



Contents

About Us	3
Message from the Speaker	4
Clerk’s Report	5
Management Profiles	6
Corporate Governance	9
Other Information	15
Goal 1 - Parliamentary Support	19
Goal 2 - Business Needs Support	25
Goal 3 - Engage with Queenslanders	29
Goal 4 - Community Role	35
Goal 5 - Progression of Parliamentary Service	41
Year Ahead	47
Financial Summary 2007-08	49
Financial Statements	50
Appendices	82

1859

Parliamentary Library established.

1860

Hansard reporting services were established at the Queensland Parliament.

1864

The number of sitting Members increased from 42 to 72 reflecting the increasing population.

1872-1887

Three-year parliaments were enacted through legislation, beginning in 1893.

1890

Women voted at their first election after being granted the right to vote in 1905.

1905

After 10 attempts over many decades, legislation was passed enabling women to vote at state elections.

1907

Abolition of the Legislative Council. This made Queensland the only unicameral state parliament in Australia.

1922

Queensland's first female Member of Parliament, Mrs Irene Longman, was elected.

1929

Legislation was passed giving Indigenous people the right to vote in Queensland state elections.

1965

The first and only Indigenous person ever elected to the Queensland Parliament was Eric Deeral.

1974

The Queensland Parliament commissioned the creation of a parliamentary mace.

1978

The Budget Estimates committee process began and has continued annually since.

1994

E-petitions established & the Queensland Parliament sat in Townsville, the first time it has sat outside Brisbane in its history.

1995

The Aboriginal and Torres Strait Islander flags began flying outside the Parliament and in the Legislative Assembly Chamber. The video broadcast of parliamentary proceedings began through the Parliament's website. The Parliament received a didgeridoo.

2002

The Queensland Parliament will celebrate its 150th anniversary in May 2010.

2007

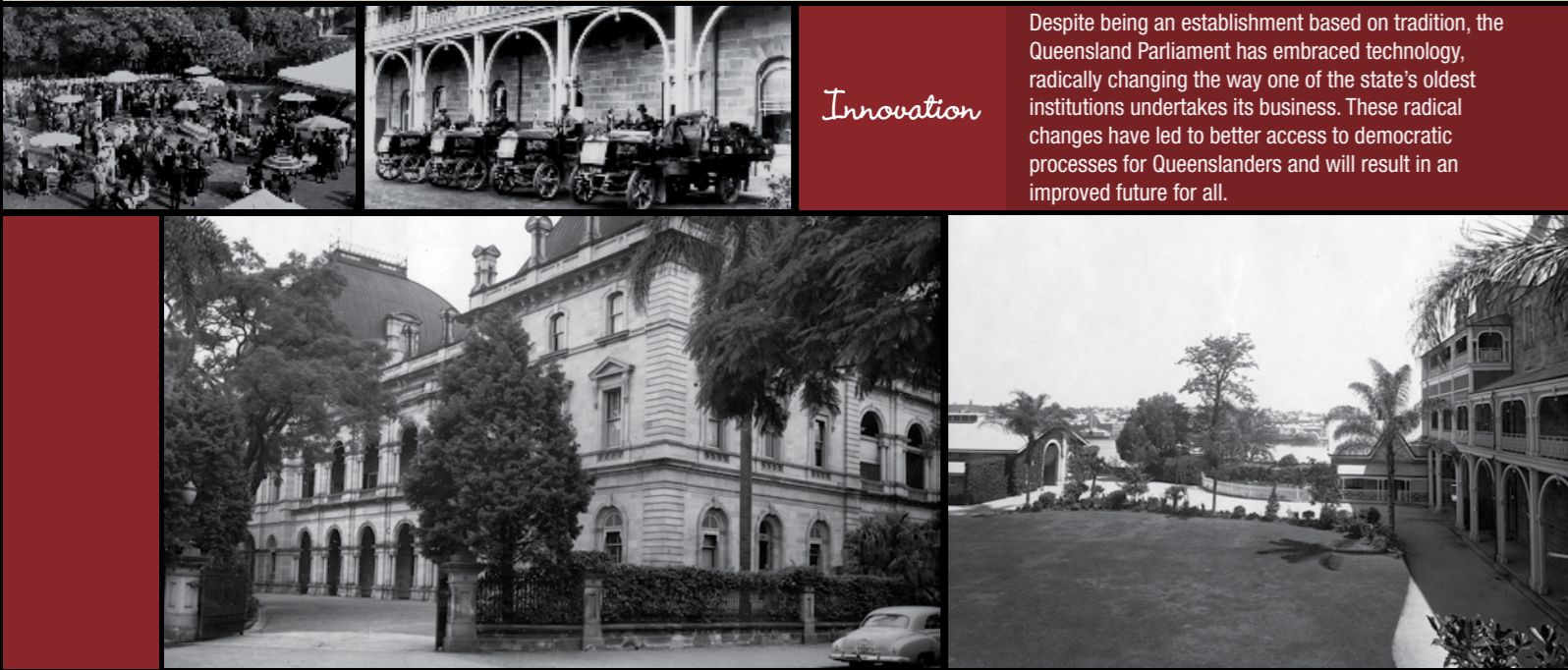
Third regional parliamentary sitting in Cairns.

2008

2010

Order-in-council (6 June) provided for separation of the Queensland colony from New South Wales.

Despite being an establishment based on tradition, the Queensland Parliament has embraced technology, radically changing the way one of the state's oldest institutions undertakes its business. These radical changes have led to better access to democratic processes for Queenslanders and will result in an improved future for all.



Innovation

Despite being an establishment based on tradition, the Queensland Parliament has embraced technology, radically changing the way one of the state's oldest institutions undertakes its business. These radical changes have led to better access to democratic processes for Queenslanders and will result in an improved future for all.

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Queensland Parliamentary Service Annual Report



2007-08

Front Cover Photographs

FROM LEFT TO RIGHT :

- Locomobile with James Trackson at the tiller with his mechanic leaving Parliament House after the steam car had been inspected by special request by the Governor of Queensland, Sir Henry Norman. John Oxley Library, State Library of Queensland 196848.;
- Premier W. Forgan Smith delivering a financial statement, 29 September 1932;
- Legislative Assembly chamber with the four flags: national, state, Aboriginal and Torres Strait Islander. The flags are a reminder to those inside the Parliament that they are charged with making decisions for all Queenslanders; and
- See democracy live in action! All Queenslanders can now view state parliamentary proceedings over the internet on sitting days.

Back Cover Photographs

FROM TOP LEFT TO RIGHT :

- Garden party at Parliament House to welcome the new Governor, Sir John Lavarack, to his post in Queensland, October 3 1946.;
- Prince of Wales' luggage leaving Parliament House, Brisbane, July 1920. Internal view of Parliament – Speakers Green area. John Oxley Library, State Library of Queensland 72913.;
- Alice and George street entrance of Parliament House, circa 1950. John Oxley Library, State Library of Queensland 40997.;
- Looking across the Speaker's Green to the Providore's cottage and stables, circa 1912. Queensland Parliament.

Reporting Year

This report covers activities that occurred during the financial year 2007-08.

Previous Reports

Previous annual reports of the Queensland Parliamentary Service are available online at www.parliament.qld.gov.au/annualReport or email annualReport@parliament.qld.gov.au.

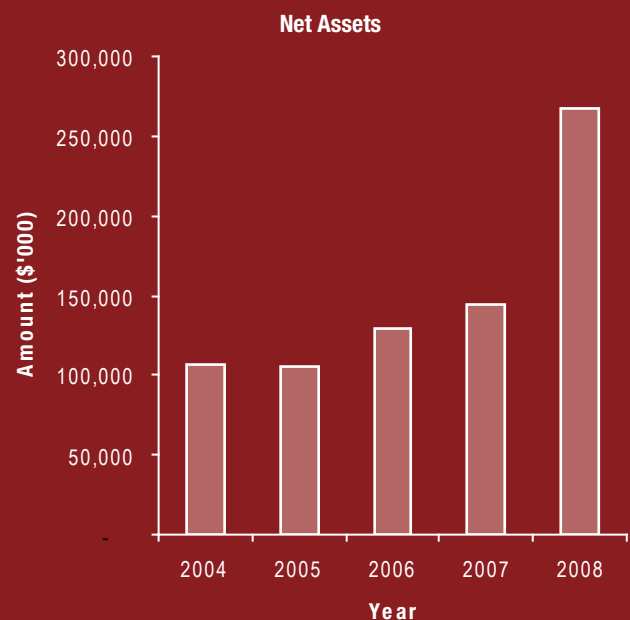
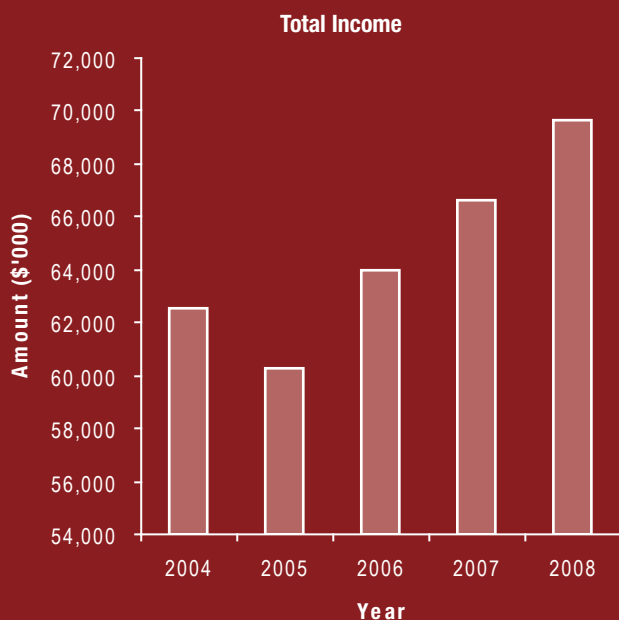


Our Highlights

- The establishment of a dedicated Community Engagement Unit to coordinate and deliver community engagement, education and communications activities, and develop new initiatives to support the Parliament and its Members to engage with the community, particularly Aboriginal and Torres Strait Islander peoples, young people and regional Queenslanders. **Page 29**
- The refurbishment of existing kitchen facilities in the Parliamentary Annexe to address client demands and provide a physical environment reflecting contemporary best practice in workplace safety and hygiene. **Page 27**
- During 2007-08, a comprehensive review of security standards in all 94 electorate offices across the state was undertaken. **Page 27**
- The development of a tabled papers database which will, upon completion in 2008-09, host most papers tabled since 1997 and be accessible electronically to all Queenslanders via the internet. **Page 13**
- Expansion of a number of water conservation strategies within the parliamentary precinct designed to reduce water consumption and make greater use of recycled water. **Page 37**

Financial Summary For the year ended 30 June 2008	2004 \$'000	2005 \$'000	2006 \$'000	2007 \$'000	2008 \$'000
Total Income	62,513	60,278	63,998	66,642	69,684
Total Expenses	61,425	59,076	64,288	65,830	70,113
Operating Surplus/(Deficit)	1,088	1,202	(290)	812	(429)
Capital Acquisitions	2,055	2,712	2,621	3,635	5,196
Total Assets	115,663	114,771	140,046	154,748	278,273*
Total Liabilities	8,976	9,033	10,512	9,901	10,557
Net Assets	106,687	105,738	129,534	144,847	267,716
	2004	2005	2006	2007	2008
Current Ratio	0.54	0.83	0.92	0.88	0.95
Debt / Equity Ratio (%)	8.41	8.54	8.12	6.84	3.94
Liability / Asset Ratio (%)	7.76	7.87	7.51	6.40	3.79

* Increase in total assets for 2008-09 due to major revaluation of parliamentary land and building assets.



Embark on a virtual tour of the Queensland Parliament, where you can journey through the halls of democracy paced by your Members of Parliament since 1868.

Virtual Tour



In March 2008 a virtual tour of the Queensland Parliament was launched, enabling even greater access for Queenslanders to their state Parliament. You are given access to some of the building's most important public areas, as well as access to areas not previously available to the public. Photos, current and historical, add life to the educational and historical information provided.

The virtual tour website allows visitors to see inside 19 different areas of the Queensland Parliament including some rooms that have rarely been seen by members of the public. These rarely seen areas of the Parliament include: the O'Donovan Library, the Strangers' Dining Room and the Lucinda Bar. The virtual tour also highlights all of the areas that are included on public guided tours of the Queensland Parliament such as: the Legislative Assembly Chamber, the Legislative Council Chamber, the Members' Reading Room, the Speaker's Green and the Port-Cochere entrance. As well, significant parliamentary items such as the Parliamentary Mace and Wind Yarn didgeridoo display can be viewed. The virtual tour includes 128 pictures with accompanying text and historical information for each area of the Queensland Parliament.

The Queensland Parliament is open for public tours seven days a week, but those who cannot make it to Parliament House can now take the virtual tour online. Last year, over 28,000 people, including 20,505 school children, visited the Queensland Parliament. In just a few months (March-June 2008), 1,828 people visited the virtual tour online. Students who have not been able to physically visit the Queensland Parliament can now do so online and learn all about their Parliament and its democratic process. The virtual tour of the Queensland Parliament can be viewed at www.parliament.qld.gov.au/virtualTour

Our Business

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

The Queensland Parliament, the Legislative Assembly and the Parliamentary Service

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 is not only the elected law-making body but it also determines which political party or parties form the Executive Government. To appoint a Premier and other ministers, the Governor must be satisfied that the party or parties they represent command a majority of the votes in the Legislative Assembly. As the Executive Government is ultimately responsible to Parliament, the Assembly has the additional ongoing role of scrutinising the operations of the Executive.

Accordingly, Parliament is a public institution of great constitutional importance, and separate 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.

Chamber and Procedural Services, Security and Attendant Services, the Committee Office, the Parliamentary Library and the Parliamentary Reporting Service assist the Legislative Assembly, its committees and members to fulfill their legislative responsibilities.

Property Services and Catering Services provide members, staff and guests of the Parliament with an appropriate environment in which to work.

Information Technology Services, Human Resource Management and Financial and Administrative Services support the activities of members and their staff and deliver a range of entitlements afforded to members pursuant to the Members' Entitlements Handbook. They also provide corporate services to a range of other independent agencies as part of the Shared Services initiative.

Community Engagement supports the Parliament and its members to engage with the community, particularly target groups such as Aboriginal and Torres Strait Islander peoples, young and regional Queenslanders and other parliaments.

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.



“Being Speaker of the Legislative Assembly of Queensland allows me to engage in three primary roles – parliamentary democracy, inter-parliamentary relations and public sector management.”

Being Speaker of the Legislative Assembly of Queensland allows me to engage in three primary roles – parliamentary democracy, inter-parliamentary relations and public sector management.

I have sought to be innovative in my approach to each of these roles since becoming the 33rd Speaker of the Queensland Parliament in October 2006.

This year saw the use of Auslan sign language by Members during a parliamentary sitting, and the inclusion of interpreters in the Parliament House public gallery to provide a sign language version of Question Time to visiting members of the deaf community.

More initiatives to make Parliament House and the proceedings of the Legislative Assembly more welcoming for Queenslanders with a disability are being developed and implemented over coming months, including upgrades of hearing loops, Braille signage and physical infrastructure such as better hand rails on stairs.

I continue to receive members of the international consular corps to the Parliament and am ably supported by the Deputy Speaker in this important work on behalf of the State of Queensland. In 2007-08, the Parliament was visited by diplomats from countries including China, Japan, Korea, the United States of America, India, Brazil, Austria, South Africa, Pakistan and Tonga. These meetings strengthen the Parliament's ties with the international community. All official visitors to the Parliament are presented with a book, or artefact, celebrating the contribution made by Queensland's traditional owners.

My emphasis for the Queensland Parliamentary Service in 2007-08 has continued to focus heavily on community engagement initiatives including the appointment of Australia's only Parliamentary Indigenous Liaison Officer; the implementation of many educational programs, especially youth parliaments, which have occurred in regional Queensland including Cairns, the Torres Strait, Townsville and Ingham; and the extension of the parliamentary internship program regionally.

Significant work has been underway over the past few months to prepare for the October 2008 regional sitting of the Parliament in far-north Queensland.

The sitting week, held in Cairns, will build upon the success of previous regional sittings in Townsville and Rockhampton. It will be a unique opportunity for far-north Queensland students and the general public to experience democracy in action and gain an understanding of the processes of the Queensland Parliament through a visit to this sitting.

I consider it an immense privilege to be the current custodian of the ancient and honourable office of Speaker. It is an additional honour to oversee the many innovations the Parliamentary Service is developing to enhance the dignity and tradition of the Westminster parliamentary system in this state, as it enters its 150th year in 2009.

Hon. Mike Reynolds AM MP

Speaker of the Legislative Assembly of Queensland

“This year's report focuses on the Service's many innovative initiatives. The Parliament is an institution founded on tradition and is therefore not often viewed as innovative.”



Mr Speaker,

I am pleased to present to you the Queensland Parliamentary Service Annual Report 2007-08.

This year's report focuses on the Service's many innovative initiatives. The Parliament is an institution founded on tradition and is therefore not often viewed as innovative. With this year's annual report, I challenge this perception and have highlighted the many ways the Queensland Parliament meets its vision of being a leader in parliamentary services.

The Queensland Parliamentary Service has a history of implementing innovative initiatives. These include the e-petitions facility, where Queenslanders can lodge petitions online. Queensland was the first state in Australia to introduce this world-leading process. Further, to improve Queenslanders' access to every minute of parliamentary deliberations, the Parliament began the live video broadcasting of parliamentary proceedings in 2007. Also, the Service launched a single repository database for all papers tabled in the Queensland Parliament, which is accessible on the Queensland Parliament's website. Significantly, this year also included the creation of a Community Engagement sub-output which is unique in the Westminster parliamentary system. It has been a successful innovation with a range of initiatives implemented which are supporting increased engagement between the Parliament and the community.

Throughout the year, the business needs of the Parliament were supported through a range of capital projects and initiatives including the upgrade of the Security Digital Control Room, along with other information and technology initiatives. Significantly, the Queensland Parliament continues to conserve every drop of south-east Queensland's precious water supply with the implementation of a number of innovative conservation strategies, including rainwater harvesting technology.

2008-09 is shaping as another busy and eventful year, with planning for the Parliament's 150th year celebrations in May 2010, following on from the state's 150th celebrations during 2009. But of most importance this upcoming financial year is the far-north Queensland sitting of Parliament in Cairns in October 2008.

I certify that this annual report meets the prescribed requirements of the *Financial Administration and Audit Act 1977 (FAA Act)* and the Financial Management Standard 1997 (FMS) particularly with regard to reporting this agency's governance arrangements, objectives, functions and performance, as well as the agency's additional reporting and tabling obligations for this report.

A checklist outlining the governance, performance, reporting and procedure obligations contained in the legislation can be accessed at www.parliament.qld.gov.au/annualreport and is located at the back of this report.

I commend the report.

Neil Laurie
The Clerk of the Parliament

Management Profiles

Hon. Mike Reynolds AM MP - Speaker

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 (1995-98) and Professor of Local Government Studies at the University of Canberra (1992-95) and served on the Townsville City Council (1973-89), 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.

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 15 years experience with the Service, including six years as Deputy Clerk and Clerk of Committees. Neil commenced work in the Parliament's Committee Office and was the 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.

Michael Ries B.Admin LLB GradDipBus - Deputy Clerk

Michael was appointed to the role of Deputy Clerk of Queensland's Parliament in June 2008 and is responsible for leading the Legislative and Information Services Division. Previously he held the role of Director, Constitutional and Administrative Law Services in the Department of the Premier and Cabinet (since 2002) and was sworn in as a Clerk of Executive Council in 2003. Michael also acted in a number of senior management roles in the department. Prior to joining the Department of the Premier and Cabinet in 1998, Michael performed a number of roles for Queensland's Criminal Justice Commission.

Mr Michael Hickey BBus - Director of Corporate and House Services

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 18 years experience with the Service.

Mr Stephen Gay - Speaker's Executive Officer

Stephen is responsible for advising the Speaker in relation to his various roles, including the Speaker's leadership of the parliament and the Parliamentary Service and management of the parliamentary precinct. Stephen also supports the Speaker in interparliamentary relations and community engagement and is responsible for the management of the Office of the Speaker. Stephen works closely with Members of the Legislative Assembly and electorate officers and has had 10 years experience working with elected representatives at both state and federal levels.



LEFT TO RIGHT : Mr Jason Gardiner; Mr Mike Coburn; Mr Craig Atkinson; Mr Peter Morris; Mr Jaakko Ponsi; Mr Michael Hickey; Mr Stephen Gay.

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 in the New Zealand and Northern Territory parliaments and as a court reporter.

Ms Leanne Clare BCom, Grad Cert, Legal Studies - First Clerk Assistant (Procedure)

Leanne is First Clerk Assistant (Procedure) and leads the team that provides administrative and procedural support to the Legislative Assembly Chamber. Leanne has over 11 years experience with the Service and was a committee research director prior to taking up her current position.

Ms Glenda Emmerson - Manager, Community Engagement Unit

Glenda was appointed Manager of the Community Engagement Unit in August 2007, following its creation in July. This unit assists the Parliament and its Members to engage with Queenslanders. Glenda is responsible for coordinating and refocusing existing community engagement, education, media, multimedia and publications, parliamentary history, Indigenous liaison and protocol services. Glenda has 17 years experience in the Parliamentary Service in research, communication and community engagement roles.

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

Mary manages the Queensland Parliamentary Library. Her duties include the management of the Library's wide range of research and information services for Members of Parliament and their staff, as well as management of the heritage O'Donovan Library collection of rare and historical books. Mary has extensive research and management experience both within the Service and in other Public Service organisations.

Mr Kevin Jones - Manager, Security and Attendant Services and Sergeant-at-Arms

Kevin is the Sergeant-at-Arms and is also responsible for the delivery of Security and Attendant Services throughout the parliamentary precinct. Kevin has over 16 years experience in the Service.

Mr Craig Atkinson BBus - 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 18 years experience in financial management.

Mr Peter Morris BBus Cert III(Adult Literacy) - Manager, Human Resource Management

Peter is responsible for ensuring the delivery of human resources and industrial relations services to Parliamentary Service staff and Members of Parliament. Peter has experience in both human resource management and industrial relations at an operational and managerial level. Peter has 17 years experience in human resource management.

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 11 years.



LEFT TO RIGHT : Hon. Mike Reynolds AM MP; Mr Neil Laurie; Mr Michael Ries; Ms Leanne Clare; Ms Mary Seefried; Ms Lucinda Osmond; Mr Kevin Jones. **ABSENT FROM THE PHOTO :** Ms Glenda Emmerson

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 26 years experience in the information technology industry.

Mr Jason Gardiner - Manager, Property Services

Jason is responsible for managing the buildings in the parliamentary precinct and 94 electorate offices located throughout Queensland. Jason has over 20 years experience in the property service field and graduated from Maintenance Supervisor to Manager of Property Services in 2007.

Through the Queensland Parliament website, people can establish or support a petition and listen to the chamber broadcast online.

E-democracy Display



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

The purpose of the display and supporting material is to raise public awareness of e-petitions, e-broadcasts and ConsultQld, while enhancing the educational value of school and public visits to the parliamentary precinct.

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

Through the Queensland Parliament website, people can establish and support a petition online. Petitions submitted electronically are referred to as e-petitions. Queensland was the first state in Australia to introduce the world-leading e-petitions and since the process began in 2002 hundreds of thousands of Queenslanders have recorded their signatures electronically.

In the past, to see Parliament in action, Queenslanders had to attend parliamentary sittings in the Legislative Assembly Chamber. Since 2003, live audio broadcasts of parliamentary proceedings have been available to the community through the Queensland Parliament website. To improve access to parliamentary deliberations, an important aspect of this state's democratic processes, the Parliament began the live video broadcasting of parliamentary proceedings in June 2007. Parliament's online video and audio broadcast facility was an immediate hit with Queenslanders, with about 4,700 connections in the first three days.

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 two principal strategic plans were prepared:

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

- **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.

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.

Resource Management

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

Records Management

The Parliamentary Service continues to implement a new records management policy and associated procedures. The new policy and procedures (which were originally approved for introduction in October 2007) are similar to those being adopted in the wider public sector.

While the *Public Records Act 2002 (Qld)* does not apply to the Legislative Assembly or Parliamentary Service, the Service is committed to following the principles contained in the legislation and also various public sector information standards, policies and guidelines concerning records management.

During 2007-08, the Service continued to implement a new Business Classification Scheme and Retention and Disposal Schedule for corporate records.

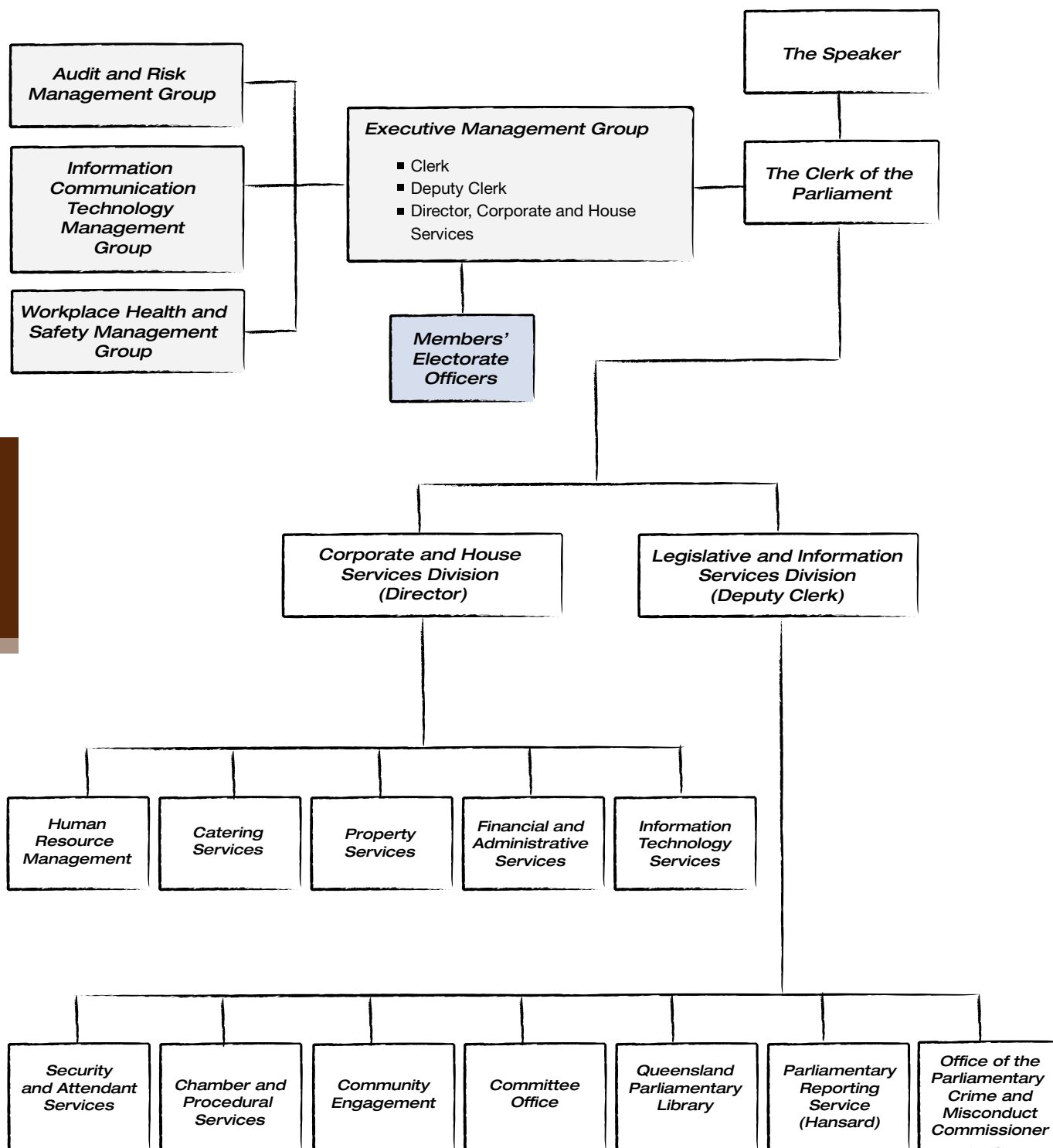
Management Standards

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 of Conduct guides staff when dealing with situations that may arise during the course of their duties, particularly those situations that may have an ethical dimension. The code is important given that the 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

Parliamentary Service Organisational 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:

- 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 2007-08, the EMG:

- coordinated the review of Information Technology Services before implementing all key recommendations including changes to the structure of Information Technology Services and also new information and communication technology planning strategies;
- considered and approved the internal audit program for the Service;
- coordinated a review of financial and non-financial delegations within the Service;
- developed and supported a number of reviews of internal policies;
- coordinated the development of all management plans and the Parliamentary Service budget; and
- oversaw the development and implementation of the Parliamentary Healthsmart Program.

Audit and Risk Management Group (ARMG)

The role of the ARMG is to support the EMG 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 First Clerk Assistant (Procedure), the Parliamentary Librarian, and the Manager of Financial and Administrative Services (Secretary).

During 2007-08, the ARMG:

- reviewed the Parliament's 2006-07 financial statements and QAO Audit Report;
- developed an Internal Audit Work Plan for 2007-08;
- considered internal audit reports regarding the effectiveness of administrative frameworks governing Parliamentary Service Intranet Policy publication and sub-output performance measurement and reporting; and
- monitored the development of new business continuity planning arrangements within the Service.

Information Communication Technology Management Group (ICTMG)

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

- undertake ICT strategic planning, ensuring that such plans fit the current and ongoing needs of the Service;
- evaluate proposed ICT initiatives;
- manage staff and management understanding of and participation in ICT decision making; and
- ensure ICT within the Service conforms with all applicable external regulations and complies with all internal policies and practices.

The members of the ICTMG are: the Clerk (Chair), the Deputy Clerk, the Director of Corporate and House Services, the Manager of Information Technology Services (Secretary) and two managers from each division.

During 2007-08, the ICTMG met on three occasions and:

- considered the ICT Resources Strategic Plan for 2007/2011;
- considered the future of the Service's ICT networks, including possible implementation of thin client solutions and a more advanced remote access pilot;
- monitored major projects utilising ICT, such as the records management database, the tabled papers database and the replacement of the security camera control system; and
- considered privacy standards.

Workplace, Health and Safety Management Group (WH&SMG)

The role of the WH&SMG is to support the Executive Management Group 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 above-mentioned act. Group membership includes a number of management and employee representatives.

Management representatives (appointed every two years) are:

- Director, Corporate and House Services;
- Manager, Human Resource Management;
- Manager, Catering Services;
- Manager, Property Services (or delegate);
- WH&S Coordinator, Property Services; and
- Sergeant-at-Arms and Manager, Security and Attendant Services.

Employee representatives during 2007-08 were:

- Ms Angilee Jones (Security and Attendant Services);
- Ms Kerry Hackett (Aspley Electorate Office);
- Mr Paul Truscott (Maryborough Electorate Office);
- Ms Tania Jackman (Parliamentary Reporting Service);
- Ms Roslin Bailey (Parliamentary Library); and
- Mr Michael Watkin (Security and Attendant Services).

During 2007-08, the WH&SMG:-

- continued to review the Continuous Improvement Action Plan which was developed following the WH&S audit of the parliamentary precinct in 2006;
- monitored training programs for staff in all areas of workplace health and safety;
- assisted in the implementation of the Parliamentary Healthsmart Program; and
- monitored all reported hazards and incidents and workplace improvements that were implemented as a result.

'This tabled papers database and website is another example of how the Queensland Parliament is leading the way in taking the Parliament to the people.' *The Speaker of the Legislative Assembly, Hon. Mike Reynolds AM MP, 'Access to Parliament improved with new website' Media Statement, 14 February 2008*

Tabled Papers



Until recently, papers tabled in the Legislative Assembly were recorded in registers. The registers from 1990 onwards have been available in PDF format and could be searched through the Parliament's website. Any requests for papers were supplied in hard copy.

In 2007 the Parliamentary Service developed a single repository database, accessible through the Parliament's website. The site allows clients to search the database and, where possible, download and print PDF copies of tabled papers.

A project is underway to add papers tabled since 1997 to the database. Eventually papers will also be accessible through hyperlinks in the Record of Proceedings.

The database can be searched at www.parliament.qld.gov.au/tabledPapers.

Youth Parliaments provide students with a parliamentary experience based on the procedures and processes of the Queensland Parliament.

Youth Parliament



A Youth Parliament for senior secondary school students was conducted by the Community Engagement Unit of the Queensland Parliament in Ingham on Tuesday, 22 April 2008.

Hosted by Abergowrie College, over 90 secondary school students from Abergowrie College, Ingham State High School and Gilroy Santa Maria College participated in the Youth Parliament.

The aim of the Youth Parliament was to provide students with a parliamentary experience based on the processes and procedures of the Queensland Parliament. The opening of the day's proceedings included 'a welcome to country' by the traditional custodians of the Ingham area.

Students debated a specially drafted bill titled 'Youth Education Bill 2008' which would provide for compulsory community service, driver education, and health and physical education in the senior secondary school curriculum in Queensland. Additionally, students participated in an Adjournment Debate where they were allowed to speak, for one minute only, on any youth issues falling within the jurisdiction of the Queensland Parliament.

The Youth Parliament activity was presided over by the Speaker of the Legislative Assembly, Hon. Mike Reynolds AM MP, and the Member for Hinchinbrook, Mr Andrew Cripps.

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 and the number of disclosures substantially verified over the report period, even if received or referred before the period. 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 website at www.parliament.qld.gov.au/Committees. In accordance with section 30 of the *Whistleblowers Protection Act 1994* there were no public interest disclosures received and no disclosures substantially verified by the Parliamentary Service in 2007-08.

Legal Framework

The Parliamentary Service was created by the *Parliamentary Service Act 1988*. No acts are administered by the Parliamentary Service. The *Parliament of Queensland Act 2001* came into effect on 6 June 2002 and consolidated laws relating to the Legislative Assembly, its powers, procedures, members and committees. The act was developed as a companion to the *Constitution of Queensland 2001*.

Privacy

The Queensland Parliamentary Service privacy policy adopts, where appropriate, the spirit of: the Queensland Government's Information Standard 42 – Information Privacy and Guidelines (IS 42); the *Privacy Act 1988* (Cth); and international privacy principles. In 2006-07 the Parliament's Privacy Statement was updated to reflect the range of measures implemented to ensure the privacy of personal information collected by the Queensland Parliamentary Service and, in particular, information collected electronically. Further information about the privacy policy can be obtained by emailing privacy@parliament.qld.gov.au or by phoning (07) 3406 7671.

Overseas Travel

Name of officer and position	Destination	Reason for travel	Agency cost	Contributions
Mr Mike Coburn, Manager, ITS	Wellington, New Zealand 25 – 29 September 2007	Australia & New Zealand IT Managers Forum	\$2,169	Nil
Ms Julie Copley, Research Director, Scrutiny of Legislation Committee	Wellington, New Zealand 29 July – 3 August 2007	Scrutiny of Legislation Conference, Democracy in Legislation - The Role of Scrutiny Committees	\$3,039	Nil
Ms Alison De Jersey, Principal Research Officer, Scrutiny of Legislation Committee	Wellington, New Zealand 29 July – 3 August 2007	Scrutiny of Legislation Conference, Democracy in Legislation - The Role of Scrutiny Committees	\$3,358	Nil
Mr Neil Laurie, Clerk of the Parliament	Rarotonga, Cook Islands 30 June – 17 July 2007	Presiding Officers and Clerks Conference	\$6,364	Nil
Mr Neil Laurie, Clerk of the Parliament	People's Republic of China 1 – 23 December 2007	Official Visit	\$14,717	Nil
Ms Roylene Mills, Education Officer, Community Engagement Unit	Wellington, New Zealand 23 – 28 October 2007	Australasian Parliamentary Educators Conference	\$2,252	Nil
Ms Roylene Mills, Education Officer, Community Engagement Unit	People's Republic of China 4 – 23 December 2007	Official Visit	\$14,720	Nil

Consultants

Consultants contribute expertise as required by the Parliamentary Service. Consultants engaged in 2007-08:
Category - Management, \$33,000 (excluding GST)

Voluntary Early Retirement

There were no voluntary early retirements taken in 2007-08.

Our Goals

The Parliamentary Service Management Plan outlines the goals of, and strategic issues facing, the Parliamentary Service. This year a new goal has been included: 'To support the Parliament to engage with all Queenslanders'.



Queensland Parliamentary Service corporate values provide the foundation for the organisation's Code of Conduct which 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;
- exercise discretion and respect confidentiality.

Improvement through innovation and

Goal 1 - Parliamentary Support

To assist the Parliament, its Committees and Members to fulfil their parliamentary responsibilities. **Page 19**

Goal 2 - Business Needs Support

To support the business needs of the Parliament, Committees, Members, the Parliamentary Service and other clients. **Page 25**

Goal 3 - Engage with Queenslanders

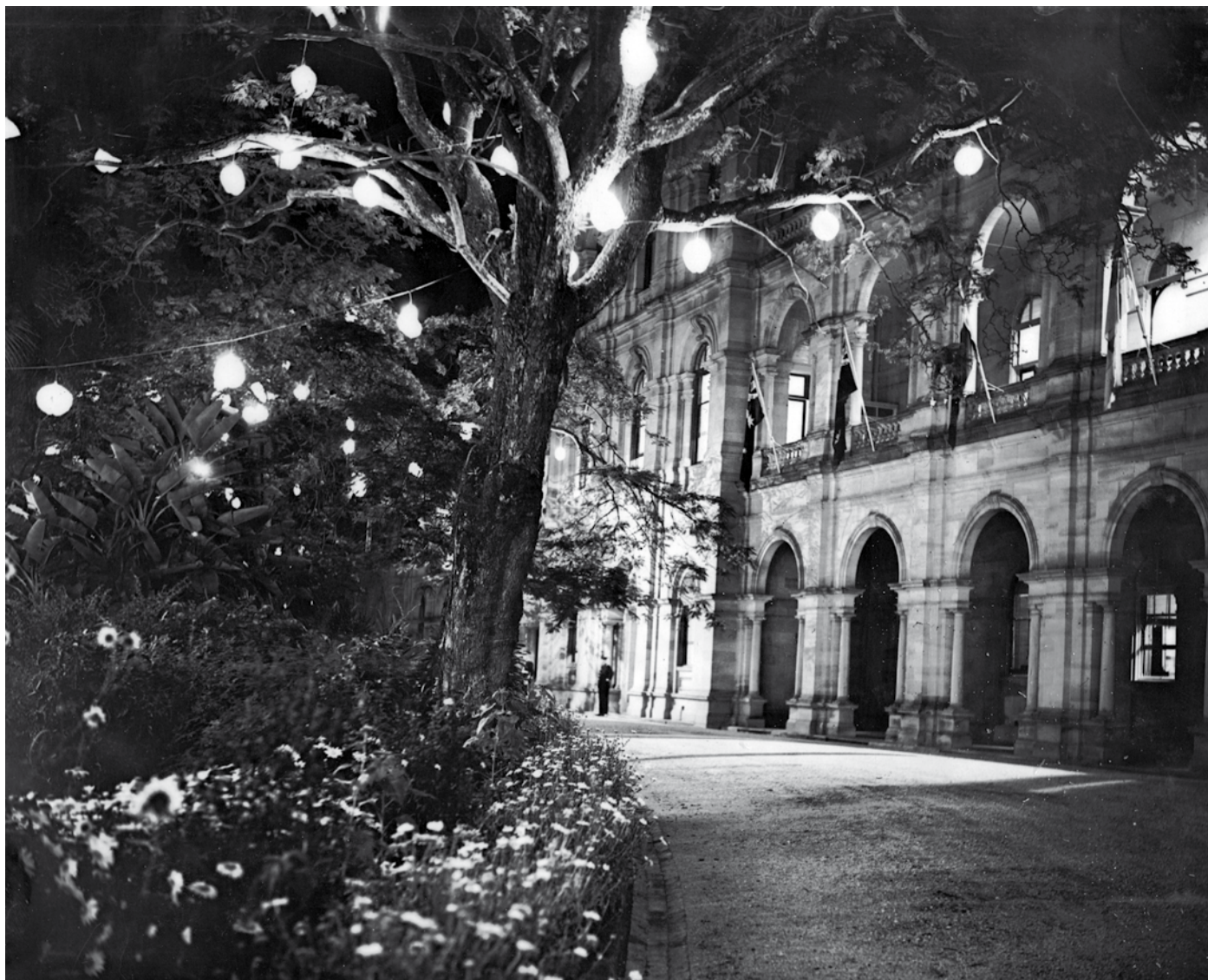
To support the Parliament to engage with all Queenslanders. **Page 29**

Goal 4 - Community Role

To play a positive role in the community. **Page 35**

Goal 5 - Progression of Parliamentary Service

To develop and maintain a professional and progressive Parliamentary Service. **Page 41**



For the first time in the Parliament's history, interpreters were situated in the Parliament's Public Gallery to provide a sign language version of Question Time.

Signing at Question Time



Left to Right: Brett Casey; Speaker Mike Reynolds; Matt Ickiewicz; Carolyn Male MP; and David Gibson MP.
Photo: © Drew Fitzgibbon 2007

The Queensland Parliament participated in the National Week of Deaf People on 17 October 2007, by having Question Time interpreted into Auslan sign language for visiting members of the deaf community.

Approximately 150 members of the deaf community were present to observe the historic occasion which saw proceedings of the Queensland Parliament interpreted into sign language for the first time.

In another first, Members of Parliament used Auslan to sign welcomes to the deaf community and ask questions during Question Time.

The Speaker, Hon. Mike Reynolds AM MP, and the Premier, Hon. Anna Bligh MP, each welcomed the visitors to Parliament House in sign language and the Member for Gympie, David Gibson MP and the Member for Glass House, Carolyn Male MP, used signing to ask questions of Ministers during Question Time.

The event was jointly organised by Deaf Services Queensland (DSQ), the Parliament's Community Engagement Unit and MPs David Gibson and Carolyn Male.

Following the success of the day, it is expected to become an annual event in the Parliament's calendar.

Goal 1 - Parliamentary Support

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 and Procedural Services;
- Security and Attendant Services;
- Committee Office;
- Parliamentary Library;
- Parliamentary Reporting Service (Hansard); and
- Office of the Parliamentary 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. Key performance indicators for goal 1 are set out in the Key Performance Indicators table on page 22.

Goal 1 is supported by the following service areas:

Office of the Speaker

The Office of the Speaker provides executive, administrative and protocol support to the Speaker of the Legislative Assembly in relation to his various roles, including the Speaker's leadership of the parliament and the Parliamentary Service. The Office of the Speaker is actively involved in community engagement, interparliamentary relations and the management of the parliamentary precinct.

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

GOAL 1

Office of the Clerk

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

Office of the Deputy Clerk

The Office of the Deputy Clerk provides timely and accurate support to the Deputy Clerk to discharge his responsibilities as head of the Legislative and Information Services Division. During the year the office sought to support effective communications between the Parliament and its clients, and within the Parliamentary Service and to promote continuous improvement of the delivery of services across the division.

Chamber and Procedural Services

The Chamber and Procedural Services office provides specialist procedural and administrative support to the Clerk of the Parliament and Members of the Legislative Assembly. The office is responsible for:

- maintaining accurate information on all business before the Assembly and preparing and distributing other documents for use in the Assembly;
- managing the processing of legislation through the Assembly (introduction, amendment and presentation for royal assent);
- monitoring bills, questions, motions and petitions to ensure compliance with the rules of the Assembly;
- liaising with Members, ministerial offices and public sector entities on the presentation of documents;
- providing safe custody and maintenance of and access to parliamentary records;

- conducting research and providing advice on parliamentary procedural matters;
- publishing information on the activities of the Assembly; and
- liaising with other parliamentary organisations.

Security 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 accompany on-site contractors working in non-public areas of the complex and provide video surveillance of the parliamentary complex and car parks located under the Riverside Expressway.

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, staffing 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.

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.

Standing Committees include:

- 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; and
- Travelsafe Committee.



Travelsafe Committee public hearing on automatic number plate recognition (ANPR) technology

The Parliament may also establish select committees to inquire into matters of public importance and report back to the House. During the year the Parliament resolved that five select committees be appointed. These were: the Speaker's Advisory Committee, the Health Quality and Complaints Commission Select Committee, the Review of Organ and Tissue Donation Procedures Select Committee, the Investigation into Altruistic Surrogacy Committee, and the Broadcast of Parliament Select Committee.

Since 1994, estimates committees have been established under Sessional Orders of the Legislative Assembly to provide a better means for parliamentary scrutiny of the Government's expenditure proposals for each department. During July and August 2007 seven estimates committees (titled A to G) examined and reported to the Parliament on proposed expenditures contained in the 2007-08 appropriation bills. The Legislative Assembly, by order made on 1 May 2008, established seven new estimates committees to examine proposed expenditures contained in the 2008-09 appropriation bills.

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.

Office of the Crime and Misconduct Commissioner

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

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

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

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

Parliamentary Reporting Service

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.

Transcription services for fee-for-service clients, live and via the internet, are also provided. Such clients include the Commonwealth Parliament, the Tasmanian Parliament and Queensland Government departments. The Parliamentary Reporting Service also provides transcription and editorial services for other parliamentary sub-outputs.

The Parliamentary Reporting Service also supports the Parliament to engage with all Queenslanders through the provision of an audiovisual monitoring and captioning service for the internet broadcast of proceedings in parliament, parliamentary committees and parliamentary special events.

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

Parliamentary Library

The Parliamentary Library provides research and information services, media monitoring and comprehensive in-house research databases available through a secure internet access. The Library provides services for all Members of the Queensland Parliament and also for staff of the Parliamentary Service.

Research and information services are available to all Members of Parliament and their electorate office staff, as well as Ministers and their immediate staff. Information professionals and experienced research staff are available to answer individual requests for information and more in-depth research inquiries. In addition, Research Briefs, mostly on bills before the House, are prepared for Members to use in parliamentary debates and for related parliamentary purposes.

The Library made very good progress this year with a preservation project, including a condition survey, of the 12,000 volumes of the O'Donovan heritage collection. The project is expected to be completed by the end of the 2008-09 financial year.



Emeritus Professor Kenneth Dutton launches his book about Colonel Charles Gray, the first Parliamentary Librarian in 1860.

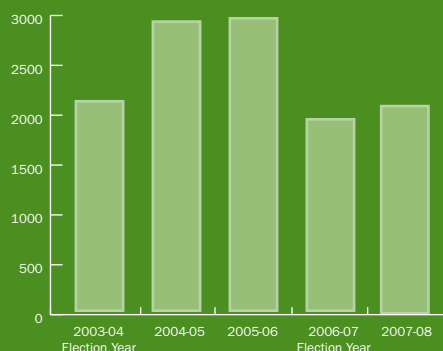
Key Performance Indicators

Measures	Notes	2007-08 Target	2007-08 Performance	2008-09 Target
Committee reports/issues papers published		60	62	60
Committee hearings conducted		20	27	20
Committee meetings held		160	162	160
Library information requests (access to research databases)		185,000	260,000	240,000
Library information requests (individual client requests)	1	16,000	11,000	10,000
Library research reports produced		720	617	700
Library analytical research briefs		45	33	32
Tabled papers and reports registered/archived		2,600	2,078	2,200
Members' satisfaction (satisfied/very satisfied)	2	95%	n/a	95%
Two to three hour turnaround for Members' draft speeches		100%	100%	100%
Two hour turnaround for Hansard internet publication		100%	100%	100%
Library legal research briefs circulated prior to scheduled debate		100%	100%	100%
Attendants - Number of school tours		1092	759	1092

Notes:

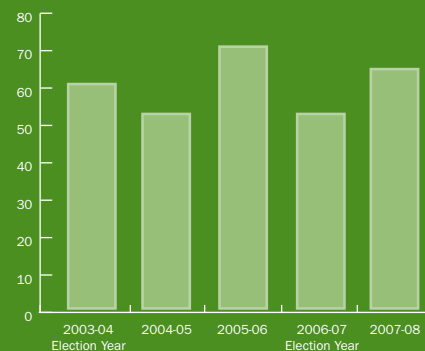
1. Performance for 2007-08 and estimate for future years has decreased due to the introduction of automated subscription services and a reprioritisation of services.
2. A Members' Satisfaction Survey was not conducted in 2007-08. The survey instrument is currently being reviewed and it is expected that a survey will be conducted in 2008-09.

Tabled Papers



The Chamber and Procedural Services 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 law or activity under review.

Major Initiatives

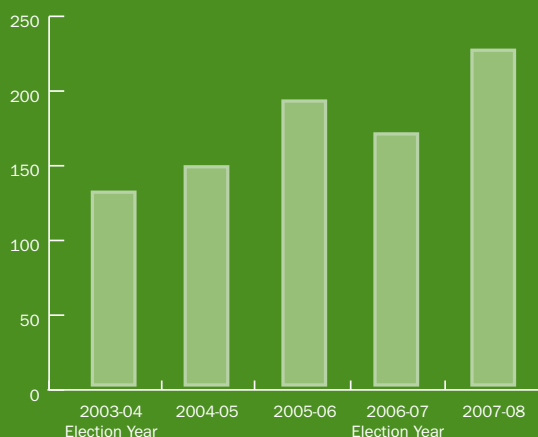
Key Projects	Overview	Status
Regional sitting of Parliament	Participate in planning for the far-north Queensland sitting of the 52nd Parliament to be held in Cairns from 28-30 October 2008 at the Cairns Convention Centre.	↻
Tabled papers database	Implement the electronic tabled papers database. Scan and link documents dating back to 1997.	✓ ↻
One Record Project	Formal implementation of the Record of Proceedings has been completed following a resolution of the House on 12 February 2008. All information previously recorded in the Votes and Proceedings and Hansard is now incorporated in one document called the Record of Proceedings. This initiative was completed using existing resources.	✓
Support the Parliament's Select Committees to fulfil their responsibilities and report by target date	The Investigation into Altruistic Surrogacy Select Committee, the Broadcast of Parliament Select Committee and the Review of Organ and Tissue Donation Procedures Select Committee have produced issues papers, have held public hearings and are scheduled to table their reports to Parliament. The Health Quality and Complaints Select Committee reported to Parliament on 15 November 2007. The Broadcast of Parliament Select Committee was appointed on 14 February 2008 and tabled its report on 30 May 2008. The Investigation into Altruistic Surrogacy and the Review of Organ and Tissue Donation Procedures Select Committees commenced on 26 February and 29 April 2008 respectively and will report in the next financial year	↻
Conduct an independently facilitated focus group with MPs regarding all services offered by the Queensland Parliamentary Library	Seven Members were chosen as a representative cross-section of first-term Members vs experienced Members, cross-party representation, high users and low users of library services, regional vs urban Members. A standard set of questions was developed with the intention of finding out Members' knowledge of services, their priority in services and suggestions for improvements.	✓

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

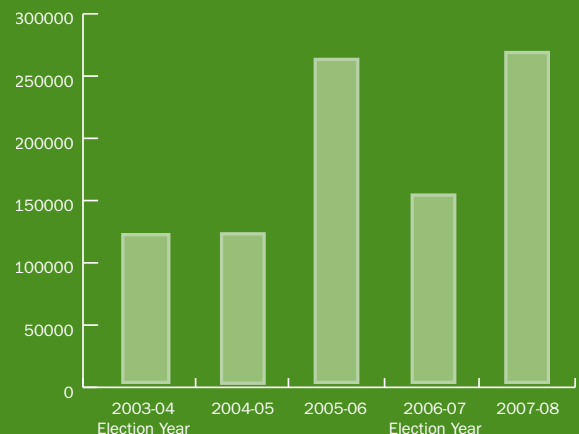
26,794

Queenslanders have accessed the tabled papers database online in the five months since the launch in February 2008.

Total number of petitions received



Total number of petitioners



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 website at www.parliament.qld.gov.au.

Security Digital Control Room - CCTV Upgrade

Security Digital Control Room



This year an upgrade of the surveillance equipment used by Security was successfully completed with the installation of a CCTV digital system.

All cameras in the precinct now digitally record simultaneously with the ability to rewind and playback any captured content, 24 hours a day.

This new system will assist in identifying security and safety incidents within the parliamentary complex.

Goal 2 - Business Needs Support

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; and
- 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. Key performance indicators for goal 2 are set out in the Key Performance Indicators table on page 27.

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. The office is 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 website. Members' contact details and corporate service records are also maintained and updated. The office also plays a key role in coordinating services to external clients through the Shared Service Initiative.

GOAL 2

To support the business needs of the Parliament, its Committees, Members and other clients.

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.

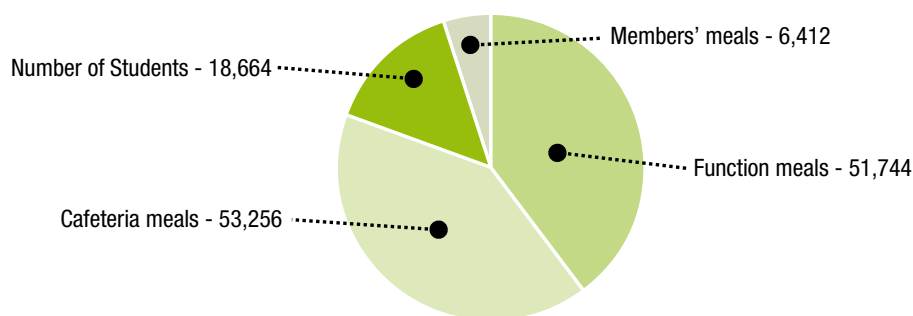
Property Services has also committed itself to the reduction of energy consumption for the precinct, whilst taking into account environmental issues. To enhance its performance in these areas, it has signed a cooperative agreement with the Commonwealth Government and has become a member of the Greenhouse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

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.

Number of meals served



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.

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 (IT) 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.

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 and occupational health and safety.

As part of the Aligning Services and Priorities Shared Service 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 and the Queensland Audit Office.

Major Initiatives

Key Projects	Overview	Status
Electorate Office Security Review	During 2007-08, a comprehensive review of security standards in all 94 electorate offices across the state was undertaken. The review was coordinated by the Parliamentary Service through an Electorate Office Security Working Group. Membership of the working group included Parliamentary Service management, electorate office staff and their industrial representatives and relevant Government agencies. The Queensland Police Service made a key contribution through the conduct of individual office security audits. The Electorate Office Security Working Group presented its findings and recommendations to the Speaker in April 2008.	✓
Refurbishment of kitchen facilities in the Parliamentary Annexe	Kitchen facilities on levels 4 and 5 of the Annexe provide hospitality to approximately 50,000 function patrons each year. The kitchen refurbishment project, jointly managed by Property Services and Catering Services, was completed in 2007-08. The refurbished kitchens will provide for expected increased demand over the coming years and also provide contemporary best practice in workplace health, safety and hygiene. The project was delivered within budget (\$3.36M).	✓
Provision of advanced coping/printing devices to Electorate Offices	There are 94 electorate offices across the state providing important constituent support services. During 2007-08 all offices were provided with new multi-function copying/printing and facsimile devices. The roll-out of this equipment was jointly managed by Financial and Administrative Services and Information Technology Services. The project was delivered within budget (\$1.1M)	✓
The implementation of the Employee Self Serve (ESS) module of the Aurion HR Information Management System	Human Resource Management provides payroll services to Members of Parliament, the Parliamentary Service and a number of other agencies independent from Government through a shared services arrangement. During 2007-08, Human Resource Management introduced new arrangements for the online processing of leave requests, designed to eliminate the use of paper processing. Employee Self Service (ESS) allows employees to manage a variety of tasks themselves via the internet including applying for leave, viewing pay details, establishing and amending payroll deductions and amending personal details records. The project was delivered within existing resources.	✓

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

Key Performance Indicators

Measures	Notes	2007-08 Target	2007-08 Performance	2008-09 Target
Property Services - Percentage of maintenance requests completed within 1 hour (Maintenance requests usually number in excess of 200 per year)		100%	90%	100%
Information Technology Services - Percentage of service desk calls completed within 2 hours (Service desk calls usually number in the vicinity of 4,000 per year)		70%	78%	70%
Information Technology Services - Network availability - % of time during the year (Network Services are available 24 hours a day, 7 days a week)		98.5%	99.3%	98.5%
Human Resource Management - Accuracy of payroll production (Payroll transactions exceed 16,000 per year)		99%	99%	99%
Financial and Administrative Services - Accounts (for Members/staff) paid within 3 days (Accounts Payable process over 1,600 accounts paid each year)		90%	76%	90%
Financial and Administrative Services - Travel booking itinerary issued within 24 hours (Travel Office processes over 1,100 travel bookings per year)		90%	95%	90%
Catering Services - Number of functions delivered / function guests served		910 / 45,000	855 / 44,108	910 / 45,000

The Queensland Parliament has become the first Australian parliament to appoint an Indigenous Liaison Officer.

Indigenous Liaison Officer



The Queensland Parliament has become the first Australian parliament to appoint an Indigenous Liaison Officer. Mr Brett Nutley commenced employment with the Queensland Parliament on 2 January 2008 in the newly created position of Indigenous Liaison Officer. He is responsible for improving engagement between Queensland's Aboriginal and Torres Strait Islander peoples and the Queensland Parliament.

Mr Nutley is a Mununjali Yugambah man (Beaudesert, Queensland) on his mother's (Auntie Carol Currie) side. He said, 'I feel honoured to be chosen as the first Parliamentary Indigenous Liaison Officer in Queensland and Australia and I am looking forward to liaising with the Indigenous communities across the state with a strong emphasis on regional areas.'

The Indigenous Liaison Officer position was created at the direction of the Speaker, Hon. Mike Reynolds AM MP, fulfilling his commitment to increase the Parliament's role of engaging with the community. Mr Reynolds said that on becoming Speaker in 2006, his vision was for the Parliament to improve its engagement with all Queenslanders, particularly young people, regional and Indigenous Queenslanders. 'I have already taken several steps towards increasing engagement between the Parliament and Queenslanders, including the establishment of a new Community Engagement Unit in July 2007. The creation of an Indigenous Liaison Officer position is an important part of that continued vision and an important one on our path towards reconciliation. Brett's appointment is aimed at giving Indigenous Queenslanders a greater sense of connection to their Parliament.'

Goal 3 - Engage with Queenslanders

In July 2007, the Queensland Parliamentary Service established a new sub-output, the Community Engagement Unit. This unit has responsibility for achieving goal 3.

The Community Engagement Unit performs the following objectives:

- to support the Parliament and its Members to engage with the community, particularly target groups such as Aboriginal and Torres Strait Islander peoples, young and regional Queenslanders;
- to educate the community about the role and functions of Parliament, its committees and Members; and
- to support effective communication within the Parliamentary Service.

To achieve these goals, the Community Engagement Unit is responsible for outreach programs for regional Queenslanders, as well as young people and Aboriginal and Torres Strait Islander peoples, and for the management of community engagement projects, historical displays and related activities.

The Community Engagement Unit is comprised of the following service areas:

Education

The Parliamentary Education Unit is responsible for seminars, workshops, conferences and Youth Parliaments (both community service and fee-paying); educational and information resources; and the Parliamentary Internship Program.



Youth Parliaments are an important part of the Community Engagement education program

GOAL 3

To support the Parliament to engage with all Queenslanders.

Media and communications

The Senior Communications Officer has responsibility for media and communications for the Queensland Parliament, including promoting parliamentary activities; for media releases and associated services; and for developing communications strategies for Service-wide projects.

Multimedia and publications

The Multimedia and Publications Unit is dedicated to developing and maintaining multimedia and publications, including developing and maintaining the Parliament's website; and providing multimedia design and publication services for the Parliamentary Service and parliamentary committees.

Protocol and Indigenous liaison

The Indigenous Liaison Officer is responsible for improving engagement between Queensland's Aboriginal and Torres Strait Islander peoples and the Queensland Parliament. The Protocol Officer's responsibilities include coordination of official visits to the Parliament; advice on protocol matters; and providing secretariat support for parliamentary friendship groups.

Historical research

The Historical Research Officer has responsibility for maintaining and developing resources relating to the history of the Parliament, its committees and Members.

2007 CALENDAR OF EVENTS

JULY

5 July - The Queensland Parliament officially received a new didgeridoo commissioned by Speaker Mike Reynolds in May for the Parliament's celebrations of the 40th anniversary of the 1967 Referendum.



8-15 July - NAIDOC 2007. The Queensland Parliament participated in the 50th anniversary of NAIDOC Week, which was celebrated between 8 and 15 July 2007. During celebrations held in Brisbane, Community Engagement staff highlighted the Parliament's activities for the 40th anniversary of the 1967 Referendum and Reconciliation Week 2007, displayed the Parliament's Wind Yarn didgeridoo and distributed promotional resources.

17-19 July - Croc Festival 2007. Croc Festival is a performing arts and education festival for primary and high school students in regional and remote Australia. In 2007, the Queensland Croc Festival was held on Thursday Island between 17 and 19 July. A total of 1,120 students from 30 schools attended this event. During this festival, the Queensland Parliament's Community Engagement officers provided Everyone's Parliament workshops to Indigenous and non-Indigenous students ranging from Year 3 to Year 12.

AUGUST



21 August - Links between the Queensland Parliament and the People's Republic of China were strengthened when Speaker Mike Reynolds received a significant donation of books, CDs and DVDs from the Chinese Consul General in Brisbane.



The Power of One is not just a Courtney novel. It is actually a very real phenomenon. One person, and their vote, can make a difference to society. Often people believe that their voice is so small, so what power does it have? Well, many voices? Well, they can make a world of difference in important decisions. For in

SEPTEMBER



21 September - In an Australian first, a proclamation for peace was read by the Speaker during a function at Parliament House to mark the United Nations International Day of Peace.



24-26 September - In 2007, a Youth Peace Parliament was held in the Legislative Assembly Chamber from 24-26 September. Eighty-nine Youth Members participated in Question Time, debates and motions relating to the theme of peace. The event was organised by the International Day of Peace Association and supported by the Department of Communities and the Queensland Parliament.

OCTOBER

17 October - History was made in the Queensland Parliament on this day when Question Time was interpreted in sign language to visiting members of the deaf community. For the first time in the Parliament's history, interpreters were situated in the Parliament's Public Gallery to provide a sign language version of Question Time. Approximately 150 deaf persons filled the Parliament's Public Gallery to capacity to be part of this historic occasion, marking the National Week of Deaf People.

29 October - Speaker Mike Reynolds MP officially launched the Parliament's new range of wines at a function on 29 October. The newly-launched wine collection includes eight wines within three ranges each linked to the history of the Parliament - the Premier's range (for functions), the Speaker's range (reserve wines) and the President's range (port).



NOVEMBER

15 November - The didgeridoo, known as the 'Wind Yarn' was launched as a new Queensland Parliament symbol. It is used on ceremonial occasions and is displayed in a special cabinet alongside the Parliamentary Mace.

2008 CALENDAR OF EVENTS

JANUARY

2 January - The Queensland Parliament becomes the first Australian parliament to appoint an Indigenous Liaison Officer, Mr Brett Nutley. Mr Nutley is responsible for improving engagement between Queensland's Aboriginal and Torres Strait Islander peoples and the Queensland Parliament.

FEBRUARY

13 February - The Queensland Parliament marked the Prime Minister's apology to the Stolen Generations with a breakfast for over 150 Indigenous and non-Indigenous Queenslanders. The event paid tribute to the Stolen Generations of Aboriginal and Torres Strait Islander children and their families.



14 February - The Queensland Parliament launched a website which provides unprecedented public access to the work of its Members. The website provides an electronic database which allows Queenslanders to search all papers that have been tabled in the Queensland Parliament.

MARCH



11 March - A virtual tour of the Queensland Parliament was launched on the internet on this day enabling even greater access for Queenslanders to their State Parliament.



31 March - Queensland Parliament supports Earth Hour. The Parliament's external lights were turned off at 8pm and all non-essential internal lighting was also switched off.



APRIL

22 April - A Youth Parliament for senior secondary school students was conducted in Ingham by the Community Engagement Unit of the Queensland Parliament.



The Power of One is not just a best-selling Bryce Courtney novel. The 'power of one' is actually a very real phenomenon where one person, and their vote, can make a real difference to society. Often people believe that they are only one voice, so what power do they have among many voices? Well, one voice can often make a world of difference and sway important decisions. For instance, one vote

JUNE



2 June - A collection of portraits by well-known cartoonist Larry Pickering was launched at the Queensland Parliament.



3 June - The Queensland Parliament marked Reconciliation Week 2008 with a screening of the documentary film, 'The Apology'. The event, hosted by Speaker Mike Reynolds, was attended by local Elders, Indigenous community members and members of the Stolen Generations.





Youngster Ezra Mam and his grandmother Pamela Mam. Ezra's great-grandmother and great-great-grandmother were taken from their Cooktown home to Palm Island. **Photo:** Georgina Robinson, *Brisbane Times*

In February 2008 the Queensland Parliament marked the Prime Minister's apology to the Stolen Generations.

On 13 February 2008, the Queensland Parliament marked the Prime Minister's apology to the Stolen Generations with a breakfast for over 150 Indigenous and non-Indigenous Queenslanders. The bipartisan event paid tribute to the Stolen Generations of Aboriginal and Torres Strait Islander children and their families.

Guests watched the Federal Government's motion on big screens and enjoyed speeches and performances by Aboriginal and Torres Strait Islander Elders and youth.

Respected Brisbane Elder Uncle Hughie Kirk presented the Welcome to Country and entertained guests with his rendition of the national anthem using a gum leaf.

The emotional event was welcomed by those in attendance, including members and descendants of the Stolen Generations.

Hosted by the Speaker of the Legislative Assembly, Hon. Mike Reynolds AM MP, the function was also addressed by the Premier, Hon. Anna Bligh MP and the Deputy Leader of the Opposition, Miss Fiona Simpson MP. Torres Strait Islander dancers, led by Uncle Stephen Mam, closed the event by thanking the Prime Minister, the Premier, the Deputy Leader of the Opposition and the Speaker.

Major Initiatives

Key Projects	Overview	Status
Review and enhance the internship program, in particular the level of participation of regional universities	Several regional universities were contacted to participate in the program. James Cook University accepted the invitation to participate, beginning in Semester 2, 2008. Negotiations are continuing with other regional universities.	↻
Review the current range of parliamentary publications and develop a suite of fact sheets to complement the information available on the internet site	A new range of publications was developed and the content of all fact sheets was reviewed. Additional fact sheet topics were identified and are being written. The revised material is available in hard copy and online. This initiative was completed using existing resources.	✓
Lead the promotion and planning of the Parliamentary Service's involvement in a regional parliament due to be held in 2008	Following the announcement that a regional parliament would be held in Cairns between 28 and 30 October 2008, a substantial program of community engagement events has been approved and is being developed for implementation.	↻
Continue development of the Queensland Parliament's partnership with the Queensland wine industry through the development of a range of locally produced wines under a parliamentary label	The Queensland Parliament's new range of wines was launched in October 2007. It includes eight Queensland wines (three red, three white, one sparkling and one port) named after historically significant former Queensland Parliamentarians (Speakers, Premiers and Presidents). Cartoonist Larry Pickering donated to the Parliament the original cartoons he created for the wine range and they now hang in the Lucinda Bar.	↻
Develop procedures and protocols for licences for filming and other related activities	Policies were developed for processing applications to film or conduct fireworks in the parliamentary precinct.	✓

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

Key Performance Indicators

Measures	Notes	2007-08 Target	2007-08 Performance	2008-09 Target
Number of Community Engagement activities		n/a	n/a	10
Number of education activities		100	115	100
Number of internships undertaken		15	17	15
Number of clients attending parliamentary education activities (e.g. seminars, workshops, conferences)		3,200	3,961	3,200
Parliamentary education publications distributed to internal and external clients including school and public tour groups		35,000	38,361	35,000
Number of clients attending parliamentary education activities (e.g. seminars, workshops, conferences)		3,200	3,961	3,200
Visits to the Parliament's website (total visits)		6 million	11,295,307	6 million
External clients' evaluation of services (satisfied / very satisfied)		> 90%	> 90%	> 90%

The Queensland Parliament's High Teas are set in the beautiful and historic Strangers' Dining Room and have become renowned for their quality.

High Tea



On the first Friday of each month, the Queensland Parliament offers High Tea in the beautiful Strangers' Dining Room serving delicacies like petit sandwiches. This is followed by a special guided tour of Parliament House which includes a visit to the heritage O'Donovan Library.

In May 2008, Parliament introduced themed High Tea events which celebrate special occasions. The special High Teas also include a classical string duo playing and a glass of sparkling wine offered to each guest. The first event celebrated was Mothers Day.

For further information visit www.parliament.qld.gov.au/hightea. To make a booking phone 3406 7381 or email catering@parliament.qld.gov.au.

Goal 4 - Community Role

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 traineeship programs. The ongoing stonework restoration of Parliament House and environmental initiatives also support the achievement of this goal.

Work experience, apprenticeship and traineeship programs

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

Work Experience

During 2007-08, the Service provided work experience opportunities to six individuals. The six students undertook work experience in various sub-outputs of the Service, including the Office of the Clerk, Office of the Deputy Clerk, Parliamentary Library, Community Engagement, Human Resource Management, Financial and Administrative Services, Hansard, Chamber and Procedural Services and Committees.

In addition, one adult migrant from India undertook extended work experience for a period of six weeks in the Human Resource Management and Financial and Administrative Services sub-outputs.

Apprenticeships

Catering Services had two apprentice chefs, who completed their service with the Parliamentary Service during the year. Two replacement apprentices were recruited during the year.

To play a positive role in the community.

GOAL 4

Traineeships

In January 2008, the Service employed a school based trainee from Somerville House who is undertaking a Certificate III in Hospitality (Operations) via flexible learning options through the registered training organisation Club Training Australia.

Under the Traineeship training program, theoretical study is undertaken at school with the assistance of the registered training organisation and then applied practically by trainees in the workplace. A vocational education coordinator from the trainee's school and a supervisor from the registered training organisation regularly visit the trainee in the workplace to assess their practical skills to ensure that adequate training and direction is being provided by the employer.

Community Involvement

The Parliamentary Service engages with the community through a variety of activities and initiatives. Significant events during the year included:

- the marking of Reconciliation Week 2008 with a screening of Reconciliation Australia's documentary film 'The Apology' at Parliament House;
- Abergowrie Youth Parliament held in Ingham for senior secondary school students. Youth Parliaments provide students with a parliamentary experience based on the processes and procedures of the Queensland Parliament;
- the marking of the Prime Minister's apology to the Stolen Generations with a breakfast for over 150 Indigenous and non-Indigenous Queenslanders;
- the appointment of Mr Brett Nutley to the newly created position of Indigenous Liaison Officer within the Parliamentary Service. The Indigenous Liaison Officer is responsible for improving engagement between Queensland's Aboriginal and Torres Strait Islander peoples and the Queensland Parliament;
- the celebration of National Deaf Week with Question Time interpreted in sign language to visiting members of the deaf community;

- a Youth Celebration of the International Day of Peace with 150 school children from across Queensland participating in the event, which included the planting of 'Pinwheels for Peace' on the Speaker's Green;
- Everyone's Parliament workshops carried out at a Croc Festival in the Torres Strait for Indigenous and non-Indigenous students; and
- participation in NAIDOC Week events, with a Queensland Parliament stall providing information on the Parliament's activities for the 40th anniversary of the 1967 Referendum and Reconciliation Week 2007, displaying the Parliament's Wind Yarn didgeridoo and distributing promotional resources.

In addition to these special activities, the community is welcome to tour Parliament House daily. Last year, more than 28,887 people, including 20,505 school children, undertook this opportunity. Members of the public can also attend High Teas in the beautiful Strangers' Dining Room at Parliament House on the first Friday of each month. Following High Tea, guests also receive a special guided tour of the Parliament's heritage O'Donovan Library. Last year the Parliamentary Service held 12 High Teas with 749 guests attending.

During 2007-08 more than 3,900 people attended education activities conducted by the Parliamentary Education Unit and in excess of 38,000 education publications were distributed to clients and tour groups.

A number of Youth Parliaments and conventions were held during the year. These included the 2007 YMCA Youth Parliament for young Queenslanders representing state electorates throughout Queensland; two Youth Parliaments for year 11 and 12 Legal Studies students held to celebrate Law Week; and one regional Youth Parliament for secondary school students held in north Queensland. Three school constitutional conventions for Aboriginal and Torres Strait Islander students were conducted in partnership with Education Queensland.

The year 2007-08 saw the continuation of the highly successful Youth Parliament program at Parliament House. The YMCA Youth Parliament, which involves civics education and a youth engagement forum, brings together a Youth Member from each of the 89 electorates in the Queensland Parliament. Also held was the inaugural Queensland Youth Peace Parliament, held to raise awareness of the International Day of Peace and to educate students about peace and their role in democracy.

Internet

The Queensland Parliament website contains information relevant to both internal and external users. Information is organised under seven main categories: Legislative Assembly, Committees, Publications, Visitors, Education, Community Engagement and History. 'Legislative Assembly' provides information on Members, the work of the Assembly, including bills, petitions and questions on notice, and procedures. 'Committees' provides links to each committee currently in operation. Information available includes current inquiries, public hearing transcripts and reports. 'Publications' provides access to the Parliamentary Record, Research and Education publications as well as the budget and media releases. 'Visitors' enables people to take a virtual tour of the Parliament and provides information on the tours and functions available at Parliament House. 'Education' provides information not only for school students but also about public sector conferences and the Queensland Parliamentary Internship Program. 'Community Engagement' offers information about upcoming events and exhibitions and provides opportunities for people to get involved with Parliament. 'History' has links to former committees, has references to all Members since 1860 and provides information about the history of Parliament House.

Support for Charities

The Parliamentary Service and the Parliament House Social Club supported a number of community groups and charities throughout the year including the Australian Red Cross Blood Service, the Hear and Say Centre's Loud Shirt Day, the Children's Medical Research Institute's Jeans for Genes Day, the Abused Child Trust's Tatts and Tiaras event, the Cancer Council Queensland's Biggest Morning Tea and APN's Christmas hamper appeal.

Queensland Parliamentary Lions Club

The Queensland Parliamentary Lions Club was established in May 2003. The club has 27 full members and three associate members. A new staff corporate membership program was introduced by the Clerk and the Speaker to encourage staff to become involved in the Lions Club. The Parliamentary Service now sponsors 10 staff to become Lions Club members. The position of Protocol Officer was established in 2007 and an appointment was made in December 2007. Part of the Protocol Officer's responsibilities includes acting as a secretariat for the Lions Club.

Australasian Study of Parliament Group (ASPG)

The Queensland Chapter of the ASPG held its Annual General Meeting on 5 November 2007. In conjunction with the meeting, Mr Speaker, as chapter patron and longstanding ASPG member, delivered an address titled 'From little things, big things grow: an overview of the Queensland Parliament's Community Engagement Strategy'.

Much of the year was focused on preparations for the annual ASPG conference, hosted by the Queensland Chapter and held at Parliament House in Brisbane in July 2008.

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

The Parliamentary Service continues to implement the Waste Management Program, which was introduced in 1996. The Waste Management Program recycles clean paper, cardboard, cans, bottles and plastics.

Energy Management

Major upgrades to equipment and operating systems have been progressively implemented over the past 13 years. Projects have included: lighting system upgrades; changes to air conditioning control strategies; implementation of water consumption controls; hot water generating system upgrades; installation of automated glass doors to main entry doors; and the investigation of energy efficient options when procuring new equipment.

The Parliamentary Service has continued with the upgrades to reduce energy consumption while maintaining or improving conditions for the occupants of the precinct. In 2007-08 key projects were the replacement of various air conditioning units and system components.

The Parliament continues to purchase renewable energy for the parliamentary precinct and electorate offices. This power is generated from a number of renewable power sources and supplied into the power grid. The suppliers guarantee the Parliamentary Service that their input of power from renewable sources equals the power drawn from the grid in the 95 locations throughout the state. This commitment is further reflected through Parliament's participation as a member of the Australian Greenhouse Challenge.

Maintenance programs identify faulty equipment and faults are rectified in a timely manner to ensure energy losses are kept to a minimum. The Parliamentary Service benchmarks with other organisations to keep abreast of new energy conserving products on the market and to assess how the Parliamentary Service can employ them in an effective and efficient manner.



Water Management

Effective planning by the Parliamentary Service has seen significant savings in water use over a number of years. The Parliamentary Service continues to build on past successes with water management controls and strategies.

A major initiative was the installation of a water harvesting system to collect condensation water from the air conditioning system and rainwater from roof areas. This harvested water is predominately to be utilised to supplement the water consumed by the air conditioning cooling towers, the highest consumer of water within the precinct. Other initiatives included: installation of additional rainwater tanks to collect water from the roof areas of the loading dock store, gardeners shed and a small section of Level 7; use of Wet Willie collection and delivery equipment to recycle water; employment of Eco-bags; installation of flow valves to sinks and showers; removal of all garbage disposal units in the main kitchens; use of a pool cover; implementation of a system to monitor leaks and ensure timely rectification works; and the replacement of single-flush toilet cisterns with dual-flush toilet cisterns.

These initiatives have seen a reduction in water consumption from 120 kilolitres a day in 1992 to the present average of approximately 40 kilolitres a day (see table on page 39).

The Parliamentary Service continues to look at initiatives to further reduce water consumption. Future projects will include: upgrading the cooling towers; the continuation of implementation of strategies covered in the Water Efficiency Management Plan; training of Members and staff in water and environmental issues; and the formation of an in-house focus group to identify future water conservation strategies.

CARBON EMISSIONS

The Parliamentary Service is committed to reducing the Parliament's carbon footprint.

In keeping with broader public sector reporting, the Service reports on certain gases as carbon dioxide equivalent emissions. In 2007-08 the Service reports on the carbon emissions from:

- vehicles;
- purchased electricity; and
- domestic and international air travel on commercial airlines.

The following table outlines the Parliament's carbon emissions during 2007-08.

	Category	Notes	Carbon emissions (Tonnes of CO ₂)
Scope 1	Fleet vehicles (leased through QFleet)	1	0.13
Scope 2	Purchased electricity for major workplaces	2a	5,423
	<ul style="list-style-type: none"> • the parliamentary precinct • electorate office premises leased from the private sector 	2b	1,370
Scope 3	Domestic air travel on commercial airlines	3	182
	International travel on commercial airlines	3	25

Notes:

- The 2007-08 vehicle CO₂ emissions figure represents the estimated cumulative emissions for the period 1 July 2007 to 30 June 2008. It takes into account progressive changes in the size and composition of the fleet during the 12 months, including vehicle replacement. The figure is derived for each fleet vehicle leased using:
 - the lease package details (time and kilometres); and
 - CO₂ emissions data from testing in accordance with Australian Design Rules for emissions and fuel consumption labelling.

Data provided by QFleet reflect CO₂ emissions and not CO₂ equivalent, and these calculations also exclude any secondary or indirect emissions.

2a. Electricity – the parliamentary precinct

These figures are based on actuals from current available records of electricity accounts received by the Parliamentary Service, applicable for the period 1 July 2007 to 30 June 2008.

All electricity consumption has been converted to carbon emissions using a combined Scope 2 and Scope 3 conversion factor of 1.04 kg CO₂-e/kWh as recommended in the Australian Government's National Greenhouse Accounts Factors workbook.

2b. Electricity – electorate office premises leased from the private sector

These figures are based on actuals from current available records of electricity accounts received by the Department of Public Works, applicable for the period 1 July 2007 to 30 June 2008 on full-year leases. Where full-year records were not available, data has been apportioned/extrapolated to provide an estimate of full-year usage. Where leases are less than 12 months old the data relates to the actual period the lease was in place.

Based on historical data, tenant energy consumption equates to approximately 55 per cent of total building energy use. The remaining 45 per cent used to air condition the building and light the common areas of a building forms part of the carbon emissions for individual tenants. This 45 per cent has been added to known electricity consumption for private sector leased accommodation.

- Air travel includes all recorded air travel booked under arrangements managed by the Queensland Government Chief Procurement Office (QGCPO) for:
 - international air travel on all airlines;
 - domestic air travel on both the mainline 'trunk' carriers (Qantas and Virgin Blue); and
 - air travel on smaller, regional carriers for the period 1 July 2007 to 30 June 2008.

QGCPO calculates the number of passengers per sector for domestic air travel (Qantas, Qantaslink, Jetstar and Virgin Blue) for the period 10 December 2007 to 30 June 2008. This information is then passed on to the respective airline for calculation of carbon emissions.

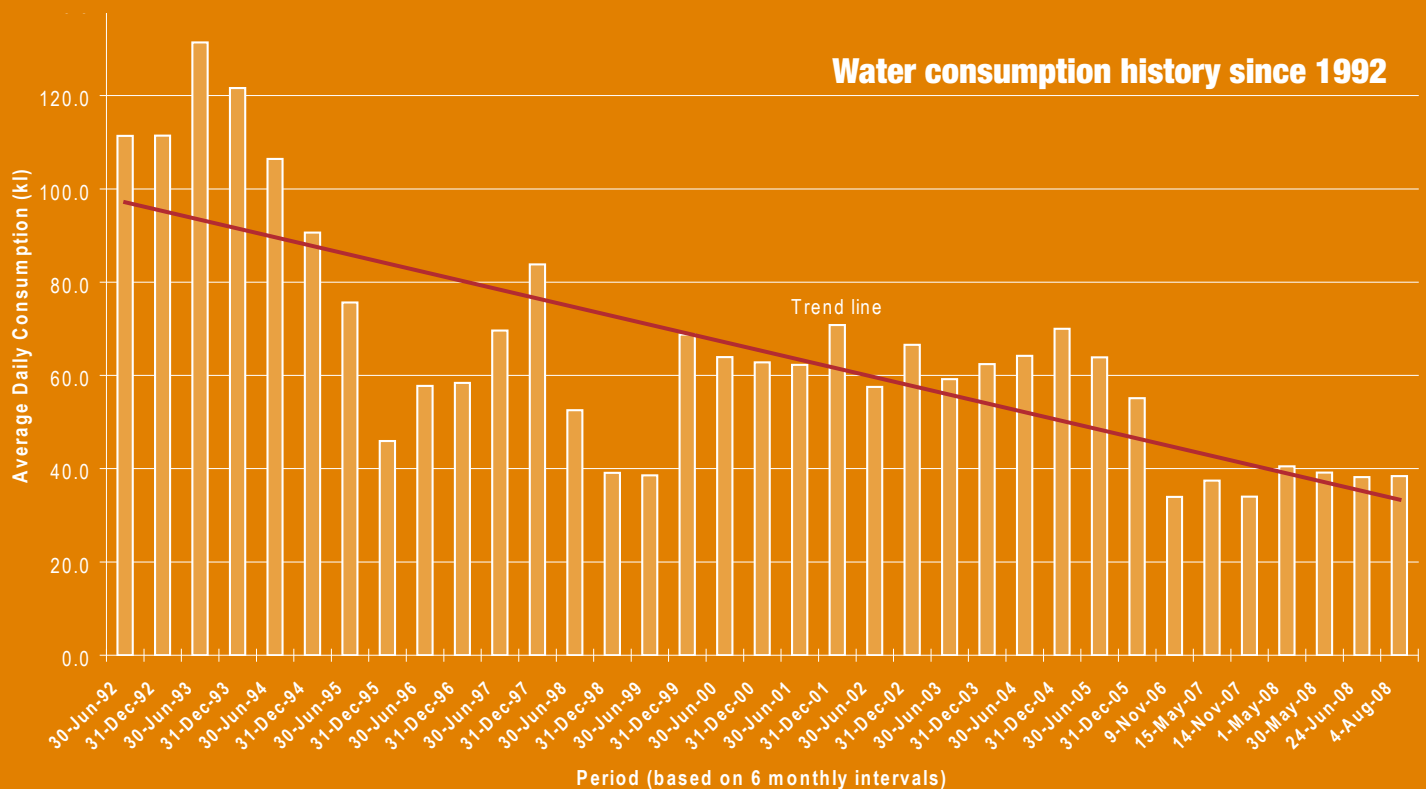
For regional and international air travel for 2007-08 and domestic air travel as defined above for the period 1 July 2007 to 9 December 2007 the following methodology is used:

From data provided by each airline, agency or travel management company QGCPO calculates the kilometres flown. The kilometre figure is divided by 100 and multiplied by an industry average number of litres of fuel burnt per passenger per 100 kilometres. A factor of 5 has been used for regional, international and domestic travel.

Major Initiatives

Key Projects	Overview	Status
Regional Sitting of Parliament	The Queensland Parliament will be sitting from 28-30 October 2008 at the Cairns Convention Centre. Cairns has been chosen as only the third city in Queensland's history to host a meeting of the Queensland Parliament outside of Brisbane.	↻
150th Celebrations	Initial planning for the community engagement strategies for the 150th celebrations of the state of Queensland and the Queensland Parliament has been undertaken.	↻
Virtual Tour	A virtual tour of the Queensland Parliament was developed and published to the Parliament's website enabling even greater access for Queenslanders to their state Parliament. This initiative was completed using existing resources.	✓
Develop an outreach program for delivery of education and community engagement programs (with particular emphasis on Aboriginal and Torres Strait Islander peoples and young people)	The regional outreach program this year included participation in Croc Festival on Thursday Island; a Youth Parliament for secondary students from Abergowrie College, Ingham State High School and Gilroy Santa Maria College; and a workshop for primary and secondary teachers on parliamentary education in Ingham. Planning also occurred for attendance at NAIDOC celebrations in Cairns in July 2008 and a Youth Parliament for students from the Sunshine Coast in August 2008.	↻
Former Members' biographical details	Produce biographical details for all former Members available on the Parliament's website.	↻

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



In 2008 a new workplace health and wellbeing initiative was introduced called the Parliamentary Healthsmart Program.

Healthsmart Program



The Parliamentary Healthsmart Program aimed to educate, motivate and inspire Members and Parliamentary Service staff to make healthier choices to positively impact upon their personal health, work productivity and overall quality of life.

Healthsmart was an initiative of the Speaker and developed in consultation with and delivered by Wesley Corporate Health.

Goal 5 - Progression of 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;
- 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

Consultative Committee (CC)

Regular meetings between management and unions are conducted via the Parliamentary Service Consultative Committee, established under the Parliamentary Service enterprise bargaining agreement. The CC met throughout the year with its main focus being the implementation of initiatives in the Parliamentary Service Certified Agreement 2007. Some of the main features of the agreement include:

- wage increases of 4 per cent or \$30 per week (whichever is greater) effective from 1 August 2006, 1 July 2007 and 1 July 2008;
- the continuation of the training allowances as per the arrangements under the 2003 agreement;
- a revision of uniform and footwear arrangements for Catering Services employees;
- implementing a number of issues relating to work/life balance, including:
 - increasing paid maternity/adoption leave to 12 weeks;
 - introducing mechanisms by which employees can agree to work reduced months in a year and receive a proportionate salary over a full 12-month period, when this arrangement meets the operational needs of the Parliamentary Service;
 - introducing access to half-pay recreation leave;

GOAL 5

To develop and maintain a professional and progressive Parliamentary Service.

- enhancing long service leave arrangements to provide for pro rata leave after seven years service; the ability to access long service leave at half pay; a reduction in the minimum period of long service leave taken from two weeks to one week; and the payment of long service leave at an employee's rate of pay prior to reversion to a lower classification.

Intranet

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

The Notice Board gives advice of all events in which the Parliament is involved in the coming weeks. What's On Today advises of functions and activities currently taking place in the parliamentary precinct. The calendar advises of functions and activities booked to take place in the coming months.

Training and Professional Development

The Parliamentary Service considers training and professional development a high corporate priority and manages this centrally via Executive Management Group (EMG) in order to ensure training is aligned with corporate goals and objectives, to maximise the number of staff receiving training and professional development and to ensure the quality of that training.

Mentoring

The Parliamentary 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.

Training

Some of the training undertaken in 2007-08 included:

- Managing Public Sector Budgets
- Rehabilitation Coordinator Recertification
- Crown Law: Public and Vicarious Liability of Government
- Indemnity and Legal Assistance for State Employees
- Basic Purchasing Capabilities – level 2
- Taxation of Employee Salaries 2007-08
- Proof-reading and Editing
- Government Legal Briefing – Constitutional Law Update
- Crossing Cultures workshop
- Functioning as a Workplace Health and Safety Representative

Electorate Office Staff Training Course

The electorate office staff training program was continued during the year as part of the Parliamentary Service's enterprise bargaining agreement commitments.

A two-day pilot course was developed which 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 the use of the EAS); cultural competency training; superannuation and salary packing; antidiscrimination issues; electorate office and personal security; office ergonomics and manual handling.

The pilot course was held for thirteen electorate office staff in June 2008 and included staff from throughout Queensland. Seven staff from the Brisbane area and staff from Maryborough, Mackay, Bundaberg, Townsville, Whitsunday and Toowoomba attended the course. It is anticipated that the pilot course will be made available to more electorate office staff in the near future.

Seminars

Some of the seminars attended by staff during 2007-08 included:

- ANZACATT professional development seminar, Hobart
- National Coroners Information System
- Libraries Australia Forum 2007
- Impacts on Child Protection on Government
- Future Edges: Pushing the Boundaries of Community Engagement, Melbourne
- The Constitution Founders Lecture
- New Approaches to Interpretation: A Very Practical Question – Justice Kirby



Parliamentary Service staff conducting Electorate Officer training

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.

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 2007-08.

The Migrant Work Experience Program gives recently arrived migrants an opportunity to gain work experience in the Queensland public sector. Participants in 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.

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.

Social Club

The Parliamentary Service considers a successful Social Club to be an asset to the organisation as it promotes staff morale and improves social networks and communication between various staff members and sections. The Social Club committee raises funds and organises various events and social activities. In 2007-08 the Social Club offered fitness and wellbeing activities such as pilates classes and massages. Functions were held during Riverfire, for the Melbourne Cup and at Christmas. Other social activities included trivia nights and chocolate tastings.



Social Club Black and White Ball

Healthsmart Program

As an initiative of the Speaker, the Healthsmart program was offered by the Parliamentary Service to all Members of the Legislative Assembly as well as Service employees. This voluntary program, which commenced on 21 April and concluded on 30 June, aimed to promote healthier lifestyles, assess the health of participants and engage participants in regular exercise by developing individual exercise programs.

The program consisted of three stages, which included health assessments, flu vaccinations, skin checks, and consultations with a nutritionist and exercise physiologists. Funding was allocated to subsidise stages 1 and 2 of the program as well as to upgrade equipment in the Parliament House gymnasium.

A total of 189 participants nominated to take part in the program. This included:

- 122 Parliamentary Service staff
- 41 Members of the Legislative Assembly
- 18 electorate officers based in Brisbane
- 8 electorate officers based outside of Brisbane

2007-08 Staff Information

Staff Turnover	Full Time Equivalent Positions	Recruited	Separated	% Turnover
Parliamentary precinct staff	177.1	24	18	10
Electorate office staff	173.99	44	41	23.5

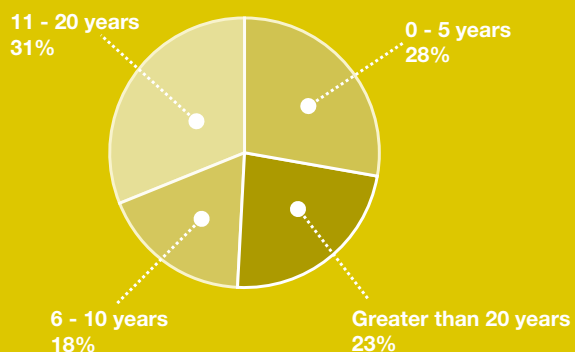
Sick Leave Taken	Number of days/officer
Average sick leave of parliamentary precinct staff	7.34
Average sick leave of electorate office staff	4.13

Study and Research Assistance Scheme (SARAS)	Total
Officers receiving assistance	22

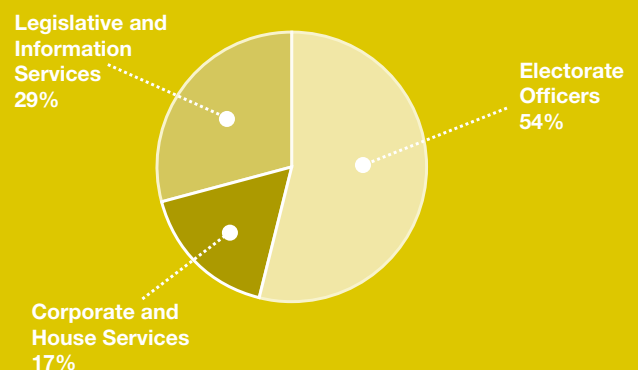
Gender of Parliamentary Service Staff

	Number of staff	Male	Female	% Female
Managerial	17	12	5	29.41
Professional	38	8	30	78.95
Clerical	77	25	52	67.53
Operational	58	42	16	27.59
Electorate	198	34	164	82.83
Totals	388	121	267	68.81

Length of Service (excluding electorate staff)



Percentage of Staff by Division



84

Parliament House and electorate office staff inductions were performed within one month of staff commencement.

The person voted by Members of Parliament and members of the Media Gallery as the first most outstanding Queensland Parliament employee of the year.

Employee of the Year



In late 2007, as part of the annual Parliamentary Press Ball, Mr Speaker and the Parliamentary Media Gallery began a new tradition – ‘Employee of the Year’. The person voted by Members of Parliament and members of the Media Gallery as the first most outstanding Queensland Parliament employee of the year was announced at the ball on 16 November 2007. That person was Mrs Margaret Edmonds.

Margaret is one of the Parliamentary Service’s Catering Supervisors and has been working at Parliament House since 1998. She is well known by all, not only for her outstanding coffee-making skills, but also for her particularly warm and friendly demeanour and willingness to please. She is a delight to deal with and a very worthy recipient of this award.

Margaret is a very modest, ‘no fuss’ person. She stated that when she received the award she was ‘shocked and I didn’t want to get up out of the chair and say anything in front of all those people. I was really pleased and taken aback’. Margaret and her family enjoyed dinner at Cha Cha Char as part of the award. Well done, Margaret!

In response to the needs of the community, the Parliament recently created a dedicated Community Engagement Unit to coordinate and refocus existing community engagement, education and communication activities.

Community Engagement



When our current Speaker Mike Reynolds was elected to the position, he brought with him a vision for the Parliament to engage with the people of Queensland whatever their age, background, colour, religion or gender.

This resulted in a brand-new goal for the Queensland Parliamentary Service, aimed at supporting Members to engage with the community, by increasing public understanding of the role and work of the Parliament and facilitating greater engagement with the House itself.

To meet this new goal - 'to support the Parliament to engage with all Queenslanders' – a new Community Engagement Unit was established in July 2007. This unit undertakes a range of important roles including: parliamentary education; media, multimedia and publications; Indigenous liaison; protocol; and parliamentary history.

Since its establishment in July 2007, the unit has facilitated many new projects, including:

- commissioning a ceremonial didgeridoo to form part of the Queensland Parliament's official symbols;
- participating in Indigenous events such as NAIDOC Week and CrocFest 2007;
- interpreting Question Time in sign language for the first time; and
- launching a new virtual tour of Parliament House on the internet.

The Parliamentary Service has the following key projects planned for 2008-09 to enable it to support its goals:

Goal 1 - Parliamentary Support

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

- establish secretariats for select committees and support the committee to fulfil its responsibilities and report by target date;
- develop and implement a new Library homepage which incorporates all library services and improves accessibility to all services for clients. This project will be informed by client user testing and evaluation and feedback;
- scope a digitisation project for 19th century (from 1864) and 20th century (to 1990) Queensland Parliamentary Debates and Votes and Proceedings which will ultimately be available on the Parliament's website;
- continue the tabled papers database project which will, upon completion, host all tabled papers from 1997 and be accessible electronically to all Queenslanders via the Internet; and
- prepare documentation (such as Members Information Manual and induction program) for the 53rd Parliament.

Goal 2 - Business Needs Support

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

- implement a range of electorate office security initiatives following a comprehensive security review conducted in 2007-08;
- refurbish existing toilet and shower facilities in the Parliamentary Annexe to improve functionality, address changing needs, and ensure compliance with contemporary disability access guidelines; and
- implement a range of information communication technology reforms. The reforms, which have been developed following a recent review of Information Technology Services, are designed to improve planning for, and implementation of, technology initiatives.

Goal 3 - Engage with Queenslanders

To support the Parliament to engage with all Queenslanders.

- play a lead role in hosting a regional sitting of Parliament in far-north Queensland. The far-north Queensland sitting, to be funded by the Department of the Premier and Cabinet, will be held in Cairns in October 2008 and will provide an opportunity for Queenslanders in the region to engage in the parliamentary system in practice;
- host an official ceremony for the swearing-in of the new Governor of Queensland; and
- plan official activities to celebrate the 150th anniversary of Queensland in 2010.

Goal 4 - Community Role

To play a positive role in the community.

- replace significant air-conditioning plant in the parliamentary precinct as a critical component of the Parliament's Water Efficiency Management Plan; and
- host a regional sitting in far-north Queensland. The far-north Queensland sitting will be held in Cairns and provide a unique opportunity for regional communities to view the parliamentary system in practice. The sitting will also feature a number of complementary activities including local displays and exhibitions, educational seminars and school/public tours.

Goal 5 - Progression of Parliamentary Service

To develop and maintain a professional and progressive Parliamentary Service.

- implement the 2008-09 Corporate Training and Development Program for the Parliamentary Service.

In 2007 the Queensland Parliament installed water-saving systems which are at the forefront of sustainable water-use practices.

Water and Energy



The Queensland Parliament continues to conserve every drop of south-east Queensland's precious water supply with the implementation of a number of conservation strategies.

Past water-saving projects at the Parliament have reduced average daily water consumption within the precinct by at least 25 per cent since 1992.

During 1997-98 many energy conservation strategies were implemented with initiatives ranging from installing energy-saving light bulbs, to replacing chillers with reduced energy consumption chillers.

From 1998 until 2008 all upgraded systems and strategies have been maintained. As a part of the energy management program, new air-conditioning systems have been installed, parts of the building have been sealed to improve performance of air-conditioning units and purchasing procedures have been implemented to ensure the best energy efficient equipment is purchased.

Recent conservation projects include installing rainwater tanks; fitting dual-flush cisterns; buying recycled water for lawns; and establishing a rainwater harvesting system which will supplement town water currently used in air-conditioning cooling towers.

The rainwater harvesting system, installed within the Parliamentary Annexe, is expected to reduce the Parliament's use of town water in its air-conditioning system by between 20 and 40 per cent in the 2008-09 year.



Financial Summary 2007-08

This financial summary gives a high-level snapshot of the financial performance and position of the Legislative Assembly and Parliamentary Service for the financial year ending 30 June 2008.

In summary, the operating activities of the Legislative Assembly and Parliamentary Service delivered an operating deficit of \$0.429M. The deficit relates to an increase in the value of annual employee expenses associated with post-employment travel benefits calculated for Members of Parliament.

An increase in both revenue and expenditure for 2007-08 over the previous year reflects general increases in employee expenses for enterprise bargaining and Members' salary and allowance increases, commercial and professional contractor costs, and electorate office leasing.

Financial Performance at a Glance

	2007-08 Amount (\$'000)	2006-07 Amount (\$'000)
Total Income	69,684	66,642
Total Expenses	70,113	65,830
Net Operating Surplus/(Deficit)	(429)	812

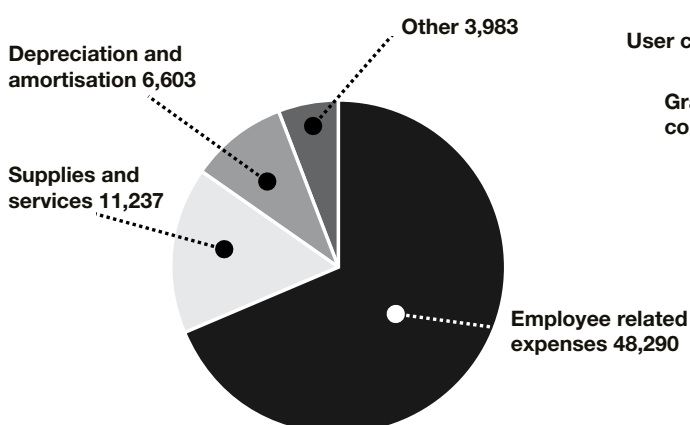
The Legislative Assembly and Parliamentary Service maintained a strong financial position in 2007-08. Total assets increased during the year primarily due to a comprehensive revaluation of the parliamentary land and building assets. Total liabilities for the period increased marginally due to an increase in the value of trade creditors at year end and an increase in the estimated value of post-employment travel benefits for Members of Parliament. The agency was able to meet all financial commitments arising throughout the year.

Financial Position at a Glance

	2007-08 Amount (\$'000)	2006-07 Amount (\$'000)
Total Assets	278,273	154,748
Total Liabilities	10,557	9,901
Net Assets (Equity)	267,716	144,847
Increase in Net Assets	122,869	15,313

Land and buildings on the parliamentary precinct (\$268M) 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.

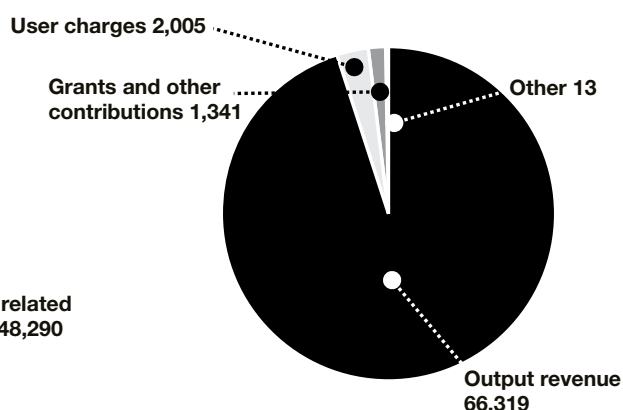
Expenses by category of the year ended 30 June 2008 (\$'000)



The graph above depicts expenditure by major resource category for 2007-08. Expenditure by the Legislative Assembly and Parliamentary Service is predominately incurred on costs associated with:

- direct payments of salaries and allowances to Members of Parliament;
- Members' electorate offices and electorate office staffing; and
- support services provided to Members within the parliamentary precinct.

Revenues by category of the year ended 30 June 2008 (\$'000)



The main source of funding for the Legislative Assembly and Parliamentary Service is output funding from the Queensland Government. Additional revenue is generated through the sale of goods and services provided by the Parliamentary Service including catering services, reporting services, educational activities and publications. 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.

Foreword

The Clerk of the Parliament is pleased to present the financial statements for the Legislative Assembly of Queensland and Parliamentary Service for the year ending 30 June 2008.

The financial statements have been prepared in accordance with section 40 of the *Financial Administration and Audit Act 1977* to provide detailed information about the financial operations of the Legislative Assembly and Parliamentary Service.

The Auditor-General has certified the statements without qualification.

Guide to the Financial Statements

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

Income Statement

This statement reports the income and expenditure of the Legislative Assembly of Queensland and the Parliamentary Service for the 12-month period ending 30 June 2008.

Balance Sheet

This statement reports the assets and liabilities, and equity of the Legislative Assembly of Queensland and the Parliamentary Service as at 30 June 2008. Assets and liabilities are classified as current where it is expected that the item will be converted to cash (received or paid) during the following 12-month period. Assets and liabilities are classified as non-current where they are expected to be converted to cash at a time later than 12 months from 30 June 2008.

Statement of Changes in Equity

Equity is the residual difference between assets and liabilities and reflects the net worth of the Legislative Assembly of Queensland and the Parliamentary Service. 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.

THE LEGISLATIVE ASSEMBLY OF QUEENSLAND
FINANCIAL REPORT

for the financial year ended 30 June 2008

Legislative Assembly of Queensland Financial Report 2007-08

Contents

	Page No.
Income Statement	3
Balance Sheet	4
Statement of Changes in Equity	5
Cash Flow Statement	6
Notes To and Forming Part of the Financial Statements	7
Management Certificate	29
Independent Audit Report	30

General Information

This financial report covers the Legislative Assembly of Queensland and the Parliamentary Service.

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

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

The head office and principal place of business is:

Parliament House
Corner George and Alice Streets
BRISBANE QLD 4000

A description of the nature of its operations and principal activities is included in the notes to the financial statements.

INCOME STATEMENT

For the year ended 30 June 2008

	Notes	2008 \$'000	2007 \$'000
INCOME			
Revenue			
Output revenue	2	66,319	63,632
User charges	3	2,005	1,933
Grants and other contributions	4	1,341	965
Other revenue	5	13	109
Total revenue		<u>69,678</u>	<u>66,639</u>
Gains			
Gain on sale of property, plant and equipment	6	6	3
Total gains		<u>6</u>	<u>3</u>
Total Income		<u>69,684</u>	<u>66,642</u>
EXPENSES			
Employee expenses	7	48,290	45,012
Supplies and services	8	11,237	10,730
Depreciation	9	6,603	6,497
Other expenses	10	3,983	3,591
Total Expenses		<u>70,113</u>	<u>65,830</u>
Operating Surplus / (Deficit)		<u>(429)</u>	<u>812</u>

The accompanying notes form part of these statements.



BALANCE SHEET as at 30 June 2008

	Notes	2008 \$'000	2007 \$'000
Current Assets			
Cash	11	3,643	2,694
Receivables	12	966	1,081
Inventories	13	184	150
Other	14	75	137
Total Current Assets		4,868	4,062
Non-Current Assets			
Intangibles	15	167	163
Property, plant & equipment	16	273,238	150,523
Total Non-Current Assets		273,405	150,686
Total Assets		278,273	154,748
Current Liabilities			
Payables	17	4,694	2,516
Accrued employee benefits	18	421	2,083
Total Current Liabilities		5,115	4,599
Non-Current Liabilities			
Accrued employee benefits	18	5,442	5,302
Total Non-Current Liabilities		5,442	5,302
Total Liabilities		10,557	9,901
Net Assets		267,716	144,847
Equity			
Contributed equity		(10,376)	(10,202)
Retained surpluses		51,016	51,445
Asset revaluation reserve	19	227,076	103,604
Total Equity		267,716	144,847

The accompanying notes form part of these statements.



STATEMENT OF CHANGES IN EQUITY

for the year ended 30 June 2008

	Retained Surpluses		Asset Revaluation Reserve		Contributed Equity	
	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000
Balance 1 July	51,445	50,633	103,604	85,359	(10,202)	(6,458)
Operating Surplus/(Deficit)	(429)	812				
<i>Non-Owner changes in equity:</i>						
- Increase In Asset Revaluation Reserve			123,472	18,245		
- Non-Reciprocal Transfer of Assets						
<i>Transactions with Owners as Owners:</i>						
- Equity withdrawals (Note 2)					(973)	(3,767)
- Net leave liabilities transferred to/from other agencies					799	23
Balance 30 June	51,016	51,445	227,076	103,604	(10,376)	(10,202)

The accompanying notes form part of these statements.



CASH FLOW STATEMENT for the year ended 30 June 2008

	Notes	2008 \$'000	2007 \$'000
Cash flows from operating activities			
<i>Inflows:</i>			
Output receipts		66,940	63,310
User charges		2,143	1,914
GST input tax credits from ATO		1,834	1,493
GST collected from customers		254	216
Other		13	131
<i>Outflows:</i>			
Employee expenses		(48,174)	(45,975)
Supplies and services		(13,736)	(13,060)
GST remitted to ATO		(227)	(231)
GST paid to suppliers		(1,947)	(1,576)
Net cash provided by operating activities	20	<u>7,100</u>	<u>6,222</u>
Cash flows from investing activities			
<i>Inflows:</i>			
Sales of property, plant and equipment		6	8
<i>Outflows:</i>			
Payments for property, plant and equipment		(5,269)	(2,678)
Payments for intangibles		-	-
Net cash used in investing activities		<u>(5,263)</u>	<u>(2,670)</u>
Cash flow from financing activities			
<i>Inflows:</i>			
Equity injections (withdrawals)		-	(3,986)
<i>Outflows:</i>			
Equity injections (withdrawals)		(888)	-
Net cash provided/(used in) by financing activities		<u>(888)</u>	<u>(3,986)</u>
Net increase (decrease) in cash held		949	(434)
Cash at beginning of financial year		2,694	3,128
Cash at end of financial year	11	<u>3,643</u>	<u>2,694</u>

The accompanying notes form part of these statements.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008**OBJECTIVES OF THE LEGISLATIVE ASSEMBLY**

The Legislative Assembly of Queensland 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 2007-08.

For the purposes of the 2007-08 Financial Statements, reference to the Legislative Assembly encompasses the activities and operations of the Legislative Assembly and Parliamentary Service.

The Legislative Assembly is funded for the output it delivers 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.

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).

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 2008, 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(s).

(c) Trust and Agency Transactions and Balances

The Legislative Assembly undertakes certain trustee transactions and also performs certain agency transactions. As the Legislative Assembly acts only in a custodial role in respect of these transactions and balances, they are not recognised in the financial statements, but are disclosed in Note 24. Applicable audit arrangements also are shown.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(d) Output revenue

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

(e) 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.

(f) 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.

(g) Cash

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

(h) 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 2007-08.

(i) 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.

(j) Acquisition 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. However, any training costs are expensed as incurred.

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*.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(k) 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 for financial reporting purposes 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, clocks and a 20th century heritage book collection.

The "O'Donovan Collection" of the Queensland Parliamentary 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 this asset.

The Audio Visual Collection of the Queensland Parliamentary Library has not been valued as it has been concluded that no market currently exists for these items because:

- the items are unique due to the specific requirements of the Queensland Parliamentary Library;
- the items cannot be sourced externally; and
- these items do not have a comparable liquid market.

Items comprising the Queensland Parliamentary Library current reference collection are expensed on acquisition.

(l) 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.

As at 30 June 2008, a comprehensive revaluation of fair value non-current physical assets was performed. The basis of the valuation and the independent valuers engaged were as follows:-

Buildings

Revaluations were performed on the basis of Depreciated Current Replacement cost by Mr P Snowden from Phillip Snowden Quantity Surveyors Pty Ltd.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(l) Revaluations of non-current physical Assets (con't)

Land

Revaluations were performed on the basis of fair value by the Department of Natural Resources and Mines.

Valuables

Revaluations were performed on the basis of current market price by Mrs B MacAulay from MacAulay Partners.

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

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.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

(m) 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. The residual value for all the Legislative Assembly's intangible assets is zero.

Purchased Software

The purchase cost of software has been capitalised and is being amortised on a straight line basis over the period of the expected benefit to the Legislative Assembly.

(n) 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.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(n) Amortisation and depreciation of intangibles, property, plant and equipment (con't)

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
Intangible Assets:	
Software	10 - 25

(o) 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 Legislative Assembly determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

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.

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. Refer also note 1(l).



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(p) 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.

(q) 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.

(r) Employee Benefits

Wages, Salaries and Sick Leave

Wages and salaries due but unpaid at reporting date are recognised in the Balance Sheet at the remuneration rates expected to apply at the time of settlement. Payroll tax and workers' compensation insurance are a consequence of employing employees, but are not counted in an employees' total remuneration package. They are not employee benefits and are recognised separately as employee related expenses. Employer superannuation contributions and long service leave levies are regarded as employee benefits.

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.

Annual Leave

Recreation 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. 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 classified as non-current liabilities and recognised at their present value, calculated using a discounted rate of 7% (based on the Commonwealth Government bonds yields).

An Annual Leave Central Scheme (ALCS) has been established at 30 June 2008 for departments, commercialised business units and shared service providers. The Legislative Assembly has transferred all annual leave liabilities as at 30 June 2008. The current portion of the Legislative Assembly's annual leave is shown as sundry payable to the Crown and the non-current portion is shown as a non-appropriated equity adjustment.

<i>GL Account</i>	<i>Description</i>	<i>Amount (\$'000)</i>
Accrued Annual Leave (Current)	ALCS Non-cash transfer	1,859
Sundry Payables	ALCS Non-cash transfer	(1,859)
Accrued Annual Leave (Non-current)	ALCS Non-cash transfer	829
Non-appropriated equity adjustment	ALCS Non-cash transfer	(829)



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(r) Employee Benefits (con't)

The annual leave liability will be held on a whole-of-government basis and disclosed in the Report on State Finances.

Under the ALCS, the Legislative Assembly must contribute a levy equal to their accrued quarterly annual leave cost, including leave loading and on-costs. Amounts paid to employees for annual leave are claimed back from the scheme.

Long Service Leave

Under the Queensland Government's long service leave scheme, a levy is made on the Legislative Assembly to cover this cost. Levies are expensed in the period in which they are paid or payable. 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*.

Superannuation

Employer superannuation contributions are paid to QSuper, the superannuation plan for Queensland Government employees, at rates determined by the State Actuary. Contributions are expensed in the period in which they are paid or payable. Legislative Assembly's obligation is limited to its contribution to QSuper.

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



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(r) Employee Benefits (con't)

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 paid or payable, 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.

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 and classified as SES1 and above, 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.

(s) 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 fulfill 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*.

(t) 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.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(u) **Contributed Equity**

Non-reciprocal transfers of assets and liabilities between wholly-owned Queensland State Public Sector entities as a result of machinery-of-Government changes are adjusted to 'Contributed Equity' in accordance with UIG Interpretation 1038 *Contributions by Owners Made to Wholly Owned Public Sector Entities*. Appropriations for equity adjustments are similarly designated.

(v) **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.

(w) **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.

(x) **Judgements and assumptions**

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

(y) **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, unless disclosure of the full amount is specifically required.

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

(z) **New and Revised Accounting Standards**

No Australian accounting standards and interpretations issued or amended and applicable for the first time in the 2007-08 financial year have an effect on the Legislative Assembly. Also, the Legislative Assembly has not voluntarily changed any of its accounting policies.

The Legislative Assembly is not permitted to adopt a new accounting standard ahead of the specified commencement date unless approval is obtained from the Treasury Department. Consequently, the Legislative Assembly has not applied any Australian accounting standards and interpretations that have been issued but are not yet effective. The Legislative Assembly will apply these standards and interpretations in accordance with their respective commencement dates.

AASB 1004 *Contributions* has been revised, and will affect the Legislative Assembly as from 2008-09. One implication arising from this revised standard will be that – to the extent that no cash consideration is provided/received – transfers of accrued employee benefits between the Legislative Assembly and other Queensland Government agencies will need to be recognised as either income or expense in the Income Statement, instead of being adjusted directly against Contributed Equity.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (con't)

(z) New and Revised Accounting Standards (con't)

The only other significant implication arising from the revised AASB 1004 Contributions is that substantially more detail will need to be disclosed in respect of the Legislative Assembly's appropriations (e.g. breakdowns between recurrent, capital or other major appropriations, comparisons between the original amounts of such appropriations and total actual amounts appropriated, explanations of the nature and probable financial effect of any relevant non-compliance with externally-imposed requirements etc).

AASB 101 *Presentation of Financial Statements* has been revised, but such revisions will not impact on the Legislative Assembly until 2009-10. This revised standard does not have measurement or recognition implications. Instead, there will be significant changes to the presentation of the Legislative Assembly's overall financial performance and position, particularly the content of the Statement of Changes in Equity, and preparation of a new Statement of Comprehensive Income (which will include certain items currently disclosed in the Statement of Changes in Equity, in line with the definition of 'comprehensive income' in the revised AASB 101).

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



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
2. RECONCILIATION OF PAYMENTS FROM CONSOLIDATED FUND TO OUTPUT REVENUE RECOGNISED IN INCOME STATEMENT		
Budgeted output appropriation	65,230	61,542
Transfers from/to other headings	13	402
Unforeseen expenditure	1,142	1,461
Total output receipts	66,385	63,405
Less: Opening balance of output revenue receivable	(308)	(81)
Plus: Closing balance of output revenue receivable	242	308
Output revenue recognised in Income Statement	<u>66,319</u>	<u>63,632</u>
RECONCILIATION OF PAYMENTS FROM CONSOLIDATED FUND TO EQUITY ADJUSTMENT RECOGNISED IN CONTRIBUTED EQUITY		
Budgeted equity adjustment appropriation	(960)	(3,365)
Lapsed equity adjustment	-	-
Transfer from/to other headings	(13)	(402)
Equity adjustment receipts (payments)	-	-
Equity adjustment recognised in Contributed Equity	<u>(973)</u>	<u>(3,767)</u>
3. USER CHARGES		
Catering sales	1,798	1,730
Other	207	203
Total	<u>2,005</u>	<u>1,933</u>
4. GRANTS AND OTHER CONTRIBUTIONS		
Grants	-	22
Goods and services received below fair value	1,341	943
Total	<u>1,341</u>	<u>965</u>

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



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
5. OTHER REVENUE		
Other	13	109
Total	<u>13</u>	<u>109</u>
6. GAINS		
Gains on sale of property, plant and equipment		
Plant and equipment	6	3
Total	<u>6</u>	<u>3</u>
7. EMPLOYEE EXPENSES		
Employee Expenses:		
Wages and salaries	40,174	38,470
Employer superannuation contribution	2,649	2,398
Annual leave	1,992	2,021
Long service leave levy	385	372
Worker's compensation premium	119	126
Payroll tax	1,159	1,110
Fringe Benefits Tax	719	827
Other	1,093	(312)
Total	<u>48,290</u>	<u>45,012</u>

Number of Employees:

The number of employees include 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.

461

458

Executive Remuneration

The following is remuneration paid to senior executives:

\$120,000 to \$139,999	-	-
\$140,000 to \$159,999	-	2
\$160,000 to \$179,999	1	-
\$180,000 to \$199,999	-	1
\$270,000 to \$279,999	1	-
Total	<u>2</u>	<u>3</u>

Aggregate amount of total remuneration of executives shown above

\$0.449m

\$0.527m

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 for any performance bonus.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
8. SUPPLIES AND SERVICES		
Maintenance and construction	3,294	3,260
Commercial and professional services	2,051	1,724
Telephones and utilities	1,515	1,459
Members Entitlements	1,713	1,694
Consumables	592	724
Other administration costs	2,072	1,869
Total	11,237	10,730
9. DEPRECIATION AND AMORTISATION		
Depreciation and amortisation incurred in respect of:		
Buildings	6,170	5,958
Computer Equipment	196	196
Other Equipment	219	322
Intangibles	18	21
Total	6,603	6,497
10. OTHER EXPENSES		
Operating lease rentals	3,807	3,427
External audit fees *	76	81
Internal audit fees	13	-
Loss from disposal of non-current assets	11	4
Insurance premiums - QGIF	71	74
Other	5	5
Total	3,983	3,591
* Total external audit fees (ex GST) relating to the 2007-08 financial year are estimated to be \$76,000 (2006-07: \$80,700). There are no non-audit services included in these notes.		
11. CASH		
Cash at bank	3,639	2,690
Imprest accounts	4	4
Total	3,643	2,694
12. RECEIVABLES		
Trade debtors	193	299
GST receivable	406	312
GST payable	(15)	(3)
Long service leave reimbursements	122	93
Output funding receivable	242	308
Other	18	72
Total	966	1,081



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
13. INVENTORIES		
Catering stock-at-cost	114	80
Gift shop & library stock-at-cost	40	38
Stationery and stores-at-cost	30	32
Total	<u>184</u>	<u>150</u>
14. OTHER CURRENT ASSETS		
Prepayments	75	137
Total	<u>75</u>	<u>137</u>
15. INTANGIBLES		
Internal use software-at-cost	360	338
Less: accumulated amortisation	(193)	(175)
Total	<u>167</u>	<u>163</u>
Intangibles Reconciliation		
Carrying amount at 1 July	163	168
Acquisitions	22	16
Disposals	-	-
Amortisation	(18)	(21)
Carrying amount at 30 June	<u>167</u>	<u>163</u>



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
16. PLANT & EQUIPMENT		
Buildings		
At fair value	268,683	178,229
Less: Accumulated depreciation	(165,693)	(104,854)
	<u>102,990</u>	<u>73,375</u>
Land		
At fair value	<u>165,000</u>	<u>74,000</u>
	165,000	74,000
Valuables		
At fair value	<u>3,271</u>	<u>2,176</u>
	3,271	2,176
Computer Equipment		
At cost	1,755	1,682
Less: Accumulated depreciation	(1,240)	(1,106)
	<u>515</u>	<u>576</u>
Other Equipment		
At cost	2,096	2,098
Less: Accumulated depreciation	(634)	(1,702)
	<u>1,462</u>	<u>396</u>
Total	<u>273,238</u>	<u>150,523</u>

**Property, Plant & Equipment
Reconciliation**

	Buildings \$'000	Land \$'000	Valuables \$'000	Computer Equipment \$'000	Other Equipment \$'000	Total \$'000
Carrying amount at 1 July						
2007	73,375	74,000	2,176	576	396	150,523
Acquisitions	4,408	-	-	135	1,303	5,846
Transfer between classes	-	-	-	-	-	-
Disposals	-	-	-	-	(18)	(18)
Revaluation	31,377	91,000	1,095	-	-	123,472
Depreciation	(6,170)	-	-	(196)	(219)	(6,585)
Carrying amount at 30 June 2008	<u>102,990</u>	<u>165,000</u>	<u>3,271</u>	<u>515</u>	<u>1,462</u>	<u>273,238</u>



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
17. PAYABLES		
Trade Creditors	2,637	2,240
Annual Leave Central Scheme *	1,859	-
Other	198	276
Total	<u>4,694</u>	<u>2,516</u>
18. ACCRUED EMPLOYEE BENEFITS		
Current		
Recreation Leave *	-	1,676
Post Employment Benefits	417	397
Other	4	10
Total	<u>421</u>	<u>2,083</u>
Non-current		
Recreation leave *	-	633
Post Employment Benefits	5,442	4,669
Total	<u>5,442</u>	<u>5,302</u>

* Queensland Treasury has established an Annual Leave Central Scheme at 30 June 2008. Member agencies must transfer their annual leave liabilities as at 30 June 2008 to the scheme on 9 September 2008. Accordingly, recreational leave entitlements are disclosed in Note 17 as an Annual Leave Central Scheme payable. Refer to note 1(r) for further information.

19. ASSET REVALUATION RESERVE BY CLASS				
	Land	Buildings	Valuables	Total
Balance 1 July 2007	60,385	41,736	1,483	103,604
Revaluation increments	91,000	31,377	1,095	123,472
Transfer from retained earnings	-	-	-	-
Balance 30 June 2008	<u>151,385</u>	<u>73,113</u>	<u>2,578</u>	<u>227,076</u>



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
20. RECONCILIATION OF OPERATING SURPLUS TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Net Operating Result	(429)	812
<u>Non-cash items:</u>		
Depreciation and amortisation	6,602	6,497
Loss on sale of assets	11	4
Gain on sale of assets	(6)	(3)
Maintenance expense - received below fair value	-	293
Receipt adjustment for goods received below fair value	(650)	(943)
Adjustment for non-cash leave transfers	-	22
<u>Changes in assets and liabilities:</u>		
(Increase)/decrease in output revenue receivable	66	163
(Increase)/decrease in GST input tax credits receivable	(93)	(103)
(Increase)/decrease in LSL reimbursement receivable	(29)	(9)
(Increase)/decrease in trade debtors	112	(53)
(Increase)/decrease in other receivables	53	(56)
(Increase)/decrease in inventories	(35)	3
(Increase)/decrease in prepayments	62	(9)
Increase/(decrease) in trade creditors	370	181
Increase/(decrease) in other payables	1,776	433
Increase/(decrease) in unearned appropriations	-	(390)
Increase/(decrease) in GST payable	13	(10)
Increase/(decrease) in accrued employee entitlements	(723)	(610)
Net Cash provided by operating activities	<u>7,100</u>	<u>6,222</u>



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008 \$'000	2007 \$'000
21. COMMITMENTS FOR EXPENDITURE		
<u>Non-Cancellable Operating Leases Commitments:</u>		
Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:		
- Not later than one year	1,024	2,285
- Later than one year and not later than five years	746	1,770
Total	<u>1,770</u>	<u>4,055</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

There are no material classes of capital expenditure commitments inclusive of anticipated GST, contracted for at reporting date but not recognised in accounts payable.

22. CONTINGENCIES

There are no known material contingencies as at 30 June 2008.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

	2008	2007
	\$'000	\$'000

23. FINANCIAL INSTRUMENTS

(a) Categorisation of Financial Instruments

The Legislative Assembly has the following categories of financial assets and financial liabilities:

Category	Note		
Financial Assets			
Cash and cash equivalents	11	3,643	2,694
Receivables	12	966	1,081
Total		4,609	3,775
Financial Liabilities			
Financial Liabilities measured at amortised cost:			
Payables	17	4,694	2,516
Total		4,694	2,516

(b) Credit Risk Exposure

The maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment.

The following table represents the Legislative Assembly's maximum exposure to credit risk based on contractual amounts net of any allowances:

Category	Note		
Financial Assets			
Cash	11	3,643	2,694
Receivables	12	966	1,081
Total		4,609	3,775

No collateral is held as security and no credit enhancements relate to financial assets held by the Legislative Assembly.

The Legislative Assembly manages credit risk through the use of a credit management strategy. This strategy aims to reduce the exposure to credit default by ensuring that the Legislative Assembly invests in secure assets and monitors all funds owed on a timely basis. Exposure to credit risk is monitored on an ongoing basis.

No financial assets and financial liabilities have been offset and presented net in the Balance Sheet.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

23. FINANCIAL INSTRUMENTS (con't)

(b) Credit Risk Exposure (con't)

The method for calculating any provisional impairment for risk is based on past experience, current and expected changes in economic conditions and changes in client credit ratings.

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

Aging of past due but not impaired as well as impaired financial assets are disclosed in the following table:

2008 Financial Assets Past Due But Not Impaired			
Financial Assets	Less than 30 Days \$'000	Greater than 30 Days \$'000	Total Financial Assets \$'000
Receivables	97	96	193
Total	97	96	193

2007 Financial Assets Past Due But Not Impaired			
Financial Assets	Less than 30 Days \$'000	Greater than 30 Days \$'000	Total Financial Assets \$'000
Receivables	213	86	299
Total	213	86	299



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

23. FINANCIAL INSTRUMENTS (con't)

(c) Liquidity Risk

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

The Legislative Assembly manages liquidity risk through the use of the liquidity management strategy. This strategy aims to reduce the exposure to liquidity risk by ensuring the Legislative Assembly has sufficient funds available to meet employee and supplier obligations as they fall due. This is achieved by ensuring that minimum levels of cash are held within the bank accounts so as to match the expected duration of the various employee and supplier liabilities.

The following table sets out the liquidity risk of financial liabilities held by the Legislative Assembly:

2008				
	Payable in			Total
	<1 year \$'000	1 - 5 years \$'000	>5 years \$'000	\$'000
Financial Liabilities				
Payables	1,572	-	-	1,572
Total	1,572	-	-	1,572

2007				
	Payable in			Total
	<1 year \$'000	1 - 5 years \$'000	>5 years \$'000	\$'000
Financial Liabilities				
Payables	1,109	-	-	1,109
Total	1,109	-	-	1,109



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2008

23. FINANCIAL INSTRUMENTS (con't)

(d) *Market Risk*

The Legislative Assembly does not trade in foreign currency and is not materially exposed to commodity price changes. The Legislative Assembly has no exposure to interest rate risk as financial assets and liabilities are non-interest bearing.

Interest Rate Sensitivity Analysis

An Interest Rate Sensitivity Analysis was not performed as the Legislative Assembly's financial assets and liabilities are non-interest bearing.

(e) *Fair Value*

The fair value of financial assets and liabilities is determined as follows:

The carrying amount of cash, cash equivalents, receivables, payables and the lease liability approximate their fair value.

24. TRUST TRANSACTIONS AND BALANCES

The Legislative Assembly acts as trustee for and manages the O'Donovan Collection Preservation Fund to preserve the O'Donovan Collection of the Queensland Parliamentary Library for the future benefit and enjoyment of Queenslanders.

As the Legislative Assembly performs only a custodial role in respect of these transactions and balances, they are not recognised in the financial statements, but are disclosed in these notes for the information of users.

	2008 \$'000	2007 \$'000
Trust Assets and Liabilities		
<i>Current Assets</i>		
Cash	15	-
Total	<u>15</u>	<u>-</u>

The Queensland Auditor-General performed the audit of the Legislative Assembly's trust transactions for 2007-08.



CERTIFICATE OF THE LEGISLATIVE ASSEMBLY

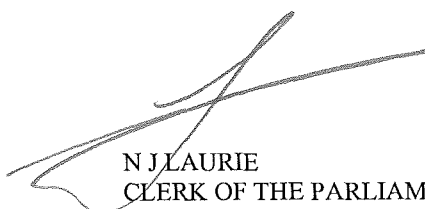
These general purpose financial statements have been prepared pursuant to section 40(1) of the *Financial Administration and Audit Act 1977* (the Act), and other prescribed requirements.

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 2008 and of the financial position of the Legislative Assembly at the end of that year.




M J HICKEY
DIRECTOR OF
CORPORATE & HOUSE SERVICES



N J LAURIE
CLERK OF THE PARLIAMENT

 August 2008

 August 2008

INDEPENDENT AUDITOR'S 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 of the Legislative Assembly of Queensland for the financial year ended 30 June 2008 included on the Legislative Assembly of Queensland's web site. The Accountable Officer is responsible for the integrity of the Legislative Assembly of Queensland's web site. We have not been engaged to report on the integrity of the Legislative Assembly of Queensland's web site. The audit report refers only to the statements named below. It does not provide an opinion on any 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.

Report on the Financial Report

I have audited the accompanying financial report of the Legislative Assembly of Queensland which comprises the balance sheet as at 30 June 2008, and the income statement, statement of changes in equity, cash flow statement for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the certificates given by the Director of Corporate and House Services and the Clerk of the Parliament.

The Accountable Officer's Responsibility for the Financial Report

The Accountable Officer is responsible for the preparation and fair presentation of the financial report in accordance with prescribed accounting requirements identified in the *Financial Administration and Audit Act 1977* and the *Financial Management Standard 1997*, including compliance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with *the Auditor-General of Queensland Auditing Standards*, which incorporate the *Australian Auditing Standards*. These Auditing Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement in the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of accounting estimates made by the Accountable Officer, as well as evaluating the overall presentation of the financial report and any mandatory financial reporting requirements as approved by the Treasurer for application in Queensland.

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

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 Queensland public sector entities and can only be removed by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

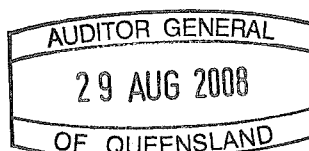
Auditor's Opinion

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 –
 - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report has been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of the Legislative Assembly of Queensland for the financial year 1 July 2007 to 30 June 2008 and of the financial position as at the end of that year.



G G POOLE FCPA
Auditor-General of Queensland



Queensland Audit Office
Brisbane

APPENDICES

Index of annual report compliance

The following annual report checklist outlines the governance, performance, reporting compliance and procedural requirements of the *Financial Administration and Audit Act 1977 (FAA Act)* and the *Financial Management Standard 1997 (FMS)* for the Queensland Parliament.

Annual Report – Governance Requirements	Annual Report Reference
Information concerning the Constitution, goals and functions of the agency	Page 3, 15, 17, 19, 25, 29, 35, 41 & 57
Information concerning the administration and structure of the agency	Inside Front Cover & Back Cover. Page 3, 10, 11
Information concerning the agency's operations	Page 3, 9, 10-12, 23, 26-27, 33 & 39, 37, 41-43
Information concerning the agency's systems and committees	Page 11, 50 & 57
Information concerning entities controlled by the agency	Not applicable
Information concerning agency dealings with other bodies	Not applicable
Information concerning statutory authorities or instrumentalities which were part of the agency	Not applicable
Other statutory requirements	Page 9 & 15
Remuneration details of agency's executives	Page 64 & 68
Information concerning the cost of boards and committees	Not applicable
Information concerning audit committees	Page 9, 11 & 79
Information concerning record keeping	Page 9
Optional reporting requirements	Page 4, 14, 15 & 28-32
Machinery-of-government changes	Not applicable
Information concerning performance, goals, outputs, and operations	Page 4, 5, 9, 17-44 & 47
Summary of the agency's financial data	Page 1, 49
Details of the agency's waste management plan	Page 37-38
Details of the agency's initiatives for women	Page 41, 44, 43 & 41
Details of agency's community engagement	Page 29-33
Details regarding travel and consultancies	Page 15
Details regarding availability of the annual report	Inside Front Cover
Details regarding voluntary early retirement (VER)	Page 15
The requirement to prepare an annual report, the financial statements and the tabling of the annual report	Not applicable

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

E-democracy – this term is used to describe the use of electronic communications technology, such as the internet, to enhance democratic processes by encouraging greater involvement by the community.

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

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

Hansard – The official report of the debates and proceedings of Parliament and its committees.

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

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

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.

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

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

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

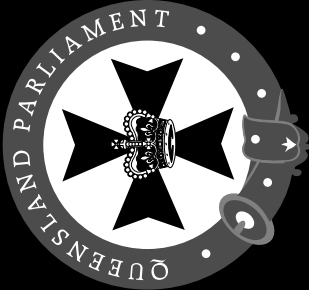
Speaker – The Speaker of the Queensland Legislative Assembly has ceremonial, procedural and administrative responsibility for the Queensland Parliament and Parliamentary Service. The Speaker is elected by secret ballot of all Members of Parliament.

Tabled Papers – Any documents that are ‘tabled’ in the Queensland Parliament (which means presented to the House for discussion) are kept in storage. There is now also a tabled papers database that can be accessed electronically via the website.

Votes and Proceedings – Following a resolution of the House on 12 February 2008, the Queensland Legislative Assembly no longer produces Votes and Proceedings. All information previously provided in the Votes and Proceedings is now included in the Record of Proceedings.

Feedback on the Annual Report 2007-08


We hope you have found our Annual Report 2007-08 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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The Clerk of the Parliament
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BRISBANE QLD 4000

Feedback on the Annual Report 2007-08

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? | <input type="checkbox"/> Yes | <input type="checkbox"/> Mostly | <input type="checkbox"/> No |
| 2. Was the presentation of the Annual Report effective? | <input type="checkbox"/> Yes | <input type="checkbox"/> Mostly | <input type="checkbox"/> No |
| 3. Was the content useful? | <input type="checkbox"/> Yes | <input type="checkbox"/> Mostly | <input type="checkbox"/> No |
| 4. Was the content relevant? | <input type="checkbox"/> Yes | <input type="checkbox"/> Mostly | <input type="checkbox"/> 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 2007-08 in accordance with the strategies and outputs detailed in the Parliamentary Service Management Plan 2007-08 and the Speaker's Portfolio Statement 2007-08. In addition, the report fulfils our statutory reporting requirements. This report is available electronically from our website at www.parliament.qld.gov.au.

Your thoughts

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

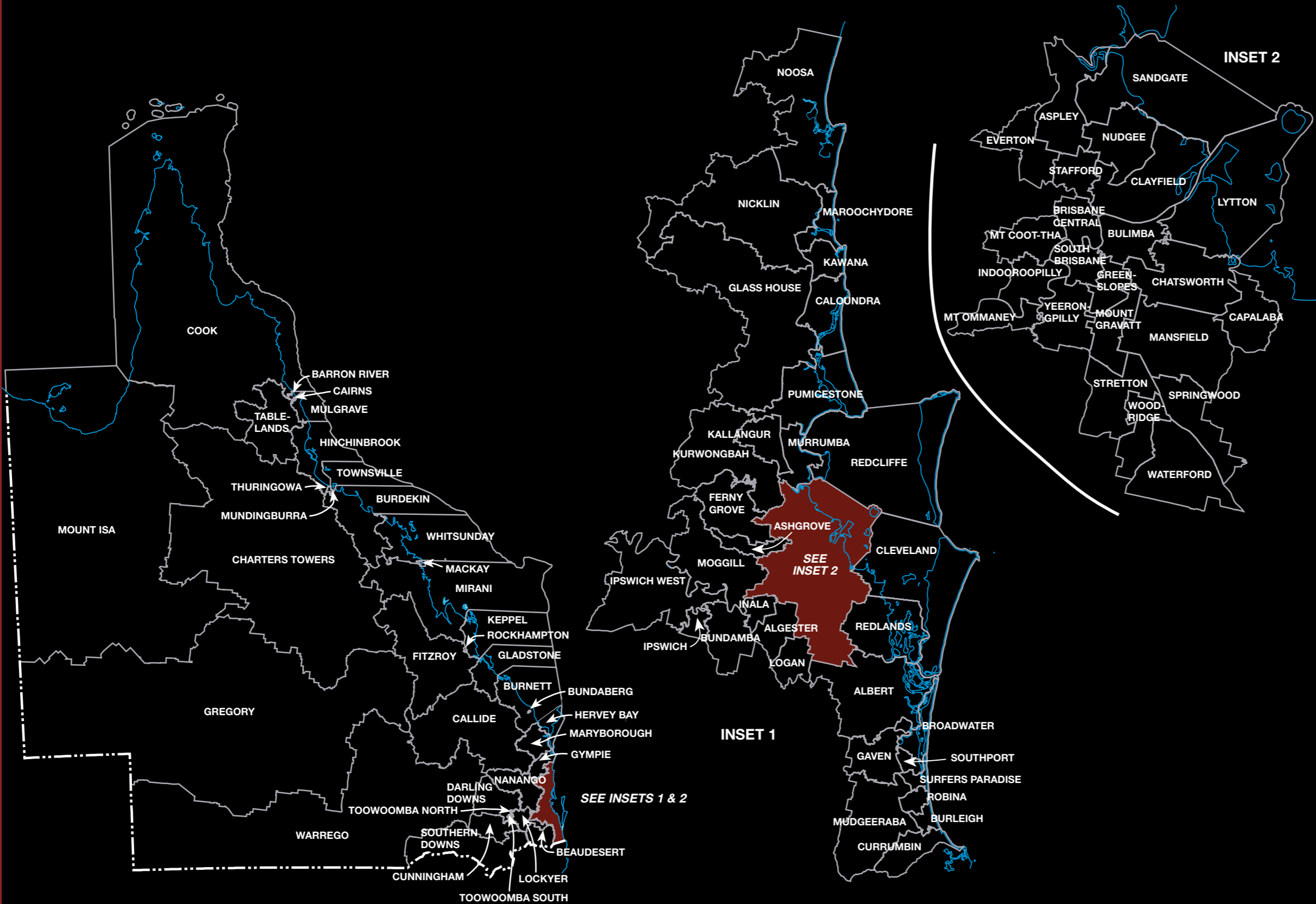
Your valuable comments will help us to continue to refine our corporate reporting to ensure that we meet the expectations of our stakeholders.

Innovation

The theme for the Queensland Parliamentary Service Annual Report 2007-08 is 'Innovation'. The Parliament is an institution founded on tradition and is therefore not often viewed as innovative. This year's annual report highlights the many ways the Queensland Parliament meets its vision of being a leader in parliamentary services.

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

The Queensland Parliament consists of the Sovereign, who is represented by the Governor, and a Legislative Assembly comprising 89 Members representing the 89 electorates above. It was not until October 1973 that Members were entitled to an electorate office that included a secretary, a Member's desk and chair, a typist's desk and chair, four visitors' chairs, a manual typewriter, a filing cabinet, a bookcase or wardrobe and a telephone. Today, all 89 Members receive up-to-date technology in thier electorate offices and at Parliament House. Members are also entitled to laptops to assist them in their legislative constituency duties.

Global Reporting Initiative Content Index

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

Global Reporting Initiative Indicator			\$ Economical Indicator		
Vision and Strategy			Customers		
1.1	Organisation's vision relating to sustainability	IFC	EC1	Net sales	67
1.2	Statement from the CEO describing key elements of the report	5	Suppliers		
Profile			EC3	Cost of all goods, materials, and services purchased	69
PA1	Relationship to other Governments	3	EC4	Percentage of contracts that were paid	71, 72
2.1	Organisation's name	BC	Employees		
2.2	Major products and/or services	3	EC5	Total staff payroll and benefits	68
2.3	Operational structure of the organisation	10	EC7	Increase/decrease in retained earning at end of period	55
2.4	Major divisions, operating companies, subsidiaries and joint ventures	19, 25	Public Sector		
2.5	Countries of operation	3	EC8	Total sum of taxes of all types paid broken down by type	56, 68
2.6	Nature of ownership; legal form	3	PA9	Gross expenditures broken down by financial classification	68, 69
2.7	Nature of markets served	IFC	PA10	Capital expenditures by financial classification	71
2.8	Scale of the organisation and services offered	44	Social Indicator		
2.10	Contact person for report	BC, FRM	Employment		
2.11	Reporting period	IFC	LA1	Breakdown of workforce	44
2.12	Date of most recent previous report	IFC	LA12	Employee benefits	36
2.17	Decisions why not to apply all GRI principles	IFC	Health and Safety		
2.18	Criteria used for reporting social, environmental and economic results	IFC	LA6	Description of health and safety committees	12
2.20	Policies and internal practices Parliament relies on	9	LA7	Standard injury, lost day and absentee rates	44
2.22	Means by which readers can get more information	IFC, FRM	Training and Education		
Governance Structure and Management Systems			LA9	Average hours of training per year	42
3.1	Governance structure of the Parliamentary Service	10, 11	LA17	Specific policies and programs	41
3.6	Organisational structure and key staff	6, 7, 10	Diversity and Opportunity		
3.7	Mission and values	IFC, 3, 9	LA10	Description of EEO policies	42, 43
3.8	Mechanisms for stakeholders to provide feedback	FRM	LA11	Composition of senior management corporate governance bodies	44
3.14	Externally developed environmental initiatives the organisation endorses	37	Respect for Privacy		
3.15	Principal memberships in industry and business associations	25, 26	PR3	Description of privacy policy	15
Environmental Indicator			ECONOMIC		
Water			SOCIAL		
EN5	Total water use	38	ENVIRONMENTAL		
Emissions, Effluents, and Waste			ECONOMIC		
EN11	Total amount of waste by type and destination	38	ENVIRONMENTAL		
Waste			ECONOMIC		
EN17	Initiatives to use renewable energy sources and to increase energy efficiency	37	ENVIRONMENTAL		
EN22	Total recycling and reuse of water	37, 38	ECONOMIC		

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

