



Queensland Parliamentary Service Annual Report 2005-06



Annual Report 2005-06

Our strength - our people

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Aiming for highest reporting standards

This year we continue our move 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.

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**

If you would like more information on GRI, we encourage you to visit their web site at www.globalreporting.org.

Reporting Year

This report covers activities that occurred during the financial year 2005-06.

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.



Queensland Parliamentary Service
Annual Report 2005-06

Parliament House
George Street
Brisbane QLD 4000

TELEPHONE
+ 61 7 3406 7111

EMAIL
annualReport@parliament.qld.gov.au

WEB SITE
www.parliament.qld.gov.au



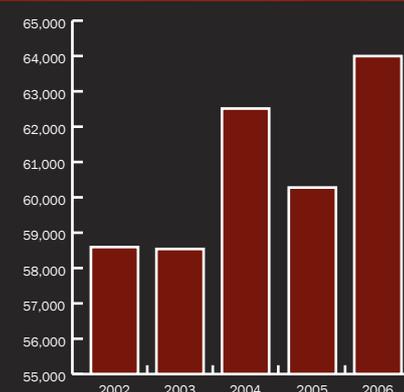
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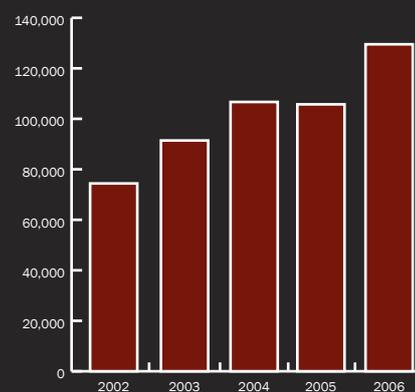
Our Highlights

- On 4 to 6 October 2005, the Parliament held sittings in the Central Queensland city of Rockhampton. Rockhampton's Pilbeam Theatre became a temporary parliamentary Chamber to facilitate the three-day sitting of Parliament, and the adjacent Rockhampton Art Gallery was transformed into members' office space for the duration of the sitting. **Page 36**
- The Committee Office supported two new committees – the Palm Island Select Committee and the Impact of Petrol Pricing Select Committee – to fulfil their responsibilities and report to the House. **Page 22**
- All 89 Members received new PCs and printers in their electorate offices. The speed of each office's internet data connection was upgraded and additional equipment to enhance firewall protection and data encrypted communications was installed. **Page 29**
- The existing audiovisual distribution system within the Parliamentary Precinct was upgraded to expand the number of available channels for current free-to-air broadcasts and future digital TV broadcasts. The project work commenced in January 2006 with a view to having the work completed early in 2006-07. The project work was instead completed this financial year. **Page 29**
- May 2006 saw the introduction of High Teas on the first Friday of each month in the Strangers' Dining Room. Guests are able to enjoy a beautiful selection of delicacies prepared by Parliament's resident chefs while taking in the beauty of Queensland's premier heritage building. **Page 31**
- On 1 February 2006, the former Speaker launched a display in the Reconciliation Gallery on level 5 of the Parliamentary Annexe celebrating 40 years of Aboriginal and Torres Strait Islanders being granted the right to vote in Queensland. **Page 32**
- On Sunday, 21 May Parliament House opened its doors to the people of Queensland. The open day was held during Queensland's Heritage Week and enabled visitors to discover parts of the building usually accessible only to Members of Parliament, staff and their guests. **Page 35**
- When Parliament sat in Rockhampton, 78 senior students from the Central Queensland region came together to experience firsthand the parliamentary process at a special Youth Parliament, one of several community engagement activities undertaken during the regional sitting of Parliament in Rockhampton. **Page 37**
- Early in January the Queensland Parliamentary Service hosted the 7th ANZACATT Professional Development Seminar. Parliamentary officers from around Australia and overseas attended various seminars and workshops over three days. The seminar provided parliamentary officers with an opportunity to explore common ground in relation to their roles. **Page 40**
- The Parliamentary Service participated in the Queensland Government Migrant Work Experience Program during 2005-06 as part of its equal employment opportunity initiatives. Thu Do was selected from over 300 applicants and started her placement with the Service on 15 May 2006. **Page 41**
- Parliamentary Service badges were issued to employees in recognition of their meritorious service or their long period of service with the Parliamentary Service. **Page 42**

Financial Summary For the year ended 30 June 2006	2002 \$'000	2003 \$'000	2004 \$'000	2005 \$'000	2006 \$'000
Operating Revenue	58,594	58,540	62,513	60,278	63,997
Operating Expenses	56,975	57,104	61,425	59,076	64,288
Operating Profit	1,619	1,436	1,088	1,202	291
Capital Expenditure	2,423	3,092	2,055	2,712	2,621
Total Assets	77,820	100,294	115,663	114,771	140,046
Total Liabilities	3,413	8,873	8,976	9,033	10,512
Net Assets	74,407	91,421	106,687	105,738	129,534
	2002	2003	2004	2005	2006
Current Ratio	0.39	0.43	0.54	0.83	0.92
Debt / Equity Ratio (%)	4.59	9.71	8.41	8.54	8.12
Liability / Asset Ratio (%)	4.39	8.85	7.76	7.87	7.51



Operating Revenue



Net Assets

I had worked for the Department of the Prime Minister and Cabinet in Canberra for a number of years and enjoyed my time there before an opportunity arose for me to move to Brisbane in 1988. When I noticed a job vacancy with the Queensland Parliament, I didn't hesitate to apply and, luckily for me, my application was successful. I commenced on 1 August 1988 as Supervising Stenographer, Correspondence Section.

Following a job redesign in 1994, the section title was changed to Members' Executive Support and my title became Supervising Executive Assistant.

Members' Executive Support comprises a small team of five (three sessional staff, one other permanent officer and me). My role is to ensure the efficient operation of the section which provides confidential administrative support to Members of Parliament both in and out of session, as well as assisting other sections as required.

Since I started working for the Queensland Parliament 18 years ago, many changes have occurred. When I arrived typewriters were still in use, there were of course no fax machines, and our staff worked in separate offices located on one floor with the Members being allocated a stenographer. Working arrangements changed soon after I arrived. The office space on levels 9 to 13 was reorganised, with a stenographer relocated to the foyer area on each floor to assist all of the 11 to 14 Members on each floor. That arrangement worked well and is still in place today.

The staff 'Attendance Book' gave way to time sheets and variable working hours. Computers arrived and, although some staff were reluctant to part with their typewriters, in no time we were busily learning the functions and commands, and the highs and lows of word processing. In the workplace, words and phrases previously unheard of sprung up – such as, award restructuring, job redesign, mission statements, work output, strategies and targets – and caused much anxiety. Office accommodation also underwent a transformation, with dreary curtains and dark colours giving way to a lighter, brighter working environment.

Advances in technology have changed the way we do our work. Typing speeches, questions and press releases used to take up the greatest percentage of our time; now they are churned out at breathtaking speed.

In 2006, with the latest advances in technology both at Parliament House and in the electorate offices, and with Members having become adept at using computers, our work has changed accordingly and has become far more varied without becoming less relevant.

We are in regular contact with electorate office staff and assist them by printing emailed messages and letters for Members' signatures and delivering faxes that continually arrive.

I very much enjoy working in close contact with the elected Members of Parliament and in the wonderful environment of Parliament House.

I am very proud of the fact that throughout the past 18 years I have been present for each and every sitting of Parliament and I hope to be able to keep my record intact for some years to come.



Brenda O'Donnell - 18 years service

Our Business

The function of the Queensland Parliamentary Service is to provide administrative and support services to the Legislative Assembly of Queensland.

In order to fully understand the environment within which the Service operates, it is necessary to briefly describe the nature and role of the Assembly and of the Queensland Parliament.

The Queensland Parliament

The Legislative Assembly, together with the State Governor, forms the Queensland Parliament. In the Westminster system of government, which Queensland has inherited, Parliament not only is the elected law-making body but also determines which political party or parties will control the Executive Government. In order to appoint a Premier and other Ministers, the Governor must be satisfied that the party or parties they represent command a majority of the votes in the Legislative Assembly. As the Executive Government is ultimately responsible to Parliament, the Assembly has the additional ongoing role of scrutinising the operations of the Executive.

Although Parliament is a public institution of great constitutional importance, it is quite distinct from the Executive Government. To enhance and emphasise this independence from government, the Parliamentary Service was established under the *Parliamentary Service Act 1988*. Further, as the Parliamentary Service is distinct from the Public Service, it is not subject to a wide range of legislative, administrative and other requirements which apply in the public sector, although as a matter of practice it often voluntarily adopts equivalent standards.

The Legislative Assembly

The Queensland Parliament contains only one House, namely, the Legislative Assembly. The Assembly consists of 89 Members who discharge a range of important legislative and constituency responsibilities.

Legislative responsibilities involve participation in parliamentary matters, including the enactment of legislation, privileged debate, scrutiny of government policy and serving on parliamentary committees. Constituency responsibilities involve Members, as representatives of individual electoral districts, providing advice and assistance to constituents and acting as advocates for local interests.

The Parliamentary Service

As mentioned above, the Queensland Parliamentary Service was established under the *Parliamentary Service Act 1988* 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 Services; Security, Protocol and Attendant Services; the Committee Office; the Parliamentary Library and Education Services 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 Services; 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.

Our Values

Queensland Parliamentary Service corporate values provide the foundation for the organisation's Code of Conduct and guide 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.

Message from the Speaker



“As the newly elected Speaker of the 52nd Parliament, it gives me great pleasure to present the 2005-06 Annual Report for the Queensland Parliamentary Service.”

As the newly elected Speaker of the 52nd Parliament, it gives me great pleasure to present the 2005-06 Annual Report for the Queensland Parliamentary Service. This report clearly illustrates the wide-ranging services that are required to support the important work of the Queensland Parliament in a modern democratic system. The report also shows that these services have been managed with economy and efficiency.

I am pleased that the tradition of opening up the Parliament to its owners – the people of Queensland – continues to be upheld. More than 90,000 Queenslanders passed through our doors this financial year, with almost 22,000 of them being schoolchildren. Further, over 1,000 visitors were shown the workings of their Parliament at an open day held in May this year.

The regional sitting of Parliament, held in Rockhampton in October last year, encouraged thousands of Queenslanders, including 3,000 schoolchildren, to participate in the state's second regional sitting.

In outlining the achievements of the Parliamentary Service, it must not be overlooked that the Service comprises not only staff working at Parliament House in Brisbane but also staff working in the Members' 94 electorate offices throughout the state. On behalf of all Members of the Queensland Parliament, I thank all parliamentary staff for their ongoing efforts and achievements during the 2005-06 financial year.

Hon. Mike Reynolds AM MP

Speaker of the Legislative Assembly Queensland

“This year’s report focuses on the role that our staff play in the daily operation of the Queensland Parliamentary Service and pays tribute to just some of the long-serving staff members of the Parliamentary Service.”



Mr Speaker,

I am pleased to present to you the Queensland Parliamentary Service Annual Report 2005-06.

This year’s report focuses on the role that our staff play in the daily operation of the Queensland Parliamentary Service and pays tribute to just some of the long-serving staff members of the Parliamentary Service. There are the 175 electorate officers who support members in offices across the state and 171 staff located within the Parliamentary Precinct, with over 20% of staff having worked for the Service for more than 20 years. In 2005-06, 21 staff were issued badges in recognition of meritorious service and 81 staff were issued with badges in recognition of their length of service.

Supporting the three-day regional sitting of Parliament in Rockhampton during October 2005 was a major project for this financial year. The careful planning and cooperation of Parliamentary Service staff ensured that the vision of recreating in Rockhampton a typical parliamentary sitting week in Brisbane was realised.

The 2005-06 year also saw the upgrade of the television distribution system throughout the Parliamentary Precinct. The performance of staff in a timely and accurate manner ensured that there was minimal disruption to operations during the upgrade.

In May 2006, Parliament House opened its doors to the people of Queensland. It was pleasing to see that many staff made themselves available to guide visitors and to share their knowledge of our historic building.

Looking forward, this financial year will see Queenslanders across the state able to view parliamentary proceedings via live visual webcasting. Further, subject to approval of the Legislative Assembly, a new *Record of Proceedings*, which involves the integration of the *Votes and Proceedings* and *Hansard*, will be introduced.

I commend the report.

Neil Laurie

The Clerk of the Parliament



Hon. Mike Reynolds AM MP – Speaker – 52nd Queensland Parliament

Speaker Reynolds has represented the electorate of Townsville since June 1998. Prior to his election to Parliament he had been the Director of the Northern Australian Social Research Institute from 1995 to 1998, the Director of the Centre for Social and Welfare Research from 1995 to 1998 and served on the Townsville City Council from 1973 to 1989, including nine years as Mayor. The Speaker is responsible for policy decisions and organisation of the Parliamentary Service as well as the provision of services and resources to Members, the preparation of budgets, employees’ remuneration and conditions of service and overseeing the management and delivery of services by staff. Speaker Reynolds is Queensland’s 33rd Speaker and was elected to this position in October 2006.

Hon. Tony McGrady MP – Speaker – 51st Queensland Parliament

In August 2005, the Hon. Tony McGrady was elected Speaker of the 51st Queensland Parliament. He had represented the electorate of Mount Isa since December 1989. Prior to his election to the Legislative Assembly, the Hon. Tony McGrady was a former Alderman and Mayor of the Mount Isa City Council. The Hon. Tony McGrady was Queensland’s 32nd Speaker.



Mr Neil Laurie LLB LLM (Hons) MBA – The Clerk of the Parliament

Neil has been the Principal Officer of the Legislative Assembly, the Chief Executive Officer of, and the Accountable Officer for, the Parliamentary Service since February 2003. Neil has 13 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) – Deputy Clerk

Siwan was appointed Deputy Clerk 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 officer and public servant and prior to joining the Parliamentary Service was a senior committee clerk at the National Assembly for Wales.

A highlight of 2005-06

During my first year with the Parliamentary Service a personal highlight for me was the support of colleagues, staff and Members as I settled into my role as Deputy Clerk. Two particular highlights for the division were the regional sitting of Parliament in Rockhampton and the Parliament House Open Day, which made the most of the talents of staff from across the Parliamentary Service. A highlight for me as Manager of the Committee Office was seeing people make the most of opportunities for professional and personal development, and hearing from Members how much they value the work of committee staff.



Mr Michael Hickey BBus – 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.

A highlight of 2005-06

In a year when Corporate and House Services has achieved so much, it is difficult to single out one achievement over another.

The highlight for me has been the way in which all staff, and their managers, have responded to the demands placed upon them. Staff and management in every activity area within the division continue to perform to very high standards. They continue to improve existing services, deliver new services and remain focused on providing all of their clients with the best possible outcome. I am proud to be associated with their efforts.



Mr Stephen Gay – Speaker's Executive Officer

Stephen is responsible for advising the Speaker of the 52nd Parliament, the Hon. Mike Reynolds, in relation to his leadership of the Parliament and the Parliamentary Service. Stephen is also responsible for the management of the Office of the Speaker. Stephen has had eight years experience working with elected representatives at both state and federal government levels, including over four years as an electorate officer.



Ms Lynda Plint – Speaker's Executive Officer

In 2005-06 Lynda was responsible for advising the Speaker of the 51st Parliament, the Hon. Tony McGrady, in relation to his leadership of the Parliament and the Parliamentary Service. Lynda was 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 – Chief Hansard Reporter

Lucinda manages the Parliamentary Reporting Service, which is 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.

A highlight of 2005-06

A highlight for me this year was the trial merger of the *Votes and Proceedings* and *Hansard* into one document, the *Record of Proceedings*. The merger of these documents into one official record will provide an opportunity for clients to more easily access the debates and procedures of the Legislative Assembly. Working in collaboration with the Clerks-at-the-Table, the Table Office and the Office of the Clerk in the production of the new *Record of Proceedings* has fostered a closer working relationship between the sub-outputs.



Ms Mary Seefried BA (Hons) M.Urb. M.Pub.Ad – Parliamentary Librarian

Mary manages the Parliamentary Library and Education Services. Her duties include the management of the Library's Information and Research Services and the 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.

A highlight of 2005-06

A highlight for me was when the Queensland Parliament hosted the Association of Parliamentary Libraries of Australasia AGM and Annual Conference in June 2006. Delegates attended from all Australasian parliamentary libraries and also from the New Zealand Parliamentary Library.

Another highlight for the year was that, in response to client demand, the Library considerably extended its regional news media monitoring coverage and delivery of this product via the parliamentary intranet to members and their staff. Parliamentary Education Services was also heavily involved in the regional sitting of Parliament in Rockhampton producing a teachers' resource kit, organising various displays at the Pilbeam Theatre as well as facilitating a Youth Parliament.



Mr Ian Thompson – Clerk Assistant and Sergeant-at-Arms

Ian is the manager of Chamber Services. His duties include the day-to-day operations of the Table Office. Ian has in excess of 30 years experience across various Chamber and support functions with the Service.

A highlight of 2005-06

There were two events which were highlights for me this financial year. Firstly, the regional sitting of Parliament held in Rockhampton in October 2005 stands out. Secondly, in January 2006, the hosting of the 7th ANZACATT (Australia and New Zealand Association of Clerks-at-the-Table) Professional Development Seminar, which attracted delegates from all Australian houses of parliament, as well as those of New Zealand, the United Kingdom, Scotland, Canada and the United States of America, proved very successful.



Mr John McDonough – Manager, Property Services

John is responsible for managing the facilities within the Parliamentary Precinct and the 94 electorate offices that are located throughout Queensland. John has 14 years experience as the Manager of Property Services.

A highlight of 2005-06

A highlight for me this year was the upgrade of the audiovisual system throughout the Parliamentary Precinct. A new system needed to be designed to provide as much as possible a 'future proof' platform with scope for expansion to cater for developments in new technology in digital free-to-air television services and improvements required for a quality Chamber broadcast. Full installation was completed by April 2006, a year ahead of schedule.



Mr Jaakko Ponsi – Manager, Catering Services

Jaakko is responsible for managing Catering Services. Catering Services provides a range of dining services throughout the Parliamentary Precinct, such as fine dining, bar amenities, functions and cafeteria style dining. Jaakko has managed Catering Services for nine years.

A highlight of 2005-06

A highlight for me this financial year was serving in excess of 140,000 meals to Members and their guests, staff and visitors.



Mr Peter Morris B Bus Cert III (Adult Literacy) – Manager, Human Resource Management

Peter is responsible for ensuring the delivery of human resource and industrial relations services to 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. Peter has 16 years experience as Manager of Human Resource Management.

A highlight of 2005-06

The organisation and delivery of four separate two-day training courses for electorate office staff was a particular highlight for me during the year. The courses were attended by 71 electorate office staff from all parts of the state, and the feedback received from those attending was very positive.



Mr Craig Atkinson – Manager, Financial and Administrative Services

Craig is the Manager of Financial and Administrative Services. His duties include 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 16 years experience in financial management.

A highlight of 2005-06

A highlight for me this year was the commencement of a Shared Services Initiative that saw the Parliamentary Service deliver financial services to the Office of the Information Commissioner as a client agency. The feedback from the client has been very positive and reflects the ability and professionalism of the financial services staff involved. This stage of the initiative has provided a strong platform for further expansion to other clients in the future.



Mr Mike Coburn – Manager, Information Technology Services

Mike manages Information Technology Services, which 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.

A highlight of 2005-06

There were two particular highlights for me this year. The first was visiting all electorate offices and replacing their desktop computers and laser printers whilst upgrading their software products and providing a more automated, secure and robust network. The second was providing the necessary information and communications technology infrastructure and systems to allow all business areas of the Parliamentary Service to support the regional sitting of Parliament in Rockhampton.



Mr Kevin Jones – Manager, Security, Protocol and Attendant Services

Kevin is responsible for the delivery of Security, Protocol and Attendant Services throughout the Parliamentary Precinct. Kevin has over 14 years experience in the Service.

A highlight of 2005-06

A highlight for me this year was the successful implementation of the security plan and upgrade to the scanning machines. Another highlight was seeing my staff assist in ensuring a successful and event-free Parliament House Open Day and regional sitting of Parliament in Rockhampton.





Sue Powell - 19 years service

Back in 1981, a calling card from the ALP candidate for Petrie, Dean Wells, unknowingly led me to where I am today. In those days I had two very young children and I never imagined that down the track I would be working as an electorate officer.

Once my children reached school age I decided that the shiftwork that came with my previous employment as a nurse was not suitable. I completed a six-month course in office administration in the hope of moving into this area. When Dean was elected to the seat of Murrumba in 1986, he approached me to become his electorate officer. I had not long completed my course and therefore was not overly experienced in administration, but Dean assured me that people skills were the most important attribute. I soon found out that he was right – dealing with people is the part of my job that I still enjoy the most, even today. While typewriters have given way to computers, and emails and faxes are now commonplace, it is the art of constant interaction with members of the community that has remained the same.

Every electorate is different. At the Murrumba Electorate Office we work as a team. Our Member respects each of us and allows us to get on with the job. (Fortunately, we are no longer referred to as 'entitlements' in the *Members' Entitlements Handbook*). It really is a great place to work. There are some familiar constituents who occasionally call in just to say hi and, on the other hand, there are those with very complex issues for whom it is very rewarding to reach an outcome at the end of it all.

Any electorate officer will tell you that there are myriad tasks to be undertaken – no day is ever the same, and no two offices are exactly the same either. From liaising with community groups and talking with constituents, to assisting my Member and representing electorate officers in enterprise bargaining agreements, my time as an employee of the Parliamentary Service has been most fulfilling.

On 2 November 2006 I will have been in this role for 20 years. I think this says a lot about the nature of my job, just how much I enjoy what I do and my respect for the people I work with!



My journey to the Parliamentary Service began in January 1989, when I was employed as a cleaner by the then Department of Administrative Services. In March 1989, I was transferred to Parliament House.

A male cleaner's role in those days was slightly different to what it is now. My first job here was to assist the other six cleaners in taking around 50 sheets of gyprock plasterboard to level 14, which was being converted from offices to bedrooms. Other roles we performed back then were setting up for all functions in the complex (including one every year at Government House), moving furniture, assisting Q-Build tradespersons with their duties, driving jobs and 'other duties as required', as our position description stated. Multiskilling was a phrase coined to describe cleaners at Parliament House at that time, I'm sure!

In 1993, I was given my first chance to work doing something other than cleaning. I spent four weeks working with the gardeners. This was enjoyable; however, I saw myself better suited to other roles.

Another opportunity arose for me in 1994, when I was given a chance to temporarily fill a vacancy in the Stationery Store. Many a great career has started in this section of the Parliamentary Service. Stocktakes were a regular occurrence in the Stationery Store – the scale and nature of these stocktakes made for a very challenging exercise. During my time working as a cleaner, I was often seconded to undertake whole-of-Parliament stocktakes – these were huge, taking me away from cleaning for some months.

In July 1995, I was asked to take on a role that would help shape my future – I spent eight weeks working with Security, filling in for an officer on extended sick leave. After a couple of shifts, I was hooked. But, alas, the time came to an end (a day earlier than it should have actually due to a broken ankle playing basketball!!)

Another couple of stints in the Stationery Store over the next couple of years helped me to decide that cleaning was no longer for me.

Then, in June 1997, I was asked to fill two roles. Once again the Stationery Store was calling, but another chance to help Security was too big an opportunity to pass up. I was on day shift, manning the front of the Annexe while the refurbishment of the Annexe took place. This was where I wanted to be.

In February 1998, I was permanently appointed to the Parliamentary Service as a Security Officer. In May 2004, I was successfully appointed to the job of Security Supervisor (BCO), a role which I enjoy to this day. Parliament House is a great place to work!

Paul Boreland - 17 years service

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 Systems

Planning

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

- the Parliamentary Service Management Plan (incorporating strategic and operational plans);
- the Information and Communications Technology Strategic Plan; and
- the Parliamentary Service Capital Investment Strategic Plan.

Performance Management

The Clerk of the Parliament employs the following mechanisms to measure and monitor the performance of the Parliamentary Service:

- **Internal management reporting**

All line managers are required to submit quarterly management reports to the Clerk and the Speaker. These reports document financial and operational performance against performance targets outlined in the Parliamentary Service Management Plan 2005-09.

- **Auditing and review**

The Parliamentary Service is subject to an annual external audit by officers of the Queensland Audit Office pursuant to Part 6, Division 1 of the *Financial Administration and Audit Act 1977*.

The Clerk of the Parliament, in his capacity as the Accountable Officer, considers and addresses the reports and any recommendations from these audits.

Resource Management

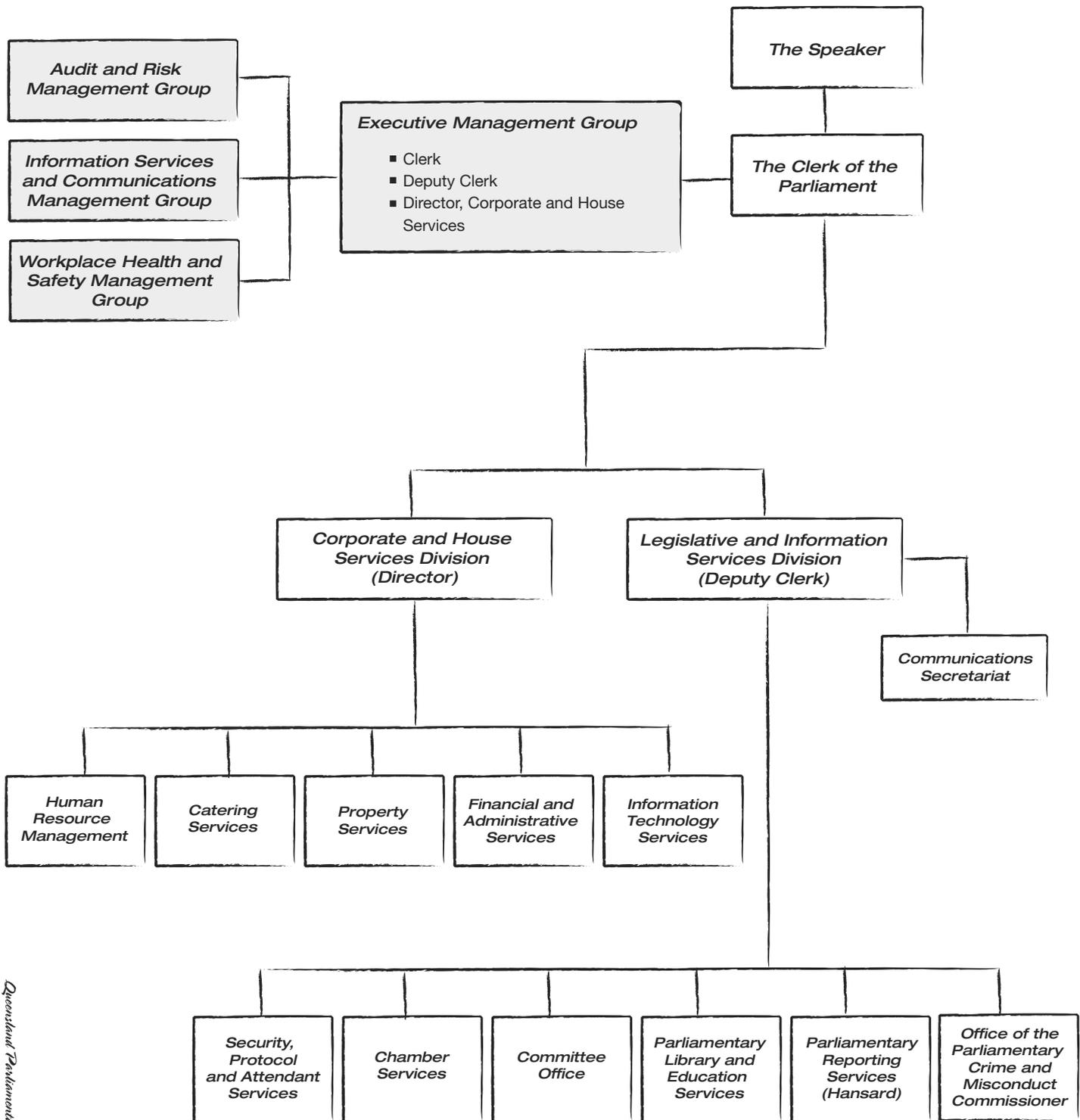
The Clerk of the Parliament also establishes and publishes policies and procedures for the management of all human, financial and information resources. Systems have been established to manage revenue, expenditure, assets and liabilities, as well as to protect information resources.

Management Standards

The Parliamentary Service maintains a strong commitment to the development and maintenance of a culture of care, diligence, ethical behaviour, public defensibility, integrity, accountability and leadership.

This commitment is reflected in management standards covering workplace health and safety delivered through the Workplace Health and Safety Management Group (WH&SMG), risk management delivered through the Audit and Risk Management Group (ARMG) and the Code of Conduct for Officers and Employees of the Parliamentary Service.

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



Management Structure

The Speaker

The role of the Speaker of the Legislative Assembly in relation to the Parliamentary Service, outlined in section 6 of the *Parliamentary Service Act 1988*, is to:

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

The Clerk of the Parliament (Chief Executive Officer and Accountable Officer)

The Clerk of the Parliament has a number of roles which are outlined in section 20 of the *Parliamentary Service Act 1988*. The Clerk, as Chief Executive Officer of the Parliamentary Service, is responsible to the Speaker for the efficient and cost-effective management of the Service. The Clerk is also the Accountable Officer, as defined under the *Financial Administration and Audit Act 1977*, and as such has a range of financial management responsibilities and obligations in the management of the Parliamentary Service.

Divisional Leaders

The Service has two divisions that reflect the outputs and goals contained in the Parliamentary Service Management Plan 2005-09:

- 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.

Management Groups

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

Executive Management Group (EMG)

The role of the EMG is to:

- provide leadership and ensure the effective management, coordination and performance of the Parliamentary Service;
- consider reports from all management groups;
- oversee the development and implementation of the Parliamentary Service Management Plan, 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), the Deputy Clerk, and the Director of Corporate and House Services.

During 2005-06, the EMG coordinated the development, preparation and publication of the Parliament's budget for 2006-07 and the Parliamentary Service Management Plan, the Information and Communications Technology (ICT) Resources Strategic Plan and the Capital Investment Strategic Plan for 2006-10; coordinated the planning for the regional sitting of Parliament held in Rockhampton from 4 to 6 October 2005 and continued the development of a new central records management and archive policy for the Service through the development and publication (in draft consultation form) of a records management policy and procedures document and also a new business classification scheme.

Audit and Risk Management Group (ARMG)

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: the Director of Corporate and House Services (Chair), the Research Director of the Public Accounts Committee, the Manager of Financial and Administrative Services, and the Parliamentary Librarian.

During 2005-06, the ARMG reviewed the Parliament's 2004-05 financial statements; reviewed and recommended to the Clerk revised asset thresholds for financial reporting purposes; developed and recommended to the Clerk an Internal Audit Strategic Plan; and engaged new internal auditors to deliver internal audit services in accordance with the above plan.

Workplace Health and Safety Management Group (WH&SMG)

The role of the WH&SMG is to support 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.

Group membership includes a number of management and employee representatives.

Management representatives (appointed every two years) are:

- Director of Corporate and House Services (Chair)
- Manager, Human Resource Management
- Manager, Catering Services
- Manager, Property Services (or delegate)
- Maintenance Supervisor, Property Services
- Manager, Security, Protocol and Attendant Services

Employees elected as representatives are:

- Ms Angilee Jones (Security, Protocol and Attendant Services)
- Ms Kerry Hackett (Aspley Electorate Office)
- Mr Bob Willmot (Catering Services)
- Mr Clayton Hinds (Moggill Electorate Office)
- Ms Roslin Bailey (Parliamentary Library)
- Mr Dick Mattingley (Security, Protocol and Attendant Services)

During 2005-06, the WH&SMG developed a new First Aid Policy, incorporating new first aid equipment, first aid kits and procedures; published the new Smoking Policy; engaged a contractor to undertake a review of workplace health and safety systems and procedures within the Parliamentary Precinct; reviewed incident reports, control measures and statistics relating to overall workplace health and safety performance within the Service; and made numerous workplace health and safety improvements within the workplace.



Parliamentary Library Information Officer, Carol Stinson, safely accesses high shelves in the O'Donovan Library.

Information Services and Communications Management Group (ISCMG)

The role of the ISCMG is to support the EMG by:

- developing and monitoring the ICT Resource Strategic Plan;
- developing plans or policies to satisfy and monitor compliance with Information Standards; and
- liaising with operational groups that are concerned with information infrastructure or service delivery (for example, the Internet/Intranet Group, the Information Systems Group and the Communications Secretariat).

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

During 2005-06, the ISCMG reviewed and published the ICT Resources Strategic Plan; reviewed and published the new Network Security and ICT Device Usage Policy; and approved a range of improvements to the Internet/Intranet pages developed by the Internet/Intranet Group.

I have worked with Mike Horan, the Member for Toowoomba South, for almost 20 years. Prior to his election to the seat of Toowoomba South, Mike was the General Manager of the Royal Agricultural Show Society of Queensland.

Mike secured the seat of Toowoomba South in a by-election in 1991. In 1992 when the then Toowoomba South electorate officer departed, I happily took the position. I have now been in this role for 14 years and really enjoy working with Mike.

Flexibility is definitely the key skill for an electorate officer. My tasks vary from answering the phone and helping constituents over the counter to organising the Member's travel and researching shadow portfolio information. The employment of an assistant electorate officer in 1998 was welcome. There is always work to be done and there is never a dull moment!

The past 14 years have been very rewarding. In 1995 when the coalition was in government, I was seconded to Ministerial Services to work for Mike, who was the then Health Minister. During this time I spent half of my time in Brisbane and the other half in Toowoomba – this was very challenging and a great experience. It was an excellent way to gain a better understanding of the workings of government and the role of a Minister. I believe that those three years strengthened my ability to work as an electorate officer.

The most rewarding part of my job is definitely helping the constituents of Toowoomba South. Often, they are frustrated and distressed and are happy to receive a listening ear. It is the gratitude of members of the community who have a genuine need that makes this role so fulfilling.



Revena Franklin - 14 years service



I first started work at Parliament House in 1988. I was undertaking a refrigeration mechanic apprenticeship with the Department of Public Works and was sent to work at Parliament House on a rotation.

It was some years after that rotation that I returned to Parliament House in 1991 as a fourth-year apprentice and went on to fill the positions of a tradesperson, leading hand, foreperson and Acting Project Officer, Property Services. In 1996 I left Parliament House only to realise just how much I enjoyed working there. Thankfully, an opportunity arose in 1997 for the employment of a maintenance supervisor at Parliament House. I applied, was successful and here I am 10 years later.

There are many great things about the Parliamentary Service. Working within the relative financial and resource constraints, this organisation continually looks to lead the way in best practice. As we are faced with new challenges, staff always try to do their best to tackle any issues and problems that may arise. The Parliamentary Service was visionary in terms of the implementation of energy and water-saving techniques some years ago.

I have found the journey of starting out as a refrigeration mechanic to now working as a project officer very rewarding. Again, I'd have to say that the people who work here at Parliament make it such a great place to be. When faced with huge and complex tasks, everyone pulls together and gets the job done. Some challenging events where this has happened and resulted in a very successful outcome are the regional sittings of Parliament (in Townsville and Rockhampton) and Parliament House open days.

I feel very fortunate to work with a great team of people and that, under the leadership of a fine manager, I have been given the opportunity to contribute to the overall operation of the Property Services area and, in turn, the Parliamentary Service.

Jason Gardiner - 9 years service

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 to include 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 Queensland Parliament web site at www.parliament.qld.gov.au/Committees.

There were no public interest disclosures, in accordance with section 30 of the *Whistleblowers Protection Act 1994*, received by the Parliamentary Service in 2005-06.

Legal Framework

The Parliamentary Service was created by the *Parliamentary Service Act 1988*. Whilst no Acts are administered by the Parliamentary Service, 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 *Privacy Act 1988 (Cth)*.

The Parliamentary Service 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 regarding the requirements of IS 42 relevant to the Parliamentary Service;
- an implementation plan for achieving an acceptable level of compliance with those requirements while respecting the privileges of the Legislative Assembly; and
- procedures which can be adopted by the Parliamentary Service to eliminate or reduce the risk of practices inconsistent with IS 42.

In 2005-06, a range of activities were undertaken to ensure appropriate and acceptable compliance with the privacy policy.

Further information about the privacy policy can be obtained by emailing privacy@parliament.qld.gov.au or by phoning (07) 34067244.

Overseas Travel

Date: 4 - 10 September 2005
Staff Member: Ian Thompson
Location: Nadi, Fiji
Purpose: Attendance at CPA Plenary Conference
Cost: \$1,654.97

Date: 11 - 18 July 2005
Staff Member: Stephen Finimore
Location: Apia, Samoa
Purpose: Attendance at 36th Presiding Officers and Clerks Conference
Cost: \$5,784.69

Date: 12-17 November 2005
Staff Member: Lyndel Bates
Location: Wellington, New Zealand
Purpose: Attendance at Australasian Road Safety Research Policing Education Conference 2005
Cost: \$3,547.27

Consultants

The following table details expenditure on consultants for 2005-06:

Category	Expenditure (\$'000) (excluding GST)
Professional / Technical	41
Total	41

Our Goals

Goal 1 - Parliamentary Support

To assist the Parliament, its Committees and Members to fulfil their parliamentary responsibilities. **Page 21**

Goal 2 - Business Needs Support

To support the business needs of the Parliament, Committees, Members, the Parliamentary Service and other clients. **Page 27**

Goal 3 - Community Role

To play a positive role in the community. **Page 31**

Goal 4 - Progression of Parliamentary Service

To develop and maintain a professional and progressive Parliamentary Service. **Page 39**

Summary of Parliamentary Service Support Outputs 2005-06

Measures	Target	Performance
QUANTITY		
Committee reports/issues papers published	70	70
Committee hearings conducted ¹	20	30
Committee meetings held	160	167
Library information requests (access to database)	155,000	178,628
Library information requests (individual client requests) ²	15,000	19,399
Library research reports/notes produced	720	794
Library analytical research publications	52	64
Library research database items added	85,000	96,053
Tabled papers and reports registered/archived	2,500	2,932
Education seminars conducted	90	115
Education publications distributed to clients and tour groups	35,000	46,091
Clients attending educational activities (including seminars) ³	3,200	3,266
QUALITY		
Members' satisfaction (satisfied/very satisfied)	95%	97%
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%

NOTES

1. Variation between 2005-06 target and performance is due to the Impact of Petrol Pricing Select Committee.
2. Substantial increased demand on video on demand and audiovisual customised transmission services has led to a recent jump in total individual requests in the December, March and June quarters.
3. Excludes the 2,981 students who attended the regional sitting of Parliament in Rockhampton.





I am originally from Tasmania and worked in local government and the entertainment industry for 14 years before I decided to spread my wings and work abroad. I settled on South Africa and, after a few challenges, secured employment there for 12 months. This wonderful country had a lot to offer and my original 12 months quickly turned into 3½ years.

In 1994 I decided to return home. However, I found Tasmania to be more and more like a small country town, so early 1995 saw me head north to the big smoke, Brisbane.

I commenced employment here at Parliament during 1995 as a temp with the Travelsafe Committee for an assignment expected to last for six weeks – I have now clocked up 10½ years of service! During my 10½ years here, I have worked in many different areas but predominately in the Committee Office providing support for the Legal, Constitutional and Administrative Review Committee.

Being seconded to many other sections has enabled me to see the various workings of the Parliament. There has also been the Clerk's 'special projects' which have resulted in several stints in the Table Office, the Clerk's Office, the Speaker's Office and various other locations around the building. In addition, I've acted as Administrative Executive Support Officer to the Acting Deputy Clerk, Parliamentary Officer (Table Office), as Parliamentary Officer (Votes) producing the *Notice Paper* and the *Votes and Proceedings*, and I have been on numerous interview panels and committees.

My very first secondment was to Hansard to work as an Editorial Coordinator for seven months. This resulted in a very steep learning curve as Hansard used WordPerfect, which I knew nothing about; worked on Apple Macs, which I didn't know how to operate; I undertook work that I had no experience in; and the staff all seemed to be talking a different language! However, it turned out to be a very good move as it has led to my current position in Hansard as a Publishing and Monitoring Officer.

Working here for more than a decade, I have enjoyed my jobs, the opportunity to work in other sections and, more importantly, the people within the organisation.

Tania Jackman - 11 years service

To assist the Parliament, its Committees and Members to fulfil their parliamentary responsibilities.

Effective procedural, research, advisory and information services that support the achievement of goal 1 are provided primarily by the Office of the Speaker, the Office of the Clerk, the Office of the Deputy Clerk and the Legislative and Information Services Division, which comprises the following six sub-outputs:

- Chamber Services (Table Office)
- Security, Protocol and Attendant Services
- Committee Office
- Parliamentary Library and Education Services
- Parliamentary Reporting Services (Hansard)
- Office of the Crime and Misconduct Commissioner

The key performance indicators for goal 1 relate to the extent to which the quantity, quality, timeliness and cost of specified services provided by each of the service areas meet the agreed standards and targets. The methods of measurement include client survey, benchmarking, internal assessment through information management systems and external assessment through audit reports. The important key performance indicators for goal 1 are set out in the Summary of Parliamentary Service support Outputs 2005-06 on page 18.

Goal 1 is supported by the following service areas:

Office of the Speaker

The Office of the Speaker provides high-quality professional advice, quality research and administrative and protocol support to the Speaker in their role as Presiding Officer of the Legislative Assembly. The Office of the Speaker coordinates parliamentary functions, forums and conferences held within the Parliamentary Precinct and provides a service to the Parliament in relation to protocol advice, liaison and tours.

Office of the Clerk

The Office of the Clerk provides timely and accurate support to the Clerk of the Parliament to discharge their responsibilities as the Principal Officer of the Legislative Assembly, Chief Executive Officer of the Parliamentary Service, and Accountable Officer for the Parliamentary Service and the Legislative Assembly.

Office of the Deputy Clerk

The Office of the Deputy Clerk provides timely and accurate support to the Deputy Clerk of the Parliament to discharge their responsibilities as Director of the Legislative and Information Services Division.

In August 2005 the Communications Secretariat was established, under the directorship of the Deputy Clerk, to promote greater awareness of the role and activities of the Parliament and to support effective communications between the Parliament and its clients, as well as internally within the Parliamentary Service.

Chamber Services (Table Office)

The Table Office provides the procedural and administrative support necessary for the effective conduct of the business of the Legislative Assembly. The Table Office is responsible for the accurate processing of legislation, the custody and maintenance of the records of the Parliament and liaison with Executive departments and statutory authorities on the introduction of legislation and presentation of documents. A key performance indicator of note is tabled papers and reports. The target estimate for 2005-06 was 2,500 and the actual for 2005-06 was 2,932, indicating increased tabling activity by Members.

Security, Protocol and Attendant Services

The Parliamentary Security Service maintains a safe and secure environment for Members, guests, visitors and staff within the Parliamentary Precinct. Security officers are responsible for the first response in an emergency situation within the precinct. Security officers use up-to-date technology in the management and control of the Parliamentary Precinct. Photographic and coded swipe cards provide effective identification of staff and allow staff access to their respective

areas of responsibility as well as allocated car parks. Security officers provide an escort service for on-site contractors working in or out of normal working hours in the complex and for visitors and staff accessing the under-freeway carparks throughout the night, and provide video surveillance of the parliamentary complex.

Parliamentary attendants provide a number of services including: messenger support services to the Chamber during sittings, educational tours of the parliamentary complex, courier service and distribution of mail and documents throughout the parliamentary complex, assistance with security of the parliamentary complex in conjunction with the parliamentary security officers, servicing the reception and inquiries counters in Parliament House, and efficient operation and merchandise control of the Parliament House Gift Shop.

Committee Office

The Legislative Assembly establishes parliamentary committees to assist the Queensland Parliament 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.

Parliamentary committees of the 51st Parliament were:

- Estimates Committees
- Legal, Constitutional and Administrative Review Committee
- Members' Ethics and Parliamentary Privileges Committee
- Parliamentary Crime and Misconduct Committee
- Public Accounts Committee
- Public Works Committee
- Scrutiny of Legislation Committee
- Standing Orders Committee
- Travelsafe Committee

The Parliament may also establish select committees to inquire into matters of public importance and report back to the House. During the year two select committees reported to the Parliament: the Palm Island Select Committee (established in 2004-05) and the Impact of Petrol Pricing Select Committee (established in 2005-06). Both committees were dissolved on reporting to the House.

Staff in the Committee Office provide high-quality professional advice, administrative research and executive assistance to each committee in the conduct of its inquiries; maintain each committee's records systems; provide timely and effective planning and organisation of the collection, analysis and reporting of information and evidence; and participate in activities aimed at increasing the awareness of the role of the Parliament and the committee system.

Committees provide a forum for investigation into matters of public importance and give Members the opportunity to enhance their knowledge of such issues. In short, committees allow the Parliament to ensure that the right decisions are being made at the right time and for the right reasons. At the same time they effectively enhance the democratic process by taking the Parliament to the people and giving them a role in its operations.

A key performance indicator of note is the number of committee hearings conducted. The target estimate for 2005-06 was 20 and the actual for 2005-06 was 30. The variation between the 2005-06 target and performance is due to the hearings conducted by the Impact of Petrol Pricing Select Committee. (See note 1 of the summary on page 18.)

Parliamentary Library and Education Services

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

Research and information services are available to all Members of Parliament and their electorate staff, including Ministers and their immediate staff. Research publications are compiled for Members for use in parliamentary debates and for related parliamentary purposes. Information professionals and experienced research staff are available to answer requests for information and more in-depth research inquiries.

A key performance indicator of note is individual client information requests. The target estimate for 2005-06 was 15,000 and the actual for 2005-06 was 19,399. The increased demand for video on demand and audiovisual customised



Legal, Constitutional and Administrative Review Committee - Voices and Votes Youth Jury

transmission services led to a recent jump in total individual requests. (See note 2 of the summary on page 18.)

The Library produces web pages on current information about the Queensland Parliament and its Members and also historical records since 1860. Exhibitions highlighting the history of parliamentary representation and aspects of significant Queensland parliamentary history are prepared regularly. The Library also has a famous 19th century heritage collection, the O'Donovan Collection.

In addition, Parliamentary Education Services delivers education and information services to 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 and functions of Parliament. A key performance indicator of note is the number of education seminars conducted. The target estimate for 2005-06 was 90 and the actual for 2005-06 was 115.



Parliamentary Library and Education Services front desk

Parliamentary Reporting Service (Hansard)

The primary role of the Parliamentary Reporting Service is to produce electronic and hard copy transcripts of the debates of the Legislative Assembly and, when required, of evidence given before parliamentary committees and of proceedings of other forums, such as the YMCA Youth Parliament. Fee-for-service transcripts are also provided on request for events such as the Road Safety Summit in February 2006 and the Obesity Summit in May 2006.

Hansard is the official report of parliamentary debates of the Legislative Assembly and its committees. In Queensland, the official report is published as *Daily Hansard*, *Weekly Hansard*, annual bound volumes and on the internet.

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.

Hansard maintains the following client service standards:

- a two-hour turnaround time for Members' draft speeches (Greens);
- a two to three-hour turnaround time for parliamentary committee transcripts, when required;
- publication of hard copy *Daily Hansard* by 8.30 am the following day;
- publication of hard copy *Weekly Hansard* within 10 working days; and
- publication of *Daily Hansard* on the internet within two hours of the adjournment of the House.

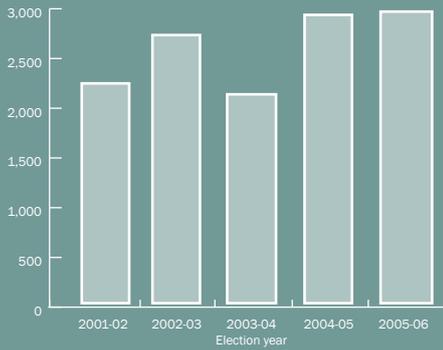
Office of the Parliamentary Crime and Misconduct Commissioner

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.

The functions of the Commissioner, as required by the PCMC, include:

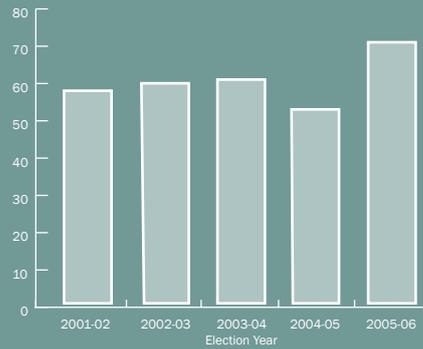
- conducting audits of records, operational files and other material held by the CMC;
- investigating complaints against the CMC (including complaints about the possible unauthorised release of confidential information);
- review reports by the CMC to the PCMC; and
- inspecting the register of confidential information kept by the CMC.

Tabled Documents



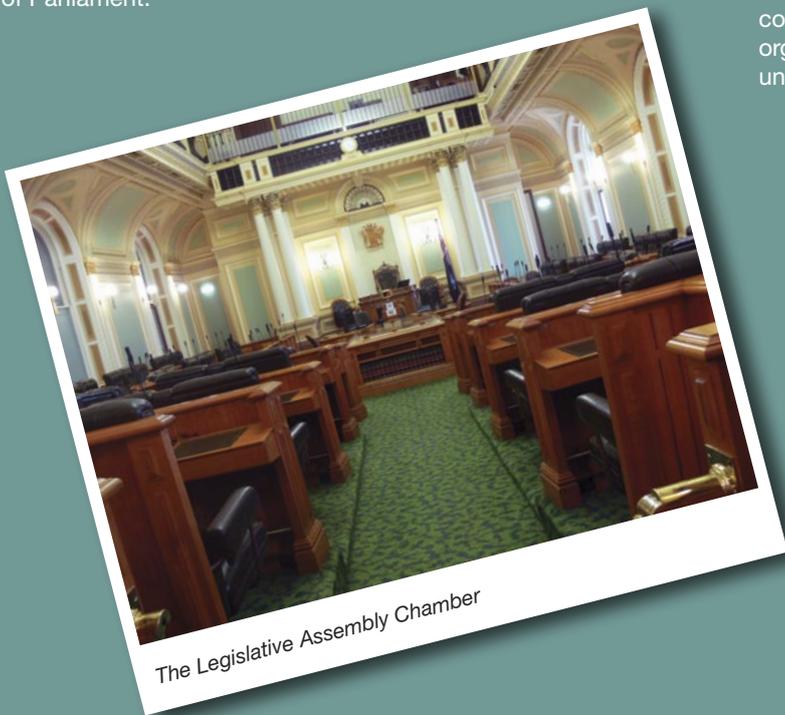
The Table Office provides the procedural and administrative support necessary for the effective conduct of the business of the Legislative Assembly and is responsible for the accurate processing of legislation and custody and maintenance of the records of Parliament.

Committee Reports Published



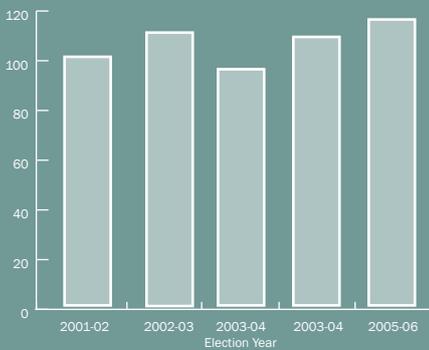
The Legislative Assembly established parliamentary committees to assist the Queensland Parliament operate more effectively.

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 laws or activity under review.



The Legislative Assembly Chamber

Education Seminars



Parliamentary Education Services (PES) delivers education and information services to 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 and functions of Parliament.



Graeme Kinnear, Manager of Parliamentary Education Services, conducting an education seminar.

2005-06 Major Initiatives

Key Projects	Overview	Status
Regional Sitting of Parliament	The regional sitting of Parliament in Rockhampton in October 2005 was a success thanks to the hard work and dedication of the staff of the Parliamentary Service.	✓
Special events in the Parliamentary Precinct	Various youth parliaments were organised or facilitated, including the YMCA Youth Parliament. The annual Parliament House Open Day was held on 21 May 2006 and was combined with the opening of the O'Donovan Collection.	✓
One Record project	The new <i>Record of Proceedings</i> (the integration of the <i>Votes and Proceedings</i> and <i>Hansard</i>) has been produced since May 2006, with the <i>Votes and Proceedings</i> being run in parallel subject to approval of the Legislative Assembly. The new <i>Notice Paper</i> , integrating the <i>Daily Program</i> , was produced for the first sitting week in 2006.	↻
Electronic tabled papers database	Initial analysis and user requirements are complete and prototype systems developed. A prototype database is being trialled by the Table Office.	↻
Virtual tour of the Parliament	Initial planning for the establishment of a virtual tour of the Parliament on the Queensland Parliament web site has been undertaken and a prototype developed. This project will be completed in the next financial year.	↻
ANZACATT seminar	The 7th ANZACATT Professional Development Seminar was held in Brisbane in January 2006.	✓
Palm Island Select Committee	The Palm Island Select Committee fulfilled its responsibilities and reported to the House on 25 August 2005. The committee made three visits to Palm Island and held over 50 meetings.	✓
Impact of Petrol Pricing Select Committee	The Impact of Petrol Pricing Select Committee fulfilled its responsibilities and reported to the House. The House extended the reporting deadline from 31 March to 7 April. (The report was tabled on 2 April 2006.)	✓
National Conference of Parliamentary Public Works and Environment Committees	The National Conference of Parliamentary Public Works and Environment Committees was held at venues in Brisbane and Cairns in July 2006.	✓
Security planning	An upgraded security plan for the Parliamentary Precinct has been finalised and implemented.	✓

Status symbol key : Completed ✓ Ongoing ↻ Did not complete X



I commenced employment at Parliament House on 8 March 1979, three weeks after the opening of the new Parliamentary Annexe. I was appointed to a Stenographer position following an interview. My shorthand ability was an important requisite for the position. I was very impressed with my new position and I enjoyed working with four other secretaries in the Correspondence Section.

I performed administrative duties and shorthand/typing for a number of Members of Parliament from various political parties, and my new IBM typewriter was a joy to use.

Other duties in the eighties involved an assignment to the Subordinate Legislation Committee and I assisted the Select Committee on Education in its final stages of reporting.

I returned to the Correspondence Section in 1982, following personnel changes in that section.

A personal computer replaced my typewriter in the Bicentennial Year. That year also saw me and the other secretaries allocated responsibility for each Member's office.

Administrative changes were afoot in late 1993 when I converted to casual administrative work more aligned to parliamentary sittings. I also took the opportunity at this time to broaden my skills and knowledge and can look back on 10 years experience relieving in several Brisbane and Gold Coast electorate offices.

In 2003 I commenced administrative duties in the Parliamentary Travel Section of Financial and Administrative Services and have seen this as a wonderful opportunity to learn new skills.

I am proud of my long service in the company of many friendly Members and staff. I enjoy the interesting work and consider myself very fortunate to work at Parliament House.

Aurora Senior - 27 years service

To support the business needs of the Parliament, Committees, Members, the Parliamentary Service and other clients

Effective organisational services, facilities management and hospitality services that support the achievement of goal 2 are provided primarily by the Corporate and House Services Division, which comprises the following six sub-outputs:

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

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

Goal 2 is supported by the following service areas:

Office of the Director

The Office of the Director of the Corporate and House Services Division is responsible for developing and monitoring corporate governance strategies within the Parliamentary Service, including management planning, systems and standards. Staff in the office are also responsible for managing the administration of the *Members' Entitlements Handbook* and the *Members' Office Support Handbook*. These handbooks are published on the Queensland Parliament web site and are public documents. Members' contact details and corporate service records are also maintained and updated. The office also plays a key role in providing services to external clients through the Shared Services Initiative.

Human Resource Management

Human Resource Management provides effective strategic human resource management and industrial relations services to the Parliamentary Service and Members of the Legislative Assembly.

The staff within Human Resource Management are responsible for the provision of a diverse range of services and advice in the fields of human resource management and industrial relations, including payroll and personnel administration, recruitment, selection and induction, Employee Assistance Service (EAS) and occupational health and safety.

As part of the Aligning Services and Priorities (ASAP) Shared Services Initiative, the sub-output also provides payroll and leave management services for the Office of the Governor, the Office of the Ombudsman and the Office of the Information Commissioner.

Property Services

Property Services comprises Parliamentary Service staff and numerous contracted Department of Public Works field staff. The diversity of staff within this section allows it to carry out many projects not only to maintain the aesthetics of the complex but also to enhance the management of assets and services throughout the Parliamentary Precinct and electorate offices.

The services provided through the 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 that all electorate accommodation and support facilities are in accordance with current policies.

The number of maintenance work requests completed in 2005-06 was 1,286, up from a target of 1,100. The number of minor works carried out for 2005-06 was 27, significantly up from a target of eight. The rate of Members' satisfaction with services provided was 90 per cent.

Property Services has also committed itself to the reduction of energy consumption for the precinct, whilst taking into account environmental issues. To enhance its performance in these areas, it has signed a cooperative agreement with the Commonwealth Government and has become a member of the Greenhouse Challenge, which was launched in 1995.



Stonework restoration on Parliament House

Catering Services

Catering Services provides a range of dining services throughout the Parliamentary Precinct – 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 provides a range of gift and souvenir products at a number of venues within the precinct.

A key performance indicator of note is the number of meals served in the cafeteria. The actual number served in 2005-06 was 51,091, which was a significant increase from the target of 35,000. Also, the actual number of guests at catered functions for 2005-06 was 35,377, which was just over 10,000 more than the target of 25,000.



Parliamentary Service Catering Staff at the Parliament House Open Day

Financial and Administrative Services

Financial and Administrative Services offers a range of services to support the business needs of Members, clients and external stakeholders such as agencies that receive financial services from the Parliamentary Service as part of the whole-of-government Shared Services Initiative.

Key services include 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.

The sub-output also aims to improve the financial and administrative management of the Legislative Assembly and the Parliamentary Service in accordance with legislative provisions and contemporary financial management practices and standards.

Information Technology Services

Information Technology Services staff 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:

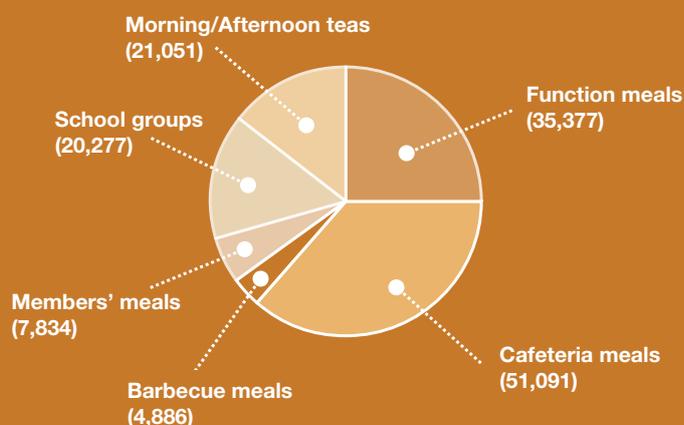
- ongoing provision of standardised, reliable, secure and cost-effective IT solutions that address the business needs of the Parliament, its Committees, Members and the Parliamentary Service;
- providing support and advice to Members and Parliamentary Service staff on the IT services supplied by the Queensland Parliamentary Service;
- managing and maintaining the integrity and availability of 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.

A key performance indicator of note is the total number of service desk requests. The actual number of requests in 2005-06 was 4,368, up from a target of 3,900. This was due to an increase in the number of service desk requests from electorate offices.

Key Projects	Overview	Status
Regional sitting of Parliament	The regional sitting of Parliament in Rockhampton in October 2005 was a success thanks to the hard work and dedication of the staff of the Parliamentary Service.	✓
Parliamentary Annexe	Improvement to the level 5 colonnade entry from the Parliamentary Annexe to Parliament House by installing glass sliding doors on the veranda adjacent to the Strangers' Dining Room kitchen is awaiting heritage approval.	↻
Stonework restoration program	Work on stage I of the stonework restoration program is ongoing. Some delays occurred in gaining heritage approval for veranda ceiling repairs.	↻
Audiovisual distribution system	The existing audiovisual distribution system within the Parliamentary Precinct was upgraded to expand the number of available channels for current free-to-air broadcasts and future digital TV broadcasts, to expand the number of radio channels, to provide channels for special purpose closed-circuit telecasts within the parliamentary complex and to dedicate channels for media segment playback. The project work commenced in January 2006 with a view to having the work completed early in the 2006-07 financial year. The project work was instead completed this financial year.	✓
Electorate office computer equipment	All 89 members received new PCs and printers in their electorate offices. The speed of each office's internet data connection was upgraded and additional equipment to enhance firewall protection and data encrypted communications was installed.	✓
Modifications to veranda handrails	Modifications to existing handrails were made to ensure the safety of visitors and children. The balustrades were altered by adding additional ornate features to reduce the existing openings.	✓
Modifications to parapet walls on level 7	Modifications to the existing concrete parapet walls on level 7 of the Parliamentary Annexe are to include a stainless steel handrail on the wall around the riverside elevation. The handrail prevents visitors from sitting on the wall and raises the overall height of the wall. In 2006-07, the handrail will be extended around the Speaker's Green elevation.	↻

Status symbol key : Completed ✓ Ongoing ↻ Did not complete ✗

Number of Meals Served



High Tea in the Strangers' Dining Room

Over 140,000 meals were provided in 2005-06. This includes a variety of catering options such as barbeques, morning teas and fine dining.



When I came to work at Parliament House in 1991, I thought I was only going to stay for three months, yet here I am 15 years later. My three-month temporary assignment was in the Finance Section entering data. At the end of every three months my contract was extended for another three months and I ended up working for a full year in this role. During this time, I often relieved in other positions which involved working in Corporate Services, the Clerk's Office and Members' Executive Support (which was then known as the Members' Correspondence Section).

But that was only the beginning! I've worked in many areas during my 15 years with the Parliamentary Service. I've even worked a couple of days in Hansard, typing my fingers to the bone, when they brought back shorthand writers for a short time. Eventually, I officially moved from Finance to Corporate Services, at which time I took over as the custodian of the artworks, the internal telephone book (which was a real challenge!), as well as organising electorate office training – a task I really enjoyed. There is probably only a handful of electorate officers still with us who participated in the electorate office training in the early nineties. However, I'm sure the unique challenges of working in an electorate office have not changed!

I was later appointed as Secretary to the Clerk of the Parliament. Whilst in the Clerk's Office, I took over publishing the Communiqué, Parliament's internal newsletter for staff. The Communiqué was fun, but the greatest difficulty was finding the time to round up stories. One of the highlights of working in the Clerk's Office was helping the Clerk and others organise the Presiding Officers and Clerks Conference held in Brisbane. The delegates for this conference came from all of the Australian states and territories as well as New Zealand and the Pacific Islands.

Upon the retirement of the then Clerk of the Parliament, Robert Doyle, I was approached by the Speaker to take over as Functions Administrator. For some time in this role I operated out of the Speaker's Office. I'm still doing that job, although the position has shifted from the Speaker's Office to Catering Services.

There is never a dull moment here at Parliament, and I am pleased to have been given the opportunity to work in such an interesting environment.

Merle Lockett - 15 years service

To play a positive role in the community

The Parliamentary 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, as well as 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 stonework restoration of Parliament House 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 2005-06, the Service provided work experience opportunities to seven individuals. Three school students undertook work experience in Catering Services, while four school students undertook work experience in various sub-outputs of the Service, including Human Resource Management, the Parliamentary Library and Education Services, the Committee Office and Chamber Services. In addition, one adult migrant from Vietnam undertook extended work experience for a period of six weeks and gained experience in the sub-outputs of Human Resource Management, Financial and Administrative Services, the Parliamentary Library and Education Services and the Committee Office.

Apprenticeships

Catering Services currently employs two apprentice chefs, Ms Elizabeth Bramble and Ms Erica Heaton. Ms Bramble became an apprentice chef in September 2004 and Ms Heaton joined the Service in February 2006. Ms Bramble and Ms Heaton are now working towards a Certificate III in Hospitality (Commercial Cookery) through TAFE. Ms Bramble will begin the third year of her apprenticeship in September 2006 and Ms Heaton is currently in the first year of her apprenticeship.



Apprentice Chefs Erica Heaton and Elizabeth Bramble

Trainees

In March 2006, the Service employed Ms Gemma Alcock as a school based trainee. She attends the Moreton Institute of TAFE three days a week to complete her senior certificate and a Certificate III in Hospitality (Operations). Ms Alcock spends at least two days per week working in Catering Services, where she is learning all aspects of catering operations.

Under this training program, theoretical study is undertaken at TAFE and then applied practically by trainees 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 so far.

In October 2005, Ms Cindy Sadler completed a traineeship with the Service. Ms Sadler was successful in obtaining a position as a Catering Attendant in April 2006.

Community Involvement

The Parliamentary Service endeavours to engage the community through a variety of activities and initiatives. There is opportunity for all members of the community to access Parliament House by attending free daily tours. During 2005-06 more than 3,000 people attended education activities conducted by the Service and in excess of 30,000 education publications were distributed to clients and tour groups.

High Tea at Parliament

May 2006 saw the introduction of High Teas on the first Friday of each month in the Strangers' Dining Room. Guests have been able to enjoy a beautiful selection of delicacies prepared by Parliament's resident chefs while taking in the beauty of Queensland's premier heritage building. The High Teas have proved to be extremely popular, with more than 200 people enjoying the ambience of Parliament House.

Support for Charities

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

Queensland Parliament Lions Club

The Queensland Parliament Lions Club was established in May 2003. The club has 30 full members and nine associate members. On 8 August 2005, the club hosted its annual fundraising dinner at Parliament House.

The funds raised from this dinner were donated to the Hear and Say Centre. The club supported the Parliament House Charity Golf Day held on Friday, 26 August 2005. The funds from this event were donated to the Cerebral Palsy League of Queensland.

Australian Study of Parliament Group (ASPG)

The Queensland Chapter of the ASPG held two functions at Parliament House in 2005-06. These were 'Parliament and the Judiciary: Separation does not mean divorce', which was presented by the Chief Justice of Queensland, the Honourable Paul de Jersey AC, and 'Parliamentary Committees in Queensland: Retrospect and Prospects 15 years on', which was presented by Dr Lesley Clark MP. Both were well attended by Members of Parliament, academics, parliamentary staff and members of the public.

The Chapter is grateful for the continued support it receives each year from the Legislative Assembly.

40th Anniversary of Indigenous Suffrage in Queensland

On 1 February 2006, the Queensland Parliament launched a display celebrating 40 years of Aboriginals and Torres Strait Islanders being granted the right to vote in Queensland. The display documented the history of the struggle for Indigenous suffrage in Queensland. Importantly, it also celebrated the achievements of Queensland's Aboriginals and Torres Strait Islanders since that time.

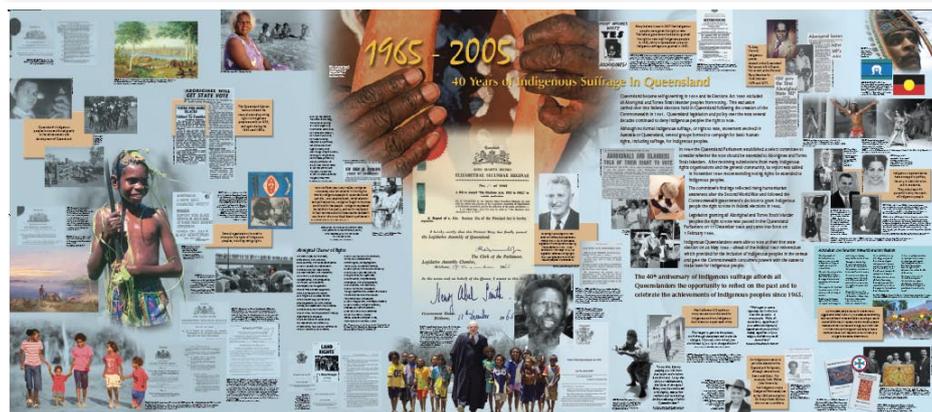
The former Speaker of the Queensland Parliament, the Hon. Tony McGrady, and the Minister for Energy and Minister for Aboriginal and Torres Strait Islander Policy, the Hon. John Mickel, officially launched the display.

Queensland became self-governing in 1859 and the *Elections Act 1885* excluded all Aboriginals and Torres Strait Islanders from voting. The Queensland Parliament passed legislation amending its electoral laws in December 1965 granting Indigenous people the right to vote in state elections. The *Elections Act Amendment Act 1965* was enacted on 1 February 1966. Therefore, on 1 February 2006, 40 years later, the Queensland Parliament marked this historic occasion with the launch of a display.

Indigenous Queenslanders were able to vote for the first time at a state election on 28 May 1966 – ahead of the federal 1967 referendum, which provided for the inclusion of Indigenous people in the census and which gave the Commonwealth concurrent powers with the states to make laws for Indigenous people.

In June 2006, the display was included in Australia's International Indigenous Festival – The Dreaming. This festival showcases Indigenous theatre, dance, music, film, workshops, comedy and culture. In excess of 15,000 people attended The Dreaming, which was held at Woodford, Queensland. Significantly, more than 16.5% of visitors to the festival were identified as Indigenous.

The display now hangs permanently in the Parliamentary Annexe.



Indigenous Suffrage Display

The Environment

The Parliamentary Service values the environment and continues to implement a range of environmental initiatives in relation to water, waste and energy management.



Waste Management

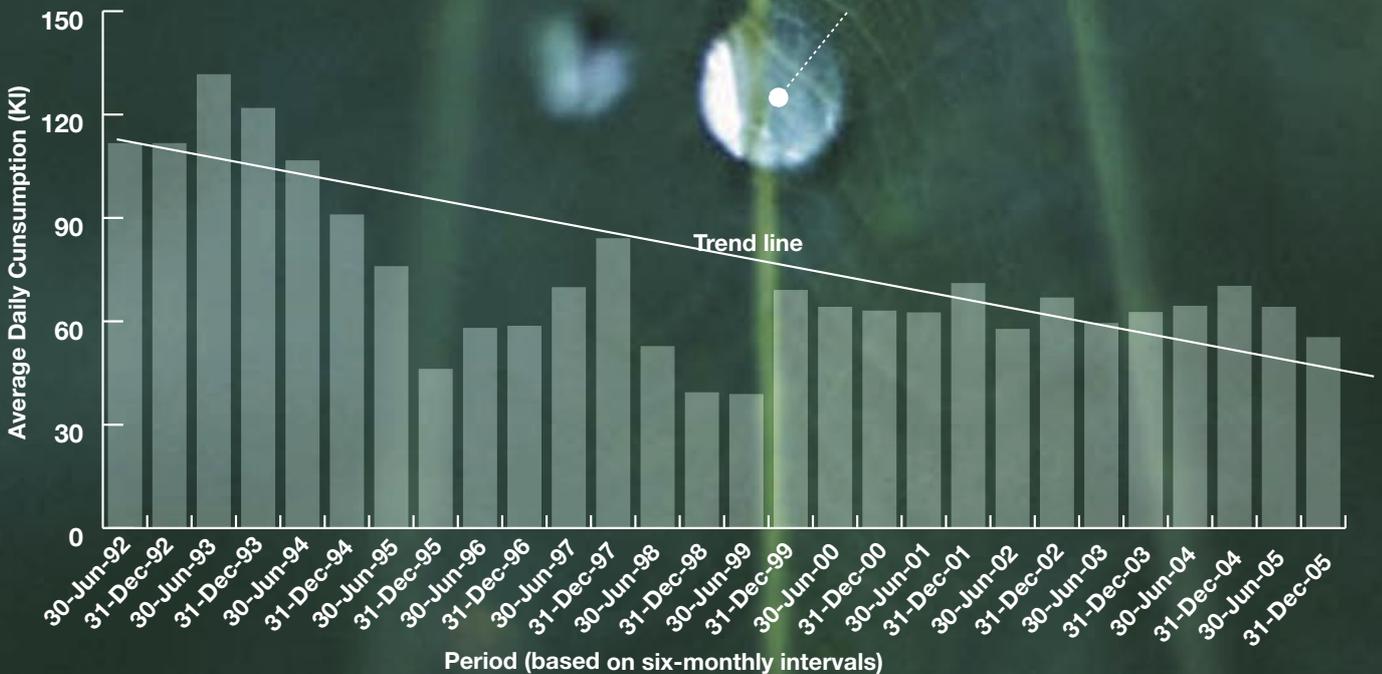
In 1996 the Service introduced a Waste Management Program for the Parliamentary Precinct to recycle clean paper, cardboard, cans, bottles, plastics and newspapers. The Service recycles an average of 23.5 tonnes of waste material per annum.

Energy Management

January 2006 saw the extension of the use of green, renewable energy by the Parliamentary Service. Further purchase of green energy equates to all 94 Queensland electorate offices now being powered by Queensland based environmentally friendly sources such as solar, minihydro landfill gas and the sugarcane waste facility at Beenleigh. The initial Green Energy Agreement, which has been in place since 2002, secured the purchase of the equivalent of enough green energy to supply the Parliamentary Precinct in Brisbane.

This latest move demonstrates the Parliament's commitment to reducing greenhouse gas emissions which contribute to climate change and global warming. This commitment is further reflected through Parliament's participation as a member of the Australian Greenhouse Challenge. Other initiatives implemented at Parliament House include: engaging companies with expertise in energy conservation, using energy-saving technology – for example, lights and air-locked doors – installing efficient insulation methods and conducting energy awareness programs. Many of these initiatives were introduced in 1997-98.

Water Consumption History Since 1992



Water Management

Effective planning by the Parliamentary Service has seen significant savings in water use over a number of years.

Since 1994 the Parliamentary Service has actively implemented water-saving strategies through a number of programs utilising the expertise of in-house and subcontract personnel.

The first of these initiatives was the installation of electronic flush units to the urinal cisterns in Parliament House and the Parliamentary Annexe. The electronic units operate by a sensor which results in flushing only when the urinal is used. If the urinal is not used, an automatic single small flush occurs every six hours.

In 1998, control flow valves were installed in all sinks and showers in Parliament House and in the Parliamentary Annexe. This resulted in a water flow reduction from approximately 20 litres per minute to nine litres per minute.

Commercial kitchen garbage disposal units require large quantities of water to operate efficiently. In the same year, the number of kitchen garbage disposal units installed in Parliament's two main kitchens was reduced from five to three.

A pool cover has been installed on Parliament's swimming pool to limit the evaporation of water.

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. (See table above.)

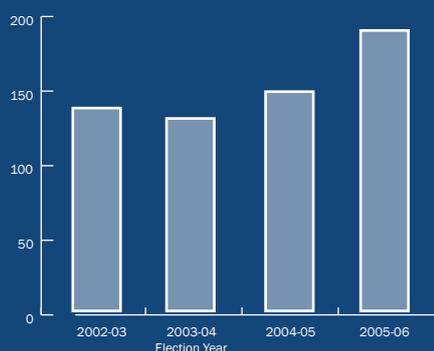
The Parliamentary Service continues to look at initiatives to further reduce water consumption. Investigations are continuing into the installation of low-flush toilets, the harvesting of rainwater and the recycling of water generated from condensation formed in air-conditioning units.

2005-06 Major Initiatives

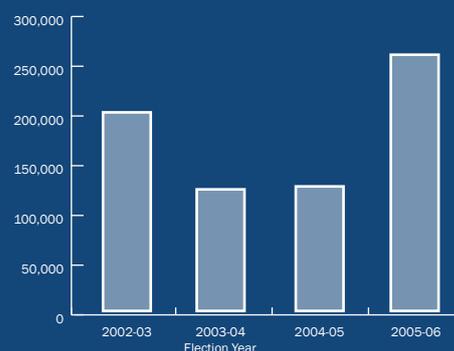
Key Projects	Overview	Status
Regional Sitting of Parliament	<p>A teachers' resource kit and web site were developed as part of the community engagement program for the regional sitting of Parliament in Rockhampton in September 2005.</p> <p>Press releases, a media pack and a Members' handbook for the regional sitting of Parliament in Rockhampton were completed by the target date of 30 September 2005.</p> <p>A collage of media items and a commemorative booklet were prepared for the regional sitting of Parliament in Rockhampton. The collage is now on display on level 5 of the Parliamentary Annexe.</p>	✓
40th Anniversary of Indigenous Suffrage in Queensland	<p>A display panel detailing the history of Indigenous suffrage and significant Indigenous Australians was finalised and is on display in the Reconciliation Gallery on level 5 of the Annexe. The former Speaker launched the display on 1 February 2006.</p>	✓
Parliament House Open Day	<p>The Parliament House Open Day was held on 21 May 2006 and was combined with the opening of the O'Donovan Collection. The open day was attended by over 1,000 visitors.</p>	✓
Multimedia design and development of CDs	<p>Multimedia design and development for the Legal, Constitutional and Administrative Review Committee's inquiry into young people's engagement with democracy in Queensland CD was completed by the target date of 31 July 2005.</p> <p>Multimedia design and development for the Travelsafe Committee's commemorative 15-year CD was completed by the target date of 8 November 2005.</p>	✓

Status symbol key : Completed ✓ Ongoing ↻ Did not complete ✗

Total number of petitions received



Total number of petitioners' signatures received



Petitioning is one of the traditional methods by which members of the public can make a formal request to the Parliament. Prior to 2003, it was only possible to lodge petitions in paper form. Queenslanders can now lodge petitions both in paper and electronic form. Petitions submitted electronically are referred to as 'e-petitions'. Information on e-petitions is available from the Queensland Parliament web site at www.parliament.qld.gov.au.



Parliament House Open Day - May 2006

On Sunday, 21 May Parliament House opened its doors to the people of Queensland.

Parliament House is one of Queensland's finest heritage buildings and holds special historical significance for Queensland as a state. The open day was held during Queensland's Heritage Week and enabled visitors to discover parts of the building usually accessible only to Members of Parliament, staff and their guests.

The open day included the opening of the O'Donovan Heritage Library. The O'Donovan Collection contains 32,000 rare books and publications and is unmatched within Australia. Access to this collection is normally limited to Members of Parliament and scholars. Guests at the open day were able to view these significant materials and specially created displays which provided a unique insight into the early life and history of Queensland.

Many willing parliamentary staff made themselves available to welcome visitors to the building and to share the history and significance of Parliament House with their fellow Queenslanders.

Former Members of Parliament were on hand to provide visitors with information about the function and processes of the Legislative Assembly and to regale members of the public with stories about life as a Member of Parliament.

There were displays by stonemasons which showcased the restoration work of the Parliament House stonework. As well, information about parliamentary committees and becoming involved in democracy in Queensland was provided.

The Queensland Parliament Lions Club provided a barbecue lunch for visitors on the Speaker's Green where they were entertained by the Queensland Police Pipes and Drums Band, the Major Laurie Young Community Band and the Villanova College Band.

More than 1,000 visitors attended the Parliament House Open Day 2006.



Members of the 51st Parliament

Regional Sitting of Parliament in Rockhampton

From 4 to 6 October 2005, the Queensland Parliament held a regional sitting in the Central Queensland city of Rockhampton. Rockhampton's Pilbeam Theatre became a temporary parliamentary Chamber to facilitate the three-day sitting of Parliament, and the adjacent Rockhampton Art Gallery was transformed into Members' office space for the duration of the sitting.

This was only the second time the Queensland Parliament met outside of Brisbane – in 2002, the Parliament held a regional sitting in Townsville, North Queensland. As occurred in North Queensland in 2002, the sitting program reflected the usual business of Parliament when it sits in Brisbane with the exception of the program for the Wednesday which commenced later and included the Question Time session in the evening. The evening Question Time session proved to be the most well-attended session of the Parliament, with an estimated 500 people coming to view democracy in action.

A display panel highlighting parliamentarians from the Central Queensland region since 1860 was prepared for the sitting and gifted to the Rockhampton City Council. The electorates of Rockhampton, Fitzroy, Keppel, Gladstone, Callide and Gregory were included in the Central Queensland region for the purposes of the display.

About 3,000 school students from 57 schools visited the Parliament in Rockhampton. Attendance by students from regional schools was enhanced by an Education Queensland subsidy scheme. A Youth Parliament involving schools from the region was conducted in the Chamber following the sitting.

Rockhampton's Walter Reid Cultural Centre was the venue for a range of community engagement activities and displays conducted in conjunction with the sitting. These included:

- parliamentary artefacts, documents and photographic images from the parliamentary archives and the 19th century heritage O'Donovan Collection highlighting the history of the Central Queensland region;
- paintings of the six Premiers who have come from the Central Queensland region;
- the 2005 Centenary of Women's Suffrage Display commemorating 100 years of women receiving the right to vote;
- the Department of Communities Get Involved with Government Online display and shortlisted photos for the Premier's multicultural photographic awards (visitors were able to use an online voting system to vote for the People's Choice Award); and
- Electoral Commission of Queensland sample elections.

The play *Citizen Jane*, which examines government and parliamentary processes in an educative and entertaining way, was also presented over the three sitting days in the Walter Reid Cultural Centre auditorium.

Other events conducted in conjunction with the sitting included an art competition, a Youth Parliament, a state reception and a free lunchtime public barbecue.



Walter Reid Cultural Centre Display



Youth Parliament

Youth Parliament at the Regional Sitting of Parliament in Rockhampton

After the regional sitting of Parliament in Rockhampton in October 2005, 78 senior students from the Central Queensland region came together to experience firsthand the parliamentary process at a special Youth Parliament.

The Youth Parliament was one of several community engagement activities that featured during the week of the regional sitting of Parliament in Rockhampton.

Year 11 and 12 students from both government and non-government schools in Rockhampton, Mount Morgan, Gladstone, Blackwater and Yeppoon participated in the Youth Parliament. Youth Parliaments aim to strengthen young people's understanding of democracy and provide young people with a forum in which to voice their concerns.

A major feature of the Youth Parliament was the debate of a mock parliamentary bill on electoral matters relating to the lowering of the voting age at state elections to 16 years of age. The adjournment debate provided an opportunity for young people to raise issues of importance from their perspective.

The Manager of Parliamentary Education Services, Graeme Kinnear, said that the Youth Parliament had been a huge success with the standard of debate extremely professional.

"The students involved put a very large amount of effort and research into their speeches and presented their material extremely well. It was very impressive to watch and was a wonderful reflection of the standard of education in the region," Mr Kinnear said.

The former Speaker and Member for Mount Isa, the Hon. Tony McGrady, initially presided over the sitting. Other guest chairs included the Minister for Public Works, Housing and Racing and Member for Rockhampton, the Hon. Robert Schwarten, who also officially closed the Youth Parliament; the Member for Gladstone, Mrs Liz Cunningham; the Member for Keppel, Mr Paul Hoolihan; and the Member for Fitzroy, Mr Jim Pearce.



Parliamentary Staff who assisted at the Regional Sitting of Parliament in Rockhampton

Prior to joining the Parliamentary Service, I had worked for a major private healthcare company for some years. Following the birth of my children and the new challenges of family life, I applied for a part-time position in the Human Resources section of the Parliamentary Service. I was looking for a change and the part-time hours fitted in very well with caring for my children.

At this time, I was employed as a Personnel Assistant and worked predominately in payroll. During 1998, I relieved the Senior Personnel Officer for 12 months. I really enjoyed this role, especially the opportunity to interact in a different capacity with Parliamentary Service staff.

When the opportunity arose to be involved in configuring a new Human Resource/Payroll System early in 1999, I jumped at the chance. This meant that I was required to work off site at CITEC and lead the introduction of the live system in November 1999.

In 2004, I undertook a Certificate IV in Assessment and Workplace Training and became accredited to operate as a Return to Work and Rehabilitation Officer. I have since put these skills to use in assuming more of a comprehensive human resources role.

I feel especially fortunate that I am able to meet and support a variety of people. I undertake inductions for new staff members on an individual basis when they commence employment and follow up with a group induction three to six months later. Since November 2005, I have also been assisting with coordinating training for electorate officers from around the state. As the Senior Workplace Harassment Officer, I also work with contact officers at Parliament House and in the electorate offices.

I really enjoy the constant challenges and variety that come with my position. I am ever grateful for the opportunities I have had to develop skills in a variety of areas.



Tina Grady - 11 years service



To develop and maintain a professional and progressive Parliamentary Service

The Parliamentary Service adopts a number of strategies across a range of sub-outputs. The strategies that support the achievement of this goal include:

- sound communication;
- performance planning and review;
- sound training and professional development;
- provision of equal opportunity and support systems for staff; and
- job satisfaction and strategies to maintain high staff morale.

Communication Strategies

Intranet

The Parliamentary Service intranet site contains a wealth of information relevant to Members and all Parliamentary Service staff, including corporate policies and documents, information on all of the Parliament's service areas and information on daily events held in the Parliamentary Precinct.

Internet

The Queensland Parliament web site contains information relevant to both internal and external users. Information is organised under seven main categories: 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.

Quarterly Newsletter

The Communiqué is a quarterly online newsletter that informs parliamentary and electorate office staff of issues of importance or interest relevant to their working environment. The new-look Communiqué was developed and released in 2005-06. Some of the regular features include: staff changes and profiles, social club news and 'About the House' – a summary of business conducted during parliamentary sittings.

Staff Social Club

The Service supports the Parliament House Staff Social Club, helps facilitate various activities and encourages all staff to participate. Social events organised by the Staff Social Club allow staff to communicate in an informal setting and provide an opportunity for staff to chat with colleagues they might not work with on a day-to-day basis.

Agency Consultative Committee (ACC)

Regular meetings between management and unions are conducted via the Agency Consultative Committee, established under the Parliamentary Service enterprise bargaining agreement. The ACC met throughout the year and progressed a number of initiatives in the agreement. The major initiative dealt with by the ACC was a training initiative for electorate office staff. (See the Training and Professional Development section on page 40.)

The ACC commenced discussions for a new agreement during the year as the current agreement was due to expire on 31 July 2006. A Memorandum of Agreement (MOA) was finalised between the Queensland Government and several unions in 2005 which provides the framework for the new agreement.

Memorandum of Agreement

The MOA contained the following initiatives:

- wage and salary rates to be increased by the equivalent of 4% per annum or \$30 per week, whichever is the greater;
- 12 weeks paid maternity/adoption leave, operative from 1 July 2005;
- extension of purchased leave arrangements to require agencies to offer up to six weeks purchased leave per year;
- introduction of half-pay recreation leave subject to CEO discretion in light of service delivery requirements and financial considerations;
- long service leave at half pay for double the period of time for any purpose;
- reduction of the minimum period of long service leave from two weeks to one week;
- payment of accrued long service leave at employee's rate of pay prior to a voluntary reversion to a lower classification;
- the removal of the current 50% salary cap on salary sacrifice for the purposes of superannuation; and
- the Government will ensure that employees are receiving an employer contribution equal to at least 9% of ordinary time earnings, as defined in the *Superannuation Laws Amendment (2004 Measures No. 2) Act 2004*, effective from 1 July 2006.

Performance, Planning and Review Policy

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 in the Parliamentary Service on 1 July 2005. Managers and staff attended training sessions in relation to the policy prior to its commencement. 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.

Training and Professional Development

The Service considers training and professional development a high corporate priority and manages this centrally within the Office of the Clerk in order to:

- ensure training is aligned with corporate goals and objectives;
- increase the number of staff receiving training and professional development;
- target specific topics; and
- increase the number of in-house training courses, for example, leadership skills and financial management framework, policies and delegations.

Training

Training undertaken in 2005-06 included:

- a training course attended by all Parliament House staff focusing on improving interpersonal skills and practical applications for dealing with internal and external clients;
- fire equipment training for all Parliament House staff which was delivered by Parliamentary Security Service staff;
- Code of Conduct training for Parliamentary Security Service staff; and
- electorate office staff training course (further information below).

Electorate Office Staff Training Course

The electorate office staff training program was developed as part of the Parliamentary Service enterprise bargaining agreement, and a number of electorate office staff were involved in the development of the program.

A formula was established to ensure that each course was attended by staff from both urban and regional areas. Four two-day courses were conducted in 2005-06, with courses being held in November 2005 and March, April and May-June 2006. Sixty-three electorate office staff attended these courses.

The two-day course focused 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; strategies for dealing with clients who display strong emotional behaviours; stress management strategies for leaving these interactions behind at the end of the day; where to gain further advice and support (that is, internal resources and use of the EAS); corporate policies including the Code of Conduct and Workplace Health and Safety; freedom of information issues; an overview of the parliamentary process; and group panel discussion primarily focused on information technology issues.

Seminars

Some of the seminars attended by staff during 2005-06 included:

- 7th ANZACATT (Australia and New Zealand Association of Clerks-at-the-Table) Professional Development Seminar;
- Indigenous Communication Workshop Presentation;
- Reform in Queensland: The Post Fitzgerald Era;
- Government and Law Librarians Seminar; and
- Association of Parliamentary Libraries of Australasia Annual Conference.

7th ANZACATT Professional Development Seminar

Early in January the Queensland Parliamentary Service hosted the 7th ANZACATT Professional Development Seminar. Parliamentary officers from around Australia and overseas attended various seminars and workshops over three days. The seminar provided parliamentary officers with an opportunity to explore common ground in relation to their roles.

There were several emerging issues on the agenda, with Queensland's One Record project receiving much attention from



ANZACATT

interested parliaments. The impact of technology on the way parliaments do business was also a focus, and ethics issues were also discussed. The future professional development of staff and the sharing of information across parliamentary services was also a focus.

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.

The Service supports Queensland Women in the Public Service (QWIPS), particularly the QWIPS Women to Leadership Mentoring Program, which is one of the signature activities. In the past the Service has provided mentorees for the program and is looking forward to providing both mentors and mentorees in the future.

Equal Opportunity and Support Systems

Equal Employment Opportunity

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

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



Thu Do with Parliamentary Service Staff

Migrant Work Experience Program

The Parliamentary Service, as part of its equal employment opportunity initiatives, participated in the Queensland Government Migrant Work Experience Program during 2005-06.

The Migrant Work Experience Program gives recently arrived migrants an opportunity to gain work experience in the Queensland public sector. Participants for the program are selected through a formal recruitment process – written application and interview – and assessment of English literacy skills.

Successful applicants are required to undertake four weeks of office skills training at TAFE followed by a six-week work experience placement in a public sector agency.

Thu Do was selected from over 300 applicants for the 2006 program and commenced her placement with the Service on 15 May 2006. Thu undertook work in Human Resource Management, Financial and Administrative Services, the Parliamentary Library and Education Services and the Committee Office. Thu settled into the Service extremely well and proved to be very popular with all the staff she worked with.

Employee Assistance Program

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

Job Satisfaction and Staff Morale

The Parliamentary Service has put in place strategies designed to promote job satisfaction, high morale and recognition of achievement. These include reward systems for outstanding and long-serving staff, along with the monitoring of certain indicators which measure the level of absenteeism, turnover and the general level of satisfaction.

Reward Systems

Service badges are issued to employees in recognition of their meritorious service or their long period of service with the Parliamentary Service.

Meritorious Service

This year 21 staff were issued with badges in recognition of meritorious service:

Person	Details
Kerryn Newton	For project management of the Central Queensland regional sitting.
Rob Hansen	For project management of the 2004 Induction for New Members program.
Meg Hoban	For involvement in delivering education services at the North and Central Queensland regional sittings, many years of service in supporting the MEPPC, and aiding the production of over 75 reports and other publications, including the Code of Ethical Standards for Members.
Lesley Lindsay	For creating and fostering an excellence in editing services in the Parliamentary Reporting Service, particularly during a period of change management.
Sandy Musch	For implementation of the e-petitions system.
Leanne Clare	For involvement in and documentation of the Opening of Parliament.
Lucinda Osmond	For project management of the CPA Youth Parliament.
Tania Jackman	For involvement in special projects and events, including room-naming ceremonies for the Dandair and Undumbi rooms, the induction program for new members, the CPA Youth Parliament, the UK CPA delegation visit 2004, and the One Record project.
Glenda Emmerson	For involvement in project work on the Centenary of Women's Suffrage exhibition in May 2005, the Central Queensland regional sitting display in October 2005, and the Indigenous suffrage display for December 2005.
Joanna Fear	For involvement in the records management project, including the development of the Parliamentary Service business classification scheme.
Roylene Mills	For involvement in the production of a teachers' resource kit for the Central Queensland regional sitting.
Kylie Sareen	For involvement in the production of a teachers' resource kit for the Central Queensland regional sitting.
Shirley Holbeck	For an ongoing commitment to establishing and maintaining professional standards of quality client service; leadership in developing a robust, structured and well-documented network system; and dedication in providing out-of-hours support to maintain high availability of the corporate network.
Matthew Stacey	For an ongoing effort to improve the security and integrity of the corporate network environment and its data holdings, the design and implementation of high-speed and redundant network infrastructure, and contribution to establishing and supporting the ICT environment for the Central Queensland regional sitting.
Sucil De Silva	For continuing excellence in the quality of food vital to functions.
Jennifer Martin	For significant involvement in the CAT trainee initiative.
Jason Gardiner	For involvement in the WH&S initiative and in the set-up for the Central Queensland regional sitting.
Tina Grady	For involvement in the revision of induction procedures and the implementation of new induction processes for the Parliamentary Service.
Annie Taguada	For involvement in the compilation and production of the <i>Members' Information Manual</i> .
Leah Ilott	For involvement in the compilation and production of the <i>Members' Information Manual</i> .
Robert Bizjak	For administration of travel arrangements for the Central Queensland regional sitting.

Length of service badges

In 2005-06, 81 staff were issued with badges in recognition of their length of service.

10-year service badges were awarded to:

Colin Davison	Robert Hansen	Chris King	Colleen Lutzke	Annette Mead	Coin Ogle	Patricia Reeves
Steva Dimitrova	Meg Hoban	Vera Kostadinova	Rona Lynch	Roylene Mills	Nada Petrovic	Wendy Rollo
Maria Ferreira	Tania Jackman	Tina Lakidis	Jeff Massam	Andrea Musch	Kathy Piliaris	Carol Stinson
Tina Grady	Angilee Jones	Neil Laurie	Josephine Mathers	Kerryn Newton	John Reece	Kylie Zupp

15-year service badges were awarded to:

Craig Atkinson	Suzanne Campbell	Lurlene Dobson	David Groom	Pat Kane	Kathleen Perilli	Andrew Timperley
Roslin Bailey	Geoffrey Carfoot	Jason Gardiner	Michael Hickey	Craig Kelly	Desmond Saunders	Kevin Warry
Judith Barker	Heather Clarke	Blanca Gilvonio	Alan Ison	Catherine North	Jennifer Shanks	Ray Wilshier
Paul Boreland	Sucil De Silva	Bill Graham	Wayne Jarred	Brenda O'Donnell	Evelyn Stead	Greg Wyatt
Stephen Brook	David Dellosa	Janelle Gray	Robyn Jarvis	Ana Maria Pantoja	Elaine Tartaglia	

20-year service badges were awarded to:

Nicola Ambruosi	Ruby Cadavid	Michael Downes	Mary Kolosowski	Barbara McCullagh	Ronald Sharples	Beverley Watson
Azra Besic	Wayne Chidgey	Jim Heymer	Lesley Lindsay	John Polistena	Helena Simpson	Michael Zeremes

30-year service badges were awarded to:

Mary-Ann Lloyd	David McKittrick	Timothy Moroney	Ian Thompson	Erin Lutzke
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Staff Turnover	Full Time Equivalent Positions	Recruited	Separated	% Turnover
Parliamentary Precinct Staff	171.15	22	23	13.4%
Electorate Office Staff	175.24	67	51	29.1%

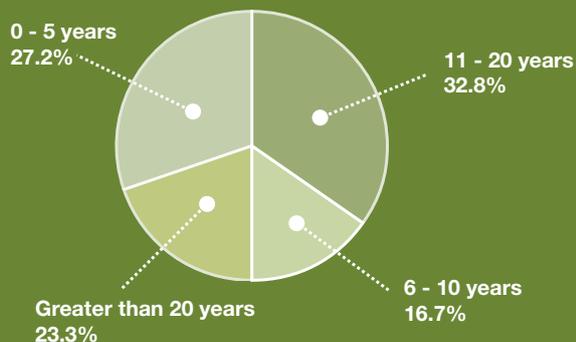
Sick Leave Taken	Number of days/officer
Average sick leave of Parliamentary Precinct Staff	8.05 days
Average sick leave of Electorate Office Staff	4.1 days

Study and Research Assistance Scheme (SARAS)	Total
Officers receiving assistance	21

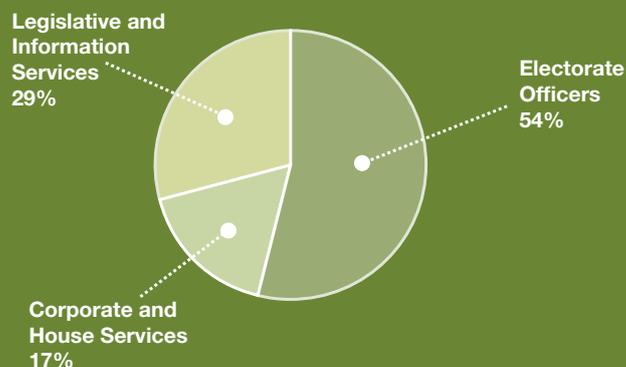
Gender of Parliamentary Service Staff

	Number of staff	Male	Female	% Female
Managerial	13	9	4	30.77%
Professional	33	8	25	75.76%
Clerical	74	31	43	58.11%
Operational	60	40	20	33.33%
Electorate	210	39	171	81.43%
Totals	390	127	263	67.44%

Length of Service (excluding Electorate Staff)



Percentage of Staff by Division





David McKittrick - 30 years service

In 1975, not too long before Gough Whitlam's dismissal from Federal Parliament, I was hired as a Library assistant to file books, journals and *Hansards* et cetera as well as take trolley loads of big old leather bound newspapers across the road to our stack area on the bottom floor of the Bellevue Hotel, which also housed the members' bedrooms upstairs. Moving buckets around to capture rainwater leaking through the top two floors above and seeping out of the cracked walls was a regular occurrence.

The Annexe had not yet been built – it was just a large hole in the ground which had been fenced off for many years – and some members and staff had offices in a large demountable unit on the Speaker's Green. Sitting days were very cramped affairs indeed! During this time I also had to deliver throughout the building the late afternoon *Telegraph* with the late breaking news, usually from Question Time that morning. Many rooms housed four or more backbenchers who sat elbow to elbow.

The technology of my job in the Library in that era ranged from a photocopier that used to regularly catch fire and a pair of scissors to cut out newspaper clippings followed by a laminating process that sealed them on to a page for filing. This was great as glue was no longer required.

I particularly enjoyed listening to the magnificent speeches which in some ways had a very different flavour to what we hear today. Today's Chamber still resembles the stimulating and electrifying atmosphere of years past but the speeches are somewhat different.

My job for the past 15 years has been to be part of the Library audiovisual team which involves recording the daily TV and radio news and current affairs programs using digital technology to capture, edit and select relevant clips which are indexed, filed and archived ready for instant or long-term playback in the new widescreen DVD quality format. We are always pushing ahead to value-add and to deliver the highest quality clips in the latest state-of-the-art formats in a quick and responsive manner.

Over my 30 years here, one of the greatest joys in my career has been the establishment of many long-term friendships with staff from various areas of the Parliamentary Service.

I continue to enjoy the interesting, ever-changing and often challenging field of digital AV processing. I also enjoy working at Parliament House, which is not only a magnificent building but also surrounded by the Botanic Gardens and the Brisbane River. The Queensland Parliament is a great place to work.

The Parliamentary Service has the following key projects planned for 2006-07 to enable it to support its goals:

Goal 1 - Parliamentary Support

To assist the Parliament, its Committees and Members to fulfil their parliamentary responsibilities

- Undertake a project to introduce the video broadcast of parliamentary proceedings held in the Legislative Assembly Chamber and the Legislative Council Chamber over the internet.
- Final implementation (subject to approval of the Legislative Assembly) of a project to deliver a single official record of parliamentary proceedings and debates through the integration of *Hansard* and the *Votes and Proceedings*.
- Investigation of an initiative to provide electronic access to all tabled papers on the Queensland Parliament web site.

Goal 2 - Business Needs Support

To support the business needs of the Parliament, Committees, Members, the Parliamentary Service and other clients

- Partial upgrade of computer network infrastructure and upgrade to Members' laptop computers.
- Continuation of the replacement program for major air-conditioning infrastructure, which commenced in 2004-05, to ensure long-term performance and reliability.
- Continuation of a safety improvement program on level 7 of the Parliamentary Annexe incorporating the installation of handrails and emergency lighting upgrades.
- Introduction of a new records management system encompassing hard copy and electronic Parliamentary Service records.

Goal 3 - Community Role

To play a positive role in the community

- Investigate and implement a number of water conservation strategies within the Parliamentary Precinct designed to reduce water consumption and make greater use of recycled water.
- Conduct Youth Parliaments for senior secondary students from March to May 2007 – two Youth Parliaments to be held at the Queensland Parliament and one in regional Queensland.
- Host a teachers' conference for primary, secondary and TAFE teachers in early 2007 – the conference theme to be based on the teaching and learning of parliamentary and civics education in a classroom environment.

Goal 4 - Progression of Parliamentary Service

To develop and maintain a professional and progressive Parliamentary Service

- Negotiate and implement the 5th Parliamentary Service Enterprise Bargaining Agreement.



officially started at Parliament House on 1 August 1982. Although I was a trained waitress with silver service experience, the only position on offer was a job in the kitchen. I was happy to accept the job as I knew a few people who were working here and they all spoke very fondly of the place.

It was only a few weeks before a vacancy as a waitress became available and I began working in the dining rooms. I was glad to be back serving people – the most enjoyable part of my job, even today. I love dealing with people, looking after them and making them feel special.

Things were very different back then. There was only one chef and a few cooks, and events were on a much smaller scale to what we see today. One thing that has never changed is that every function is special – no matter how big or how small.

Through the years I've seen many Members come and go. It's rewarding to get to know their families and share a little of their lives. Members often come back to visit after they've retired or gone on to other ventures, which is just lovely, and, I must admit, their relaxation often shines through!

Catering Services is like a big happy family. We look after each other, help each other out and really work together as a team. Some of us have been here for many years but there are also new young people coming through. This makes for a nice balance: the hand of experience and the fresh minds of another generation. Those of us who have been around for a while try our best to take the newcomers under our wings and show them Queensland Parliament's way of doing things.

I honestly love my role here at Parliament. I can't imagine life without the wonderful people with whom I work. The Queensland Parliament is an amazing place. I feel privileged to work here and I hope to be here for years to come.

Mary Kolosowski - 24 years service

This financial summary gives a high-level snapshot of the financial performance and position of the Queensland Legislative Assembly and the Parliamentary Service for the financial year ending 30 June 2006.

In summary, the operating activities of the Legislative Assembly and the Parliamentary Service delivered a small operating deficit of \$0.29 million. The small deficit reflects changes in the value of post-employment travel benefits calculated for Members of Parliament.

An increase in both revenue and expenditure for 2005-06 over the previous year reflects general increases in employee expenses for enterprise bargaining and Members' salary and allowance increases, and increases in building depreciation expenses.

Financial Performance at a Glance

	2005-06 Amount (\$'000)	2004-05 Amount (\$'000)
Total Income	60,262	60,278
Total Expenses	64,288	59,076
Net Operating Profit/(Loss)	(290)	1,202

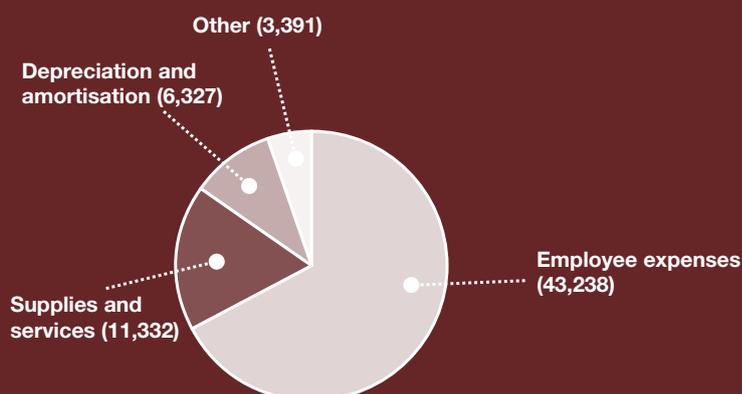
The Legislative Assembly and the Parliamentary Service maintained a strong financial position in 2005-06. Total assets increased during the year primarily due to an interim revaluation of the parliamentary buildings and land parcel. Total liabilities for the period remained reasonably static, with a minor increase associated with accrued employee benefits for Parliamentary Service staff and Members. The agency was able to meet all financial commitments arising throughout the year.

Financial Position at a Glance

	2005-06 Amount (\$'000)	2004-05 Amount (\$'000)
Total Assets	140,046	114,771
Total Liabilities	10,512	9,033
Net Assets (Equity)	129,534	105,738
Increase in Net Assets	23,796	3,271

Land and buildings in the Parliamentary Precinct (\$132.6 million) 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 2006



The graph depicts expenditure by major resource category for 2005-06. Expenditure by the Legislative Assembly and the Parliamentary Service is predominately 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 Queensland Legislative Assembly and the Parliamentary Service for the year ending 30 June 2006.

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 the 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 following set of financial statements included in this Annual Report reflect various aspects of the financial operations of the Queensland Legislative Assembly and the Parliamentary Service.

Income Statement

This statement reports the income and expenditure of the Queensland Legislative Assembly and the Parliamentary Service for the 12-month period ending 30 June 2006.

Balance Sheet

This statement reports the assets and liabilities, and equity of the Queensland Legislative Assembly and the Parliamentary Service as at 30 June 2006. 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 noncurrent where expected to be converted to cash at a time later than 12 months from reporting date.

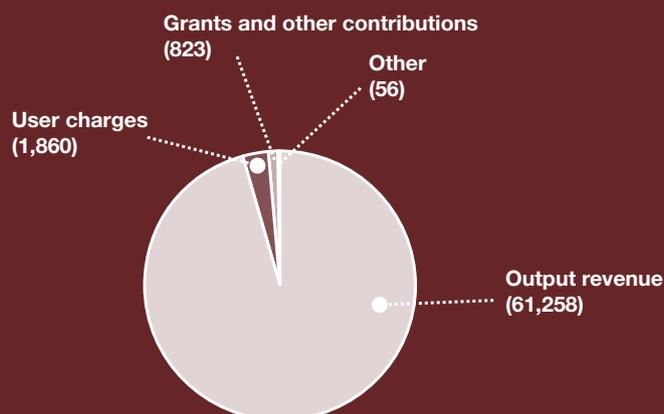
Statement of Changes in Equity

Equity is the residual difference between assets and liabilities and reflects the net worth of the Queensland Legislative Assembly and the Parliamentary Service. This statement reports changes in various categories of equity including Retained Surpluses, Asset Revaluation Reserves and Contributed Equity.

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.

Revenues by category for the year ended 30 June 2006



The main source of funding for the Legislative Assembly and the Parliamentary Service is output funding from the Queensland Government. Minor additional revenue is generated through charging for certain services provided by the Parliamentary Service (for example, catering services and 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

INCOME STATEMENT

For the year ended 30 June 2006

	Notes	2006 \$000	2005 \$000
INCOME			
Revenue			
Output revenue	2	61,258	57,550
User charges	3	1,860	1,673
Grants and other contributions	4	823	973
Other Revenue	5	<u>56</u>	<u>81</u>
Total revenue		63,997	60,277
Gains			
Gain on Sale of property, plant and equipment	6	<u>1</u>	<u>1</u>
Total gains		<u>1</u>	<u>1</u>
Total Income		<u>63,998</u>	<u>60,278</u>
EXPENSES			
Employee expenses	7	43,238	40,045
Supplies and services	8	11,332	10,188
Depreciation and amortisation	9	6,327	5,501
Other expenses	10	<u>3,391</u>	<u>3,342</u>
Total expenses		64,288	59,076
Operating Surplus / (Deficit)		<u>(290)</u>	<u>1,202</u>

The accompanying notes form part of these statements.



LEGISLATIVE ASSEMBLY

BALANCE SHEET

As at 30 June 2006

	<i>Notes</i>	2006	2005
		\$000	\$000
Current assets			
Cash	11	3,128	2,317
Receivables	12	1,015	474
Inventories	13	153	174
Other	14	<u>126</u>	<u>156</u>
Total current assets		4,422	3,121
Non-current assets			
Intangibles	15	168	177
Property, plant & equipment	16	<u>135,456</u>	<u>111,473</u>
Total non-current assets		135,624	111,650
Total assets		<u>140,046</u>	<u>114,771</u>
Current liabilities			
Payables	17	2,518	1,637
Accrued Employee Benefits	18	<u>2,311</u>	<u>2,118</u>
Total current liabilities		4,829	3,755
Non-current liabilities			
Accrued Employee Benefits	18	<u>5,683</u>	<u>5,278</u>
Total non-current liabilities		5,683	5,278
Total liabilities		<u>10,512</u>	<u>9,033</u>
Net assets		<u>129,534</u>	<u>105,738</u>
Equity			
Contributed equity		(6,458)	(2,851)
Retained surpluses		50,633	51,200
Asset Revaluation Reserve	19	85,359	57,389
Total equity		<u>129,534</u>	<u>105,738</u>

The accompanying notes form part of these statements.



LEGISLATIVE ASSEMBLY

STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2006

	Retained Surpluses		Asset Revaluation Reserve		Contributed Equity	
	2006 \$000	2005 \$000	2006 \$000	2005 \$000	2006 \$000	2005 \$000
Balance 1 July	51,200	49,998	57,389	52,270	(2,851)	195
Operating Surplus/(Deficit)	(290)	1,202		-		-
<i>Non-Owner changes in equity:</i>						
- Increase in Asset Revaluation Reserve		-	27,694	5,119		
- Non-Reciprocal Transfer of Assets		-		-		679
- Transfer to/from	(277)		276			
<i>Transactions with Owners as Owners:</i>						
- Equity withdrawals (Note 2)		-		-	(3,575)	(3,725)
- Net Leave liabilities transferred to other departments		-		-	(32)	-
Balance 30 June	50,633	51,200	85,359	57,389	(6,458)	(2,851)

The accompanying notes form part of these statements.



LEGISLATIVE ASSEMBLY

STATEMENT OF CASH FLOWS

For the year ended 30 June 2006

	<i>Notes</i>	2006	2005
		\$000	\$000
Cash flows from operating activities			
<i>Inflows:</i>			
Output receipts		61,272	57,550
User charges		1,739	1,657
GST input tax credits from ATO		1,621	1,365
GST collected from customers		202	195
Other		76	73
<i>Outflows:</i>			
Employee costs		(37,134)	(35,117)
Supplies and services		(19,634)	(17,735)
GST remitted to ATO		(203)	(204)
GST paid to suppliers		<u>(1,595)</u>	<u>(1,417)</u>
Net cash provided by operating activities	20	<u>6,344</u>	<u>6,367</u>
Cash flows from investing activities			
<i>Inflows:</i>			
Sales of property, plant and equipment		5	43
<i>Outflows:</i>			
Payments for property, plant and equipment		(2,171)	(1,925)
Payments for intangibles		<u>(12)</u>	<u>(12)</u>
Net cash used in investing activities		<u>(2,178)</u>	<u>(1,894)</u>
Cash flows from financing activities			
<i>Inflows:</i>			
Equity injections (withdrawals)		<u>(3,355)</u>	<u>(3,725)</u>
Net cash used in financing activities		<u>(3,355)</u>	<u>(3,725)</u>
Net Increase in cash held		811	748
Cash at beginning of financial year		2,317	1,569
Cash at end of financial year	11	<u>3,128</u>	<u>2,317</u>

The accompanying notes form part of these statements.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

OBJECTIVES OF THE LEGISLATIVE ASSEMBLY

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

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

The *Financial 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 2005-06.

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

For the purposes of the 2005-06 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

The financial statements have been prepared in accordance with Australian Equivalents to International Financial Reporting Standards (AEIFRS) for the first time. The disclosures required by AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards* concerning the transition from previous Generally Accepted Accounting Principles (GAAP) to AEIFRS are provided in Notes 24 and 25.

This financial report is a general purpose financial report.

In particular, the financial statements comply with AAS 29 *Financial Reporting by Government Departments*, as well as the Treasurer's Minimum Reporting Requirements for the year ending 30 June 2006, and other authoritative pronouncements.

Except where stated, the historical cost convention is used.

(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(r).

(c) Output Revenue

Appropriations provided under the Annual *Appropriation (Parliament) Act* are recognised as revenue when received.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

For the purpose of the Balance Sheet and Statement of Cash Flows, cash assets include all cash and cheques received but not banked at 30 June as well as deposits at call with financial institutions. 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. No bad debts were incurred for 2005-06.

(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.

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 for nominal consideration, other than from an involuntary transfer from another Queensland department, are recognised at their fair value at date of acquisition in accordance with AASB 116 *Property, Plant and Equipment*.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

(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, Other Equipment and Valuables	5,000
• Buildings	10,000
• Land	1

Valuables include Paintings, Prints and Clocks.

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 Legislative Assembly; 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 current reference library are expensed on acquisition.

(k) Revaluations of Non-Current Physical Assets

Land, buildings, and valuables are measured at fair value in accordance with AASB 116 *Property, Plant and Equipment* and Queensland Treasury's *Non-Current Asset Accounting Policies 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.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset.

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.

(l) Intangibles

All intangible assets with a cost or other value greater than \$100,000 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.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

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

(n) Impairment of Non-Current Assets

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

The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost.

An impairment loss is recognised immediately in the Income Statement, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation reserve of the relevant class to the extent available.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

(n) Impairment of Non-Current Assets (cont'd)

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

(o) 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.

(p) 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.

(q) Employee Benefits*Wages, Salaries, Annual Leave and Sick Leave*

Wages, salaries and annual leave due but unpaid at reporting date are recognised in the Balance Sheet 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.

For unpaid entitlements expected to be paid within 12 months, the liabilities are recognised at their undiscounted values. For those entitlements not expected to be paid within 12 months, the liabilities are recognised at their present value, calculated using yields on Fixed Rate Commonwealth Government bonds of similar maturity.

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*.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

(q) 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.

Members of Parliament elected prior to December 2004 are covered by the *Parliamentary Contributory Superannuation Act 1970*. Members of Parliament elected after December 2004 are subject to the *Superannuation (State Public Sector) Act 1990* with Legislative Assembly making employer contributions for these Members of Parliament. All superannuation arrangements for Members 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 119 - Employee Benefits requires a provision for post employment benefits to be recognised. Elected Representatives have been prescribed to be included in the definition of employees for the purposes of these financial statements. Elected Representatives 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.

Executive Remuneration

The executive remuneration disclosures in the employee expenses note (Note 7) in the financial statements include:

- the aggregate remuneration of all senior executive officers (including The Clerk of the Parliament) whose remuneration for the financial year is \$100,000 or more; and
- the number of senior executives whose total remuneration for the financial year falls within each successive \$20,000 band, commencing at \$100,000.

The remuneration disclosed is all remuneration received or receivable, directly or indirectly, from the Legislative Assembly or any related party. For this purpose, remuneration includes:

- wages and salaries;
- accrued leave (that is, the increase/decrease in the amount of annual leave, time in lieu and long service leave owed to an executive, inclusive of any increase in the value of leave balances as a result of salary rate increases or the like);
- accrued superannuation (being the value of all employer superannuation contributions during the financial year, both paid and payable as at 30 June);
- the cost of motor vehicles, such as lease payments, fuel costs, registration/insurance, and repairs/maintenance incurred by the agency during the financial year, both paid and payable as at 30 June, net of any amounts subsequently reimbursed by the executives; and
- fringe benefits tax as a consequence of benefits provided in remuneration agreements.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

(q) Employee Benefits (cont'd)*Executive Remuneration (cont'd)*

The disclosures apply to The Clerk of the Parliament appointed by the Governor by Commission as well as all senior executives appointed by The Clerk of the Parliament, with remuneration above \$100,000 in the financial year. 'Remuneration' means any money, consideration or benefit, but excludes amounts:

- paid to an executive where the person worked during the financial year wholly or mainly outside Australia during the time the person was so employed; or
- in payment or reimbursement of out-of-pocket expenses incurred.

In addition, separate disclosure of separation and redundancy/termination benefit payments is included.

(r) 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*.

(s) 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.

(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 1038 *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) Issuance of Financial Statements

The financial statements are authorised for issue by the Clerk of the Parliament and Director of Corporate and House Services at the date of signing the Management Certificate.

(w) Judgements and Assumptions

The Legislative Assembly has made no judgements or assessments which may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

	2006	2005
	\$000	\$000
2. RECONCILIATION OF PAYMENTS FROM CONSOLIDATED FUND:		
To output revenue recognised in statement of financial performance		
Budgeted output appropriation	59,395	61,586
Less Equity Return abolished from 1 July 2004	-	(4,412)
Transfer from/to other headings	210	-
Unforeseen expenditure	<u>1,572</u>	<u>376</u>
Total output receipts	<u>61,177</u>	<u>57,550</u>
Less: Opening balance of output revenue receivable	<u>-</u>	<u>-</u>
Plus: Closing balance of output revenue receivable	<u>81</u>	<u>-</u>
Output revenue recognised in Income Statement	<u>61,258</u>	<u>57,550</u>
To equity adjustment recognised in contributed equity		
Budgeted equity adjustment appropriation	-	-
Lapsed equity adjustment	(3,365)	(3,365)
Transfer from/to other headings	-	(360)
Equity adjustment receipts (payments)	<u>(210)</u>	<u>-</u>
Equity adjustment recognised in Contributed Equity	<u>(3,575)</u>	<u>(3,725)</u>
3. USER CHARGES		
Catering Sales	1,732	1,552
Other	<u>128</u>	<u>121</u>
Total	<u>1,860</u>	<u>1,673</u>
4. GRANTS AND OTHER CONTRIBUTIONS		
Grants	-	19
Goods and services received below fair value	<u>823</u>	<u>954</u>
Total	<u>823</u>	<u>973</u>

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



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

	2006	2005
	\$000	\$000
5. OTHER REVENUES		
Other	<u>56</u>	<u>81</u>
Total	<u>56</u>	<u>81</u>
6. GAINS		
Gains on Sale of Property, Plant and Equipment		
Plant and equipment	<u>1</u>	<u>1</u>
Total	<u>1</u>	<u>1</u>
7. EMPLOYEE EXPENSES		
Employee Expenses:		
Wages and salaries	36,450	34,089
Employer superannuation contributions	2,092	1,970
Annual leave	1,818	1,654
Long service leave levy	353	280
Worker's Compensation	132	137
Payroll Tax	1,057	993
Fringe Benefits Tax	791	681
Other	<u>545</u>	<u>241</u>
Total	<u>43,238</u>	<u>40,045</u>

Number of Employees:

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.	459	459
--	-----	-----

Executive Remuneration:

2006

The following is remuneration paid to senior executives:

\$120,000 to \$139,999	1
\$140,000 to \$159,999	1
\$180,000 to \$199,999	1
Total	<u>3</u>

Aggregate amount of total remuneration of executives shown above

\$0.481m

Note that The Clerk of the Parliament is an officer of the Legislative Assembly, appointed by the Governor by commission and is not eligible for consideration of any performance bonus.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

	2006	2005
	\$000	\$000
8. SUPPLIES AND SERVICES		
Maintenance and Construction	3,461	2,917
Commercial and Professional Services	1,999	1,719
Telephones and Utilities	1,436	1,405
Members Entitlements	1,759	1,750
Consumables	708	704
Other Administration Costs	<u>1,969</u>	<u>1,693</u>
Total	<u>11,332</u>	<u>10,188</u>
9. DEPRECIATION AND AMORTISATION		
Depreciation and amortisation incurred in respect of:		
Buildings	5,763	4,927
Computer Equipment	217	223
Other Equipment	327	334
Intangibles	<u>20</u>	<u>17</u>
Total	<u>6,327</u>	<u>5,501</u>
10. OTHER EXPENSES		
Operating lease rentals	3,242	3,194
External audit fees *	52	50
Loss from disposal of non-current assets	21	8
Insurance Premiums – QGIF	70	67
Internal audit fees	-	20
Other	<u>6</u>	<u>3</u>
Total	<u>3,391</u>	<u>3,342</u>
* Total external audit fees (ex gst) relating to the 2005-06 financial year are estimated to be \$60,000 (2005: \$57,000). There are no non-audit services included in these notes.		
11. CASH		
Cash at bank	3,125	2,314
Imprest accounts	<u>3</u>	<u>3</u>
Total	<u>3,128</u>	<u>2,317</u>
12. RECEIVABLES		
Trade Debtors	246	130
GST receivable	209	233
GST payable	(13)	(4)
Long service leave reimbursements	84	61
Output Funding Receivable	471	-
Other	<u>18</u>	<u>54</u>
Total	<u>1,015</u>	<u>474</u>



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

	2006	2005
	\$000	\$000
13. INVENTORIES		
Catering Stock-at cost	90	84
Gift Shop & Library Stock-at cost	32	37
Stationery and Stores-at cost	<u>31</u>	<u>53</u>
Total	<u>153</u>	<u>174</u>
14. OTHER CURRENT ASSETS		
Prepayments	<u>126</u>	<u>156</u>
Total	<u>126</u>	<u>156</u>
15. INTANGIBLES		
Internal Use Software-at cost	322	311
Less accumulated amortisation	<u>(154)</u>	<u>(134)</u>
Total	<u>168</u>	<u>177</u>
Intangibles Reconciliation		
	Software	
Carrying amount at 1 July 2005	177	
Acquisitions	11	
Disposals	-	
Amortisation	<u>(20)</u>	
Carrying amount at 30 June 2006	<u>168</u>	

Amortisation of intangibles is included in the line item 'Depreciation and Amortisation' in the Income Statement.

All intangible assets of the department have finite useful lives and are amortised on a straight line basis. Refer to Note 1(m).

No intangible assets have been classified as held for sale or form part of a disposal group held for sale.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

	2006	2005
	\$000	\$000
16. PROPERTY, PLANT & EQUIPMENT		
Buildings		
At fair value	165,869	148,832
Less: Accumulated depreciation	<u>(92,512)</u>	<u>(77,961)</u>
	73,357	70,871
Land		
At fair value	<u>59,200</u>	<u>37,000</u>
	59,200	37,000
Valuables		
At fair value	<u>1,841</u>	<u>1,841</u>
	1,841	1,841
Computer Equipment		
At cost	1,540	1,724
Less: Accumulated depreciation	<u>(1,083)</u>	<u>(1,060)</u>
	457	664
Other Equipment		
At cost	2,183	2,625
Less: Accumulated depreciation	<u>(1,582)</u>	<u>(1,528)</u>
	601	1,097
Total	<u>135,456</u>	<u>111,473</u>

In 2003 a comprehensive independent revaluation of Buildings was performed on the basis of depreciated current replacement cost. In 2006 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 *2006 March Queensland non-residential construction index* (12.3% 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.

In 2004 a comprehensive independent revaluation of Land was performed on the basis of current market price. In 2006 an in-house interim revaluation was performed 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. A factor of 1.6 was applied for 2006.

In 2003 a comprehensive independent revaluation of Valuables was performed on the basis of Current Market Price. In 2006 the capitalisation threshold for Valuables was increased to \$5,000 in accordance with Treasury guidelines. For those assets above the new threshold no interim revaluation was performed 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 Policies for the Queensland Public Sector*.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

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

Property, Plant & Equipment Reconciliation

	Buildings	Land	Valuables	Computer Equipment	Other Equipment	Total
	\$000	\$000	\$000	\$000	\$000	\$000
Carrying amount at 1 July 2005	70,871	37,000	1,841	664	1,097	111,473
Acquisitions	2,497	-	-	28	96	2,621
Transfer between Classes	370	-	-	-	(370)	-
Disposals	-	-	-	(18)	(7)	(25)
Revaluations	5,494	22,200	-	-	-	27,694
Depreciation	(5,875)	-	-	(217)	(215)	(6,307)
Carrying amount at 30 June 2006	73,357	59,200	1,841	457	601	135,456

	2006	2005
	\$000	\$000
17. PAYABLES		
Trade creditors	2,514	1,571
Other	4	66
Total	<u>2,518</u>	<u>1,637</u>

18. ACCRUED EMPLOYEE BENEFITS

Current

Annual leave	1,746	1,631
Post Employment Benefits	469	387
Time in Lieu	96	100
Total	<u>2,311</u>	<u>2,118</u>

Non-current

Annual leave	632	475
Post Employment Benefits	5,051	4,803
Total	<u>5,683</u>	<u>5,278</u>



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

19. ASSET REVALUATION RESERVE BY CLASS

	Land	Buildings	Valuables	Total
Balance 1 July 2005	23,385	33,129	875	57,389
Revaluation increments	22,200	5,494	-	27,694
Transfer from retained earnings	-	-	276	276
Balance 30 June 2006	45,585	38,623	1,151	85,359

	2006	2005
	\$000	\$000
20. RECONCILIATION OF OPERATING SURPLUS TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Net Operating Result	(290)	1,202
<u>Non-cash items:</u>		
Depreciation and amortisation	6,327	5,501
Loss on sale of assets	21	8
Gain on sale of assets	(1)	(1)
Maintenance expense – received below fair value	132	366
Receipt adjustment for goods received below fair value	(823)	(954)
Adjustment for non-cash leave transfers	(32)	-
<u>Changes in assets and liabilities:</u>		
(Increase) in Output Revenue receivable	(471)	-
Decrease / (increase) in GST input tax credit receivable	24	(27)
(Increase) / decrease in LSL reimbursement receivable	(23)	73
(Increase) / decrease in trade debtors	(117)	23
Decrease / (increase) in other receivables	37	(54)
Decrease in inventories	21	33
Decrease / (increase) in prepayments	30	(117)
Increase / (decrease) in trade creditors	434	(134)
Increase in other payables	79	373
Increase in Unearned Appropriations	390	-
Increase / (decrease) in GST payable	8	(11)
Increase in employee entitlements	598	86
Net Cash provided by operating activities	6,344	6,367



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

	2006	2005
	\$000	\$000
21. COMMITMENTS FOR EXPENDITURE		
<u>Non-Cancellable Operating Lease Commitments:</u>		
Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:		
Not later than one year	2,530	2,255
Later than one year and not later than five years	<u>1,232</u>	<u>1,415</u>
Total	<u>3,762</u>	<u>3,670</u>

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

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

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	<u>51</u>	<u>-</u>
Payable not later than one year	<u>51</u>	<u>471</u>

22. CONTINGENCIES

There are no known material contingencies at 30 June 2006.

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 Balance Sheet.

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.



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

24. RECONCILIATION OF ADJUSTMENTS FROM PREVIOUS GAAP TO AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (AEIFRS) – as at 1 July 2004

		Previous GAAP 1 July 2004 \$'000	Effect of transition to AEIFRS \$'000	Effects of transition to APG20 \$'000	AEIFRS and APG20 1 July 2004 \$'000
Current Assets	Note				
Cash Assets		1,569			1,569
Receivables		479			479
Inventories		206			206
Other		38			38
Total Current Assets		2,292			2,292
Non Current Assets					
Intangible Assets	24.1	211		(106)	105
Property, Plant and Equipment	24.2	113,160		(4,166)	108,994
Total Non current Assets		113,371		(4,272)	109,099
Total Assets		115,663		(4,272)	111,391
Current Liabilities					
Payables	24.3	1,696	(79)		1,617
Provisions	24.4	2,529	(2,529)		-
Accrued Employee benefits	24.5	-	2,126		2,126
Total Current Liabilities		4,225	(482)		3,743
Non Current Liabilities					
Provisions	24.4	4,751	(4,751)		-
Accrued Employee Benefits	24.5	-	5,184		5,184
Total Non Current Liabilities		4,751	433		5,184
Total Liabilities		8,976	(49)		8,927
Net Assets		106,687	49	(4,272)	102,464
Equity					
Contributed Equity		195			195
Retained Surplus	24.6	54,222	49	(4,272)	49,999
Asset Revaluation Reserve		52,270			52,270
Total Equity		106,687	49	(4,272)	102,464



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

Notes to Reconciliation

- 24.1 Write off previously capitalised intangibles as below the new asset threshold of \$100,000.
- 24.2 Write off previously capitalised assets as below the new asset threshold of \$5,000.
- 24.3 No longer recognised as Payables reclassified to Accrued Employee Benefits.
- 24.4 Employee Benefits reclassified from Provision to Accrued Employee Benefits after impact of discounting on non-current leave balance.
- 24.5 Employee Benefits reclassified from Provision to Accrued Employee Benefits.
- 24.6 Write off previously capitalised assets below new recognition thresholds
– refer 24.1 and 24.2



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

25. RECONCILIATION OF ADJUSTMENTS FROM PREVIOUS GAAP TO AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (AEIFRS) – as at 1 July 2005

	Note	Previous GAAP 1/07/2005 \$'000	Effect of transition to AEIFRS		Effect of transition to APG20		AEIFRS and APG20 1 July 2005 \$'000
			2004-05 Adjustments \$'000	AEIFRS 1/07/2005 \$'000	2004-05 Adjustments \$'000	APG20 1/07/2005 \$'000	
Current Assets							
Cash Assets		2,317					2,317
Receivables		474					474
Inventories		174					174
Other		156					156
Total Current Assets		3,121					3,121
Non Current Assets							
Intangible Assets	25.1	258			(106)	25	177
Property, Plant & Equipment	25.2	115,613			(4,166)	26	111,473
Total Non Current Assets		115,871			(4,272)	51	111,650
Total Assets		118,992			(4,272)	51	114,771
Current Liabilities							
Payables	25.3	1,715	(79)	1			1,637
Provisions	25.4	2,040	(2,529)	489			-
Accrued Employee Benefits	25.5		2,126	(8)			2,118
Total Current Liabilities		3,755	(482)	482			3,755
Non Current Liabilities							
Provisions	25.4	5,279	(4,751)	(528)			-
Accrued Employee Benefits	25.5		5,184	94			5,278
Total Non Current Liabilities		5,279	433	(434)			5,278
Total Liabilities		9,034	(49)	48			9,033
Net Assets		109,958	49	(48)	(4,272)	51	105,738
Equity							
Contributed Equity		(2,851)					(2,851)
Retained Surplus	25.6	55,420	49	(48)	(4,272)	51	51,200
Asset Revaluation Reserve		57,389					57,389
Total Equity		109,958	49	(48)	(4,272)	51	105,738



LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2006

Notes to Reconciliation

- 25.1 Write off previously capitalised intangibles as below the new asset threshold of \$100,000.
- 25.2 Write off previously capitalised assets as below the new asset threshold of \$5,000.
- 25.3 No longer recognised as Payables reclassified to Accrued Employee Benefits.
- 25.4 Employee Benefits reclassified from Provision to Accrued Employee Benefits after impact of discounting on non-current leave balance.
- 25.5 Employee Benefits reclassified from Provision to Accrued Employee Benefits.
- 25.6 Write off previously capitalised assets below new recognition thresholds – refer 25.1 and 25.2



LEGISLATIVE ASSEMBLY

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 2006 and of the financial position of the Legislative Assembly at the end of that year.

M J HICKEY
DIRECTOR OF
CORPORATE & HOUSE SERVICES

28 September 2006

N J LAURIE
CLERK OF THE PARLIAMENT

28 September 2006



LEGISLATIVE ASSEMBLY

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 2006 included on the Queensland Parliament's web site. The Clerk of the Parliament is responsible for the integrity of the Queensland Parliament's web site. I have not been engaged to report on the integrity of the Queensland Parliament's web site. The audit report refers only to the statements named below. It does not provide an opinion on any other information which may have been 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.

These matters also relate to the presentation of the audited financial report in other electronic media including CD Rom.

Scope*The Financial Report*

The financial report of the Legislative Assembly of Queensland consists of the Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, notes to and forming part of the financial report 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 2006.

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, which incorporate the Australian 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.

Audit Opinion

In accordance with s. 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 –

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 2005 to 30 June 2006 and of the financial position as at the end of that year.

Glossary and Acronyms

Glossary

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

Key Performance Indicators (KPI) – A set of indicators that assist in measuring overall performance and reflect the health of the organisation.

Outcomes – Whole-of-government outcomes are intended to cover all dimensions of community wellbeing. They express the current needs and future aspirations of communities within a social, economic and environmental context.

Outputs – Discrete services or products for external customers or consumers produced by agencies with funding from the Government.

Triple Bottom Line – An expanded concept for measuring performance by considering not only the economic value of something but also how it impacts upon society and the environment.

Acronyms

ACC – Agency Consultative Committee

AEIFRS – Australian Equivalents to International Financial Reporting Standards

ANZACATT – Australia and New Zealand Association of Clerks-at-the-Table

ARMG – Audit and Risk Management Group

ASAP – Aligning Services and Priorities

ASPG – Australian Study of Parliament Group

CEO – Chief Executive Officer

CMC – Crime and Misconduct Commission

CPA – Commonwealth Parliamentary Association

EAS – Employee Assistance Service

EMG – Executive Management Group

GRI – Global Reporting Initiative

ICT – Information and Communications Technology

ISCMG – Information Services and Communications Management Group

MOA – Memorandum of Agreement

PCMC – Parliamentary Crime and Misconduct Committee

PES – Parliamentary Education Services

QWIPS – Queensland Women in the Public Service

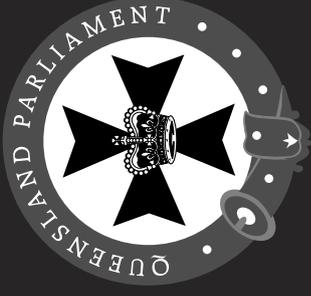
SARAS – Study and Research Assistance Scheme

TAFE – Technical and Further Education

WH&SMG – Workplace Health and Safety Management Group

Feedback on the Annual Report 2005-06

We hope you have found our Annual Report 2005-06 useful and informative. We value your feedback in order to improve the quality and assess the relevance and content of our Annual Report. Additional information is available from annualReport@parliament.qld.gov.au.



Delivery Address:
Parliament House
69 Alice St
BRISBANE QLD 4000

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Feedback on the Annual Report 2005-06

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

Thank you for your feedback

1. Did you find our Annual Report easy to read? Yes Mostly No
2. Was the presentation of the Annual Report effective? Yes Mostly No
3. Was the content useful? Yes Mostly No
4. Was the content relevant? Yes Mostly No
5. Overall, how would you rate this Annual Report on a scale of 1 to 10 (1 being poor; 10 being excellent) _____
6. Do you have any additional comments or suggestions for improving the Annual Report? _____

7. (Optional) Name: _____

Address: _____

Communication Objective

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

The report is designed to provide an account of the achievements and activities of the Parliamentary Service for 2005-06 in accordance with the strategies and outputs detailed in the Parliamentary Service Management Plan 2005-09 and the Speaker's Portfolio Statement 2005-06. In addition, the report fulfils our statutory reporting requirements. This report is available electronically from our web site at www.parliament.qld.gov.au.

Your thoughts

Readers are encouraged to comment on this report by completing the enclosed feedback form. Alternatively – this year and for the first time – readers can comment via an online feedback form available from the Queensland Parliament web site at www.parliament.qld.gov.au/annualReport.

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

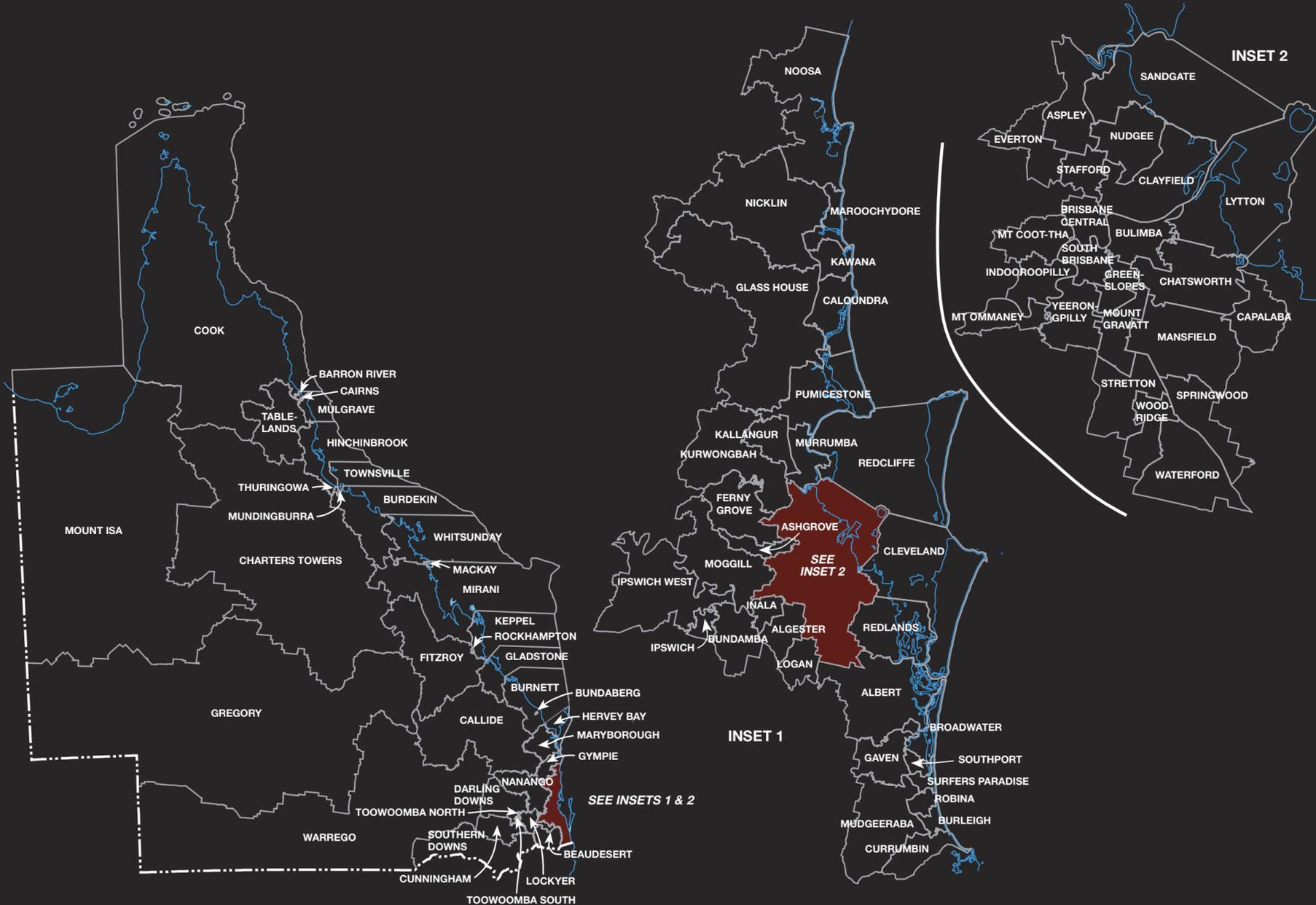
Our strength – our people

The theme for the Queensland Parliamentary Service Annual Report 2005-06 is 'Our strength – our people'. The Parliamentary Service is a diverse entity which provides a high level of support to a wide range of parliamentary services that would not be possible without the continuing commitment of staff. An organisation is only as good as its people, and all Parliamentary Service staff can be proud of their efforts and teamwork during the year to serve the Legislative Assembly and its Members.

“Our Mission is to serve, support and strengthen the Queensland Parliament.”

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

Queensland Electoral Districts



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 aim of the Queensland Parliamentary Service 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

PA1	Relationship to other Governments	3
2.1	Organisation's name	BC
2.2	Major products and/or services	3
2.3	Operational structure of the organisation	12
2.4	Major divisions, operating companies, subsidiaries and joint ventures	21, 27
2.5	Countries of operation	3
2.6	Nature of ownership; legal form	3
2.7	Nature of markets served	IFC
2.10	Contact person for report	BC, 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
2.20	Policies and internal practices Parliament relies on	11
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	12,13
3.6	Organisational structure and key staff	13,6,7,8
3.7	Mission and values	IFC, 3,11
3.8	Mechanisms for stakeholders to provide feedback	FRM
3.14	Externally developed environmental initiatives the organisation endorses	33
3.15	Principal memberships in industry and business associations	27

Environmental Indicator

Water

EN5	Total water use	33
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Emissions, Effluents, and Waste

EN11	Total amount of waste by type and destination	33
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Waste

EN17	Initiatives to use renewable energy sources and to increase energy efficiency	33
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Economical Indicator

Customers

EC1	Net sales	60, 61
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Suppliers

EC3	Cost of all goods, materials, and services purchased	62
EC4	Percentage of contracts that were paid	57

Employees

EC5	Total staff payroll and benefits	61
EC7	Increase/decrease in retained earning at end of period	51

Public Sector

EC8	Total sum of taxes of all types paid broken down by type	52, 61
PA9	Gross expenditures broken down by financial classification	61-62
PA10	Capital expenditures by financial classification	65

Social Indicator

Employment

LA1	Breakdown of workforce	43
LA12	Employee benefits	39

Health and Safety

LA6	Description of health and safety committees	13
LA7	Standard injury, lost day and absentee rates	43

Training and Education

LA9	Average hours of training per year	40
LA17	Specific policies and programs	40

Diversity and Opportunity

LA10	Description of EEO policies	41
LA11	Composition of senior management corporate governance bodies	43

Respect for Privacy

PR3	Description of privacy policy	17
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