:

- Ongoing provision of standardised, reliable, secure and cost-effective IT solutions that address the business needs of the Parliament, its committees, Members and the Parliamentary Service;
- Providing support and advice to Members and Parliamentary Service staff on the IT services supplied by the Queensland Parliamentary Service;
- Managing and maintaining the integrity and availability of the core network and desktop systems that service the Parliamentary Precinct and the electorate offices;
- Investigating, assessing, and, when appropriate, implementing new or emerging technologies to ensure IT systems remain effective; and
- Providing appropriate infrastructure to promote the business and proceedings of the Parliament, its committees and associated services to the wider community.

Mathew Stacey, Computer Systems Officer, monitoring the Parliamentary Service computer systems.

Major Initiatives	Level of Achievement
PC replacement within the Parliamentary Precinct	This project was completed in February 2005.
Printer rationalisation	This project was completed and the number of different printer cartridges required was reduced by six.
Improved network performance and accountability	Faster network connection, new managed desktop operating image and improved data backup strategies.
Coordinate relocation of the level 1 stationery store to the redeveloped dock area, ensuring continuity of operations	Stationery store is currently in a temporary location pending completion of the new back dock facility.
Development of a new Café-Bar in the Belle Vue Room	Stage 1 (bar refurbishment, installation of new fridges and coffee machine) completed 24th September.
Upgrade of air-conditioning units in the Parliamentary Annexe	The replacement of the planned air-conditioning units to the Parliamentary Annexe has been carried out. These units are installed as scheduled and fully operational.
Ensure stage H of the Parliament House Stonework Restoration Program is implemented in accordance with 1992 Stone Conservation report	The installation of stone for the second and final section of this stage has been carried out, with only lead flashing to the cornice to be completed. This work is scheduled to be completed in July/August 2005.
Complete the preliminary planning for an upgrade of the television system throughout the Parliamentary Complex	The planning for the project has been developed and a preliminary design presented to the Project Steering Group. The group will conduct ongoing meetings to resolve outstanding issues and develop the final design.
Network Operating System Upgrade	All Parliamentary Servers have been upgraded to Windows 2003 Server except the Library's Concord Server is not expected to be completed until late 2005. This project represented a major upgrade to our core computing facilities and was achieved without any unplanned outages or significant disruption to parliamentary business.

Meals Served

Function meals (36,954)
Cafeteria meals (42,727)
BBQ meals (5,769)
Members' meals (7,389)
Morning/Afternoon teas (19,050)
School groups (17,833)

Over 129,000 meals were provided in 2004-05. This includes a range of catering options such as BBQs, morning teas and fine dining for a variety of customers.

Fact : Committees

Committee reports and other documents are available on the Parliament website, making proceedings accessible to all Queenslanders and others outside our jurisdiction with an interest in our proceedings.

Members of the public can also make submissions to committees online by filling out a form on the committee websites.

The Legal, Constitutional and Administrative Review Committee is using technology to reach young people in its latest inquiry into young people's engagement with democracy in Queensland. This includes a CD-ROM featuring interviews with young people and committee members and an online poll.

As well, committee members can now participate in committee meetings by tele or video conference. This allows Members from across the State to have greater flexibility in participating in their committee roles and responsibilities.

Private function held on the Speaker's Green

Goal 3

The Service is committed to actively preserving, promoting and educating others about the Parliament and striving to be a responsible corporate citizen.

Key strategies and initiatives that support the achievement of this goal include involvement in various community activities, such as regional parliaments, open days, youth parliaments and conferences, along with the development and implementation of inclusive policies and programs. Our commitment to the community extends further through work experience opportunities and apprenticeship and trainee programs. The ongoing Parliament House Stonework Restoration Program and environmental initiatives also support the achievement of this goal.

WORK EXPERIENCE, APPRENTICESHIP AND TRAINEE PROGRAMS

The Service supports the concept of work experience, apprenticeship and trainee programs and endeavours to meet all requests from individuals and learning institutions such as TAFE colleges, secondary schools and universities.

Work Experience

During 2004-05, the Service provided work experience opportunities to 12 individuals. Five school students undertook work experience in the Catering Services sub-output, while six school students undertook work experience across various sub-outputs of the Service, including Human Resource Management, Hansard, Committees, Property Services as well as Chamber and Security Services. In addition, one adult undertook extended work experience for a period of two months and gained experience in the Human Resource Management, Parliamentary Library and Committees sub-outputs.

Apprenticeships

The Service currently employs one apprentice who works in Catering Services as an apprentice chef. The apprentice initially completed a two week industry placement at Parliament House as part of the requirements of a Certificate II in Hospitality, TAFE course. A position for an Apprentice Chef became available in September 2004 and she was successful in being offered the position after a recruitment and merit selection process was undertaken. The apprentice is now working towards a Certificate III in Hospitality (Commercial Cookery) through periodic attendance at TAFE and will begin the second year of her apprenticeship in September 2005.

Trainees

In March 2005, the Service employed a school based trainee. The trainee attends Moreton Institute of TAFE three days per week completing her Senior Certificate and a Certificate III in Hospitality (Operations). At least two days per week are spent working in

Catering Services, where she is learning all aspects of catering operations. This program allows trainees to complete theoretical work at the TAFE college and then practically apply the theory in the workplace. A TAFE supervisor regularly visits the trainee in the workplace to assess their practical skills to ensure that adequate training and direction is being provided by the employer. The traineeship has been very successful to date.

In June 2004, the Parliamentary Service employed two trainee Hansard reporters. During sittings the trainees monitor the broadcasting of Parliament and monitor parliamentary committee hearings. When Parliament is not sitting, the trainees undertake an in-house training program. The training responsibility has been shared between three experienced Hansard reporters. The program includes the development of machine shorthand speed, editing skills, English grammar skills and knowledge of parliamentary procedure.

The training program is due to conclude in December 2005.

COMMUNITY INVOLVEMENT

As well as providing educational resources to educate the public about the Parliament, by offering free tours of Parliament House and hosting youth parliaments and seminars, the Service endeavours to engage with the community through various activities.

Room Naming Ceremony

In recognition of the traditional owner groups with a close affiliation to the land on which the Parliament is situated, the Turrbul and Yagara groups were invited to name the conference and media rooms, which were refurbished in mid 2004. The

Room Naming Ceremony

name given to the conference room — Undumbi (u-dum-bi) — means a gathering of the Aboriginal clan from the Moreton Bay coastal area who form part of the Turrbul language group of people. The media room — Dandiir (dun-dier) — was taken from the Durubul dialect of the Yagara language. Dandiir is taken from the phrase Tago Dandiir, Tago meaning altogether and Dandiir being the action of meeting or coming together. A ceremony was held on 2 July 2004 to mark the naming of the rooms, which included a traditional smoking ceremony and a debut performance by the Koorana dance group.

**Queensland Parliamentary Library -
O'Donovan Open Day – 7th May 2005**

On 7 May 2005, the Parliamentary Library held the O'Donovan Open Day, showcasing the Queensland Parliament's historic O'Donovan Library. This was only the third time in over 140 years that the O'Donovan Library had been open to the public, with the collection normally only available to Members of Parliament and scholars. This event was held in conjunction with the National Trust's Heritage Festival.

The O'Donovan Collection contains 32,000 items with many being rare and unmatched throughout Australia. Together these items provide a unique insight into the life and history of colonial Queensland.

This year, the library highlighted Queensland's industrial heritage to support the 2005 Heritage Festival's chosen theme. On display were books, articles, newspaper clippings and photos of Queensland's industrial heritage. Of particular interest were the items documenting Queensland's history in the areas of sugar, mining, rail, shipping, ports, wool, cotton, engineering and telecommunications.

Queensland Parliamentary Library - O'Donovan Open Day

Although attracting lower visitor numbers than last year, the Open Day allowed library staff to answer hundreds of questions about this special collection, the parliamentary buildings and Denis O'Donovan, contributing to Queensland Heritage Week celebrations.

Australasian Study of Parliament Group (ASPG)

The ASPG is a non-partisan body that encourages and stimulates research, writing and teaching about parliamentary institutions in Australia. The ASPG is supported by the Speaker (as Patron), Members and Parliamentary Service staff.

During 2004-05, the ASPG held the following public forums:
- Parliament and the Public Service: United or Separate in 21st Century Westminster Practice;
- From the DLP to Family First; and
- 100 years of Women's Suffrage and Still Counting.

Support for Charities

The Service and the Parliament House Social Club supported a range of community groups and charities throughout the year. Charities included the Australian Red Cross Blood Service, Children's Medical Research Institute (Jeans for Genes Day), Cerebral Palsy League of Queensland and the Starlight Children's Foundation.

Fact : Chamber and Security Services

Surveillance Camera Technology
There are approximately 55 surveillance cameras throughout the parliamentary complex. This system allows Chamber and Security Services to permanently monitor the complex from a central location and minimises the response time to any event should it be required.

During Session the cameras are used to monitor the gallery, guests in the complex and public tours. As well, they are used to identify persons entering or leaving the complex and act as a deterrent to would-be offenders. Video recording of this surveillance ensures that an accurate record is maintained.

Swipe Card Technology
Swipe cards and their associated technology play a pivotal role in assisting Chamber and Security Services to perform their day-to-day role of providing safety and security to Members, staff and guests in the precinct.

Swipe cards are issued to all Members of Parliament, all parliamentary staff, as well as ministerial and other political staff members. These swipe cards provide a means of photo identification and enable access privileges to the complex 24 hours a day. More specifically, they allow access to car parks, offices, lifts, Members' floors and other complex facilities depending on the permissions provided to the card holder. Integrity is assured with the ability to cancel a card should it be lost, damaged or stolen rendering the card and its application useless.

X-ray Scanners
Chamber and Security Services use four Line Scan X-ray scanners to assist in providing safety and security to Members, staff and guests in the Parliamentary Precinct. There are dedicated scanners for incoming mail, goods receivable at the loading dock as well as persons entering the complex at either entrance with any luggage or bags. Ongoing training maintains the skill level of the operators and provides early interception of prohibited items entering the complex.

Queensland Parliament Lions Club

The Queensland Parliament Lions Club was established in May 2003. The Club has 31 full members and nine associate members, 30 of which are Members or Parliamentary Service staff. The Lions Club supports a variety of charities, with a different charity supported each year. The Lions Club executive has been busy preparing for the annual fundraising dinner, which will be held early in 2005-06, in support of the Hear and Say Centre charity.

ENVIRONMENT

The Service appreciates the value of our environment and is committed to continuing with a range of environmental initiatives, including water, waste and energy management.

Water Management

Environmental initiatives were first implemented in 1992 and focused on the Parliamentary Precinct's water management systems. These initiatives have seen a reduction in water consumption from 120 kilolitres a day in 1992 to the present average of approximately 63 kilolitres a day.

Queensland Parliament Lions Club

Waste Management

In 1996 the Service introduced a Waste Management Program for the Parliamentary Precinct to recycle clean paper, cardboard and co-mixes such as cans, bottles, plastics and newspapers. The Service recycles an average of 23.5 tonnes of waste material per annum.

Energy Management

Energy saving initiatives were implemented for the Parliamentary Precinct in 1995-96. The initiatives reduced annual consumption from approximately 6.27 million kilowatts to 4.8 million kilowatts in 2004-05, with a total energy reduction of 23.5%. Energy saving initiatives include choosing green energy through the Greenhouse Challenge initiative, engaging companies with expertise in energy conservation, using energy saving technology such as lights and air-lock doors, adopting efficient insulation methods and providing energy awareness programs.

3.14

EN11
EN5

Fact : **Information Technology**

Computers
The Queensland Parliament acquired its first computer in 1976. It was an IBM System 32 with eight megabytes of memory that was used by the Parliamentary Library. The Parliament's first desktop computer was introduced during the mid-1980s for use during a parliamentary committee inquiry.

In 2004-05, there were approximately 460 personal computers and laptops located throughout the Parliamentary Precinct and electorate offices. As an organisation, the Queensland Parliament utilises the latest operating systems on its computer fleet - Microsoft Windows XP for desktop and Microsoft Windows Server 2003 for the servers.

24 Hour Availability
The parliamentary computer network is designed to operate on a 24 hour, 7 day per week basis. During the past 12 months, all network services were available for 99.08% of the time.

The network was not available for only 0.02% of the time. Of the other 0.9% of the time, only particular elements of the network were unavailable as a result of planned maintenance activities including hardware and software upgrades.

SPAM, Virus Protection and Upgrades
Since June 2004, all email received via the Internet to the Parliamentary Service has been scanned for SPAM and other malicious programs by Parliamentary Information Technology Services. For 2004-05, the Parliament received 1.35 million emails with over 652,000 of these (48.2%) being blocked as either SPAM or virus infected. The last virus outbreak on the Parliamentary Service's network within the precinct was in early 2000.

Within the Parliamentary Precinct, software updates and 'hot fixes' are silently applied to all PCs and laptops. This allows the software of our desktop fleet to remain up to date and maximises their protection from malicious misuse.

Major Initiatives	Level of Achievement
Centenary of Women's Suffrage in Queensland	On 11 May 2005 a portrait of Irene Longman, the first woman elected to the Queensland Parliament, was launched, along with a permanent educational display. In addition to the display, Parliamentary Education Services (PES) produced a booklet detailing the history of women's suffrage. The display will be taken to the Central Queensland Sitting of Parliament.
Central Queensland Sitting of Parliament in Rockhampton 4-6 October 2005	Much of the planning for this event to be held in the 2005-06 financial year occurred in the 2004-05 year, and has been finalised. A number of community engagement activities are planned during the sitting including tours, a Youth Parliament and displays of parliamentary books and artifacts.
3rd Commonwealth Parliamentary Association (CPA) Youth Parliament	The Youth Parliament held from 19-23 April 2005 was jointly organised by the CPA Secretariat in London and the Queensland Parliament. This was the first time the event had been held outside the United Kingdom. Seventy-one delegates from Legislatures across the Commonwealth took part in the event. The Youth Parliament gave delegates an opportunity to experience the parliamentary process and debate matters of national and international concern.
ANZACATT 7th Professional Development Seminar for Parliamentary Officers	The Queensland Parliament will host the 7th ANZACATT Seminar from 23-25 January 2006. Preliminary planning commenced during 2004-05, with accommodation and a draft program identified. Further planning will be carried out in the first half of 2005-06.
Implementation of recommendation 6 of the Legal, Constitutional and Administrative Review Committee Report No. 42 – Hands on Parliament, involving enhancing and encouraging the involvement, interest and participation of Aboriginal and Torres Strait Islander (ATSI) people, particularly youth, in parliamentary processes	A number of activities occurred during 2004-05— • PES jointly conducted a constitutional convention for secondary school students on 3 March 2005; • PES addressed a workshop for school principals regarding the application of PES programs to civics education programs for ATSI students; and • PES staff attended a workshop on the introduction to the Senior ATSI Studies Syllabus.
Implementation of recommendation 10 of the Legal, Constitutional and Administrative Review Committee Report No. 42 – Hands on Parliament, involving reviewing the Service's employment and training policies to encourage ATSI participation in democratic institutions and processes	A review of the Service's employment and training policies was conducted during 2004-05, with the EMG approving an Equal Employment Opportunity Policy. The policy will be implemented during 2005-06.

Fact : **Hansard**

The first official *Hansard* was published for the Parliament's sittings on 26 April 1864, making Queensland Hansard the second oldest in the world, behind that of Nova Scotia.

Hansard was originally transcribed by shorthand writers, with manual typewriters being introduced in 1980. The reporter's original text was completely rekeyed by the Queensland Government Printing Office which then formatted and printed Hansard. This copy was then edited by hand with the final hard copy being rekeyed again by compositors on linotype machines.

In 1989 Queensland Hansard moved to a network of Macintosh computers running WordPerfect.

All editing continued to be handwritten on the hard copy printouts until 1991 when Hansard moved to onscreen editing.

From 1993, all reporters on the Hansard staff were high-speed machine shorthand writers, writing at speeds in excess of 200 words per minute. Today, the Case CATalyst computer program is used to instantly translate the reporter's machine shorthand into written English. Reporters then edit their transcript and send this to the editors electronically.

The *Hansard* to the end of question time is made available on the internet by 1pm each sitting day with the entire day's sitting then published electronically within two hours of the adjournment of the House.

Her vote, Her voice - Centenary of Women's Suffrage

On Wednesday 11 May, the Queensland Parliament celebrated the centenary of Queensland women obtaining the right to vote.

Although legislation granting women's suffrage was passed in January 1905, the 11th of May 2005 was chosen for the Parliament's celebrations because it was the anniversary of the election of Queensland's first female parliamentarian – Irene Longman - who was elected to the seat of Bulimba in 1929.

The celebrations included the unveiling of a specially commissioned portrait of Irene Longman as well as the launch of a substantial display which chronicles Queensland women's struggle to obtain

suffrage and their achievements in the Queensland Parliament since that time. Both the portrait and the display were supported by partnership grants from the Office of Women.

Acting Speaker Jim Fouras and Minister for Tourism, Fair Trading and Wine Industry Development Margaret Keech, who was representing Women's Minister Desley Boyle, launched the projects.
The Queensland Governor, Her Excellency Quentin Bryce, also provided a short address highlighting the significance of this year's centenary of women's suffrage celebrations.

Significantly, many of Queensland's former and current female parliamentarians were

also present at the launch.
The Irene Longman portrait, painted by Mike Nicholas, depicts Longman as the calm but strong woman for which she became known.

Also launched was an 8 metre-long display produced by Library and Education Services. The title for the display - Her vote, Her voice - was chosen because when women gained the right to vote in Queensland, they also gained a voice and thus the ability to contribute positively to the State's future.

The display consists of a timeline fashioned in the shape of a ribbon. It contains photos, cartoons and legislation chronicling Queensland women's quest for

the vote and their parliamentary achievements since that time. The timeline also documents the 10 previous attempts the Queensland Parliament made at granting women the vote prior to the ultimately successful attempt in January 1905. Only seven of these attempts had been previously known with the remainder uncovered during the researching of this project.

Minister Keech said that the display highlighted Queensland women's participation in leadership, decision-making and community building, particularly within the Queensland Government.

Third Commonwealth Youth Parliament

The third Pan-Commonwealth Youth Parliament took place at Parliament House from 19-23 April 2005. Over 70 delegates nominated by Legislatures across the Commonwealth took part in the event. Sixty percent of delegates were from developing countries. Fifty one percent of participants were women reflecting the CPA's constitutional commitment to gender equality. All participants were aged between 18-29.

This was the first time that the Commonwealth Youth Parliament was held outside the United Kingdom and the first time in a working Parliament. Acting Speaker of the Queensland Parliament, Hon. Jim Fouras MP, was the Speaker of the Youth Parliament. He stated the international importance of the Youth Parliament:

"The event will facilitate young people from all around the world being able to learn about and engage in the democratic process. I hope that it will also create an awareness of issues affecting youth around the world".

The Acting Vice-Chairman of the CPA International Executive Committee acted as a Deputy Speaker at the Youth Parliament and spoke at the Opening Ceremony. He said "The Youth Parliament will provide a forum for young people to express their ideas, concerns and expectations with regard to the twin themes of democracy and development, with particular emphasis on poverty reduction strategies".

The overall goal of the project was to strengthen the democratic process in the Commonwealth by: deepening understanding of parliamentary democracy amongst young people and so upholding and advancing its practice in the Commonwealth; and providing the youth of the Commonwealth with a forum for expressing their ideas, concerns and expectations with regard to the twin themes of democracy and development, with particular emphasis on poverty reduction strategies.

The Youth Parliament was designed to provide an experience of the parliamentary process and to demonstrate how Parliaments are able to:

- Make legislation;

- Debate matters of national and international concern;

- Discuss legislation in committee;

- Change government without recourse to civil disorder; and

- Make and enforce their own rules of conduct.

eDemocracy Display

The Parliamentary Service, in conjunction with the Department of Communities and the Department of Education and the Arts, developed a public display at Parliament House about the eDemocracy initiatives.

The purpose of the display and supporting material is to raise public awareness of ePetitions, eBroadcasts and ConsultQld, whilst enhancing the educational value of school and public visits to the Parliamentary Precinct.

The display was designed so it can be relocated to alternative venues such as future regional sittings of the Parliament.

The display incorporates wall panels, examples of early petitions, PC-based interactive elements and a central exhibit that houses a short AV production called The eFiles.

This production is the centrepiece of the display and utilises a theatrical technique called 'Pepper's Ghost'. This technique gives characters in the production a three dimensional appearance and is designed to be appealing to young viewers.

The display uses storytelling to explain the benefits of eDemocracy initiatives and how they assist citizens to get involved in the decision-making processes of government and Parliament.

Supporting material for teachers and students about the display are published on the Parliamentary Service website. These resources assist teachers to devise classroom activities and projects around class visits to the display and the Parliament that achieve tangible curricula learning outcomes.

The storyline used in the AV production is based on 'Ethan', a student who is worried about a law being considered by government that could affect him.

Ethan's family has a proud history of bringing community issues to the attention of early Queensland Parliaments and governments. In the story, the ghosts of Ethan's great great grandfather and grandmother appear to highlight the benefits of using eDemocracy tools over more traditional methods of engagement to 'have his say' about the issue.

The central message is: get involved – citizens can make a difference.

The messages provided in the AV production are reinforced by a series of wall panels approximately 1500mm high. These panels provide information about the use of petitions and other forms of engagement to raise key issues with early Queensland Parliaments and Governments as well as the key features and benefits of the three eDemocracy initiatives.

Parliamentary staff evacuating Parliament House for fire drill

Goal 4

To achieve this goal, the Service has adopted a number of strategies and programs under the themes of:

- Workplace reform;
- Professional development;
- Communication; and
- Staff morale.

Staff Turnover	FTE Positions	Recruited	Separated	% Turnover
Parliamentary Precinct staff	192.4	39	24	12.5
Electorate Officers	170	106	97	57

Study and Research Assistance Scheme (SARAS)	
Officers receiving assistance	17

	Number of staff	Male	Female	% Female
Executive and Senior Officers	5	2	3	60
Other Managerial	9	8	1	11.1
Professional	38	9	29	76.32
Clerical	89	33	56	62.92
Operational	62	43	19	30.65
Electorate	211	43	168	79.62
Totals	**414**	**138**	**276**	**66.67**

WORKPLACE REFORMS
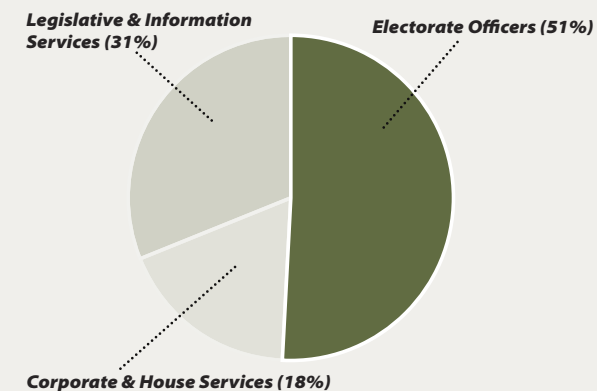
Performance, Planning and Review Policy

Training sessions on the Performance, Planning and Review Policy were conducted for managers and staff in May and June 2005. The policy makes provision for individual performance appraisal to be undertaken annually for the majority of Parliamentary Service employees located at Parliament House and became operational on 1 July 2005. The training sessions were conducted by staff from Workplace Consulting Queensland (within the Department of Industrial Relations) who also assisted with the development of the policy.

Length of Service (excluding Electorate Staff)

0 - 5 years (35.0%)
Greater than 20 Years (19.7%)
6 - 10 years (15.3%)
11 - 20 years (30.1%)
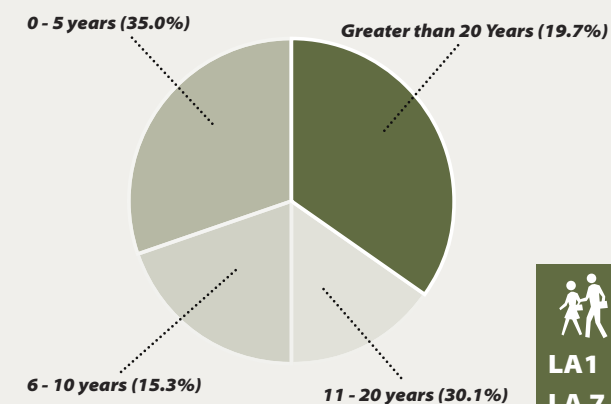
LA1
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LA11

Actual Number of Staff by Division

Legislative & Information Services (31%)
Electorate Officers (51%)
Corporate & House Services (18%)

Workplace Harassment

The Service is committed to ensuring that all staff are treated fairly and equitably, recognising their right to work in an environment free of sexual or workplace harassment and discrimination. The Service has a comprehensive set of guidelines that also recognise religious, racial or cultural harassment or harassment of people with a disability.

A review of the Guidelines for the Prevention of Workplace Harassment was completed during the year. The main objective of the review was to ensure that the Parliamentary Service's guidelines are consistent with the provisions of the Prevention of Workplace Harassment Advisory Standard 2004 issued by the Division of Workplace Health and Safety.

Equal Employment Opportunity

A review of the Service's employment and training policies was conducted during 2004-05, with the EMG approving an Equal Employment Opportunity Policy. The policy will be implemented during 2005-06.

Enterprise Bargaining Agreement

The Agency Consultative Committee (ACC), established under the Service's enterprise bargaining agreement, met throughout the year and progressed a number of issues provided for in the agreement. The two major initiatives dealt with by the ACC included salary increments for Assistant Electorate Officers and a policy to provide for purchased leave. Salary increments for Assistant Electorate Officers were implemented following the certification of a subsidiary enterprise bargaining agreement specifically developed to provide for the increments.

A policy to allow staff to purchase additional leave became operational in April 2005. This initiative is known as 48/52 Purchased Leave and allows staff to purchase from one to four weeks additional unpaid leave per financial year.

The ACC will continue to meet into the next financial year to coordinate enterprise bargaining issues and to ensure that there is a regular forum for communication between the Service's management and employee representatives.

Telecommuting

A policy to facilitate telecommuting was finalised in September 2004. The policy allows employees to apply to work from a home based office rather than attending the workplace and provides a framework for telecommuting applications to be considered. Five staff began utilising telecommuting arrangements during the year.

PROFESSIONAL DEVELOPMENT

Mentoring

The Service helps its staff to develop high professional standards through participation in both informal and formal mentoring processes. Informal mentoring is encouraged by promoting and facilitating discussion between staff.

Training

The Service considers training a high corporate priority and manages training centrally within the Clerk's Office in order to:

- Ensure training is aligned with corporate goals and objectives;
- Increase the number of staff receiving training;
- Target specific topics; and
- Increase the number of in-house training courses, for example, leadership skills and financial management framework, policies and delegations.

James Robertson, providing training to staff.

Some of the training undertaken during 2004-05 included:

- A manual handling course conducted for approximately 40 staff who regularly performed work involving manual handling activities;
- Security scanner and bomb identification training for Parliamentary Attendants and Parliamentary Security Officers; and
- Standing Orders training conducted by the Clerk of the Parliament for staff involved in Chamber and/or committee work.

Some of the external seminars attended by staff during 2004-05 included:

- Parliamentary Law, Practice and Procedure;
- Project Management; and
- Statutory Interpretation - The Meaning of Legislation.

Electorate Office Staff Pilot Training Course

An Electorate Office staff training course has been developed that focuses on the following issues:

- Validating the role and skills involved in dealing with difficult clients/constituents;
- Understanding the causes of strong emotions and normalising staff reactions;
- Understanding the impact of frustration on people's behaviour;

LA9
LA10

- Strategies for dealing with anger and strong emotional reactions (for example inappropriate behaviour) in clients;

- Putting the skills into practice;

- Strategies for leaving these interactions behind 'at the end of the day' (including stress management); and

- Where to gain further advice and support (i.e. internal resources and use of the Employee Assistance Service).

The training program has been developed as part of the Service's enterprise bargaining agreement and a number of Electorate Office staff have been involved in the development of the program.

A pilot course undertaken in June 2005 was attended by eight Electorate Office staff. The course was delivered through the Service's Employee Assistance Service which is provided by Assure Programs. Work is now underway to develop a proposal for delivery of the course to more staff throughout the State.

Workplace Health and Safety Training Sessions

Between May and June 2005, 14 training sessions on Workplace Health and Safety were conducted by the Maintenance Supervisor, Jason Gardiner. These were attended by 150 parliamentary staff and covered:

- A general overview of workplace health and safety;

- The new policy and procedures of the Parliamentary Service; and

- An overview of the *Workplace Health and Safety Act 1995* & Regulations.

COMMUNICATION

Intranet

The Parliamentary Service Intranet site contains a wealth of information relevant to Members and all Parliamentary Service staff. Included are corporate policies and documents, information on all of the Parliament's service areas and information on daily events in the complex.
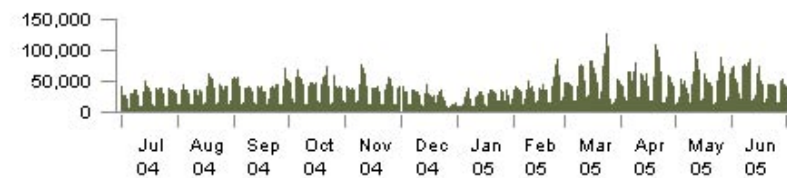
Internet

On 14 March 2005 the new Queensland Parliament Internet website was launched. The website was updated to give it a new look, more dynamic content and to make it more accessible to people with disabilities.

One of the key changes was the re-organisation of the navigational structure, with information now placed under seven main categories. These categories are: Legislative Assembly; Committees; Publications; Visitors; Education; For Schools and Historical Information.

The Legislative Assembly section contains links to all information relative to the current Parliament in session, with the Historical Information section containing information on previous Parliaments.

Visitors to the Internet recorded during the 2004-05 financial year

Communiqué

The Communiqué is a monthly online newsletter that informs parliamentary and electorate staff of issues of importance or interest relevant to their working environment.

STAFF MORALE

Service Badges

Service badges are issued to employees in recognition of their long period of service with the Parliamentary Service. This year five employees were issued with badges in recognition of 10 years of service:

- Josie Stinson - Surfers Paradise Electorate Office;

- Ian Turner - Everton Electorate Office;

- Judy Webster - Nudgee Electorate Office;

- Sara Barnbaum - Fitzroy Electorate Office; and

- Judy Timms - Ashgrove Electorate Office.

The Parliament House Staff Social Club

The Service supports the Parliament House Staff Social Club and helps facilitate various activities and encourages all staff to participate.

Employee Assistance Program

The Parliamentary Service maintains an Employee Assistance Service (EAS) for Parliamentary Service staff. It is a voluntary and confidential professional counselling service.

EAS has been established to promote the wellbeing of staff and to assist those who may be experiencing personal or work related problems which are affecting their health, work performance or general wellbeing. EAS may also act as a support service for staff who may be affected by organisational or technological changes.

Cindy Sadler, trainee, setting up breakfast in the Member's Dining room

Looking Forward

The Parliamentary Service has the following key projects planned for 2005-06 to support its goals:

GOAL 1 - TO ASSIST THE PARLIAMENT, ITS COMMITTEES AND MEMBERS TO FULFIL THEIR PARLIAMENTARY RESPONSIBILITIES

- Investigate and implement (subject to stakeholder opinion and approval of the Legislative Assembly) the One Record project to improve the style, production processes and integration of various parliamentary documents, including Hansard, Votes and Proceedings, the Notice Paper and the Daily Program.

- Investigate opportunities for the use of technology to streamline the process for the casting and collating of votes in the Chamber.

- Investigate the establishment of a Tabled Paper Database, where all Tabled Papers may be accessed via the Internet through the database.

GOAL 2 - TO SUPPORT THE BUSINESS NEEDS OF THE PARLIAMENT, COMMITTEES, MEMBERS, THE PARLIAMENTARY SERVICE AND OTHER CLIENTS

- Commencement of a program to replace the existing audio/visual distribution system which delivers Chamber audio/vision and free-to-air television and radio signals throughout the Parliamentary Precinct. The existing analogue system is more than 25 years old.

- A major program to replace computer equipment in Members' electorate offices. The program will replace existing desktop computers and printers with upgraded equipment to accommodate contemporary demands in the Electorate Office environment.

GOAL 3 - TO PLAY A POSITIVE ROLE IN THE COMMUNITY

- Continue the long term Stonework Restoration Program at Parliament House in conjunction with the Department of Public Works. In addition to maintaining the structural integrity of Parliament House, the program also provides training opportunities for stonemasons engaged via the Department of Public Works.

- In October 2005, the Queensland Parliament will host a regional sitting in Central Queensland. The Central Queensland sitting will be held in Rockhampton and provide a unique opportunity for regional communities to view the parliamentary system in practice. The sitting will also feature a number of complementary activities including local displays and exhibitions, educational seminars and school/public tours.

GOAL 4 - TO DEVELOP AND MAINTAIN A PROFESSIONAL AND PROGRESSIVE PARLIAMENTARY SERVICE

- Implement a structured performance planning and review framework to ensure that employee performance is systematically managed and evaluated to deliver optimal results.

- Implement a tailored training and development program for Electorate Office staff. The proposed program, specifically designed for the Electorate Office environment, will be delivered pending the completion and evaluation of a pilot program.

Fact : Questions On Notice

Historically, when Questions on Notice were asked in the House, Members would usually have submitted them to the Table Office in handwritten form. They were then edited, typed and, after checking, hand-delivered to the various ministerial offices throughout the city.

With the advent of the faximile machine in the early 1980s, hand deliveries were no longer necessary, saving staff time and resources.

Ministerial offices and departments are now able to access the questions online and answers to these questions are emailed to the Table Office for electronic distribution. A document titled 'Question on Notice and Answers' containing all of this information is then published on the Internet.

Table Office
Technology has been a critical factor in the successful operation of the Table Office and allowed the office to keep pace with an increasing demand for information.

For example, the incorporation of all tabled documents into an electronic register has greatly reduced the response time for supplying requested papers. As well, searchable electronic databases are now used as compared to the previous labour intensive method of searching hard copies of bound journals for specific tabling dates of documents.

Barbara McCullagh, Catering Attendant, preparing coffee

Financial Summary

This financial summary gives a high-level snapshot of the financial performance and position of the Legislative Assembly and Parliamentary Service for the financial year ending 30 June 2005.

In summary, the activities of the Legislative Assembly and Parliamentary Service were delivered and funded within existing budget. An operating surplus was delivered for 2004-05 primarily due to the recognition of non-cash revenue for work performed at no cost to the agency by the Department of Public Works, including the Parliament House Stonework Restoration project and a number of electorate office relocations.

A decrease in both revenue and expenditure for 2004-05 over the previous year reflects the discontinuation of the Government Equity Return initiative, offset by general increases in employee expenses for enterprise bargaining and Members salary and allowance increases.

FINANCIAL PERFORMANCE AT A GLANCE

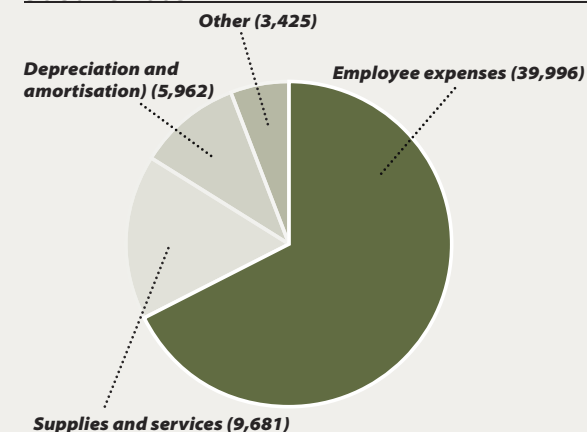|	2004-05 Amount ($'000)	2003-04 Amount ($'000)
Total Revenues from ordinary activities	60,262	62,513
Total Expenses from ordinary activities	59,064	61,425
Net Operating Profit	1,198	1,088

The Legislative Assembly and Parliamentary Service maintained a strong financial position in 2004-05. Total assets increased during the year primarily due to an interim revaluation of the Parliamentary buildings. Total liabilities for the period remained reasonably static, and the agency was able to meet all financial commitments arising throughout the year.

FINANCIAL POSITION AT A GLANCE

	2004-05 Amount ($'000)	2003-04 Amount ($'000)
Total Assets	118,992	115,663
Total Liabilities	9,034	8,976
Net Assets (Equity)	109,958	106,687
Increase in Net Assets	3,271	15,266

Land and buildings on the Parliamentary precinct ($107.9M) represent the majority of the total assets of the Legislative Assembly. Liabilities are represented by trade creditors, employee entitlements, and post-employment benefits associated with Members of Parliament.

Expenses by category for the year ended 30 June 2005

Other (3,425)
Depreciation and amortisation) (5,962)
Employee expenses (39,996)
Supplies and services (9,681)

The graph above depicts expenditure by major resource category for 2004-05. Expenditure by the Legislative Assembly and Parliamentary Service is predominately incurred on costs associated with:

- Direct payments of salaries and allowances to Members of Parliament;

- Members' electorate offices and electorate office staffing; and

- Support services provided to Members within the parliamentary precinct.

Financial Statements

FOREWORD

The Clerk of the Parliament is pleased to present the financial statements for the Legislative Assembly of Queensland and Parliamentary Service for the year ending 30 June 2005.

The financial statements have been prepared in accordance with section 40 of the Financial Administration and Audit Act 1997 and provide detailed information about the financial operations of the Legislative Assembly and Parliamentary Service.

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

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

The Auditor General has certified the statements without qualification.

GUIDE TO THE FINANCIAL STATEMENTS

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

Statement of Financial Performance

This statement reports the expenses and revenues of the Legislative Assembly of Queensland and the Parliamentary Service for the 12 month period ending 30 June 2005.

Statement of Financial Position

This statement reports the assets and liabilities, and equity of the Legislative Assembly of Queensland and the Parliamentary Service as at 30 June 2005. Assets and liabilities are classified as current where it is expected that the item will be converted to cash (received or paid) during the following 12 month period. Assets and liabilities are classified as non-current where expected to be converted to cash at a time later than 12 months from reporting date. Equity is the residual difference between assets and liabilities and reflects the net worth of the Legislative Assembly of Queensland and the Parliamentary Service.

Statement of Cash Flows

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

Revenue by category for the year ended 30 June 2005

Grants and other contributions (973)
User charges (1,673)
Other (66)
Output revenue (57,550)
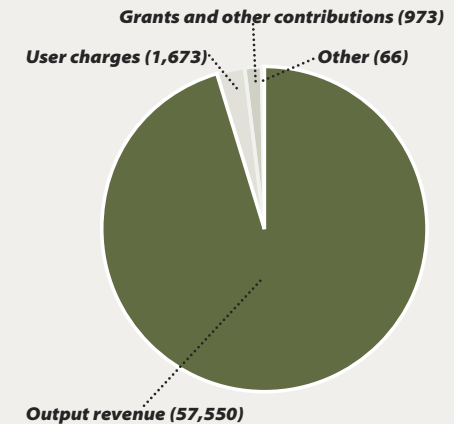
The main source of funding for the Legislative assembly and Parliamentary Service is Output Funding from the Queensland Government. Minor additional revenue is generated through user charging for certain services provided by the Parliamentary Service (e.g. catering services, reporting services). Grants and other contributions generally represent capital works and electorate office maintenance performed by the Department of Public Works at no cost to the Legislative Assembly.

LEGISLATIVE ASSEMBLY

STATEMENT OF FINANCIAL PERFORMANCE
For the year ended 30 June 2005

	Notes	2005 $000	2004 $000
Revenues from ordinary activities			
Output revenue	2	57,550	60,199
User charges	3	1,673	1,554
Grants and other contributions	4	973	570
Other	5	66	190
Total revenues from ordinary activities		60,262	62,513
Expenses from ordinary activities			
Employee expenses	6	39,996	38,596
Supplies and services	7	9,681	9,567
Equity return expense	8	-	4,412
Depreciation and amortisation	9	5,962	5,500
Other	10	3,425	3,350
Total expenses from ordinary activities		59,064	61,425
Net Operating Result		1,198	1,088
Non-Owner transaction changes in equity:			
Net increase in asset revaluation reserve	19	5,119	17,656
Total revenues, expenses and valuation adjustments recognised directly in equity		5,119	17,656
Total changes in equity other than those resulting from transactions with owners as owners	19	6,317	18,744

*The accompanying notes form part of these statements.*

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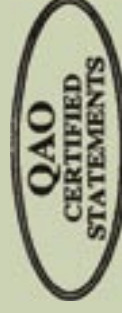
STATEMENT OF FINANCIAL POSITION
As at 30 June 2005

	Notes	2005 $000	2004 $000
Current assets			
Cash assets	11	2,317	1,569
Receivables	12	474	479
Inventories	13	174	206
Other	14	156	38
Total current assets		3,121	2,292
Non-current assets			
Intangibles	15	258	211
Property, plant & equipment	16	115,613	113,160
Total non-current assets		115,871	113,371
Total assets		**118,992**	**115,663**
Current liabilities			
Payables	17	1,715	1,696
Provisions	18	2,040	2,529
Total current liabilities		3,755	4,225
Non-current liabilities			
Provisions	18	5,279	4,751
Total non-current liabilities		5,279	4,751
Total liabilities		**9,034**	**8,976**
Net assets		**109,958**	**106,687**
Equity	19		
Contributed equity		(2,851)	195
Retained surpluses		55,420	54,222
Reserves:			
Asset revaluation reserve		57,389	52,270
Total equity		**109,958**	**106,687**

The accompanying notes form part of these statements.

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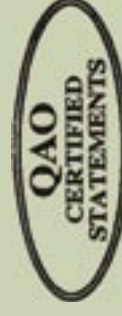
STATEMENT OF CASH FLOWS
For the year ended 30 June 2005

	Notes	2005 $000	2004 $000
Cash flows from operating activities			
Inflows:			
Output receipts		57,550	60,199
User charges		1,657	1,586
GST input tax credits from ATO		1,365	1,427
GST collected from customers		195	193
Other		73	121
Outflows:			
Employee costs		(35,117)	(34,386)
Supplies and services		(17,735)	(16,994)
Equity return		-	(4,412)
GST remitted to ATO		(204)	(167)
GST paid to suppliers		(1,417)	(1,424)
Net cash provided by operating activities	20	6,367	6,143
Cash flows from investing activities			
Inflows:			
Sales of property, plant and equipment		43	11
Outflows:			
Payments for property, plant and equipment		(1,925)	(1,958)
Payments for intangibles		(12)	(128)
Net cash used in investing activities		(1,894)	(2,075)
Cash flows from financing activities			
Inflows:			
Equity injections (withdrawals)		(3,725)	(3,485)
Net cash provided by (used in) financing activities		(3,725)	(3,485)
Net Increase in cash held		748	583
Cash at beginning of financial year		1,569	986
Cash at end of financial year	11	2,317	1,569

For Non-Cash Financing and Investing Activities refer Note 21

The accompanying notes form part of these statements.
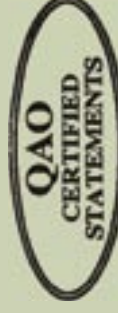
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STATEMENTS

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
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OBJECTIVES OF THE LEGISLATIVE ASSEMBLY

The Legislative Assembly is the sole House of the Queensland Parliament comprised of 89 Members elected by the people of Queensland.

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

The *Financial Administration and Audit Act 1977* defines the Legislative Assembly and Parliamentary Service as a departmental entity for the purpose of financial administration and reporting.

The objectives and goals of the Parliamentary Service are detailed in the Queensland Parliamentary Service Annual Report 2004-05.

The Legislative Assembly and Parliamentary Service is funded principally by parliamentary appropriations. However, it also provides the following on a fee for services basis:

- Catering services and Gift Shop;
- Parliamentary Reporting services; and
- Public Sector education seminars.

For the purposes of the 2004-05 Financial Statements, reference to the Legislative Assembly encompasses the activities and operations of the Legislative Assembly and Parliamentary Service.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This financial report is a general purpose financial report that has been prepared in accordance with applicable Australian Accounting Standards (principally AAS 29 *Financial Reporting by Government Departments*), the Treasurer's Minimum Reporting Requirements for the year ending 30 June 2005, and other authoritative pronouncements.

Except where stated, the historical cost convention is used.

The accounting policies adopted are materially consistent with those for the previous year with the exception of Employee Entitlements.

(b) The Reporting Entity

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

The output/major activities undertaken by the Legislative Assembly are disclosed in paragraph 1(q).

(c) Output Revenue

Appropriations provided under the Annual *Appropriation (Parliament) Act* are recognised as revenue when received.
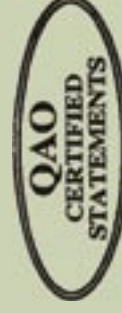
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
Ref

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(d) User Charges and Fees

User charges and fees controlled by the Legislative Assembly are recognised as revenues when invoices for the related services are issued. User charges and fees are controlled by the Legislative Assembly where they can be deployed for the achievement of its objectives.

(e) Grants and other Contributions

Grants, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the Legislative Assembly obtains control over them.

Contributed assets are recognised at their fair value. Contributions of services are only recognised when a fair value can be determined reliably and the services would be purchased if they had not been donated.

(f) Cash Assets

For the purpose of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call with financial institutions. It also includes imprest accounts and cash advances.

(g) Receivables

Trade debtors are recognised at the nominal amounts due at the time of sale or service delivery. Settlement on trade debtors is required within 30 days from the invoice date.

The collectability of receivables is assessed periodically with provision being made for doubtful debts. All known bad debts have been written off at 30 June.

(h) Inventories

Inventories are valued at the lower of cost and net realisable value.

Cost is assigned on a weighted average basis and includes expenditure incurred in acquiring the inventories and bringing them to their existing condition.

The carrying amount for inventories approximates fair value.

(i) Acquisitions of Assets

Actual cost is used for the initial recording of all asset acquisitions. 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.
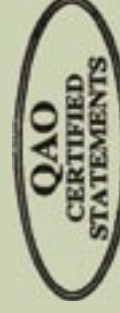
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
Ref

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(i) Acquisitions of Assets (cont'd)

Where assets are received free of charge from another Queensland department (whether as a result of a machinery-of-Government or other involuntary transfer), the acquisition cost is recognised as the gross carrying amount in the books of the transferor immediately prior to the transfer together with any accumulated depreciation.

Assets acquired at no cost or nominal considerations are recognised at their fair value at date of acquisition in accordance with AAS 21 – Acquisitions of Assets.

(j) Property, plant and equipment

All items of property, plant and equipment, except intangibles, with a cost or other value in excess of the recognition threshold are recognised in the financial statements in the year of acquisition.

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

Detailed below are the recognition thresholds adopted by the Legislative Assembly:

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

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.

Items comprising the Legislative Assembly's technical library are expensed on acquisition.

(k) Amortisation and Depreciation of Intangibles, Property, Plant and Equipment

Land is not depreciated as it has an unlimited useful life.

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

Assets under construction (work-in-progress) are not depreciated until they reach service delivery capacity.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate and are depreciated accordingly.
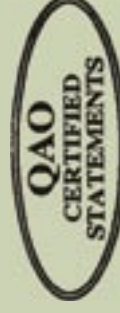
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
Ref

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(k) Amortisation and Depreciation of Intangibles, Property, Plant and Equipment (cont'd)

Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Legislative Assembly.

All other classes are depreciated on a straight line basis so as to allocate the net cost or revalued amount of each asset, less its estimated residual value, progressively over its estimated useful life to the Legislative Assembly. A review of estimated useful life of depreciable assets is conducted annually.

For each class of depreciable asset the following depreciation and amortisation rates were used:

| Class	Rate %
Buildings:	
Heritage	1 - 20
Operational	4 - 20
Plant and equipment:	
Computer Equipment	20 - 30
Other Equipment	5 - 20
Intangibles Assets:	
Software	10 - 25

(l) Revaluations of Non-Current Physical Assets

Land, buildings, and valuables are measured at fair value in accordance with AASB 1041 "Revaluation of Non-Current Assets" and Queensland Treasury's "Non-Current Asset Accounting Guidelines for the Queensland Public Sector".

All other non-current assets, principally plant and equipment and intangibles, are measured at cost.

Non-current physical assets measured at fair value are comprehensively revalued at least once every five years with interim valuations, using appropriate indices, being otherwise performed on an annual basis where there has been a material variation in the index.

Only those assets, the total values of which are material, compared to the value of the class of assets to which they belong, are comprehensively revalued.
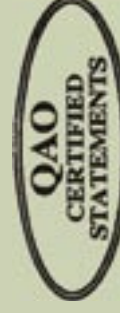
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STATEMENTS

Note
Ref

1.   **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(m) Leases

The Legislative Assembly has operating leases. An operating lease is one where the lessor effectively retains substantially all risks 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 are expensed in the periods in which they are incurred.

The Legislative Assembly has no finance leases.

(n) Intangibles

All intangible assets with a cost or other value greater than $20,000 are recognised in the financial statements, items with a lesser value being expensed. Each intangible asset is amortised over its estimated useful life to the Legislative Assembly, less any anticipated residual value.

(o) Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on vendor trading terms.

(p) Employee Benefits

Wages, Salaries, Annual Leave and Sick Leave
Wages, salaries and annual leave due but unpaid at reporting date are recognised in the Statement of Financial Position at the remuneration rates expected to apply at the time of settlement and include related on-costs such as payroll tax, WorkCover premiums, long service leave levies and employer superannuation contributions.

In 2005, the liability was further analysed to determine instances of annual leave not expected to be paid within 12 months. This Non-Current component has been measured at the present value of the future cash flows.

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to recur in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised.

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Long Service Leave
Under the Queensland Government's long service leave scheme a levy is made on the Legislative Assembly to cover this expense. Amounts paid to employees for long service leave are claimed from the scheme as and when leave is taken.

No provision for long service leave is recognised in the financial statements, the liability being held on a whole-of-Government basis and reported in the financial report prepared pursuant to *AAS 31 – Financial Reporting by Governments*.

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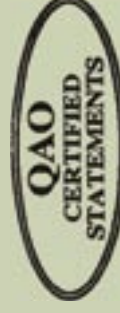
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
Ref

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(p) Employee Benefits (cont'd)

Superannuation

Employer superannuation contributions are paid to QSuper, the superannuation plan for Queensland Government employees, at rates determined by the State Actuary.

Superannuation arrangements for Members of Parliament are administered directly by the Government Superannuation Office.

No liability is recognised for accruing superannuation benefits in these financial statements, the liability being held on a whole-of-Government basis and reported in the financial report prepared pursuant to *AAS 31 - Financial Reporting by Governments.*

Post Employment Benefits

AASB 1028 – Employee Benefits requires a provision for post employment benefits to be recognised. Elected Representatives have been prescribed to be included in the definition of employees for the purposes of these financial statements. Elected Representatives are provided with post employment entitlements in accordance with the provisions of the *Members' Entitlements Handbook.*

A provision has been recognised after extensive research. Research included determining the number of Elected Representatives meeting the minimum requirements over the life of the Legislative Assembly, the number of Elected Representatives who actually used the post employment benefits and the average post employment cost per Elected Representative. Seven years has been used as the extrapolation period as this represents a period of at least 2 elections and is the required qualifying period for benefits to accrue.

The Non-Current component has been measured at the present value of the future cash flows.

(q) Outputs/Major Activities of the Legislative Assembly

The Legislative Assembly has one output called the Legislative Assembly and Parliamentary Service and therefore no Statement of Outputs/Major Activities has been prepared.

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.*

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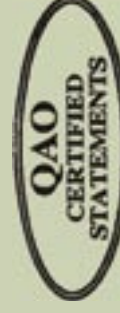
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
Ref

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(r) Insurance

The Legislative Assembly's non-current physical assets and other risks are insured through the Queensland Government Insurance Fund, premiums being paid on a risk assessment basis. In addition, the Legislative Assembly pays premiums to WorkCover Queensland in respect of its obligations for employee compensation.

(s) Rounding and Comparatives

Amounts included in the financial statements have been rounded to the nearest $1,000 or, where that amount is $500 or less, to zero.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

(t) Contributed Equity

Non-reciprocal transfers of assets and liabilities between wholly-owned Queensland public sector entities are adjusted to 'Contributed Equity' in accordance with UIG Abstract 38 *Contributions by Owners Made to Wholly Owned Public Sector Entities*. Appropriations for equity adjustments are similarly designated.

(u) Taxation

The Legislative Assembly is a State body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax and Goods and Services Tax (GST). As such, GST credits receivable from/ payable to the ATO are recognised and accrued.

(v) Adoption of International Financial Reporting Standards

The Financial Reporting Council has determined that all entities preparing general purpose financial statements will apply the Australian Equivalents to International Financial Reporting Standards (IFRSs) for reporting periods beginning on or after 1 January 2005.

The Legislative Assembly has reviewed all Australian Equivalents to IFRSs and has to date identified the following key differences in accounting policies which will arise from the adoption of Australian Equivalents to IFRSs have been identified:

- The valuation of inventories will change from the lower of cost and net realisable value as stated in note 1(h) to the lower of cost and current replacement cost under pending AASB 102 Inventories. This may lead to an increase in the valuation shown for inventories.

- The introduction of pending AASB 136 Impairment of Assets will require an annual impairment test to be performed on all non-current physical and intangible assets. This may result in a write-down of the value of plant and equipment and intangible assets.
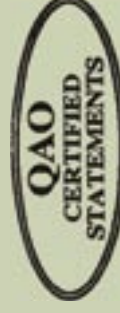
QAO
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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
Ref

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(v) **Adoption of International Financial Reporting Standards (cont'd)**

- The introduction of AASB 119 requires the restatement of the 1 July 2004 balance of annual leave entitlements to be restated into liabilities expected to be within 12 months and beyond 12 months. The Non-Current portion is to be measured at the present value of the future cash flows. The impact will be a reduction of approximately $49,000.

Policy decisions made at a whole-of-Government level in relation to the limiting of options in the Australian Equivalent to IFRSs may have additional impacts on financial reports prepared using these Standards.

Mandated Changes to Policy on Transition to AEIFRS

In addition to the amendments required on adoption of Australian Equivalents to International Financial Reporting Standards, a number of mandated policies will be introduced, the commencement date of which will coincide with the implementation of the new Standards. The major impacts of these new policies are outlined below:

The impact of the mandated revised asset recognition thresholds is expected to result in approximately $4,471,000 being posted as a reduction to the balance of Accumulated Surplus on 1 July 2004, with a corresponding reduction to the relevant asset class and accumulated depreciation/amortisation.

In addition, an adjustment of approximately $51,000 is expected to be made in the Income Statement for the write-off of assets purchased during 2004-05 which no longer meet the requirements for capitalisation and any accumulated depreciation/amortisation for those assets for the 2004-05 year. There will also be an adjustment of approximately $111,000 to write back depreciation/amortisation charged in 2004-05 for assets written off as a result of the new thresholds at 1 July 2004.

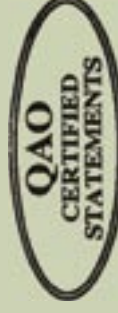|	2005 $000	2004 $000
2. **RECONCILIATION OF PAYMENTS FROM CONSOLIDATED FUND TO OUTPUT REVENUE RECOGNISED IN STATEMENT OF FINANCIAL PERFORMANCE**		
Budgeted output appropriation	61,586	56,203
Less Equity Return abolished from 1 July 2004	(4,412)	-
Transfer from/to other headings	-	3,485
Unforeseen expenditure	376	511
Total output receipts	57,550	60,199
Output revenue recognised in Statement of Financial Performance	57,550	60,199
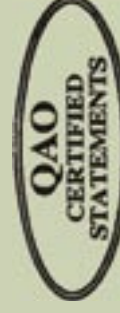
QAO
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LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

	Note Ref	2005 $000	2004 $000
2. RECONCILIATION OF PAYMENTS FROM CONSOLIDATED FUND TO EQUITY ADJUSTMENT RECOGNISED IN CONTRIBUTED EQUITY (NOTE 19)			
Budgeted equity adjustment appropriation		(3,365)	-
Lapsed equity adjustment		(360)	-
Transfer from/to other headings		-	(3,485)
Equity adjustment receipts (payments)		(3,725)	(3,485)
Equity adjustment recognised in Contributed Equity (Note 19)		(3,725)	(3,485)
3. USER CHARGES			
Catering Sales		1,552	1,432
Other		121	122
Total		1,673	1,554
4. GRANTS AND OTHER CONTRIBUTIONS			
Grants		19	-
Goods and services received below fair value		954	570
Total		973	570

The Grants for 2005 are from the Office for Women Partnership Grants Program 2004/2005 as part of the Centenary of Women's Suffrage projects.

Goods and services received below fair value represent the Parliament House stonework restoration program, and relocation and refurbishment program for electorate offices.

	Note Ref	2005 $000	2004 $000
5. OTHER REVENUES			
Asset revaluation increment		-	29
Gain on sale of property, plant and equipment		27	5
Other		39	156
Total		66	190

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

	Note Ref	2005 $000	2004 $000
6. EMPLOYEE EXPENSES/NUMBER OF EMPLOYEES/ CHIEF EXECUTIVE'S REMUNERATION			
Employee Expenses:			
Wages and salaries		34,089	32,971
Employer superannuation contributions		1,970	1,939
Annual leave		1,605	1,584
Long service leave levy		280	279
Worker's Compensation		137	146
Other		1,915	1,677
Total		39,996	38,596

Number of Employees: 459   462

The number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis. It also includes the 89 Members of the Legislative Assembly.

Chief Executive's Remuneration:
Level   CEO 1   Min. $155,910   Max. $173,748

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.

The superannuable salary does not include industry and like allowances, leave loading and fringe benefits such as private use of a motor vehicle and employer superannuation contributions.

		2005 $000	2004 $000
7. SUPPLIES AND SERVICES			
Maintenance and Construction		2,410	2,345
Commercial and Professional Services		1,719	1,628
Telephones and Utilities		1,405	1,484
Members Entitlements		1,750	1,330
Consumables		704	846
Other Administration Costs		1,693	1,934
Total		9,681	9,567

QAO CERTIFIED STATEMENTS

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LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

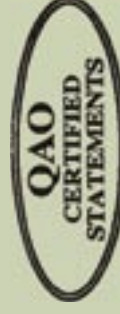| Note Ref		2005 $000	2004 $000
8.	**EQUITY RETURN EXPENSE**		
	Equity return expense	-	4,412
	Total	-	4,412
	The Queensland Government abolished Equity Returns from 1 July 2004.		
9.	**DEPRECIATION AND AMORTISATION**		
	Depreciation and amortisation incurred in respect of:		
	Buildings	4,927	4,359
	Computer Equipment	601	676
	Other Equipment	392	407
	Intangibles	42	58
	Total	5,962	5,500
10.	**OTHER EXPENSES**		
	Operating lease rentals	3,194	3,146
	External audit fees *	50	61
	Loss from disposal of non-current assets	66	61
	Insurance Premiums – QGIF	67	45
	Internal audit fees	20	10
	Other	28	27
	Total	3,425	3,350
	* Total external audit fees relating to the 2004-05 financial year are estimated to be $57,000 (2004: $51,000).		
11.	**CASH ASSETS**		
	Cash at bank	2,314	1,566
	Imprest accounts	3	3
	Total	2,317	1,569
12.	**RECEIVABLES**		
	Trade Debtors	130	153
	GST receivable	233	206
	GST payable	(4)	(16)
	Long service leave reimbursements	61	134
	Other	54	2
	Total	474	479
13.	**INVENTORIES**		
	Catering Stock-at cost	84	100
	Gift Shop & Library Stock-at cost	37	33
	Stationery and Stores-at cost	53	73
	Total	174	206

QAO CERTIFIED STATEMENTS

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

	Note Ref	2005 $000	2004 $000
14. OTHER CURRENT ASSETS			
Prepayments		156	38
Total		156	38
15. INTANGIBLES			
Internal Use Software – at cost		482	360
Less accumulated amortisation		(224)	(149)
Total		258	211
16. PROPERTY, PLANT & EQUIPMENT			
Buildings			
At fair value		148,832	133,228
Less: Accumulated depreciation		(77,961)	(64,875)
		70,871	68,353
Land			
At fair value		37,000	37,000
		37,000	37,000
Valuables			
At fair value		5,150	5,215
		5,150	5,215
Computer Equipment			
At cost		3,337	3,018
Less: Accumulated depreciation		(2,069)	(2,054)
		1,268	964
Other Equipment			
At cost		3,695	3,835
Less: Accumulated depreciation		(2,371)	(2,207)
		1,324	1,628
Total		115,613	113,160

In 2003 a comprehensive independent revaluation of Buildings was performed on the basis of depreciated current replacement cost. In 2005 an in-house interim revaluation was performed of the Parliamentary Annexe Building and Non-Heritage components of the Parliament House Building using indexation. The index used was the *2005 March Queensland non-residential construction index* (13.9% per annum) published by the Australian Bureau of Statistics. No indexation was applied to the heritage components of the Parliament House Building due to a lack of a reliable index.
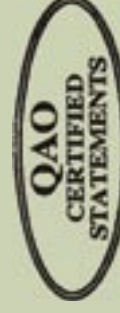
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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note
Ref

16. PROPERTY, PLANT & EQUIPMENT (cont'd)

In 2004 a comprehensive independent revaluation of Land was performed on the basis of current market price. In 2005 an in-house interim revaluation was proposed on the Parliamentary Precinct land using the recommended index provided by the State Valuation Service. The index is based on individual factor change per property derived from the review of market transactions. There was no indexation applied due to the nil movement in the index since 2004.

In 2003 a comprehensive independent revaluation of Valuables was performed on the basis of Current Market Price in 2003. No interim revaluations have been performed since 2003 due to the unique nature of assets held and the lack of a reliable index.

Computer Equipment and Other Equipment are valued at cost in accordance with Queensland Treasury's "Non-Current Asset Accounting Guidelines for the Queensland Public Sector".

Asset Reconciliation

	Buildings	Land	Valuables	Computer Equipment	Other Equipment	Total
	$000	$000	$000	$000	$000	$000
Carrying amount at 1 July 2004	68,353	37,000	5,215	964	1,628	113,160
Acquisitions	1,736	-	25	855	96	2,712
Transfers in	590	-	-	89	-	679
Transfer to Intangibles	-	-	-	(18)	-	(18)
Disposals	-	-	(90)	(21)	(8)	(119)
Revaluations	5,119	-	-	-	-	5,119
Depreciation	(4,927)	-	-	(601)	(392)	(5,920)
Carrying amount at 30 June 2005	70,871	37,000	5,150	1,268	1,324	115,613

		2005 $000	2004 $000
17. PAYABLES			
Trade creditors		1,649	1,660
Other		66	36
Total		1,715	1,696
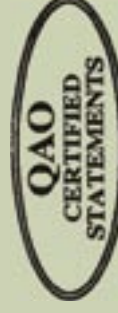
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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note Ref

18. PROVISIONS

	2005 $000	2004 $000
Current		
Annual leave	1,553	2,033
Post Employment Benefits	387	374
Time in Lieu	100	122
Total	2,040	2,529
Non-current		
Annual leave	475	-
Post Employment Benefits	4,804	4,751
Total	5,279	4,751

19. CHANGES IN EQUITY

	Retained Surpluses		Asset Revaluation Reserve		Contributed Equity	
	2005 $000	2004 $000	2005 $000	2004 $000	2005 $000	2004 $000
Balance 1 July	54,222	53,134	52,270	34,614	195	3,673
Net Surpluses	1,198	1,088	-	-	-	-
Non-Owner changes in equity recognised on the face of the Statement of Financial Performance:						
- Increase in Asset Revaluation Reserve	-	-	5,119	17,656	-	-
- Non- Reciprocal Transfer of Assets	-	-	-	-	679	-
Transactions with Owners as Owners:						
- Equity withdrawals (Note 2)	-	-	-	-	(3,725)	(3,485)
- Net Leave liabilities transferred to other departments	-	-	-	-	-	7
Balance 30 June	55,420	54,222	57,389	52,270	(2,851)	195

QAO CERTIFIED STATEMENTS

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

	Note Ref	2005 $000	2004 $000
19. CHANGES IN EQUITY (cont'd)			
Closing Balance of Asset Revaluation Reserve by Class:			
Buildings		33,129	28,010
Land		23,385	23,385
Valuables		875	875
Total		57,389	52,270
20. RECONCILIATION OF NET OPERATING RESULT TO NET CASH PROVIDED BY OPERATING ACTIVITIES			
Net Operating Result		1,198	1,088
Non-cash items:			
Depreciation and amortisation		5,962	5,500
Loss on sale of assets		90	83
Gain on sale of assets		(27)	(5)
Maintenance expense – received below fair value		366	65
Receipt adjustment for goods received below fair value		(954)	(570)
Asset revaluation increment		-	(29)
Net leave liability transferred to other departments		-	7
Changes in assets and liabilities:			
(Increase) in GST input tax credit receivable		(27)	(44)
Decrease / (increase) in LSL reimbursement receivable		73	(111)
Decrease in trade debtors		23	14
(Increase) / decrease in other receivables		(54)	--
Decrease in inventories		33	14
(Increase) / decrease in prepayments		(117)	97
(Decrease) / increase in trade creditors		(599)	300
Increase in other payables		373	43
(Decrease) / increase in GST payable		(11)	28
Increase / (decrease) in provisions		38	(337)
Net Cash provided by operating activities		6,367	6,143

21. NON-CASH FINANCING AND INVESTING ACTIVITIES

Assets received by the Legislative Assembly are recognised as revenues as set out in Note 4.
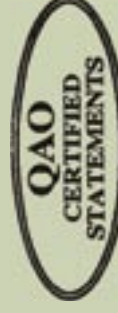
QAO CERTIFIED STATEMENTS

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

	Note Ref	2005 $000	2004 $000
22. COMMITMENTS FOR EXPENDITURE			
Non-Cancellable Operating Lease Commitments:			
Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:			
Not later than one year		2,255	2,664
Later than one year and not later than five years		1,415	1,544
Total		3,670	4,208

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

No renewal or purchase options exist in relation to operating leases and no operating leases contain restrictions on financing or other leasing activities.

Capital Expenditure Commitments:
Material classes of capital expenditure commitments inclusive of anticipated GST, contracted for at reporting date but not recognised in the accounts are payable as follows:

Building		471	-
Plant and equipment		-	104
Payable not later than one year		471	104

23. FINANCIAL INSTRUMENTS
Interest Rate Risk Exposure
The Legislative Assembly has no exposure to interest rate risk as financial assets and liabilities are non interest bearing.

Credit Risk Exposure
The maximum exposure to credit risk at balance date is the carrying amount of Receivables as indicated in the Statement of Financial Position.

No significant credit risks have been identified.

Net Fair Value
The net fair value is determined as follows:

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximates their carrying amounts.

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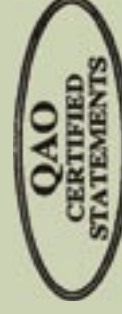
CERTIFICATE OF THE LEGISLATIVE ASSEMBLY

These general purpose financial statements have been prepared pursuant to section 40(1) of the *Financial Administration and Audit Act 1977* (the Act), and other prescribed requirements.

In accordance with Section 40(3) of the Act we certify that in our opinion:

(a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and

(b) the 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 2005 and of the financial position of the Legislative Assembly at the end of that year.

M J HICKEY
DIRECTOR OF
CORPORATE & HOUSE SERVICES

29 September 2005

N J LAURIE
CLERK OF THE PARLIAMENT

29 September 2005

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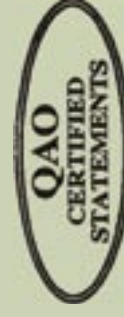
INDEPENDENT AUDIT REPORT

To the Accountable Officer of the Legislative Assembly of Queensland

Matters relating to the Electronic Presentation of the Audited Financial Report

The audit report relates to the financial report of the Legislative Assembly of Queensland for the financial year ended 30 June 2005 included on the Legislative Assembly of Queensland's web site. The Accountable Officer is responsible for the integrity of the Legislative Assembly of Queensland's web site. We have not been engaged to report on the integrity of the Legislative Assembly of Queensland's web site. The audit report refers only to the statements named below. It does not provide an opinion on any information which may be hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report, available from the Legislative Assembly of Queensland, to confirm the information included in the audited financial report presented on this web site.

Scope

The Financial Report

The financial report of the Legislative Assembly of Queensland consist of 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 Legislative Assembly of Queensland, for the year ended 30 June 2005.

Accountable Officer's Responsibility

The Accountable Officer is responsible for the preparation and true and fair presentation of the financial report, the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

As required by law, an independent audit was conducted in accordance with *QAO Auditing Standards* to enable me to provide an independent opinion whether in all material respects the financial report is presented fairly in accordance with the prescribed requirements, including any mandatory financial reporting requirements as approved by the Treasurer for application in Queensland.

Audit procedures included:

- examining information on a test/sample basis to provide evidence supporting the amounts and disclosures in the financial report;
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Accountable Officer;
- obtaining written confirmation regarding the material representations made in conjunction with the audit; and
- reviewing the overall presentation of information in the financial report.

Independence

The *Financial Administration and Audit Act 1977* promotes the independence of the Auditor-General and QAO authorised auditors.

The Auditor-General is the auditor of all public sector entities and can only be removed by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised.

The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

AUDITOR-GENERAL
30 SEP 2005
OF QUEENSLAND

LEGISLATIVE ASSEMBLY
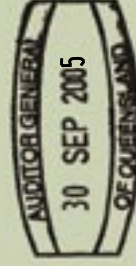
Audit Opinion

In accordance with section 40 of the *Financial Administration and Audit Act 1977* -

(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 financial report has 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 of Queensland for the financial year 1 July 2004 to 30 June 2005 and of the financial position as at the end of that year.

G G POOLE, FCPA
Auditor-General of Queensland

Queensland Audit Office
Brisbane

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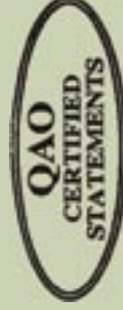
Feedback on the Annual Report 2004-05

We hope you have found our annual report 2003-04 useful and informative.   We value your feedback in order to impove the quality and assess the relevance and content of our annual report. Additional information is available from annualReport@parliament.qld.gov.au

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Feedback on the Annual Report 2004-05

Please find below a short survey to let us know what you thought about the annual report so we can improve the document next year. Please tick the boxes that best indicate your resonse.

Thank you for your feedback

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

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

6. Do you have any additional comments or suggestions for improving the annual report? _____

_____

7. (Optional) Name: _____

Address: _____

_____

GRI CONTENT INDEX

The following indicators are only a partial GRI Index. There are other indicators that the Parliamentary Service is not able to report on yet. It is the Queensland Parliamentary Service aim to produce a more complete GRI Sustainability Report in future years.

Global Reporting Initiative Indicator

Vision and Strategy

1.1	Organisation's vision relating to sustainability	IFC
1.2	Statement from the CEO describing key elements of the report	5

Profile

2.1	Organisation's name	FC
2.2	Major products and/or services	3
2.3	Operational structure of the organisation	10
2.4	Major divisions, operating companies, subsidaries and joint ventures	17, 21
2.5	Countries of operation	3
2.6	Nature of ownership; legal form	3
2.7	Nature of markets served	OBJ
2.10	Contact person for report	IFC, FRM
2.11	Reporting period	IFC
2.12	Date of most recent previous report	IFC
2.17	Decisions why not to apply all GRI principles	IFC
2.18	Criteria used for reporting social, environmental and economic results	IFC
2.19	Significant changes to reporting mechanisms from last year's report	IFC
2.20	Policies and internal practices Parliament relies on	9
2.22	Means by which readers can get more information	IFC, FRM

Governance Structure and Management Systems

3.1	Governance structure of the Parliamentary Service	10
3.6	Organisational structure and key staff	11
3.7	Mision and values	2, 3
3.8	Mechanisms for stakeholders to provide feedback	FRM
3.14	Externally developed, environmental initiatives the organisation endorses	27

KEY : FC - Front Cover, IFC - Inside Front Cover, OBJ - Objective, FRM - Feedback Form, IBC - Inside Back Cover

Environmental Indicator

Water

EN5	Total water use	27

Emissions, Effluents, and Waste

EN11	Total amount of waste by type and destination	27

Economical Indicator

Suppliers

EC3	Costs of goods, materials, and services purchased	53

Employees

EC5	Total staff payroll and benefits	53, 57

Social Indicator

Employment

LA1	Breakdown of workforce	33

Health and Safety

LA6	Description of health and safety committees	12
LA7	Standard injury, lost day, and absentee rates	33

Training and Education

LA9	Average hours of training per year	34

Diversity and Opportunity

LA10	Description of EEO policies	34
LA11	Composition of senior management corporate governance bodies	33

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