Queensland Parliamentary Service

ANNUAL REPORT

2008-09

Parliament House, Brisbane, ca. 1881

A Parliament Rich in History

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 2008-09 in accordance with the strategies and outputs detailed in the Parliamentary Service Management Plan 2008-09. 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.

History

The theme for the Queensland Parliamentary Service Annual Report 2008-09 is 'History'. While Queensland has celebrated its sesquicentenary during 2009, the Parliament will celebrate the 150th anniversary of its establishment in 2010. In the lead-up to this significant milestone, the 2008-09 Annual Report provides information on the history of the Queensland Parliament.

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.

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Reporting **Year**

This report covers activities that occurred during the 2008-09 financial year.

Previous **Reports**

Previous annual reports of the Queensland Parliamentary Service are available online at *www.parliament.qld.gov.au/annualreport* or by emailing *annualreport@parliament.qld.gov.au*.

Images

All historic photographs in this publication are held by the Queensland Parliamentary Library.

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ISSN 1837-2716

Interpreter Service

The Queensland Parliamentary Service is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact us on either (07) 3406 7111 or freecall 1800 197 809 and we will arrange an interpreter to effectively communicate the report to you.

Parliamentary Service **At a Glance**

The Parliamentary Service is established under the *Parliamentary Service Act 1988* to provide administrative and support services to the Legislative Assembly and to Members and Committees thereof. Funding for the Parliamentary Service is provided through the *Appropriation (Parliament) Act 2008*. The Parliamentary Service provides:

- a range of advisory, information and community engagement services to assist the Parliament, its Committees and Members to fulfil their constitutional and parliamentary responsibilities and engage with the community. These services include Chamber and Procedural Services, Security and Attendant Services, the Committee Office, the Parliamentary Library, the Parliamentary Reporting Service and Community Engagement;
- a range of accommodation, Property Services and hospitality services that provide Members, staff and guests of the Parliament with an appropriate working environment; and
- a range of organisational services that support the activities of Members and their staff and deliver a range of entitlements afforded to Members pursuant to the *Members' Entitlements Handbook* and the *Members' Office Support Handbook*. These include Information Technology Services, Human Resource Management and Financial and Administrative Services.

The Parliamentary Service Management Plan outlines the goals of, and strategic issues facing, the Parliamentary Service. The four major goals in the plan are:

- to assist the Parliament, its Committees and Members to fulfil their parliamentary responsibilities. **Page 10**
- to support the business needs of the Parliament, Committees, Members, the Parliamentary Service and other clients. **Page 16**
- to support the Parliament to engage with all Queenslanders and to play a positive role in the community. **Page 20**
- to develop and maintain a professional and progressive Parliamentary Service. **Page 30**

Financial **Summary**

This financial summary gives a high-level snapshot of the financial performance and position of the Legislative Assembly and Parliamentary Service for the financial year ending 30 June 2009.
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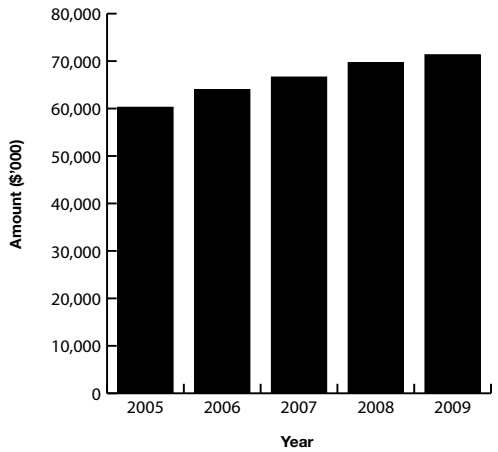
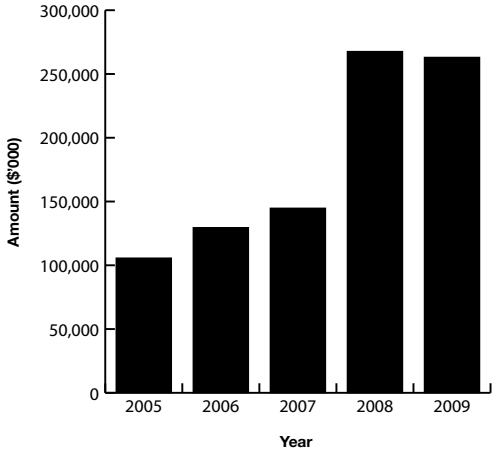
Financial Summary For the year ended 30 June	**2005 $'000**	**2006 $'000**	**2007 $'000**	**2008 $'000**	**2009 $'000**
Total Income	60,278	63,998	66,642	69,684	71,347
Total Expenses	59,076	64,288	65,830	70,113	71,019
Operating Surplus/(Deficit)	1,202	(290)	812	(429)	328
Capital Acquisitions	2,712	2,621	3,635	5,196	1,940
Total Assets	114,771	140,046	154,748	278,273*	270,584
Total Liabilities	9,033	10,512	9,901	10,557	7,468
Net Assets	105,738	129,534	144,847	267,716	263,116
	2005	**2006**	**2007**	**2008**	**2009**
Current Ratio	0.83	0.92	0.88	0.95	0.80
Debt/Equity Ratio (%)	8.54	8.12	6.84	3.94	2.84
Liability/Asset Ratio (%)	7.87	7.51	6.40	3.79	2.76

* Increase in total assets for 2007-08 due to major revaluation of parliamentary land and building assets.

Total Income



Net Assets



Our **Highlights**

- The regional sitting of Parliament in Far North Queensland was held in Cairns at the Cairns Convention Centre from 28 to 30 October 2008. The Parliament's third regional sitting provided an historic opportunity for the people of Far North Queensland to experience democracy in action. As occurred with the two previous regional sittings of Parliament — in Townsville in 2002 and in Rockhampton in 2005 — the sitting program reflected the usual business of Parliament when it sits in Brisbane, with the exception of the program for the Wednesday, which commenced later and included the Question Time session in the evening. **Pages 20 and 27**

- Six youth parliaments were hosted and organised by the Parliamentary Service during the year. These were the YMCA Queensland Youth Parliament, a regional youth parliament in Cairns, the inaugural Indigenous Youth Parliament, the Intercept Youth Parliament and two youth parliaments held to celebrate Law Week. **Pages 22 and 26**

- Queensland's 53rd Parliament was officially opened on Tuesday, 21 April 2009 following the state election on 21 March. The Governor, Her Excellency Ms Penelope Wensley AO, opened the 53rd Parliament in a ceremony held in the Legislative Council Chamber. Earlier in the day, all 89 Members of Parliament were sworn in and the new Speaker of the Legislative Assembly was elected. **Page 28**

- A formal induction program for new Members of Parliament was developed and delivered. In early April 2009 this induction program, which provided information on the constitutional framework, the legislative process, ethics and accountability, salaries and allowances as well as the Parliamentary Service, was held for those new Members of Parliament who were first elected in the 2009 election. **Page 10**

- The Parliamentary Service commissioned an external review of the Committee Office sub-output. The report on that review was finalised in May 2009. Consideration and implementation of the 32 recommendations contained in the report are continuing. **Page 13**

- A program to implement a range of security improvements in electorate offices commenced during 2007-08. An Electorate Office Security Working Group was formed and comprised representatives from the Parliamentary Service (including electorate office staff), the Queensland Police Service and government central agencies. The working group's recommendations were fully supported by the Speaker and the Premier. During 2008-09, the implementation of the report's recommendations commenced and will be implemented fully during 2009-10. **Page 16**

Our **Events**

1-4 July 2008

YMCA YOUTH PARLIAMENT

The 13th YMCA Youth Parliament was held at Parliament House.

9-11 July 2008

NAIDOC

The Queensland Parliament participated in NAIDOC celebrations held in Cairns.

22 August 2008

REGIONAL YOUTH PARLIAMENT

School students from across Far North Queensland attended the regional Youth Parliament, held in Cairns.

21 September 2008

BRISBANE ROMP

More than 2,500 people visited Parliament House as part of the Brisbane Romp.

14 October 2008

CHARITY BIKE RIDE

On 'Ride to Work Day', Queensland parliamentary staffer, Stephen Finnimore, was midway through a 1,927 kilometre bike ride from Parliament House in Brisbane to the Cairns Convention Centre, host of the Far North Queensland sitting of Parliament in Cairns. Stephen's ride raised funds and awareness for the Royal Flying Doctor Service and it is believed to be Australia's longest ride to work.

28-30 October 2008

REGIONAL SITTING OF PARLIAMENT IN CAIRNS

The Far North Queensland sitting of Parliament was held in Cairns at the Cairns Convention Centre. More than 5,200 people attended during the three days of the sittings, including almost 2,000 school students.

- A program to refurbish existing toilet and shower facilities in the Parliamentary Annexe and improve functionality, address changing needs and ensure compliance with contemporary disability access guidelines was commenced. **Page 16**

- A range of reforms was implemented for information communication technology. These reforms, which were developed following a recent review of Information Technology Services, are designed to improve the planning for and implementation of technology initiatives. **Page 16**

- A formal Food Safety Program within parliamentary Catering Services, in accordance with legislative requirements, commenced. **Page 16**

- A new Library home page was developed and the browser interface for online collections was rewritten. This project commenced in January 2009 and received feedback from a user testing group made up of selected clients from electorate offices, ministerial offices and the Parliamentary Service as well as Library staff. **Page 10**

- A charity bike ride from Brisbane to Cairns in support of the Royal Flying Doctor Service (Queensland Section) (RFDS) was held. The RFDS was the Parliament's official charity partner for the regional sitting of Parliament in Cairns. This partnership involved both fundraising and awareness raising for the RFDS . **Page 23**

13 February 2009

FIRST ANNIVERSARY OF THE NATIONAL APOLOGY TO THE STOLEN GENERATIONS

The Queensland Parliament marked the first anniversary of the National Apology to the Stolen Generations by partnering with the Musgrave Park Cultural Centre to hold a community celebration.

30 March 2009

EARTH HOUR

The Queensland Parliament was proud to again successfully participate in Earth Hour.

21 April 2009

OPENING OF THE 53RD PARLIAMENT AND FIRST LIVE WEB BROADCAST ON THE PARLIAMENT'S WEBSITE

The 53rd Parliament was officially opened following the state election on 21 March. Queenslanders were able to watch the opening via a live broadcast for the first time.

28 May 2009

INDIGENOUS YOUTH PARLIAMENT

The inaugural Indigenous Youth Parliament was held on 28 May 2009.

1-5 June 2009

'GO RED FOR WOMEN' WEEK

The lights along the Alice Street wing of Parliament House turned red for the week in support of the Heart Foundation's 'Go Red for Women' campaign.

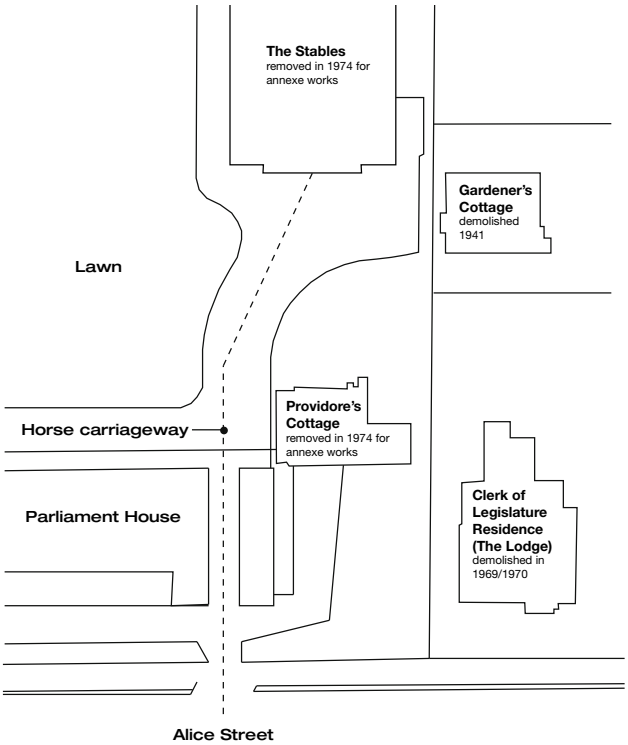
View of rear lawn, stables and Providore's Cottage in background, ca. 1906

The Speaker's Green

In 1865, when the use of the horse and carriage was the only form of transport, stables were built in the grounds of Parliament House. Horses and sulkies would drive down William Street, through the side gates and under the carriageway of the Alice Street wing of the building. The gates of the carriageway were manned by a gatekeeper who had their office in the room next to where the lifts are now located.

Sulkies would be instructed to proceed through the carriageway onto what is now known as the Speaker's Green, to the first door of the centre tower of the George Street wing, to drop off passengers and then proceed to the second door to collect passengers.

An article was published in March 1973 in the *Courier-Mail,* under the heading 'Plea to preserve old stables' in which a Member asked to have the stables re-erected at the Early Street historical village at Norman Park. Unfortunately they were listed for demolition to make way for the new Parliamentary Annexe. The last use of the old stables before they were removed was to store Parliamentary Library books and archive materials.



Map sourced from *Parliament House Gardens Conservation Study 2001*

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 Queensland Parliamentary Service

Queensland Parliament

The Legislative Assembly, together with the State Governor, forms the Queensland Parliament. In the Westminster system of government, which Queensland has inherited, Parliament not only is the elected law-making body but also determines which political party or parties 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 Queensland Parliamentary Service was established under the *Parliamentary Service Act 1988*. Further, as the Parliamentary Service is distinct from the Public Service, it is not subject to a wide range of legislative, administrative and other requirements which apply in the public sector, although, as a matter of practice, it often voluntarily adopts equivalent standards.

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.

Queensland Parliamentary Service

The Queensland Parliamentary Service is 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 fulfil their legislative responsibilities.

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.

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* and the *Members' Office Support Handbook*. They also provide corporate services to a range of other independent agencies as part of the Shared Service Initiative.

The community outcome from providing these services is an accessible, effective and democratic Parliament, representative of all Queenslanders, enacting laws, scrutinising the activities of executive government and debating issues of state.

Our **Values**

The 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 Parliamentary 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 Parliamentary Service will strive to:

- embrace new ideas and opportunities; and
- promote diversity of people and thought.

Commitment and respect

At all times, the Parliamentary 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.

"It was an honour to be elected in April this year as Speaker of the State's 53rd Parliament."

After being a Member of the Queensland Parliament for more than 10 years — and a Minister responsible for a number of different portfolios for approximately half of that time — it was an honour to be elected in April this year as Speaker of the state's 53rd Parliament.

As Parliament plays a central role in our democratic system of government, I see it as being fundamentally important and relevant to all Queenslanders and I consider my role to include a responsibility to ensure that the Parliament is open, accessible and inclusive.

Parliament, as an institution that embodies the principle and practice of representative democracy, has been part of our state from its very earliest days. In 2009, Queensland celebrated 150 years of statehood. In 2010, the Parliament will mark its 150th year of operation and service.

The link between the Parliament and the people of this state has been evident from its inception. In the past year Parliament's link to all Queenslanders was again demonstrated by the historic third regional sitting of the Parliament in Cairns in October 2008.

As we move towards the Parliament's 150th anniversary, I look forward to celebrating the unique stories and character of Parliament House and of those people who have graced its halls.

In addition, in the year ahead my priorities will be to ensure that the Parliament operates within its budget to discharge its role and functions, that it maintains a strong focus on providing quality services to its Members and to the people of Queensland, and that it encourages all in our community to see and sense the people's House as 'Everyone's Parliament'.

Hon. John Mickel MP
Speaker of the Legislative Assembly of Queensland

"The theme of this year's report is history, an appropriate topic in the lead-up to the Queensland Parliament's sesquicentenary next year."

Mr Speaker,

I am pleased to present to you the Queensland Parliamentary Service Annual Report 2008-09.

The theme of this year's report is history, an appropriate topic in the lead-up to the Queensland Parliament's sesquicentenary next year. The Parliament is an institution steeped in history and, as we look forward to marking its 150th anniversary in May 2010, this annual report reflects on the significant events that have marked the history of the Queensland Parliament.

The past year has also seen a number of significant events successfully delivered by the Queensland Parliamentary Service, including:

- the opening of the 53rd Parliament of Queensland on 21 April 2009, following the dissolution of the 52nd Parliament on 23 February 2009 and the state election on 21 March 2009;
- the development and presentation of a formal three-day induction program for new Members of Parliament;
- the implementation of significant changes to the parliamentary committee system;
- playing a lead role in hosting the regional sitting of Parliament in Cairns in Far North Queensland in October 2008, the Queensland Parliament's third regional sitting;
- hosting the official ceremony for the swearing in of the new Governor of Queensland, Her Excellency Ms Penelope Wensley AO, on 29 July 2008; and
- the implementation of a range of electorate office security initiatives following a comprehensive review conducted in 2007-08.

The financial year 2008-09 saw the Parliamentary Service's goals slightly amended. Two previous goals were merged to create the new goal:

- to support the Parliament to engage with all Queenslanders and to play a positive role in the community.

This change reflects the Parliamentary Service's continuing focus on community engagement activities that are aimed at educating Queenslanders about the role and functions of their Parliament, its Members and Committees. As Queensland approaches its 150th anniversary as an elected representative democracy, the message that the Queensland Parliament is 'Everyone's Parliament' is as important and relevant as ever.

Every officer and employee of the Parliamentary Service is to be congratulated on their work in the last year and I look forward to achieving our new goals in the historic year ahead.

I certify that this annual report meets the prescribed requirements of the *Financial Administration and Audit Act 1977* and the *Financial Management Standard 1997*, 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 procedural obligations contained in the legislation can be accessed at *www.parliament.qld.gov.au/annualreport* and is located at the back of this report.

This annual report complies with those detailed requirements set out in the annual reporting guidelines for Queensland Government agencies that do not impact on the independence of the Parliament and its separation from the Executive Government.

I commend the report.

Neil Laurie
The Clerk of the Parliament

Our **Goals**

The Parliamentary Service Management Plan outlines the goals of, and strategic issues facing, the Parliamentary Service. This year two previous goals have been merged to become goal 3: 'To support the Parliament to engage with all Queenslanders and to play a positive role in the community.'

Parliament House 1870

Goal 1 - Parliamentary Support

To assist the Parliament, its Committees and Members to fulfil their parliamentary responsibilities. **Page 10**

Goal 2 - Business Needs Support

To support the business needs of the Parliament, Committees, Members, the Parliamentary Service and other clients. **Page 16**

Goal 3 - Engage with Queenslanders

To support the Parliament to engage with all Queenslanders and to play a positive role in the community. **Page 20**

Goal 4 - Progression of Parliamentary Service

To develop and maintain a professional and progressive Parliamentary Service. **Page 30**

Parliament House 2008

Key Performance **Indicators** 08-09

Measures	Notes	2008-09 Target	2008-09 Performance	2009-10 Target
Committee reports/issues papers published	1	60	46	60
Committee hearings conducted	1	20	16	20
Committee meetings held	1	160	114	160
Library information requests (access to database)	2	240,000	300,000	250,000
Library information requests (individual client requests)	1	10,000	8,000	10,000
Library research reports/notes produced	1	700	625	700
Library analytical research publications		32	36	32
Tabled papers and reports registered/archived	1	2,200	1,934	2,200
Members' satisfaction with all support services	3	95%	N/A	95%
Two-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	4	100%	100%	N/A
Attendants — number of school tours	1	1092	638	1092

Notes:
1. Variation between 2008-09 target and performance is due to the dissolution of Parliament for the 2009 state election.
2. Increase in estimated actual for 2008-09 relates to electronic information alerts accessed during the 2009 state election.
3. A Members' Satisfaction Survey was not conducted in 2008-09 due to the 2009 state election. The survey instrument is currently being reviewed and it is expected that a survey will be conducted in 2009.
4. Measure discontinued for 2009-10.

Major **Initiatives**

Key Projects	Overview	Status
Regional Sitting of Parliament	Playing a lead role in hosting a regional sitting of parliament at the Cairns Convention Centre between 28 and 30 October 2008.	√
Induction Program	The development and delivery of a formal induction program for new Members of Parliament.	√
Support the Parliament's select committees	The Investigation into Altruistic Surrogacy Committee (established in the previous financial year) held public hearings in July 2008 and tabled its report on 8 October 2008. The Review of Organ and Tissue Donation Procedures Select Committee (also established in the previous financial year) released an issues paper in July 2008, took public submissions and then held a public hearing in September 2008 before reporting to Parliament on 28 October 2008. A number of select committees were appointed in April 2009. These committees — the Economic Development Committee, the Environment and Resources Committee and the Social Development Committee — all commenced inquiries during the reporting year and will report in the next financial year.	↺
Tabled Papers Database	Originally the aim of the project was to make available documents tabled since 1997. This target was achieved earlier this year and, as a result, papers tabled since 1994 (some 33,000 records) have been added to the database, with online access to view approximately 95 per cent of the documents now available as searchable text PDF documents.	√
Development of new Library home page and rewrite of browser interface for online collections	This project commenced in January 2009 and received feedback from a user testing group made up of selected clients from electorate offices, ministerial offices and the Parliamentary Service as well as Library staff. It was delivered in-house by a Library systems officer, a programmer from parliamentary IT Services and design aspects were contributed to by the multimedia officer. The new web interface has been extremely well received by all clients for its improved intuitive searching and functionality.	√

Status symbol key : Completed √ Ongoing ↺ Did not complete X

Goal 1 - **Parliamentary Support**

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

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

- Chamber and Procedural Services;
- Security and Attendant Services;
- Committee Office;
- Office of the Parliamentary Crime and Misconduct Commissioner;
- Parliamentary Reporting Service (Hansard);
- Parliamentary Library; and
- Community Engagement.

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 10.

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.

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 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, a 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.

Committees in existence during the year included:

- Members' Ethics and Parliamentary Privileges Committee;
- Parliamentary Crime and Misconduct Committee;
- Public Accounts and Public Works Committee (formed during the year by a merger of the Public Accounts Committee and the Public Works Committee)
- Scrutiny of Legislation Committee;
- Law, Justice and Safety Committee (formerly the Legal, Constitutional and Administrative Review Committee);
- Standing Orders Committee;
- Travelsafe Committee;
- Speaker's Advisory Committee;
- Social Development Committee;
- Economic Development Committee;
- Environment and Resources Committee;
- Investigation into Altruistic Surrogacy Committee; and
- Review of Organ and Tissue Donation Procedures Select Committee

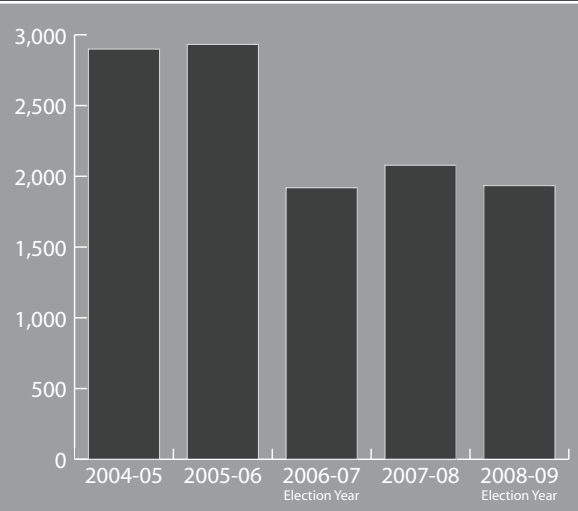
Since 1994, estimates committees have been established to provide a better means of parliamentary scrutiny of the Government's expenditure proposals for each department.

The seven estimates committees (titled A to G) examined and reported to the Parliament on proposed expenditures contained in the 2008-09 appropriation bills.

Staff in the Committee Office provide high-quality professional advice and administrative and research support 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.

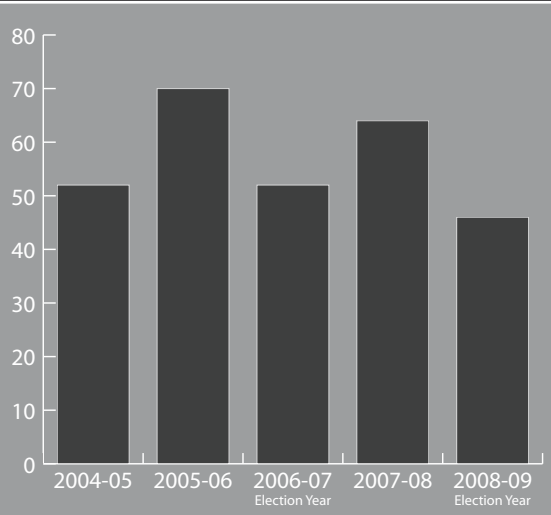
Travelsafe Committee public hearing held in the Legislative Council Chamber.

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 establishes 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.

The Parliamentary Service commissioned an external review of the Committee Office sub-output. The report on that review was finalised in May 2009. Consideration and implementation of the 32 recommendations contained in the report is continuing.

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.

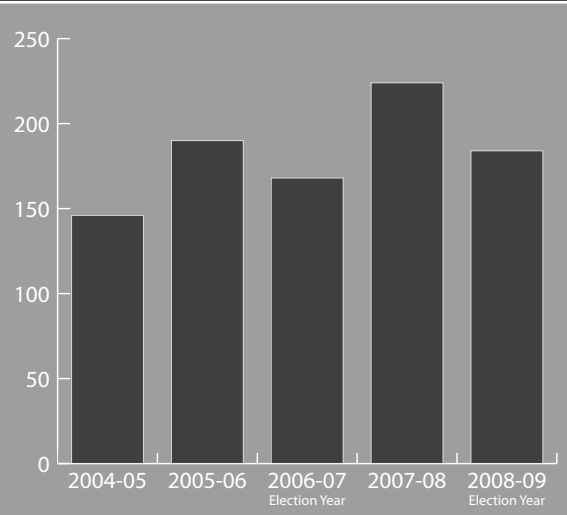
The functions of the Parliamentary Commissioner, as required by the PCMC, include:

- 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.

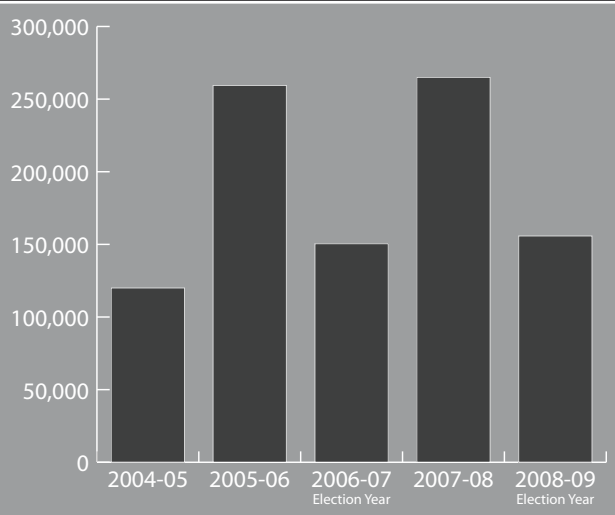
The Parliamentary Commissioner has further mandatory responsibilities under the *Crime and Misconduct Act 2001* and the *Police Powers and Responsibilities Act 2000* including the conduct of an annual review of intelligence data in the possession of the CMC and the Queensland Police Service; regular 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.

School students attending the regional sitting of Parliament in Cairns, view educational displays about the Queensland Parliament, parliamentary processes and key historical events.

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.*

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 a daily *Record of Proceedings*, a 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's e-services to desktops of all approved clients were enhanced this year by the rewrite of a modern, new look web interface to the Library's online collections.

Community Engagement

The Community Engagement Unit supports the Parliament and its Members and Committees to engage with all Queenslanders. The unit coordinates existing education, communication and community engagement activities while also developing new initiatives.

Community Engagement staff provide the following services:

- **Education** — Activities aimed at fostering a greater awareness and understanding of the practices and processes of the Queensland Parliament are provided. These activities include a schools program, educational and information resources, a public sector seminar program, internships and youth parliaments;
- **Media and communications** — Media and communication services are provided to the Parliamentary Service and the Speaker. These services include promoting parliamentary activities and events in order to improve community understanding and awareness of the role and activities of the Queensland Parliament; providing media releases, speeches and associated services for the Speaker and the Parliamentary Service; providing communication strategies for service-wide projects; and supporting effective communications between the Parliament and its clients;
- **Multimedia and publications** — The Parliament's website (internet and intranet) is developed and maintained by Community Engagement staff. As well, multimedia design and publication services are provided for the Parliamentary Service and parliamentary committees. The unit publishes a range of education and information resources that promote a knowledge and understanding of the Parliament;
- **Community and Indigenous liaison** — Advice is provided on protocol related matters, including Indigenous protocol as well as international and multicultural protocol issues. The unit assists parliamentary committees and Members to engage with Indigenous people and culturally and linguistically diverse (CALD) communities; and
- **Historical projects** — Community Engagement maintains and develops resources relating to the history of the Parliament, its Committees and Members, buildings and events.

Community Engagement also manages outreach programs for all Queenslanders, focusing on particular target groups such as Aboriginal and Torres Strait Islander peoples, the young, culturally and linguistically diverse (CALD) peoples, the disabled and regional Queenslanders.

Looking Ahead

Initiatives in 2009-10 include:

- consolidating resources and administrative support arrangements for the new parliamentary committee system; and
- coordination and delivery of community engagement activities to celebrate the 150th anniversary of the Queensland Parliament in May 2010.

Indigenous Liaison Officer, Mr Brett Nutley, conducting cultural awareness training to electorate officers.

Lucinda Bar, Parliament House, Brisbane

Lucinda Bar

Towards the river end of the Alice Street wing of Parliament House is the Lucinda Bar, which is named after the paddle-steamer, the *Lucinda*. The bar and some of the panelling comes from the ship's saloon.

The *Lucinda* was built for the Queensland Government in 1884 by William Denny and Brothers of Dumbarton, Scotland, and was in service from 1885 to 1923. She served as a venue for cabinet meetings and was used for official purposes such as transporting Ministers to such far-flung outposts such as Burketown and New Guinea.

The *Lucinda* played an important role as it was the venue for discussions that resulted in the early drafts of what was to become the Australian Constitution. These drafts were drawn up under the supervision of Sir Samuel Griffith aboard the *Lucinda*, which was moored in the Hawkesbury River, near Sydney, at the time.

Lucinda, the Queensland Government yacht between 1885 and 1923.

Key Performance **Indicators**

Measures	Notes	2008-09 Target	2008-09 Performance	2009-10 Target
Property Services — percentage of maintenance requests completed within one working day (maintenance requests usually number in excess of 1,000 per year)		100%	90%	100%
Information Technology Services — percentage of service desk calls completed within two hours (service desk calls usually number in the vicinity of 3,000 per year)		70%	69%	70%
Information Technology Services — network availability — percentage of time during the year (network services are available 24 hours a day, seven days a week)		98.5%	99.2%	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 three days (accounts payable process over 1,600 accounts paid each year)		90%	75%	90%
Catering Services — number of functions delivered/function guests served		910/45,000	908/43,576	910/45,000

Major **Initiatives**

Key Projects	Overview	Status
Electorate Office Security	A comprehensive review of electorate office security was conducted across the state during 2007-08 by the Electorate Office Security Working Group. The working group's report contained recommendations to improve security in all electorate offices and was fully supported by the Speaker and the Premier. Implementation of these recommendations commenced during 2008-09 and will be completed during 2009-10.	↺
Parliamentary Annexe Refurbishments	Commencement of a program to refurbish existing toilet and shower facilities in the Parliamentary Annexe to improve functionality, address changing needs and ensure compliance with contemporary disability access guidelines.	↺
Information Communication Technology Reforms	The implementation of 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.	√
Food Safety Program	The commencement of a formal Food Safety Program within Catering Services in accordance with legislative requirements.	↺

Status symbol key : Completed √ Ongoing ↺ Did not complete X

Goal 2 - **Business Needs Support**

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

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

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

Under the state public sector Shared Service Initiative, a number of the abovementioned sub-outputs also provide certain corporate services to agencies external to the Parliamentary Service.

Financial and Administrative Services, Human Resource Management and Information Technology Services provide a range of corporate services to the following independent agencies:

- Queensland Audit Office (QAO);
- Office of the Ombudsman;
- Office of the Information Commissioner; and
- Office of the Governor.

Existing management and operational structures within the Parliamentary Service are used to deliver services, and all services are delivered in accordance with annual operating level agreements between the agencies.

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 16.

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

Human Resource Management

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

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

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

Cleaning the Waterford Crystal chandeliers in the Legislative Council Chamber.

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.

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, Property Services continues to investigate new strategies and equipment that have the ability to decrease the impact of the Parliamentary Service on the environment.

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.

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 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:

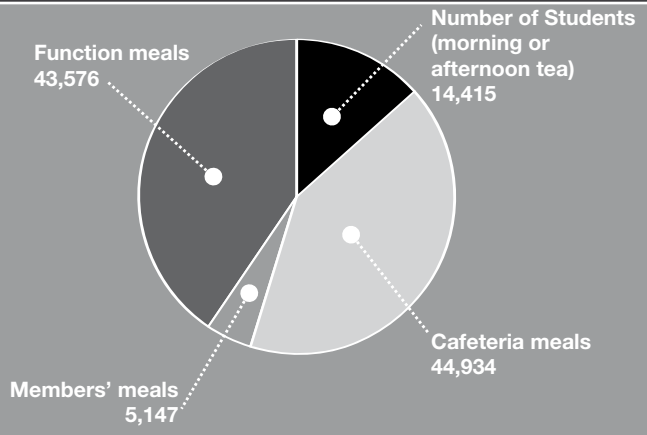
- ongoing provision of standardised, reliable, secure and cost-effective IT solutions that address the business needs of the Parliament, its Committees, Members and the Parliamentary Service;
- providing support and advice to Members and Parliamentary Service staff on the IT services supplied by the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

Looking Ahead

Initiatives in 2009-10 include:

- replacement and upgrade of certain office and computer equipment in electorate offices and the parliamentary precinct;
- relocation of a number of Members' electorate offices as a result of the 2008 electoral redistribution; and
- improvements to building infrastructure within the parliamentary precinct including the replacement of various air-conditioning units and completion of a program that commenced in 2008-09 to refurbish existing toilet and shower facilities in the Parliamentary Annexe.

Number of meals served



On the first Friday of each month, the Queensland Parliament offers High Tea in the beautiful Strangers' Dining Room serving delicacies such as 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. For further information visit *www.parliament.qld.gov.au/hightea*. To make a booking phone 3406 7381 or email *catering@parliament.qld.gov.au*.

Queensland Parliamentary Library: the O'Donovan Collection

The O'Donovan Library

The O'Donovan Library and its collection is housed on level C of Parliament House, which is in the original second level of the Library as designed by the parliamentary architect, Charles Tiffin.

The collection was started in 1860, at the inception of the Queensland Parliament. The first Parliamentary Librarian, Colonel Charles Gray, arranged for agents in Great Britain to buy relevant material about many matters that were of interest to the fledgling colony — the cultivation of subtropical fruits, cotton and sugar cane, and the construction of railways and ports. £1,000 was set aside by the first Parliament in order to establish the collection of the Library. Parliamentary papers from many colonies and the House of Commons were also obtained, and the O'Donovan Library is now the richest source in Queensland for these materials. The policy of collecting materials to support the Queensland Parliament and its Members ensured that the Queensland Parliamentary Library collection was contemporary but had retrospective depth.

Successive Librarians and their Library Committees added to the collection, selecting books, magazines and newspapers which would assist Members in their parliamentary and constituency roles.

The most noteworthy in this respect was Denis O'Donovan, Queensland Parliamentary Librarian from 1874 to 1901. He built the collection to around 32,000 volumes by the time of his retirement. He also catalogued the collection and his dictionary type catalogue is still used to the present day to access the collection, which is still housed in its original shelving.

There is an interesting connection between the first Parliamentary Librarian, Colonel Gray, and Governor Bowen, who proclaimed the colony of Queensland on 10 December 1859. Colonel Gray was the Police Magistrate of Ipswich at the time and thus, as a most important citizen of Ipswich, was chosen to give the welcoming address to Governor Bowen on behalf of the inhabitants of Ipswich.

Colonel Gray was not unknown to Governor Bowen as he was a soldier of considerable repute, having fought in India, in the Peninsula wars and also at the Battle of Waterloo. Indeed, there is evidence that he purchased a book in Brussels on his way to Waterloo.

Accordingly, at the formation of Queensland's first Parliament, Governor Bowen invited Colonel Charles Gray to become Usher of the Black Rod and the first Parliamentary Librarian. His qualifications for this dual role were exceptional.

Key Performance **Indicators**

Measures	Notes	2008-09 Target	2008-09 Performance	2009-10 Target
Number of community engagement activities		10	13	10
Number of education activities		100	148	100
Number of internships undertaken		15	19	15
Number of clients attending parliamentary education activities (e.g. seminars, workshops, conferences)	1	3,200	5,385	3,200
Parliamentary education publications distributed to internal and external clients, including school and public tour groups		35,000	39,935	35,000
Visits to the Parliament's website (total visits)		6 million	16,258,101	6 million
External clients' evaluation of services (satisfied/ very satisfied)		> 90%	> 90%	> 90%

Notes:

1. Includes regional sitting of parliament figures

Major **Initiatives**

Key Projects	Overview	Status
Lead the promotion and planning of the Parliamentary Service's involvement in the regional sitting of parliament in Far North Queensland in Cairns	The Queensland Parliament undertook a regional sitting at the Cairns Convention Centre between 28 and 30 October 2008. An extensive community engagement program accompanied this sitting, attracting over 5,200 people. The Wednesday evening Question Time session was attended by 755 people and was interpreted into Auslan sign language for the deaf community in attendance. This regional sitting was the third in Queensland's history.	√
Queensland Parliament's 150th celebrations in 2010	Following on from the state's celebration of its 150th anniversary in June 2009, the Queensland Parliament will be celebrating its significant milestone in May 2010 with a number of engagement activities.	↺
The swearing in of the Governor	The swearing in of the new state Governor occurred on 29 July 2008.	√
The opening of the 53rd Parliament	The ceremonial opening of the 53rd Parliament occurred on 21 April 2009 following the state election.	√
The Queensland Parliament's first Indigenous Youth Parliament	During National Youth Week in March 2009, the Parliament partnered with the Department of Communities to hold a youth parliament that involved only Aboriginal and Torres Strait Islander peoples. Youth members were drawn from the Youth Indigenous Leadership Program (YLIP).	√
Establishing a free call telephone number for inquiries to the Parliament from members of the public	A free call number has been established for the parliament (1800 197 809).	↺
Support for the Brisbane Romp	Community Engagement supported the Brisbane Romp event, held on 21 September 2008. More than 2,500 people visited Parliament House, with the event raising almost $225,000 for the Burnet Institute. A High Tea was held on 12 December 2008 for prize winners of the donated tickets.	√
Charity ride to support the Royal Flying Doctor Service	The Royal Flying Doctor Service (RFDS Queensland Section) was the Parliament's official charity partner for the regional sitting of parliament in Far North Queensland in Cairns. The partnership included fundraising and raising awareness of the RFDS through a parliamentary staffer's charity bike ride from Cairns to Brisbane. Several thousand dollars was raised for the RFDS.	√

Status symbol key : Completed √ Ongoing ↺ Did not complete X

Goal 3 - **Engage with Queenslanders**

To support the Parliament to engage with all Queenslanders and to play a positive role in the community.

The Queensland 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 Parliamentary Service supports 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 2008-09, the Queensland Parliamentary Service provided work experience opportunities to five individuals. The students undertook placements in various sub-outputs of the Parliamentary Service, including the Parliamentary Library, Community Engagement, Human Resource Management, Financial and Administrative Services, Property Services and the Committee Office.

In addition, students from the Queensland Government Migrant Work Experience Program were taken on a tour of the parliamentary precinct and provided with information about the workings of Parliament.

Apprenticeships

One apprentice chef completed their service with Catering Services during the year. A replacement apprentice will be recruited during the coming year.

Traineeships

The Parliamentary Service employed five trainees during the year, four of whom are school based trainees while one trainee works full time.

Under the traineeship program, theoretical study is undertaken at school or technical college with the assistance of the registered training organisation and then applied practically by trainees in the workplace. Vocational education coordinators and/or supervisors from registered training organisations regularly visit the trainees 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 Queensland Parliament hosted the YMCA Queensland Youth Parliament during the first week of July 2008;
- For the first time, the Queensland Parliament participated regionally in NAIDOC Week in Cairns, attending celebrations in the lead-up to the Far North Queensland sitting of Parliament;
- A regional youth parliament was also held in Cairns in August 2008, with 89 students participating from 14 Far North Queensland schools;
- Hearing Awareness Week 2008 was marked with members of the hearing impaired community visiting Parliament House to attend Question Time, sharing morning tea with the Speaker and receiving a tour;
- More than 2,500 people visited Parliament House on Sunday, 21 September 2008 as part of the Brisbane Romp;
- The Queensland Parliament marked the first anniversary of the National Apology to the Stolen Generations by partnering with the Musgrave Park Cultural Centre to hold a community celebration on 13 February 2009;
- The Parliament participated in Earth Hour on 29 March 2009; and
- In partnership with the Department of Communities, the Queensland Parliament hosted the inaugural Indigenous Youth Parliament on 28 May 2009. This event provided young Aboriginal and Torres Strait Islander Queenslanders with the opportunity to share their opinions and learn about Parliament.

In addition to these special activities, the community is

Community Engagement display during NAIDOC Week.

welcome to tour Parliament House daily. Last year, more than 25,082 people, including 17,193 schoolchildren, 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 are provided with a special guided tour of the Parliament's heritage O'Donovan Library. Last year the Parliamentary Service held 17 High Teas, with 1,273 guests attending.

During 2008-09, more than 5,300 people attended parliamentary education activities conducted by Community Engagement, and in excess of 39,000 education publications were distributed to clients and tour groups. Nineteen tertiary students from universities in Brisbane and regional Queensland participated in the Queensland Parliamentary Internship Program. For the first time, a deaf student, Ms Racheal Missingham from Griffith University, participated in the internship program.

This year saw the continuation of the highly successful youth parliament program at Parliament House. Several events were facilitated during the year, including two youth parliaments held to celebrate Law Week for year 11 and 12 legal studies students from schools in Brisbane and adjacent regions, the Intercept Youth Parliament for secondary school Indigenous and Pan-Pacific students, and a regional youth parliament for senior secondary students in Cairns. Community Engagement also hosted two youth parliaments conducted by external organisations. The annual YMCA Queensland Youth Parliament, which involves civics education and a youth engagement forum, brings together youth members from each of the 89 electorates in the Queensland Parliament. The Queensland Youth Peace Parliament was held to raise awareness of the United Nations International Day of Peace and to educate students about peace and their role in democracy.

In addition, four school constitutional conventions, including three for Aboriginal and Torres Strait Islander students, were conducted in regional locations in partnership with the Department of Education and Training.

Internet

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

- '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 *Record of Proceedings*, 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 information on opportunities for people to get involved with Parliament; and
- 'History' has links to former committees, references to all Members since 1860 and provides information about the history of Parliament House.

Queensland Parliamentary Lions Club

The Queensland Parliamentary Lions Club was established in May 2003. The club has approximately 30 members. A 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 Community Liaison Officer provided secretariat support for the Lions Club.

Australasian Study of Parliament Group (ASPG)

The ASPG (Queensland Chapter) was established in May 1993 as a non-partisan body to encourage and stimulate research, writing and teaching about parliamentary institutions in Australia in order to generate a better understanding of their functions.

The Queensland Chapter of the ASPG hosted the 2008 Australasian Study of Parliament Group Conference, 'Parliament and the People: Participation, Representation and Engagement' on 10, 11 and 12 July 2008. The conference attracted over 130 delegates and heard from Members of Parliament, academics and professionals on a diverse range of topics from women in Parliament to marketing parliamentary committees.

On 27 April 2009, the Queensland Chapter held a function entitled 'A behind the scenes review of the Queensland 2009 State Election' at which ALP and LNP campaign strategists reviewed the last Queensland election.

Looking Ahead

Initiatives in 2009-10 include:

- the Queensland Parliament's 150th anniversary will be celebrated next year with a number of functions and commemorative projects to be held on and around 22 May 2010, the sesquicentenary of the first meeting of the Queensland Parliament;
- the Queensland Parliament will again plan and support a youth parliament for Aboriginal and Torres Strait Islander peoples in partnership with the Department of Communities;
- a cultural awareness course will be implemented across the Parliamentary Service;
- in conjunction with the introduction of Australian citizenship ceremonies at the Queensland Parliament, a citizen resource kit will be developed;
- the Queensland Parliament's first multi-faith service will be held; and
- in support of various charities, a Christmas Tree appeal will be held in late 2009.

Support **For Charity**

The Parliamentary Service raises funds, awareness and provides support for a number of charities throughout the year. The regional sitting of Parliament at the Cairns Convention Centre in Far North Queensland saw the Queensland Parliament partner with the Royal Flying Doctor Service (Queensland Section) (RFDS) in order to raise money and awareness for the RFDS. An RFDS information booth was located inside the Cairns Convention Centre and RFDS staff informed the visiting school groups about the vital work that they perform.

In the three weeks leading up to the regional sitting, parliamentary staffer, Stephen Finnimore, undertook a charity bike ride from Brisbane to Cairns in support of the RFDS. Stephen's 1,927km ride commenced from the Speaker's Green at Parliament House on 3 October 2008 and finished at the Cairns Convention Centre on 24 October 2008. Along the way, Stephen raised several thousand dollars for the RFDS, dropped in to visit staff at four RFDS bases and survived 30 magpie attacks. As well, a number of Members of Parliament supported Stephen during his ride along the Queensland coast.

Another significant charity event was the Parliamentary Lions Club 'Jazz On The Green' concert on 12 September 2008. This event which also featured a charity auction raised $10,050 for Diabetes Australia.

The Parliament also supported the Brisbane Romp event which was held across 50 locations in Brisbane on 21 September 2008. The event as a whole raised $225,000 for the Burnet Institute — one of Australia's leading medical research and public health institutes.

Other charities supported by the Parliament during the year included the Australian Red Cross Blood Service and the Heart Foundation's 'Go Red For Women' campaign.

Parliamentary staffer, Stephen Finnimore, commences his charity bike ride from Parliament House.

The Environment

The Parliamentary Service values the environment and implements 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, the implementation of water consumption controls, hot water generating system upgrades, the 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 upgrades to reduce energy consumption while maintaining or improving conditions for the occupants of the precinct. In 2008-09 key projects were the replacement of various air-conditioning units and system components.

Maintenance programs identify faulty equipment and these faults are rectified in a timely manner to ensure that 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 these products 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.

The following water management upgrades were undertaken prior to and including the 2008-09 financial year, including the installation of:

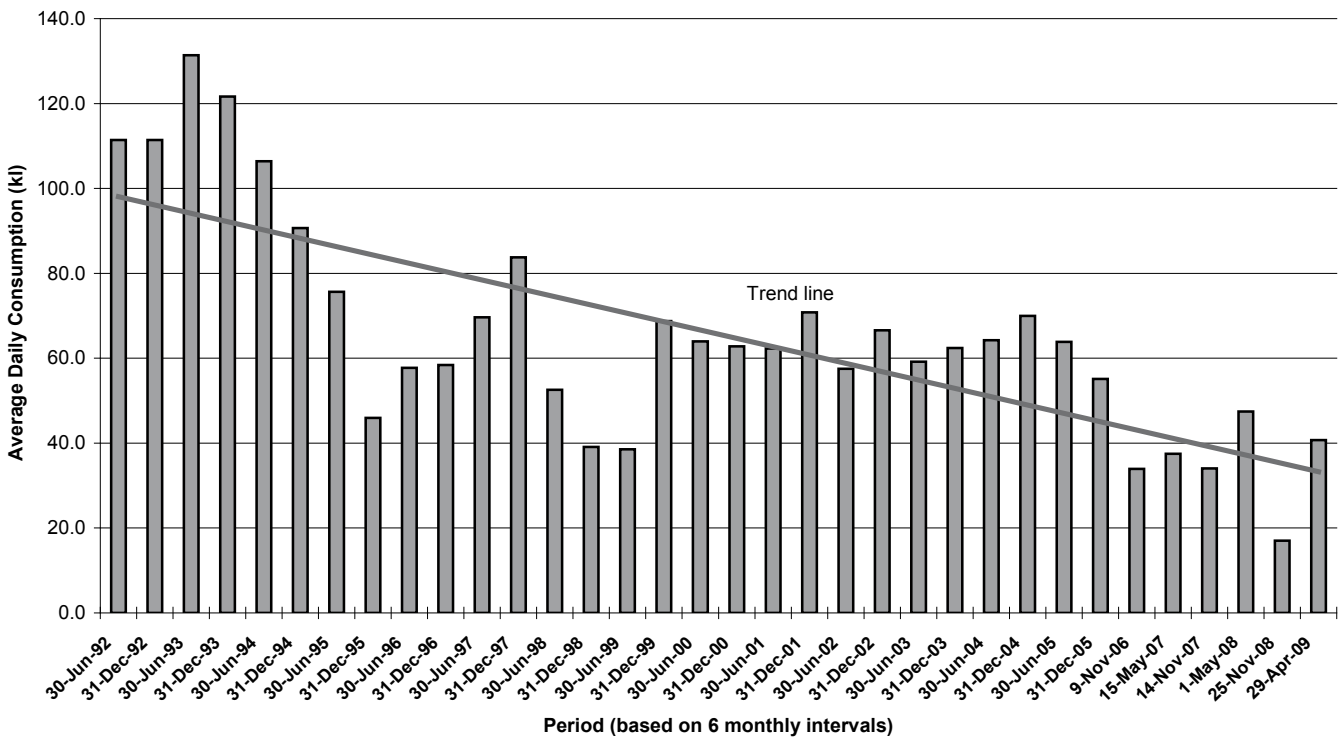
- water harvesting systems;
- rainwater collection tanks;
- 'Wet Willie' internal recycle water collection unit;
- sink and shower flow rate valves;
- reduced flush toilets; and
- swimming pool cover.

There was also continual maintenance and repairs to the water distribution system and the removal of the garbage disposal unit.

In 2009-10 the Parliamentary Service plans to replace the current 20-year-old cooling towers with new units. The new cooling towers are expected to further reduce the Parliamentary Service's water consumption and its corresponding impact on the environment.

These initiatives have resulted in, and continue to, contribute to, a reduction in water consumption from 120 kilolitres a day in 1992 to the present average of approximately 40 kilolitres a day.

Water Consumption History since 1992



Greenhouse Gas Emissions (Carbon Emissions)

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

The basis for this reporting is consistent with acknowledged national and international standards, including the definitions outlined in the AS ISO 14064 standards and the Australian Government's National Greenhouse Accounts Factors workbook. These standards establish the following different categories of emissions that organisations such as government agencies need to consider, taking into account the particular organisation's operational boundaries:

- **Scope 1** — emissions that occur directly from sources that are owned or controlled by an organisation (eg emissions from departmental vehicles, on-site diesel generators, gas boilers etc);
- **Scope 2** — emissions that occur indirectly due solely to an organisation's consumption of electricity or steam or heating/cooling, which has been generated by the burning of fuels such as coal, natural gas etc at power stations or other facilities not controlled by the organisation; and
- **Scope 3** — emissions that occur indirectly due to actions of the organisation, but from sources which are not owned or controlled by the organisation (ie outside its operational boundary). Some common examples of these sources include employee business travel in vehicles or aircraft not owned or controlled by the reporting organisation; employees commuting to and from work; outsourced activities and transportation of products, materials and waste. Note: inclusion of these emissions in any reporting needs to be based on the relevance to the operations of the organisation.

Activity	**Greenhouse gas emissions (tonnes of CO2)**	**Explanatory Notes**
Scope 1 — Vehicle usage • QFleet vehicles	138.29	1
Scope 2 — Purchased electricity for major workplaces • Parliamentary precinct • Electorate office premises leased from the private sector	4,741 953	2a 2b
Scope 3 — Air travel • Domestic air travel on commercial airlines • International travel on commercial airlines	213.2 16.5	3 3
Hired vehicles • Avis	22.2	4

Notes:

1. The CO2-e emissions figure has been aggregated using National Greenhouse Energy Reporting (NGER) guidelines and represents emissions for four primary fuel types: unleaded petrol, diesel, liquefied petroleum gas (LPG) and E10. Emissions shown are based on estimated kilometres travelled and available fuel consumption records.

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 2008 to 30 June 2009.

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 2008 to 30 June 2009 on full-year leases. Where full-year records were not available, data has been apportioned/extrapolated to provide an estimate for full-year usage. Where leases are less than 12 months old, the data relates to the actual period the lease was in place.

3. Air travel includes all flights recorded by the Queensland Government Chief Procurement Office (QGCPO) during the period 1 July 2008 to 30 June 2009, specifically: (1) international air travel on all airlines; and (2) domestic air travel on all airlines.

For all air travel, with the exception noted at (b) below, the following methodology is used:

(a) From data provided the 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 all air travel. The use of this method gives the average litres of fuel burnt for a flight per passenger. This figure is subsequently converted from litres into kilograms and then from kilograms into tonnes, before being multiplied by 3.157, which represents the amount of CO2 tonnes produced by burning one tonne of aviation fuel (sourced from the International Civil Aviation Organisation).

(b) For domestic flights with Qantas, QantasLink, Jetstar and Virgin Blue for the period 1 July 2008 to 31 December 2008 the number of passengers per sector was calculated. This information was then passed on to the respective airline for calculation of carbon emissions.

4. The hire car vehicle emissions are calculated by Avis Australia and show only emissions for Avis Australia vehicles booked under the Standing Offer Arrangement managed by the Queensland Government Chief Procurement Office.

Youth **Parliament**

Six youth parliaments were hosted and organised by the Parliamentary Service during the year. These were the YMCA Queensland Youth Parliament, a regional youth parliament in Cairns, the inaugural Indigenous Youth Parliament, the Intercept Youth Parliament and two youth parliaments held to celebrate Law Week.

The YMCA Youth Parliament saw 89 youth members, aged between 15 to 25 years, debating a number of bills over the two-day sittings of the Youth Parliament.

The then Speaker of the Queensland Parliament, Mr Mike Reynolds AM MP, officially welcomed the youth parliamentarians to the Parliament and presided over the first session of the Youth Parliament. Other Members of the Queensland Parliament acted as Deputy Speakers during the sittings of the Youth Parliament.

A regional youth parliament was held on 22 August 2008 at the Cairns Regional Council in the lead-up to the Far North Queensland sitting of Parliament in Cairns. Then Speaker Mike Reynolds officially opened the youth parliament, which saw 89 youth members from 14 schools across Far North Queensland participating.

Students debated the *Youth Education Bill 2008*, with youth members making speeches about learner driving, the road toll and compulsory community service. Youth members also spoke about youth violence.

A special guest at the regional youth parliament was Uncle Eric Deeral, the Queensland Parliament's only Indigenous Member of Parliament, who represented the electorate of Cook between 1974 and 1977.

The Indigenous Youth Parliament provided young Aboriginal and Torres Strait Islander Queenslanders with the opportunity to share their opinions and learn how the Parliament works.

The 40 participants debated the Indigenous Youth Communities Bill 2009, the aim of which was to enhance social, educational and economic opportunities for Indigenous youth in Queensland.

The Indigenous Youth Parliament was designed to lay the foundations for future Indigenous representatives at all levels of government.

The Intercept Youth Parliament for Indigenous and Pan-Pacific Islander senior secondary students from the southern Sunshine Coast region was held on 7 August in partnership with Intercept Youth and Family Service. This service supports young people who face challenges that may result in their dropping out of their senior education.

In May, two youth parliaments were conducted for senior secondary students as part of the annual Law Week celebrations.

Youth members debate a bill as part of the Youth Parliament.

Regional **Parliament**

The regional sitting of Parliament in Far North Queensland was held in Cairns from 28 to 30 October 2008 at the Cairns Convention Centre. The regional sitting provided a historic opportunity for Far North Queensland students and the general public to experience democracy in action.

As occurred with the two previous regional parliaments, the sitting program reflected the usual business of Parliament when it sits in Brisbane, with the exception of the Wednesday program, which commenced later, and included the Question Time session in the evening.

Over 5,200 people attended over the three days of the sitting, including almost 2,000 school students from 44 Far North Queensland schools. These visiting students were also provided with a briefing on the function and role of the Queensland Parliament and its Members.

The Wednesday evening Question Time session was attended by 755 people and was also interpreted into Auslan sign language for members of the Far North Queensland deaf community who were in attendance.

A range of community engagement activities and displays were conducted in conjunction with the regional sitting at the Cairns Convention Centre. These included:

- a display of parliamentary artefacts, documents and photographic images from the parliamentary archives and the 19th century heritage O'Donovan Collection highlighting the history of the Far North Queensland region;
- a series of interactive educational displays about the Queensland Parliament, parliamentary processes and key historical events;
- portraits of the four Premiers who have represented Far North Queensland electorates as well as Eric Deeral, the Member for Cook from 1974-77, who is the only Indigenous person to have been elected to the Queensland Parliament;
- free public information sessions;
- Electoral Commission of Queensland displays; and
- Queensland Government departmental displays.

For the first time in conjunction with a regional parliament, the Queensland Parliament supported a charity. That charity was the Royal Flying Doctor Service (Queensland Section), which was celebrating its 80th year of operation. The Parliament raised donations and awareness of the vital medical service that the RFDS provides throughout Queensland.

Other events conducted in conjunction with the sitting included a state reception and a free public barbeque on the Cairns Esplanade.

Official portrait of Members of the 52nd Parliament at the regional sitting of Parliament in Cairns, Far North Queensland. Photo courtesy of Department of Premier and Cabinet. Photograph by Andrew Watson, 28 October 2008.

Opening **Of Parliament**

Queensland's 53rd Parliament was officially opened on Tuesday, 21 April 2009 following the state election on 21 March.

The Governor, Her Excellency Ms Penelope Wensley AO, opened the 53rd Parliament in a ceremony held in the Legislative Council Chamber. Earlier in the day, all 89 Members of Parliament were sworn in and the new Speaker of the Legislative Assembly was elected.

The Hon. John Mickel MP was elected by his fellow Members of Parliament to the position of Speaker. Mr Mickel is the 34th person to have been elected as Speaker in the Queensland Parliament's 149-year history.

These proceedings were broadcast live on the Queensland Parliament's internet site. This allowed Queenslanders from across the state the opportunity to view the opening of their parliament for the first time.

Queensland Mounted Police form a guard of honour for the Governor.

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The official roll signed by all Members during the swearing-in ceremony.

Legislative Council Chamber, Parliament House, Brisbane, ca. 1906

Legislative Council Chamber

The Queensland Parliament is unique among the Australian state parliaments in that it was the only colonial parliament (pre-1901) to commence with two chambers and is now the only state parliament to have just one chamber following the abolition of the Legislative Council in 1922.

In 1917, the then Premier, TJ Ryan, and the Labor Party attempted to have the Legislative Council abolished by popular referendum. The referendum was easily defeated, with 179,105 Queenslanders voting against the abolition of the Council and 116,196 voting for the abolition of the Council. There were two further attempts in the next two years to abolish the Legislative Council through legislation. The hopes of the Labor controlled Legislative Assembly were buoyed by the appointment of 13 new Labor members to the Council in 1917 and an additional three in 1919. Despite these 16 appointments, the Government still lacked the numbers in the Council, and the bills calling for the abolition of the Council were again defeated. Further Labor members were appointed to the Legislative Council in 1920 and 1921.

On 24 October 1921, the then Premier, Ted Theodore, introduced the *Constitution Act Amendment Bill* into the Legislative Assembly. The bill passed the first reading stage with the support of 51 members and only 14 opposing the bill. The bill was then introduced into the Legislative Council by the Honourable AJ Jones, Secretary for Mines — the only cabinet member in the Council. On this latest attempt, the bill to abolish the Legislative Council was passed.

Royal assent was given on 3 March 1922 and the act was proclaimed on 23 March 1922. With the abolition of the Legislative Council, the most important single constitutional change in Queensland history had been accomplished and, in the words of historian DJ Murphy, '*the dominance of wealth and property over the Queensland parliament was broken.*'

2008-09 **Staff Information**

Staff Turnover	Full-Time Equivalent Positions	Recruited	Separated	% Turnover
Parliamentary precinct staff	191	21	15	7.8
Electorate office staff	183	91	70	38.2

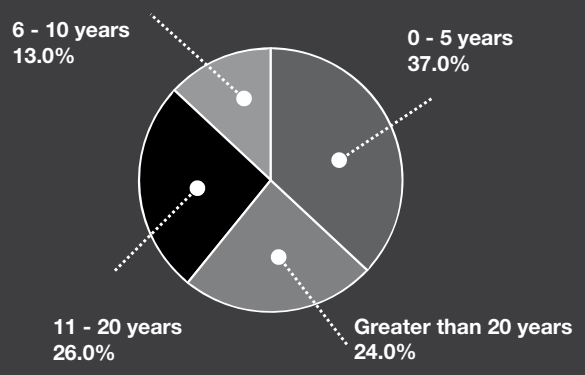
Sick Leave Taken	Number of days/officer
Average sick leave of parliamentary precinct staff	10.2
Average sick leave of electorate office staff	3.7

Study and Research Assistance Scheme (SARAS)	Total
Officers receiving assistance	30

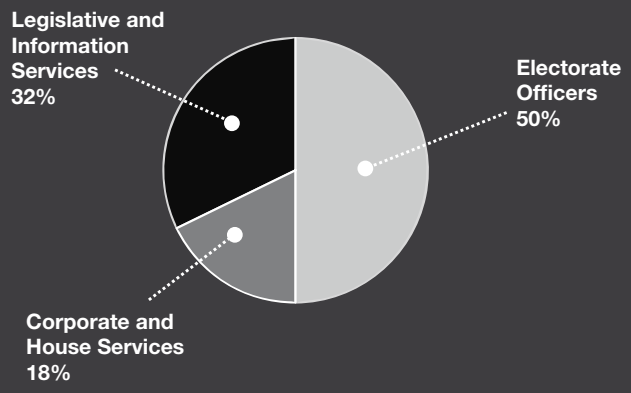
Gender of Parliamentary Service Staff

	Number of staff	Male	Female	% Female
Managerial	21	13	8	38.09
Professional	29	6	23	79.31
Clerical	86	30	56	65.11
Operational	60	40	20	33.33
Electorate Offices	195	33	162	83.07
Totals	**391**	**122**	**269**	**68.79**

Length of Service (excluding electorate staff)



Percentage of Staff by Division



Goal 4 - **Progression of Parliamentary Service**

To develop and maintain a professional and progressive Parliamentary Service.

The Parliamentary Service adopts a number of strategies across a range of sub-outputs.

Communication Strategies

Consultative Committee

Regular meetings between management and unions are conducted via the Parliamentary Service Consultative Committee, established under the Parliamentary Service enterprise bargaining agreement. The Consultative Committee met throughout the year to finalise implementation of initiatives in the Parliamentary Service Certified Agreement 2007.

Some of the main features of the 2007 agreement include:

- wage increases of four per cent or $30 per week (whichever is the 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 parliamentary Catering Services employees; and
- implementing a number of issues relating to work/life balance including:
  - increasing paid maternity and 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;
  - 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 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.

The 2007 agreement expired on 31 July 2009. The Consultative Committee commenced discussions about a replacement agreement towards the end of the financial year. It is anticipated that another three-year agreement will be negotiated to cover the period 2009 to 2012.

For the new agreement, the Parliamentary Service is offering wage increases of 4.5 per cent or $34 per week, (whichever is the greater); four per cent or $34 per week; and four per cent or $34 per week, over a three-year agreement. Other features of the agreement will be developed by the Consultative Committee as negotiations progress.

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 through the Executive Management Group in order to:

- ensure training is aligned with corporate goals and objectives;
- increase the number of staff receiving training and professional development; and
- maximise value for expenditure.

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 Parliamentary 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 Parliamentary 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 by staff in 2008-09 included:

- Taxation of Employee Salaries 2008-09;
- Hazardous Substances Training;
- First Time Supervisors;
- Research Skills;
- Statutory Interpretation (ALLA Qld);
- Proofreading and Editing;
- Concord Browser Refresher Training;
- Microsoft System Centre Operations Manager 2007 Design Workshop;

- Microsoft Advanced .NET Framework 2.0;
- Chemical Training; and
- ABS Training: Social Trends.

Electorate Office Staff Training Course

The electorate office staff training program continued during the year as part of Parliamentary Service Enterprise Bargaining Agreement commitments and the electorate office security review.

In 2008, a sub-committee of the Parliamentary Service Enterprise Bargaining Consultative Committee was established to develop a new pilot training program.

The new pilot training program was designed to build on previous training provided between 2005 and 2007 and to incorporate new material where appropriate.

The new pilot program retained much of the day one program dedicated to 'dealing with challenging situations and challenging clients' but, in light of the recent electorate office security review, a new security focus was introduced into the program for training on day two. Other topics covered in the training course included cultural competency training, superannuation and salary packaging, office ergonomics and manual handling.

A program of six courses has been developed to make the training course available to all electorate office staff. Two courses were completed in June 2009, with the remaining four courses to be completed in 2009.

Seminars

Some of the seminars attended by staff during 2008-09 included:

- Aurion 10 Conference;
- ASPG Conference;
- Rethink Reinvent Rejuvenate Seminar;
- ANZACATT Conference;
- Parliament and the People: Participation, Representation and Engagement; and
- Evening with Barbara Lewis — Appreciative Inquiry and Strategic Planning.

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 2008-09.

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

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

In 2008-09 the Parliamentary Service supported the program by hosting tours of the parliamentary complex for the students, including a visit to Question Time.

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 supports the Parliament House Staff Social Club and members of the committee. The Parliamentary Service encourages staff attendance at social club events to enhance staff communication and networking skills and to maintain a high level of staff morale.

The social club organises events ranging from health and fitness to fundraising, dinners, shows and Melbourne Cup and Christmas functions.

The 2008-09 highlight was the biannual Children's Christmas Carnival held on the Speaker's Green on 14 December 2008.

Occupational Health and Safety

Healthsmart

The Parliamentary Service continued to support a healthy workforce by continuing the Healthsmart Program for 2008-09. The Healthsmart Program was endorsed by the Speaker and

was conducted in May 2009 by Ford Health.

The Healthsmart Program aimed to encourage all Members, Parliamentary Service staff and electorate office staff to improve their wellbeing by offering the services of a health practitioner to provide flu vaccinations and skin checks.

A total of 131 participants nominated to take part in the program. Those participants were:

- 86 Parliamentary Service staff;
- 32 Members of the Legislative Assembly; and
- 13 electorate office staff.

The Healthsmart Program has been well received and participation levels and feedback has continued to be very positive across the range of activities.

Workplace Health and Safety

The Parliamentary Service has a strong commitment to providing a safe workplace for all Members of the Legislative Assembly, Parliamentary Service staff, electorate office staff, contractors and visitors.

The Workplace Health and Safety Management Group (WHSMG) has continued to meet at least every three months to discuss safety issues as they arise and to recommend corrective actions where necessary. The WHSMG has continued to be proactive in its risk management approach by:

- reviewing and updating the workplace health and safety policy for the Parliamentary Service to reflect changes to legislation and the workplace environment;
- implementing the recommendations made in the safety review for electorate offices;
- continuing safety inspections for the parliamentary precinct and electorate offices;
- investigating all workplace incidents and hazards and implementing control measures where appropriate;
- employing the services of an independent contractor to undertake a food safety audit for the parliamentary Catering Services;
- providing ergonomic workstation assessments for individuals;
- providing workplace health and safety training for key stakeholders; and
- continuing induction programs for all new Members, parliamentary staff and electorate officers.

A total of 65 incidents and 13 hazards were reported for 2008-09. All Members, staff, contractors and visitors have been encouraged to report incidents and hazards as they occur so the Parliamentary Service can continue to meet its health and safety obligations and to continually work towards minimising workplace risks.

Social Club events held during the year: Riverfire, Saturday, 30 August 2008 and Christmas Party, O'Reilly's Winery Canungra, 8 November 2008.

Meritorious Service

In 2008-09, 18 staff were issued with badges in recognition of meritorious service beyond normal duty for extraordinary initiative or noteworthy involvement in:

(a) special projects;
(b) events; or
(c) ongoing programs

that contribute to the functions and services of the Parliamentary Service or the morale or welfare of staff.

This year saw the introduction of two new awards, the Speaker's Award and Clerk's Award. These inaugural awards were awarded to:

- **Speaker's Award** — Glenda Emmerson (Community Engagement), for leadership and assistance in implementing the Parliament's Community Engagement strategies.
- **Clerk's Award** — Annette Henery (Chamber and Procedural Services), for involvement in the establishment of the tabled papers database and dealing with change in the workplace.

Meritorious Service Badges

Person	Category	Details
Lyndel Bates (Committee Office)	(a) and (b) (a)	Project management of the regional sitting of Parliament in Far North Queensland. Project management of the 2007 Induction for New Members program.
Stephen Finnimore (Committee Office)	(a) and (b)	For promoting the regional sitting of Parliament in Far North Queensland through his 'ride to Cairns' and for his associated efforts in fundraising for the Royal Flying Doctor Service.
John Polistena (Security and Attendant Services)	(c)	For creating and fostering excellence in attendant services in the Parliamentary Service.
Sarvjit Goraya (Information Technology Services)	(b)	For involvement in the establishment of the tabled papers database.
Barry Hensler (Property Services)	(c) (a)	For creating and fostering excellence in Property Services. For involvement in the electorate office security review.
Kerry Hackett (Aspley Electorate Office)	(a)	For involvement in the electorate office security review.
Steve Axe (Bundamba Electorate Office)	(a)	For participation on the Parliamentary Service Consultative Committee.
Nicolee Dixon (Parliamentary Library)	(c)	For creating and fostering excellence in producing high-quality research and publications over many years.
Kylie Sareen (Community Engagement)	(a)	For the creation and implementation of Parliament's virtual tour project.
Sarah McCallan (Community Engagement)	(b)	For involvement in assisting the Parliamentary Lions Club in its inaugural 'Jazz on the Green'.
Annette Henery (Chamber and Procedural Services)	(a) (b)	For involvement in the establishment of the tabled papers database. For involvement in assisting the Parliamentary Lions Club in its inaugural 'Jazz on the Green'.
Kerry Fortin (Financial and Administrative Services)	(a) and (b)	For administration of travel arrangements for the regional sitting of Parliament in Far North Queensland.
Jennifer Martin (Parliamentary Reporting Service)	(a)	For involvement in the drafting and production of the *Record of Proceedings Form Manual*.
Megan Mackee (Parliamentary Reporting Services)	(a)	For involvement in the drafting and production of the *Record of Proceedings Form Manual*.
James Robertson (Financial and Administrative Services)	(c)	For social club leadership and organisation over a number of years.
Michelle Dippelsman (Human Resource Management)	(a)	For project managing the implementation of ESS within the Parliamentary Service and for the clients of the Parliamentary Service (the Queensland Audit Office, the Office of the Information Commissioner and the Ombudsman's Office).
Margaret Edmonds (Catering Services)	(c)	For creating and fostering excellence in catering services in the Parliamentary Service. (Winner of the media and members' Parliamentary Service Employee of the Year Award 2007.)
Judy Small (Security and Attendant Services)	(c)	For creating and fostering excellence in attendant services in the Parliamentary Service. (Winner of the Media and Members' Parliamentary Service Employee of the Year Award 2008.)

Length of service badges

In 2008-09, 70 staff were issued with badges in recognition of their length of service.

10-year service badges were awarded to:

- Mr Leo Scanlan
- Mr Jaakko Ponsi
- Ms Margaret Edmonds
- Mr Malcolm Wilson
- Mr Stephen Kelly
- Mr Steven Hutchins
- Mr Lloyd Pollard
- Ms Leanne Clare
- Ms Ellen Buckley
- Ms Renee Easten
- Mr Robert McBride
- Ms Lynelle Osborne
- Ms Jan Fawcett
- Ms Angela Atkinson
- Mr James Robertson
- Ms Annie Taguada
- Ms Melissa Oldfield
- Mr David Embury
- Ms Eve Francis

15-year service badges were awarded to:

- Mr Kevin Jones
- Ms Angilee Jones
- Ms Colleen Lutzke
- Mr Andrew Currey
- Mr Robert Mills
- Mr Keith Bellette
- Mr Anthony Wood
- Mr Stephen Wickson
- Mr Michael Watkin
- Mr Robert Bartlett
- Ms Merle Lockett
- Mr Neil Laurie
- Ms Sandy Musch
- Ms Rachelle Stacey
- Ms Helen Bogiatzis
- Ms Roylene Mills
- Mr Graeme Kinnear
- Ms Glenda Emmerson
- Ms Jennifer Martin
- Ms Wendy Rollo
- Mr Sarvjit Goraya
- Ms Monica Pearce
- Mr Kim Dowling
- Ms Geraldine Broerse
- Ms Karen Sampford

20-year service badges were awarded to:

- Mr David Blaik
- Mr John Mathers
- Ms Evelyn Stead
- Ms Brenda O'Donnell
- Ms Carolyn McCullagh
- Ms Pauline Kavanagh
- Mr Ross Daniell
- Ms Robyn Jarvis
- Ms Megan Doolan
- Mr David Delloso
- Ms Roslin Bailey
- Ms Suzanne Campbell
- Mr Jason Gardiner
- Mr Barry Hensler
- Ms Blanca Gilvonio
- Ms Ana Maria Pantoja
- Ms Gaetana Trethan
- Mr Geoffrey Carfoot
- Mr Peter Harriss
- Mr Niall McGarry
- Mr Ken Bramble
- Mr David Newman
- Ms Annette Henery
- Mr Robert Bradbury

30-year service badges were awarded to:

- Mr Dennis Charters
- Ms Lynne Armstrong

Looking Ahead

Initiatives in 2009-10 include:

- to coordinate the delivery of electorate office staff training courses; and
- coordinate the implementation of the Parliamentary Service's fifth Enterprise Bargaining Agreement (EBA) and the activities of the Consultative Committee established under the Agreement. This project will also include coordinating the preliminary negotiations for a replacement certified agreement in 2009.

Employee **Of The Year**

The Queensland Parliament 'Employee of the Year' award was jointly established by the Parliamentary Media Gallery and former Speaker Mike Reynolds in late 2007. It is voted upon by Members of Parliament and members of the Media Gallery and announced at the annual Parliamentary Press Ball.

In 2008, Ms Judy Small was voted 'Employee of the Year', following on from Mrs Margaret Edmonds, who received the inaugural award in 2007.

Judy is a Parliamentary Attendant and has worked at Parliament House since 2004. Her duties include conducting tours of Parliament House for school groups and members of the public as well as working at the reception desk and in the gift shop. Judy's duties also include assisting Members of Parliament in the chamber on sitting days.

Judy said that she was surprised and humbled to have received the award.

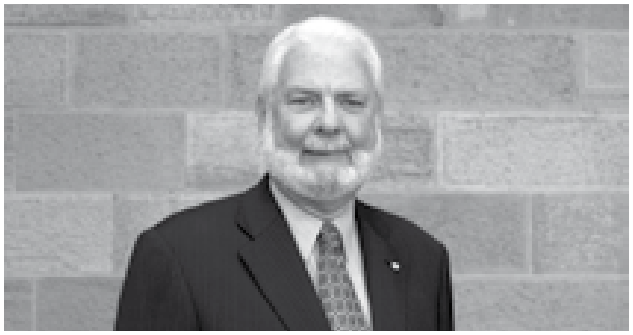
"I was not at the Parliamentary Press Ball when the award was announced and when told about it the next day thought it was all a practical joke. It took a while before I believed it was actually true." Judy said.

"I would like to thank all of the Members for letting me be myself. I'm glad to take this one for the team," Judy said.

Judy Small, Parliamentary Attendant

Management **Profiles**

Hon. John Mickel MP MLitSt BA BEdSt DipT — Speaker of the Legislative Assembly (53rd Parliament)
John was elected Speaker in April 2009. For the previous five years, he had been a Minister of the Queensland Government, responsible for a number of portfolios, most recently, Transport, Trade, and Employment and Industrial Relations. Prior to that John's Ministerial responsibilities included State Development; Aboriginal and Torres Strait Islander Policy; Energy; and the Environment. John commenced his working life as a teacher, after which he worked as a part-time university lecturer and tutor. He subsequently served in senior positions as a political adviser, before being elected to Parliament in 1998 as the Member for Logan. He is the 36th Speaker of the Legislative Assembly.



Hon. Mike Reynolds AM MP — Speaker of the Legislative Assembly (52nd Parliament)
In October 2006, the Hon. Mike Reynolds AM MP was elected Speaker of the 52nd Queensland Parliament. He had 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), 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 Hon. Mike Reynolds was Queensland's 35th Speaker.

Mr Neil Laurie LLB LLM (Hons) MBA — The Clerk of the Parliament
Neil has been the Principal Officer of the Legislative Assembly, the Chief Executive Officer of, and the Accountable Officer for, the Parliamentary Service since February 2003. Neil has 16 years experience with the Parliamentary 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 Ries was appointed to the role of Deputy Clerk of Queensland's Parliament in June 2008. Michael is responsible for the Legislative and Information Services Division and is also the Research Director of the Members' Ethics and Parliamentary Privileges Committee. Previously he held senior roles in the Department of Premier and Cabinet including as Clerk of Executive Council.

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 20 years experience with the Parliamentary Service.

Mr Stephen Gay — Speaker's Executive Officer
Stephen was responsible for advising the Speaker of the 52nd Parliament, the Hon. Mike Reynolds AM MP, in relation to his leadership of the Parliament and the Parliamentary Service. Stephen has had 11 years experience working with elected representatives at both state and federal government levels.

Mr Joe Begley BA — Speaker's Executive Officer
Joe commenced as the Speaker's Executive Officer in May 2009, re-establishing a connection with Parliament House first made more than 30 years ago as a reporter with the *Courier-Mail*. Subsequently, Joe was a political reporter for the *Australian* from 1978-82, during which time he was a foundation member of the Queensland Parliamentary Press Gallery. On leaving news journalism, Joe worked as press secretary for successive Leaders of the Opposition between 1982 and 1989 and for Premier Wayne Goss between 1989 and 1993. Joe then held senior public communications positions with the Premier's Department, Environmental Protection Agency and Department of Child Safety, before returning to the ranks of ministerial staff in 2006 as a senior media adviser. In his current position, Joe provides assistance and advice to the Speaker across a range of areas.

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.

Mrs 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, its Members and Committees to engage with Queenslanders. Glenda is responsible for coordinating and refocusing existing community engagement, education, media, multimedia and publications, parliamentary history, Indigenous liaison and community liaison services. Glenda has 18 years experience in the Parliamentary Service in research, communication and community engagement roles.

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 25 years public sector experience in investigative research and management 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 Parliamentary 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 17 years experience in the Parliamentary Service.

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 Craig Atkinson BBus — Manager, Financial and Administrative Services
Craig is the Manager of Financial and Administrative Services. His duties include establishing systems of financial management, asset and logistics management, preparing annual financial statements and ensuring compliance with relevant financial management legislation and standards as well as promoting best practice in financial management across the Parliamentary Service. Craig has 19 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 12 years.

Mr Jason Gardiner — Manager, Property Services
Jason and the Property Services team are responsible for managing the buildings within the parliamentary precinct as well as 94 electorate offices located throughout Queensland. Jason has over 20 years experience in the property services field, graduating from Maintenance Supervisor to Manager of Property Services in 2007.

Stonework restoration on Parliament House

Stonework Restoration Program

The Queensland Parliament's Stonework Restoration Program commenced in 1993-94 in order to repair over a century of wear and tear to the building's sandstone exterior. The project is scheduled for completion in 2013-14.

The project is jointly funded by the Queensland Parliament and the Department of Public Works, with a team of DPW stonemasons undertaking the work.

In 2008-09, work on the external wall along Alice Street was progressed to the final section of this wing of the building. This last section along Alice Street is scheduled for completion in 2009-10, with work then planned to continue around to the western side of the building which overlooks the Brisbane River and the Parliamentary Annexe forecourt.

Once this western section of the building is complete, work will commence on restoring the sandstone exterior of the George Street wing that overlooks the Speaker's Green. Work on the Speaker's Green side of the building is scheduled to continue until 2013-14 and, following this, restoration work on the Parliament's stone boundary fence will begin in 2014-15.

In January 2004, stonemasons working on the project found artefacts left in a specially made cradle placed in a key stone in the Alice Street wing. In the cradle were coins dated from the late 1800s with significance to the building of Parliament House and a glass bottle from a Brisbane chemist.

The bottle found by QBuild stonemasons on 21 January 2004.

Corporate Governance

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

Management Systems

Planning

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

- the Parliamentary Service Management Plan, incorporating strategic and operational plans;
- the Parliamentary Service Asset Strategic Plan; 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 engages an external contractor to provide internal audit services. The external contractor consults with the Parliamentary Service Audit and Risk Management Committee and takes into consideration Queensland Treasury's Audit Committee Guidelines.

  The Clerk of the Parliament, in his capacity as the Accountable Officer, considers and addresses the annual internal audit report and any recommendations from it. No significant issues were identified in the 2008-09 internal audit report.

  The Clerk also conducts periodic reviews of activity areas (sub-outputs) to ensure that they have remained focused on delivering client services.

External Scrutiny

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*.

No significant issues were identified regarding the operations of the Parliamentary Service during 2008-09.

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

During 2008-09, the Parliamentary 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 (WHSMG), 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 Parliamentary Service provides support to the Parliament, the body to which all other public entities in Queensland are ultimately accountable. The code was developed in accordance with the *Public Sector Ethics Act 1994*.

Management 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 Parliamentary Service;
- prepare budgets;
- determine the size and organisation of the Parliamentary 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 Parliamentary 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 Parliamentary Service has two divisions that reflect the outputs and goals contained in the Parliamentary Service Management Plan:

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

Both divisional leaders report to the Clerk of the Parliament.

Parliamentary Service Organisational Structure

Management Groups

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

Executive Management Group (EMG)

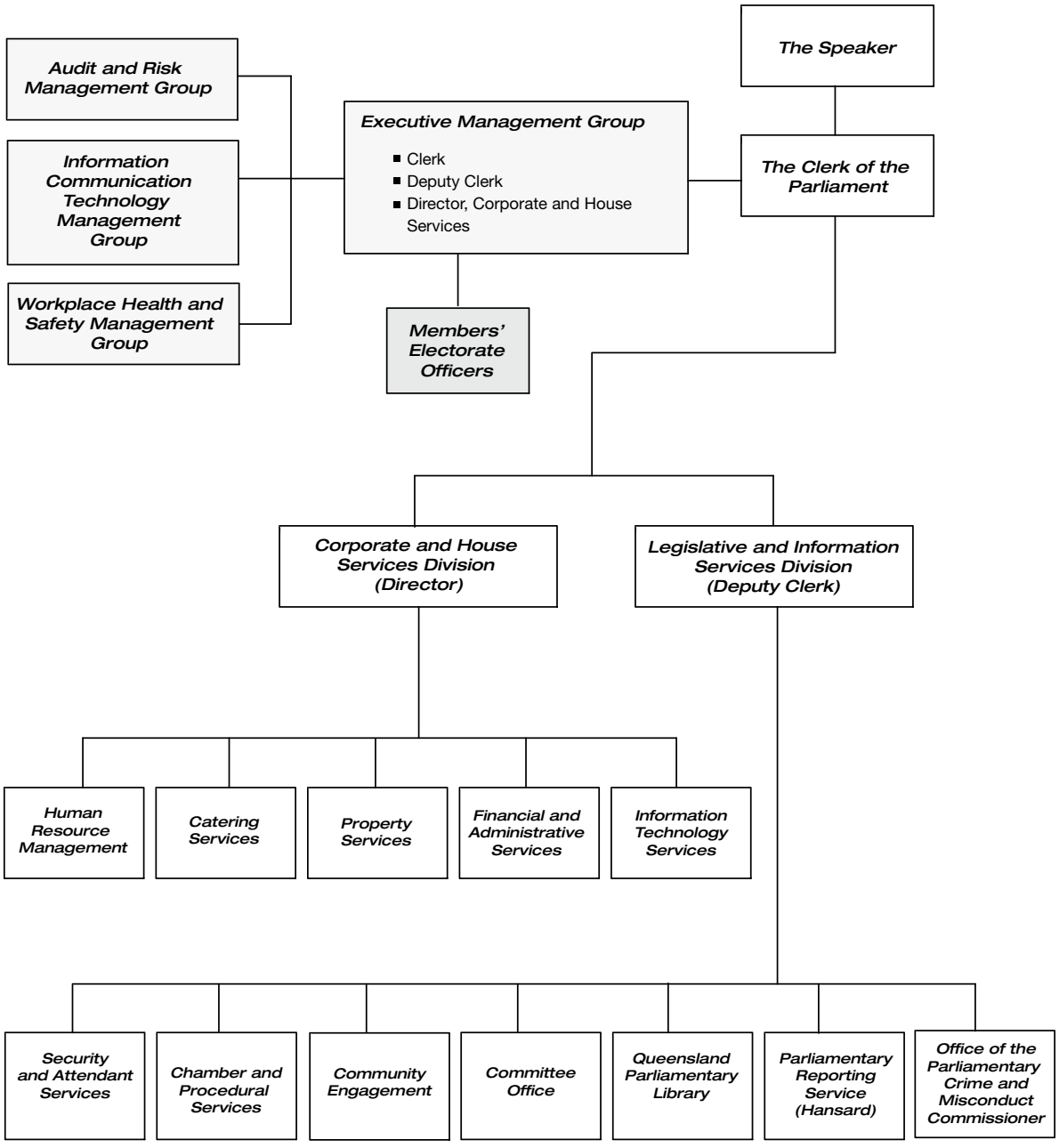
The role of the EMG is to:

- 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, Parliamentary Service-wide policies and procedures, management information systems and control environments; and
- review and recommend to the Speaker the annual budget for the Parliament.

The members of the EMG are: the Clerk of the Parliament (Chair), the Deputy Clerk, and the Director of Corporate and House Services Division.

During 2008-09, the EMG:

- coordinated the review of the Committee Office;



- considered and approved the internal audit program for the Parliamentary Service;
- developed a range of strategic human resource initiatives, including new corporate training and development units, leadership development program and a HR Scorecard;
- coordinated the administration of all parliamentary matters associated with the state election 2009; and
- coordinated the development of all management plans and the Parliamentary Service budget.

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 Parliamentary Service.

The members of the ARMG are: the Director of Corporate and House Services Division (Chair), the First Clerk Assistant (Procedure), the Parliamentary Librarian, and the Manager of Financial and Administrative Services (Secretary).

During 2008-09, the ARMG:

- reviewed the Parliament's 2007-08 financial statements and QAO Audit Report;
- developed an Internal Audit Work Plan for 2008-09;
- considered internal audit reports in relation to review of performance management systems;
- controlled processes for administering overseas travel claims by Members; and
- assisted in the development of a formal Business Continuity Plan for the Parliamentary Service.

Activities of the Parliamentary Service ARMG have been conducted in accordance within the terms of its charter with due to regard to Queensland Treasury's Audit Committee Guidelines.

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 Parliamentary Service;
- evaluate proposed ICT initiatives;
- manage staff and management understanding of and participation in ICT decision making; and
- ensure ICT within the Parliamentary 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 Division, the Manager of Information Technology Services (Secretary) and two managers from each division.

During 2008-09, the ICTMG met on two occasions and:

- considered the ICT Resources Strategic Plan for 2008-12;
- considered the future of the Parliamentary Service's ICT networks, including possible implementation of thin client solutions and a more advanced remote access pilot;
- approved and funded a formal network 'Test Lab' facility; and
- implemented recommendations of the ITS review – including ITS organisational structure, ITS service charter and improved planning practices.

Workplace Health and Safety Management Group (WHSMG)

The role of the WHSMG is to support the Executive Management Group by ensuring that obligations under the *Workplace Health and Safety Act 1995* are met.

The WHSMG is for all intents and purposes the committee required under section 86 of the abovementioned act. Group membership includes a number of management and employee representatives.

Management representatives (appointed every two years) are:

- Director, Corporate and House Services Division;
- Manager, Human Resource Management;
- Manager, Catering Services;
- Manager, Property Services (or delegate);
- Workplace Health and Safety Coordinator, Property Services; and
- Sergeant-at-Arms and Manager, Security and Attendant Services.

Employee representatives during 2008-09 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 2008-09, the WHSMG:

- continued to review the Continuous Improvement Action Plan, which was developed following the workplace health and safety audit of the parliamentary precinct in 2006;
- monitored training programs for staff in all areas of workplace health and safety;
- assisted in the delivery of the Parliamentary Healthsmart Program;
- monitored all reported hazards and incidents and workplace improvements that were implemented as a result;
- reviewed and updated the workplace health and safety policy;
- appointed a fire safety adviser due to changes in legislation; and
- conducted presentations on life/work balance as part of Safe Work Australia Week.

Mounted cricket ball on display in Parliament House

First Cricket Game

In 1895, the lease on an area of swamp land at Woolloongabba, Brisbane, previously set aside as a recreation reserve, was granted to the Queensland Cricket Association for the establishment of a cricket ground. On 19 December 1896, the first match played on the new ground was between a team of Queensland Parliamentarians, captained by Queensland's Attorney-General, TJ Byrnes (later Premier for five months in 1898 until his untimely death), and the Queensland Press. Unfortunately the game was marred by a heavy fall of rain and both teams had to field on a ground covered by water which resulted in a number of slippery incidents throughout the day. CA Bernays, the son of the Clerk of the Parliament and later to become the Clerk himself, represented the Hansard section for the Press team. By coincidence, the match was tied with both sides scoring 61. A dinner hosted by the Press was held at Parliament House that evening.

The tradition of the Parliament versus the Press in a cricket match was continued for many years.

The cricket ball used in this first match at the Gabba is mounted in the trophy that is pictured above.

FIRST CRICKET BALL

Brisbane Courier Report, 15 August 1933

Other Information

Whistleblowers

Section 30 of the *Whistleblowers Protection Act 1994* requires public sector entities to report to the Legislative Assembly on any public interest disclosures made to them 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 2008-09.

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 (Cwlth)*; 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. The Parliamentary Service is currently in the process of updating its privacy policy to comply with the *Information Privacy Act 2009*. Further information about the privacy policy can be obtained by emailing *privacy@parliament.qld.gov.au* or by phoning (07) 3406 7167.

Consultants

Consultants contribute expertise as required by the Parliamentary Service. The following consultants were engaged in 2008-09:

- Management — Committee Office Review, $22,500 (excluding GST)
- Food Safety, $8,500 (excluding GST)

Voluntary Early Retirement

There were no voluntary early retirements in 2008-09.

Retrenchments

In 2008-09, there were three retrenchments, with a total severance pay of $101,889.28.

Overseas Travel

Name of officer and position	Destination	Reason for travel	Agency cost	Contributions
Michael Ries, Deputy Clerk of the Parliament	Port Moresby, Papua New Guinea 14-18 August 2008	Commonwealth Parliamentary Association — initiate twinning discussions with Papua New Guinea	$ 3,634.97	NIL
Stephen Gay, Executive Officer to the Speaker	Port Moresby, Papua New Guinea 14-18 August 2008	Commonwealth Parliamentary Association — initiate twinning discussions with Papua New Guinea	$ 3,408.12	NIL
Leanne Clare, First Clerk Assistant (Procedure), Chamber and Procedural Services	Port Villa, Vanuatu 29 September - 02 October 2008	Commonwealth Parliamentary Association — to participate in the inaugural Member Induction Program and to establish twinning arrangements with the National Parliament of the Republic of Vanuatu	$ 4,022.77	NIL
Robert Hansen, Research Director, Travelsafe Committee	Port Villa, Vanuatu 16 - 17 March 2009	Centre for Democratic Institutions Workshop for Members of the National Parliament of Vanuatu — the role of Parliamentary Committees	$ 130.90	$ 2,153.62
Deborah Jeffrey, Research Director, Public Accounts Committee	Wellington, New Zealand 14-18 April 2009	Australasian Council of Public Accounts Committees (ACPAC) Conference	$ 2,499.41	NIL
Neil Laurie, Clerk of the Parliament	Port Villa, Vanuatu 24-28 May 2009	Centre for Democratic Institutions Workshop for Members of the National Parliament of Vanuatu — review of Vanuatu Parliament's rules of procedure	$ 65.00	$ 1,520.50
Mary Seefried, Parliamentary Librarian, Queensland Parliamentary Library	Geneva, Switzerland 15 and 16 October 2008	Inter-Parliamentary Union Conference	$ 831.91	NIL
			$ 14,593.08	**$ 3,674.12**

Financial Summary 2008-09

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 2009.

Income Statement at a Glance

In summary, the operating activities of the Legislative Assembly and Parliamentary Service delivered a small operating surplus of $0.328 million. The surplus relates primarily to a decrease 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 2008-09 over the previous year reflects general increases in funding and costs for enterprise bargaining employee expenses, and a range of electorate office leasing and relocation costs and office security improvements.

	2008-09 Amount ($'000)	2007-08 Amount ($'000)
Total Income	71,347	69,684
Total Expenses	71,019	70,113
Net Operating Surplus/(Deficit)	328	(429)

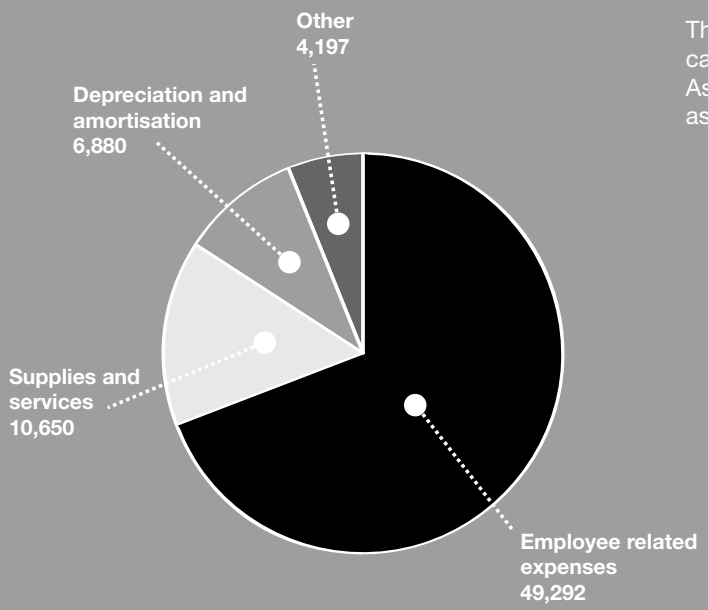
Balance Sheet at a Glance

The Legislative Assembly and Parliamentary Service maintained a strong financial position in 2008-09. Total assets decreased during the year primarily due to a reduction in cash at bank associated with transfer of annual leave entitlements to Queensland Treasury under the Government Annual Leave Central Scheme (ALCS), annual depreciation on parliamentary buildings and the deferral of significant capital works projects planned for 2008-09. Total liabilities also decreased due to the transfer of employee leave liabilities under the Government ALCS scheme.

Land and buildings in the parliamentary precinct ($268 million) represent the majority of the total assets of the Legislative Assembly. Liabilities are represented by trade creditors, bank overdraft, and post-employment benefits associated with Members of Parliament.

	2008-09 Amount ($'000)	2007-08 Amount ($'000)
Total Assets	270,584	278,273
Total Liabilities	7,468	10,557
Net Assets (Equity)	263,116	267,716
Increase/(Decrease) in Net Assets	(4,600)	122,869

Expenses by category of the year ended 30 June 2009 ($'000)



The graph above depicts expenditure by major resource category for 2008-09. Expenditure by the Legislative Assembly and Parliamentary Service is incurred on costs associated with:

- direct payment of salaries and allowances to Members of Parliament;
- Members' electorate offices and staffing;
- support services provided to Members within the parliamentary precinct; and
- depreciation expenses associated with use of parliamentary buildings, plant and equipment.

Financial Statements

FOREWORD

The Clerk of the Parliament is pleased to present the financial statements for the Legislative Assembly of Queensland and Parliamentary Service for the year ending 30 June 2009.

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 2009.

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 2009. 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 2009.

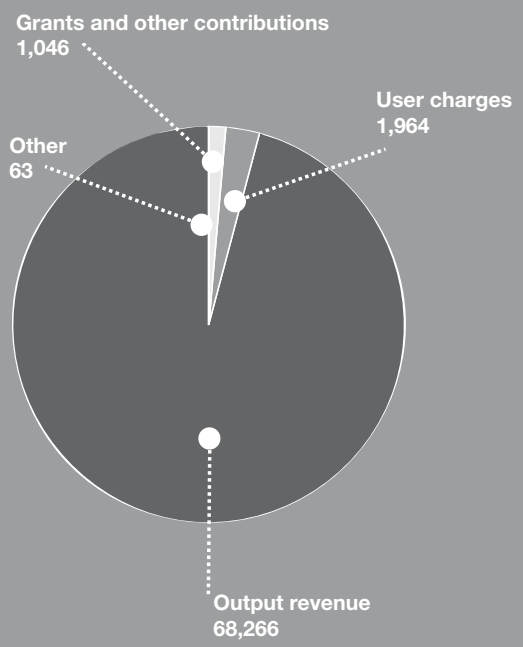
Statement of Changes in Equity

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 actual inflows and outflows of cash during the financial year and the available cash at the end of the financial year.

Revenues by category of the year ended 30 June 2009 ($'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, corporate 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.

THE LEGISLATIVE ASSEMBLY OF QUEENSLAND

FINANCIAL REPORT

for the Financial year ended 30 June 2009

Legislative Assembly of Queensland Financial Report 2008-09

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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.

LEGISLATIVE ASSEMBLY

INCOME STATEMENT
for the year ended 30 June 2009

	Notes	2009 $'000	2008 $'000
INCOME			
Revenue			
Output revenue	3	68,266	66,319
User charges	2	1,964	2,015
Grants and other contributions	4	1,046	1,341
Other revenue	5	63	13
Total revenue		71,339	69,678
Gains			
Gain on sale of property, plant and equipment	6	8	6
Total gains		8	6
Total Income		71,347	69,684
EXPENSES			
Employee expenses	7	49,292	48,249
Supplies and services	8	10,650	11,232
Depreciation and Amortisation	9	6,880	6,633
Other expenses	10	4,197	3,983
Total Expenses		71,019	70,113
Operating Surplus / (Deficit)		328	(429)

The accompanying notes form part of these statements

BALANCE SHEET
as at 30 June 2009

	Notes	2009 $'000	2008 $'000
Current Assets			
Cash	11	4	3,645
Receivables	12	1,302	986
Inventories	13	187	184
Other	14	616	73
Total Current Assets		2,109	4,868
Non-Current Assets			
Intangibles	15	173	157
Property, plant & equipment	16	268,302	273,248
Total Non-Current Assets		268,475	273,405
Total Assets		270,584	278,273
Current Liabilities			
Bank Overdraft	17	178	
Payables	18	1,376	2,735
Accrued employee benefits	19	1,092	2,382
Total Current Liabilities		2,646	5,115
Non-Current Liabilities			
Accrued employee benefits	19	4,822	5,442
Total Non-Current Liabilities		4,822	5,442
Total Liabilities		7,468	10,557
Net Assets		263,116	267,716
Equity			
Contributed equity		(15,060)	(10,376)
Retained surpluses		51,326	51,016
Asset revaluation reserve	20	227,076	227,076
Total Equity		263,116	267,716

The accompanying notes form part of these statements.

LEGISLATIVE ASSEMBLY

STATEMENT OF CHANGES IN EQUITY
for the year ended 30 June 2009

	Retained Surplus		Asset Revaluation Reserve		Contributed Equity	
	2009 $'000	2008 $'000	2009 $'000	2008 $'000	2009 $'000	2008 $'000
Balance 1 July	51,328	[illegible]	237,079	[illegible]	(10,126)	[illegible]
Operating Surplus/ Deficit	325	[illegible]				
Net revaluations [illegible]						
- Increase in Asset Revaluation Reserve				123,437		
- Non-recognised Transfer of Assets						
[illegible]						
FBT Adjustment [illegible]	(18)					
Equity contributions [illegible]					[illegible]	[illegible]
Net Increase/ Decrease transferred to from Other agencies						[illegible]
Balance 30 June	51,635	51,328	237,079	237,079	(15,206)	(10,126)

The accompanying notes form part of these statements.

CASH FLOW STATEMENT
for the year ended 30 June 2009

	Notes	2009 $'000	2008 $'000
Cash flows from operating activities			
Inflows			
Output receipts		68,050	56,841
User charges		1,924	2,163
GST input tax credits from ATO		1,709	1,854
GST collected from customers		225	254
Other		63	13
Outflows			
Employee expenses		(53,648)	(48,174)
Supplies and services		(14,247)	(11,739)
GST remitted to ATO		(205)	(227)
GST paid to suppliers		(1,556)	(1,347)
Net cash provided by operating activities	21	**2,285**	**7,100**
Cash flows from investing activities			
Inflows			
Sales of property, plant and equipment		14	6
Outflows			
Payments for property, plant and equipment		(1,121)	(5,269)
Net cash used in investing activities		**(1,107)**	**(5,263)**
Cash flow from financing activities			
Outflows			
Equity withdrawals (administrative)		(4,995)	(888)
Net cash provided/(used in) by financing activities		**(4,995)**	**(888)**
Net increase/(decrease) in cash held		(3,817)	949
Cash at beginning of financial year		3,643	2,694
Cash at end of financial year	11 & 17	**(174)**	**3,643**

The accompanying notes form part of these statements.

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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 *Parliament 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 2008-09.

For the purposes of the 2008-09 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;
- Corporate services provided to client agencies under *Shared Services*; and
- Public Sector education services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

The financial statements have been prepared in accordance with Australian Accounting Standards. In addition, the financial statements comply with the Treasurer's Minimum Reporting Requirements for the year ending 30 June 2009, and other authoritative pronouncements.

The financial report is a general purpose financial report.

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 2(i).

(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 26. Applicable audit arrangements also are shown.

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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 not reciprocal in nature are accounted 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 2009. It 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 of trade debtors is required within 30 days from the invoice date.

The collectability of receivables is assessed periodically with provisions being made for impairment. All bad debts were written off as at 30 June 2009.

(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 2009

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

(h) 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 Furniture	5,000
• Buildings	10,000
• Land	1

Valuables include paintings, prints, clocks and a 20th century heritage Scott collection.

The following Parliamentary Library assets have not been valued:

The "70 Historical Collection" of the Queensland Parliamentary Library 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 in this asset.

The Audio Visual Collection of the Queensland Parliamentary Library on the basis 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 an identifiable liquid market.

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

(i) Revaluations of Non-Current Physical and Intangible Assets

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

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

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

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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

(l) Revaluations of Non-Current Physical and Intangible Assets (con't)

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 proportionally with the change in the carrying amount of the asset.

Only those assets, the fair 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 $10,000 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.

It has been determined that there is not an active market for any of the Legislative Assembly's intangible assets. As such, the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses.

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 infinite useful life.

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

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.

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

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.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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.

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.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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) Financial Instruments

Recognition

Financial assets and financial liabilities are recognised in the Balance Sheet when the Legislative Assembly becomes party to the contractual provisions of the financial instrument.

Classification

Financial instruments are classified and measured as follows:
- Cash and cash equivalents – held at fair value through profit and loss
- Receivables – held at amortised cost
- Payables – held at amortised cost

The Legislative Assembly does not enter into transactions for speculative purposes, nor for hedging. Apart from cash and cash equivalents, the Legislative Assembly holds no financial assets classified at fair value through profit or loss.

All other disclosures relating to the measurement and financial risk management of financial instruments held by the Legislative Assembly are included in Note 24.

(s) Employee Benefits

Wages, Salaries and Sick Leave

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

Liabilities for wage and salary entitlements expected to be paid within 12 months are recognised at their undiscounted values. Entitlements not expected to be paid within 12 months are classified as non-current liabilities and recognised at their present value, calculated using yields on Fixed Rate Commonwealth Government Bonds of similar maturity, after projecting the remuneration rates expected to apply at the time of likely settlement.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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

(v) Employee Benefits (con't)

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to occur in future periods. Accordingly, it is probably 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

The Queensland Government's Annual Leave Central Scheme (ALCS) became operational on 30 June 2008. For departments, commercialised business units and shared service providers funded under this scheme, a levy is made on the department to cover the cost of employees' annual leave including leave loading and on-costs. The levies are expensed in the period in which they are payable. Amounts paid to employees for annual leave are claimed from the scheme quarterly in arrears.

Effective from 30 June 2008, no gross sum for annual leave has been recognised in the department's financial statements, the liability being held on a whole-of-Government basis and reported in those financial statements pursuant to *AASB 1049 Whole of Government and General Government Sector Financial Reporting*. On 30 June 2008, the current portion of employees' annual leave liabilities was extinguished by recognising a short-term payable to the Crown (refer to note 24). The non-current portion of employees' annual leave liabilities was also extinguished on that date by the Crown making a non-appropriated equity injection to the department (refer to the Statement of Changes in Equity).

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 payable. Amounts paid to employees for long service leave are claimed from the scheme quarterly in arrears.

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 *AASB 1049 Whole of Government and General Government Sector Financial Reporting*.

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 *AASB 1049 Whole of Government and General Government Sector Financial Reporting*.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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

(n) Employee Benefits (cont'd)

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 Superannuation 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. This represents a period of at least 2 elections and is the required qualifying period for benefits to accrue.

The Non current employment has been measured at the present value of the future cash flows.

Executive Remuneration

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

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

The remuneration disclosed is all remuneration paid or payable, directly or indirectly, by the Legislative Assembly to any related party in connection with the management of affairs of the Legislative Assembly, whether as an executive or otherwise. For this purpose, remuneration includes:

- wages and salaries;
- accrued leave (that is, the increase/decrease in the amount of annual leave, long service leave or 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);
- car parking benefits and 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 arrangements.

The disclosures apply to the Clerk of the Parliament appointed by the Governor in Council 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.

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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

(s) Employee Benefits (cont'd)
In addition, separate disclosure of separation and redundancy termination benefit payments is included.

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

The output delivers:

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

(u) Insurance
The Legislative Assembly's non-current physical assets and other risks are insured through the Queensland Government Insurance Fund with premiums paid on a risk assessment basis. In respect of its obligations for employee compensation the Legislative Assembly pays premiums to WorkCover Queensland. In addition, in respect of Members of Legislative Assembly a personal accident indemnity scheme is administered by Queensland Treasury.

(v) 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 Interpretation 1038 *Contributions by Owners Made to Wholly Owned Public Sector Entities*. Appropriations for equity adjustments are similarly designated.

(w) 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 (FBT) and Goods and Services Tax (GST). FBT and GST are the only taxes accounted for by the Legislative Assembly of Queensland. GST credits receivable from, and GST payable to the ATO, are recognised (refer to note 12).

(x) Issuance of Financial Statements
The financial statements are authorised for issue by the Clerk of the Parliament and Director of Corporate and Business Services at the date of signing the Management Certificate.

(y) Judgements and Assumptions
The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions and management judgements that have the potential to cause a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

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

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

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

(z) Rounding and Comparatives

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest $1,000 or, where the 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.

(za) New and Revised Accounting Standards

The Legislative Assembly did not voluntarily change any of its accounting policies during the 2008-09 financial year. No Australian accounting standards and interpretations issued or amended and applicable for the first time in the 2008-09 financial year have an effect on the Legislative Assembly's

The Legislative Assembly is not permitted to early adopt a new accounting standard ahead of the specified commencement date unless approval is obtained from the Queensland Treasury. 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.

At the date of authorisation of the financial report, a number of new or amended Australian accounting standards with future commencement dates will have a significant impact on the Legislative Assembly. Details of these impacts are set out below:

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). Ignoring other potential impacts on the operating result, if the revised AASB 101 was applied by the Legislative Assembly for 2008-09 reporting, there would be no impact as no revaluation was carried out this financial year.

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.

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

	2009 $'000	2008 $'000
2. RECONCILIATION OF PAYMENTS FROM CONSOLIDATED FUND TO OUTPUT REVENUE RECOGNISED IN INCOME STATEMENT		
Budgeted Output Appropriation	67,334	63,210
Plus Interest income from other Entities	1,075	12
Less Interest expenditure	-	1,142
Total output receipts	68,409	62,080
Less Opening Balance of output revenue receivable	4,347	1,761
Plus Closing Balance of output revenue receivable	-	2,147
Output revenue recognised in Income Statement	64,062	60,319
RECONCILIATION OF PAYMENTS FROM CONSOLIDATED FUND TO EQUITY ADJUSTMENT RECOGNISED IN CONTRIBUTED		
Budgeted net equity adjustment appropriation	(2,870)	(9,001)
Unfunded equity adjustment	(1,957)	-
Transfer from Creditor balances	(1,174)	(33)
Equity Adjustment Recognised in Contributed Equity	(4,913)	(9,034)
3. USER CHARGES		
Catering sales	1,741	1,778
Other	163	257
Total	1,904	2,035
4. GRANTS AND OTHER CONTRIBUTIONS		
Goods and services received below fair value	1,056	2,341
Total	1,056	2,341

Goods and Services received below fair value represent the Parliament House services provided or grounds and the labour costs and materials for an agreement for electricity, funded by the Department of Public Works.

5. OTHER REVENUE		
Sundry Revenue	63	13
Total	63	13
6. GAINS		
Gains on sale of property, plant and equipment		
Plant and equipment	8	6
Total	8	6

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

	2009 $'000	2008 $'000
3. EMPLOYEE EXPENSES		
Employee Benefits:		
Wages and salaries	[illegible]	[illegible]
Annual leave expense (refer note 16)	-	1,092
Employer superannuation contributions *	2,954	2,949
Long service leave levy *	662	655
Annual leave levy *	2,522	
Payroll tax levy *	2,[illegible]	7,[illegible]
Employee Related Expenses:		
Workers' compensation premium **	147	139
Payroll tax **	1,274	1,159
Other	[illegible]	1,167
Total	49,212	48,290

* Employer superannuation contributions, long service leave levy and the long service levy are regarded as employee benefits.

** Cost of workers' compensation insurance and payroll tax are a cost to the employing employee, but are not included in each employee's total remuneration package. They are not employee benefits but rather employee related expenses.

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

	2009	2008
Number of Employees	465	461

Executive Remuneration

The number of senior executives and other executives whose total remuneration for the year exceeds $110,000 or more:

$100,000 to $179,999	1	1
$180,000 to $199,999	1	-
$270,000 to $279,999	1	1
Total	3	2
Total remuneration for executive officers *	$[illegible]	$[illegible]

* The amounts included in executive remuneration in the table above are the amounts include the actual remuneration received, as well as amounts deferred by senior executives such as the accumulation of leave accruals and fringe benefits tax paid on employee benefits. These amounts will therefore differ from adopted executive remuneration packages shown in note 28 of the later notes.

Note that the Clerk of the Parliament, a senior officer of the Legislative Assembly, appointed by the Governor by commission, is not eligible for consideration for any performance bonuses.

There are no separation and redundancy or termination benefit payments to executives shown above.

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

		2009 $'000	2008 $'000
8.	**SUPPLIES AND SERVICES**		
	Maintenance and consultancies	3,078	3,294
	Contractors and professional services	1,562	2,051
	Telephones and utilities	1,515	[illegible]
	Members Entitlements	1,018	[illegible]
	Consumables	991	[illegible]
	Other administrative costs	1,505	[illegible]
	Total	10,650	11,237
9.	**DEPRECIATION AND AMORTISATION**		
	Depreciation and amortisation recognised in respect of:		
	Buildings	[illegible]	[illegible]
	Computer Equipment	261	186
	Other Equipment	333	[illegible]
	Intangibles	21	[illegible]
	Total	6,660	6,693
10.	**OTHER EXPENSES**		
	Operating lease rentals	[illegible]	[illegible]
	External audit fees *	91	76
	Internal audit fees	22	[illegible]
	Loss from disposal of Property, Plant and Equipment	31	[illegible]
	Insurance premiums - QGIF	65	71
	Other	5	5
	Total	4,197	3,933

* In accordance with the GSF guidelines in the 2008-09 financial year this cost is estimated to be $94,108 (2007-08: $[illegible]). Internal audit fees for the year are estimated to be [illegible]

11.	**CASH**		
	Cash at bank *	-	[illegible]
	Imprest accounts	4	4
	Total	4	[illegible]

* Cash at Bank is reconciled as at 30 June 2009. Refer to Note 7 for further details

12.	**RECEIVABLES**		
	Trade debtors	211	[illegible]
	GST receivable	389	405
	GST payable	(412)	(151)
	Annual leave tax Assessments	594	-
	Long service leave reimbursements	239	22
	Current funding receivable	-	347
	Other	-	-
	Total	1,021	966

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

		2009 $'000	2008 $'000
13.	**INVENTORIES**		
	Catering stock at cost	92	124
	Giftshop & Souvenir stock at cost	62	10
	Stationery and consumables at cost	33	10
	Total	**187**	**184**
14.	**OTHER CURRENT ASSETS**		
	Prepayments *	616	75
	Total	**616**	**75**

* Prepayments include $453,063.55 related to fortnightly payroll expenses [illegible] Legislative Assembly Accountable Officer account on 30 June 2009

15.	**INTANGIBLES**		
	Internally generated software at cost	387	350
	Less Accumulated amortisation	(214)	(183)
	Total	**173**	**167**
	Intangibles Reconciliation		
	Carrying amount at 1 July 2008	**167**	**169**
	Acquisitions	37	22
	Disposals	-	-
	Amortisation	(31)	(24)
	Carrying amount at 30 June 2009	**173**	**167**
16.	**PLANT & EQUIPMENT**		
	Vehicles		
	At fair value	2,530,331	2,585,663
	Less Accumulated depreciation	(1,772,820)	(1,815,603)
		757,511	769,960
	Land		
	At fair value	265,810	265,010
		265,810	265,010
	Valuables		
	At fair value	3,277	3,277
		3,277	3,277
	Computer Equipment		
	At cost	1,949	1,755
	Less Accumulated depreciation	(1,403)	(1,237)
		546	518
	Office Equipment		
	At cost	2,974	2,969
	Less Accumulated depreciation	(1,808)	(1,527)
		1,166	1,442
	Total	**1,028,302**	**1,040,218**

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

Property, Plant & Equipment Reconciliation

	Buildings $'000	Land $'000	Valuables $'000	Computer Equipment $'000	Other Equipment $'000	Work in Progress	Total $'000
Carrying amount at 1 July 2008	102,990	165,000	2,371	515	1,163		272,234
Acquisitions	-	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Assets Transfer Costs	[illegible]		-			[illegible]	
Disposals			[illegible]	[illegible]	[illegible]		[illegible]
Revaluations		-	-	-	-	-	-
Depreciation	[illegible]	-	-	[illegible]	[illegible]		[illegible]
Carrying amount at 30 June 2009	99,101	165,000	2,272	546	1,169	-	268,192

In 2008 a comprehensive independent revaluation of Land, buildings and valuables was performed on the following bases:

- Land at Fair Value;
- Buildings at Depreciated Current Replacement cost; and
- Valuables at Current Market Price

2008-09

Land
An in-house interim revaluation was performed on the Parliamentary Precinct and using the recommended index provided by the State Valuation Service. The index is based on industrial factor change per property derived from the review of actual transactions. The index factor for 30 June 2009 was 1.000 indicating no change in value and accordingly, no uplift was applied.

Buildings
An in-house interim revaluation was performed on the Parliamentary Annexe and Non-heritage components of Parliament House using indexation. The index used was the 2009 March Queensland non-residential construction index (-0.5% per annum) published by the Australian Bureau of Statistics. No indexation was applied due to the minimal movement.

No indexation was applied to the heritage components of Parliament House due to a lack of a reliable index.

Valuables
No interim revaluation was performed due to the eclectic nature of assets held and the lack of a reliable index.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

	2009 $'000	2008 $'000
17. BANK OVERDRAFT		
Cash at Bank *	178	-
	178	-

* Fortnightly payroll expenses of $1,583,243.30 were disbursed from the Legislative Assembly bank account on 30 June 2009. Due to the timing of cash disbursements, an overdraft for the year accrued. The Legislative Assembly is exempt from bank interest revenue and overdraft fees applied under the Government Cash Management Service Regime.

18. PAYABLES		
Trade Creditors	1,156	2,515
Other	201	198
Total	1,176	2,713

19. ACCRUED EMPLOYEE BENEFITS		
Current		
Post Employment Benefits	425	417
Annual leave levy payable	557	1,954
Long service levy payable	97	395
Other	23	5
Total	1,102	2,782
Non-current		
Post Employment Benefits	4,822	5,442
Total	4,822	5,442

20. ASSET REVALUATION RESERVE BY CLASS		
Land		
Opening balance	151,385	90,365
Revaluation increments	-	61,020
Closing balance	151,385	151,385
Buildings		
Opening balance	73,113	41,736
Revaluation increments	-	31,377
Closing balance	73,113	73,113
Valuables		
Opening balance	2,578	1,483
Revaluation increments	-	1,095
Closing balance	2,578	2,578
TOTAL	227,076	227,076

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

	2009 $'000	2008 $'000
21. RECONCILIATION OF OPERATING SURPLUS TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Net Operating Result	[illegible]	[illegible]
Non-cash items		
Depreciation and amortisation	[illegible]	[illegible]
Loss on sale of assets	[illegible]	[illegible]
Gain on sale of assets	[illegible]	[illegible]
Receipt of assets for nominal consideration below fair value	[illegible]	[illegible]
Changes in assets and liabilities		
Increase/(decrease) in prepaid income receivable	[illegible]	[illegible]
Increase/(decrease) in GST input tax credit receivable	[illegible]	[illegible]
Increase/(decrease) in GST on sales and receivables	[illegible]	[illegible]
Increase/(decrease) in bad debts	[illegible]	[illegible]
Increase/(decrease) in other receivables	[illegible]	[illegible]
Increase/(decrease) in inventories	[illegible]	[illegible]
Increase/(decrease) in prepayments	[illegible]	[illegible]
Increase/(decrease) in trade creditors	[illegible]	[illegible]
Increase/(decrease) in other payables	[illegible]	[illegible]
Increase/(decrease) in GST payable	[illegible]	[illegible]
Increase/(decrease) in accrued employee entitlements	[illegible]	[illegible]
Net Cash provided by operating activities	**2,285**	**2,100**

22. COMMITMENTS FOR EXPENDITURE

Non-Cancellable Operating Leases Commitments:

Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:

Not later than one year	[illegible]	[illegible]
Later than one year and not later than five years	[illegible]	[illegible]
Total	**[illegible]**	**[illegible]**

Operating leases are entered into as a means of acquiring access to office accommodation and storage facilities. These facilities are generally leased, 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 lease activities.

Capital Expenditure Commitments

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

Not later than one year	[illegible]	
Total	[illegible]	-

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

	2009 $'000	2008 $'000
23. CONTINGENCIES		
[illegible]		

24. FINANCIAL INSTRUMENTS

(a) Categorisation of Financial Instruments

The Legislative Assembly's [illegible] following categories of financial assets and financial liabilities

Category	Note		
Financial Assets			
Cash and cash equivalents	11	4	3,613
Receivables	12	1,302	986
Total		1,306	4,609
Financial Liabilities			
Financial Liabilities measured at amortised cost			
Bank Overdraft	17	178	-
Payables	18	1,376	4,064
Total		1,554	4,064

(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.

Maximum Exposure to Credit Risk

Category	Note		
Financial Assets			
Cash	11	4	3,613
Receivables	12	1,302	986
Total		1,306	4,609

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 defaults by ensuring that the Legislative Assembly invests in secure assets and monitors all receivables on a timely basis. Exposure to credit risk is minimised or eliminated [illegible]

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 2009

24. FINANCIAL INSTRUMENTS (cont'd)

(b) Credit Risk Exposure (cont'd)

The method for calculating any provisional impairment 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 they are stated at the carrying amounts as indicated.

Aging of past due but not impaired as well as aging of impaired financial assets are disclosed in the following tables.

2009 Financial Assets Past Due But Not Impaired			
Financial Assets	Less than 30 Days $'000	Greater than 30 Days $'000	Total Financial Assets $'000
Receivables	998	56	1,054
Total	998	56	1,054

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

24. FINANCIAL INSTRUMENTS (cont'd)

(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.

	2009			
	Payable in			Total
	<1 year	1 - 5 years	>5 years	
	$'000	$'000	$'000	$'000
Financial Liabilities				
Bank Overdraft	178	-	-	178
Payables	1,596			1,596
Total	1,774	-	-	1,774

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

LEGISLATIVE ASSEMBLY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2009

24. FINANCIAL INSTRUMENTS (cont'd)

(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 is 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 finance leases approximate their fair value.

25. TRUST TRANSACTIONS AND BALANCES

The Legislative Assembly's role as trustee for the purposes the Q Donovan Collection Preservation Fund is to preserve the Q 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.

	2009 $'000	2008 $ 000
Trust Assets and Liabilities		
Current Assets		
Cash	5	15
Total	5	15

The Queensland Audit Office (QAO) audit of the accounts of the Legislative Assembly's trust transactions for 2008-09.

CERTIFICATE OF THE LEGISLATIVE ASSEMBLY

These general purpose financial statements have been prepared pursuant to section 43(1) of the *Financial Administration and Audit Act 1977* (the Act), and other prescribed requirements.

In accordance with Section 43(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 2009 and of the financial position of the Legislative Assembly at the end of that year.

M LETCHER
DIRECTOR
CORPORATE & HOUSE SERVICES

N LAGINE
CLERK OF THE PARLIAMENT

August 2009

August 2009

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 auditor's report relates to the financial report of the Legislative Assembly of Queensland for the financial year ended 30 June 2009 included on the Legislative Assembly of Queensland's website. The Accountable Officer is responsible for the integrity of the Legislative Assembly of Queensland's website. I have not been engaged to report on the integrity of the Legislative Assembly of Queensland's website. The auditor's 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 website.

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 2009 and the income statement, statement of changes in equity and 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 Clerk of the Parliament and the Director of Corporate and House Services.

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 to express an opinion on the financial report based on the audit is prescribed in the *Auditor-General Act 2009*. This Act, including transitional provisions, came into operation on 1 July 2009 and replaces the previous requirements contained in the *Financial Administration and Audit Act 1977*.

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 *Auditor-General Act 2009* 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 *Auditor-General Act 2009* –

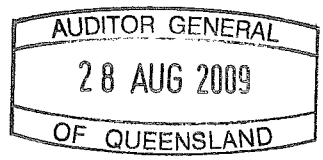
(a) I have received all the information and explanations which I have required; and

(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 2008 to 30 June 2009 and of the financial position as at the end of that year.

G G POOLE FCPA
Auditor-General of Queensland



Queensland Audit Office
Brisbane

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* and the *Financial Management Standard 1997* for the Queensland Parliament.

Annual Report — Governance Requirements	Annual Report Reference
Accessibility	
Table of Contents	Inside cover
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Schedule of Statutory Authorities or Instrumentalities	Not Applicable

Annual Report — Governance Requirements	Annual Report Reference
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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*.

GRI Number	Topic	Location
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2.5	Countries of operation	5
2.6	Nature of ownership; legal form	3
2.7	Nature of markets served	Inside cover
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2.10	Contact person for report	Inside cover
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3.8	Mechanisms for stakeholders to provide feedback	Appendices
3.15	Principal memberships in industry and business associations	16

GRI Number	Topic	Location
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EN11	Total amount of waste by type and destination	24
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Glossary

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

E-petitions — Petitioning is one of the traditional methods by which members of the public can make a formal request to the Parliament. E-petitions are petitions that are submitted electronically rather than in paper form.

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 (KPIs) — 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 a 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.

Abbreviations

ACPAC — Australasian Council of Public Accounts Committees

ALCS — Annual Leave Central Scheme

ALLA — Australian Law Librarians' Association

ASPG — Australasian Study of Parliament Group

ARMG — Audit and Risk Management Group

CALD — Culturally and Linguistically Diverse

CMC — Crime and Misconduct Commission

DPW — Department of Public Works

EAS — Employee Assistance Service

EBA — Enterprise Bargaining Agreement

EMG — Executive Management Group

FBT — Fringe Benefits Tax

GRI — Global Reporting Initiative

GST — Goods and Services Tax

ICTMG — Information Communication Technology Management Group

KPIs — Key Performance Indicators

LPG — Liquid Petroleum Gas

LSL — Long Service Leave

PCMC — Parliamentary Crime and Misconduct Committee

QAO — Queensland Audit Office

QGCPO — Queensland Government Chief Procurement Office

QGIF — Queensland Government Insurance Fund

QWIPS — Queensland Women in the Public Service

SARAS — Study and Research Assistance Scheme

VER — Voluntary Early Retirement

WHSMG — Workplace Health and Safety Management Group

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Feedback on the Annual Report 2008-09

We hope you have found our Annual Report 2008-09 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.*

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Feedback on the Annual Report 2008-09

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

Thank you for your feedback

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

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

6. Do you have any additional comments or suggestions for improving the Annual Report? _____

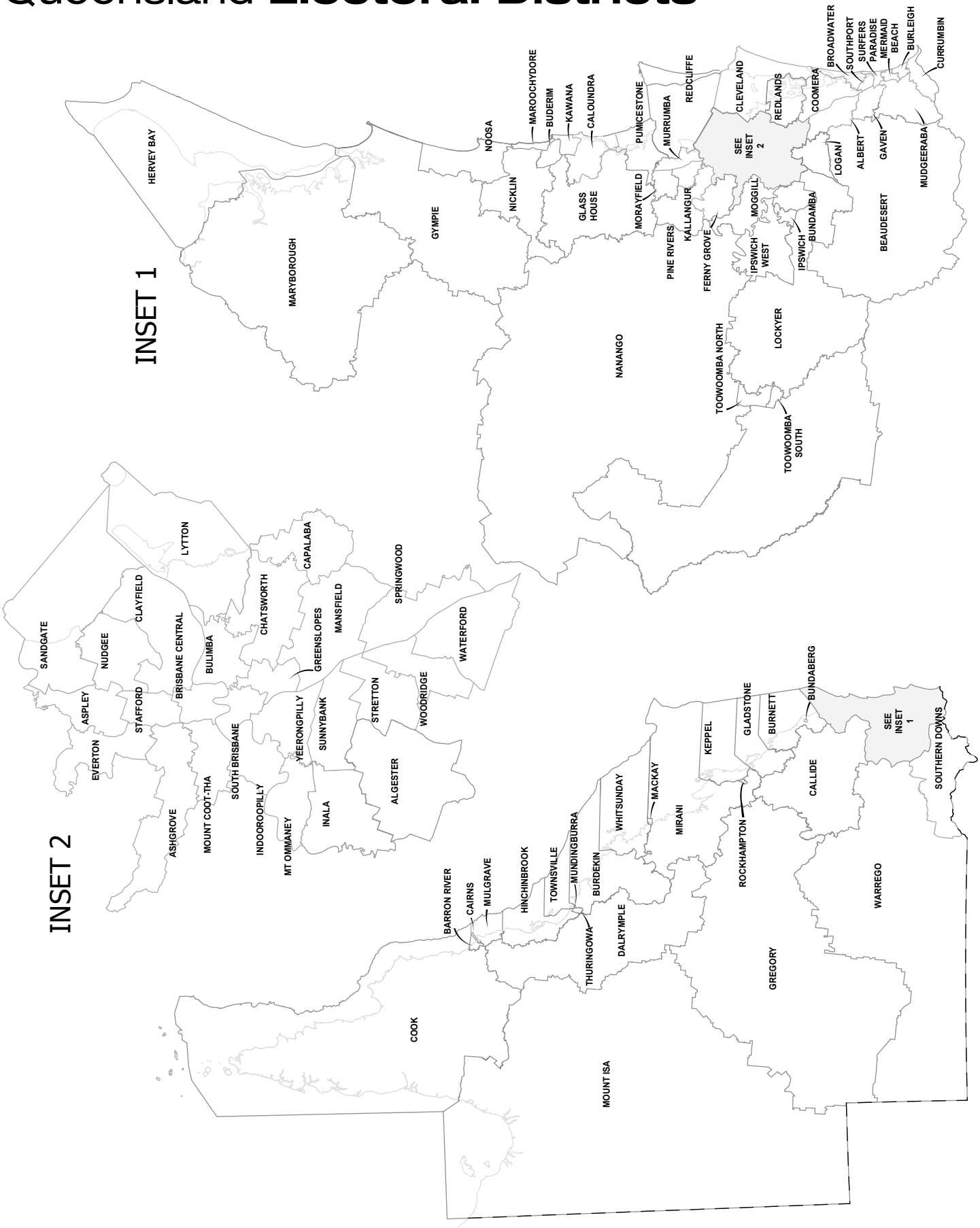
_____

7. (Optional) Name: _____

Address: _____

_____

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 their electorate offices and at Parliament House. Members are also entitled to laptops to assist them in their legislative constituency duties.

History of Parliament House

On 6 June 1859, Queen Victoria approved the creation of the new colony after considerable agitation for separation from New South Wales. The new colony was originally to be called 'Cooksland' but was later changed to 'Queensland' in her honour. On 10 December of the same year, Sir George Ferguson Bowen arrived in Brisbane as the new Governor and officially proclaimed the Colony of Queensland. Brisbane at this time was a small settlement of fewer than 6,000 people. It is now Queensland's capital city.

From December 1859 to April 1860, Queensland was governed by an interim Executive Council. Electoral rolls were prepared and the first election was held between April and May 1860 for 26 members from 16 electorates established for the first Legislative Assembly. In addition, 11 men were appointed to the Upper House, the Legislative Council, for terms of five years. Later appointments were for life.

On the anniversary of Captain Cook's charting of Moreton Bay, the Queensland Parliament met for the first time on 22 May 1860 in the Old Convict Barracks in Queen Street, roughly opposite the current Myer Centre. This building, completed in 1827, was chosen simply because it was one of the largest in Brisbane at the time. Following free settlement in 1842, the Old Convict Barracks had been used for various purposes including the Supreme Court, the Crown Solicitor's Office and chambers for judges and sheriffs.

In November 1863, a specially appointed commission chose the site for the new Parliament in George Street, near the then Government House. An architectural competition was held Australia-wide and the successful design was submitted by Charles Tiffin, the Queensland Colonial Architect. His design was an imitation French Renaissance style building. The foundation stone was laid on 14 July 1865 by Governor George Bowen and, by the end of 1865, the walls were constructed up to the first floor level. Work continued steadily until early 1866, when Queensland suffered a severe economic depression. As a result, work on public buildings including Parliament House was temporarily suspended. In September 1867, the Department of Works instructed Tiffin to prepare a new specification of works required to complete the building within a more limited budget. It was also decided to complete the project by contract, with John Petrie being the successful contractor.

Members of the Queensland Parliament met on 4 August 1868 to open their new Parliament House and general opinion held it to be the finest building in Queensland.

1859 — Order-in-Council (6 June) provided for separation of the Queensland Colony from New South Wales.

1860 — The Parliamentary Library was established.

1864 — Hansard reporting services were established at the Queensland Parliament.

1872-1887 — The number of sitting members increased from 42 to 72 reflecting the increasing population.

1890 — Three-year parliamentary terms were enacted through legislation, beginning in 1893.

1905 — After 10 attempts over many decades, legislation was passed enabling women to vote at state elections.

1907 — Women voted at their first election after being granted the right to vote in 1905.

1922 — The abolition of the Legislative Council resulted in Queensland being the only unicameral state parliament in Australia.

1929 — Queensland's first female Member of Parliament, Mrs Irene Longman, was elected.

1965 — Legislation was passed giving Indigenous people the right to vote in Queensland state elections.

1974 — The first and only Indigenous person ever elected to the Queensland Parliament was Eric Deeral.

1978 — The budget estimates committee process began and has since continued annually.

1994 — The Queensland Parliament commissioned the creation of a parliamentary mace.

1995 — The *Parliamentary Committees Act* abolished the Parliamentary Service Commission and placed administration of the Parliament under the control of the Speaker.

2002 — E-petitions were established. The first regional sittings of Parliament in Townsville. For the first time in its history, the Queensland Parliament sat outside Brisbane.

2005 — The second regional sittings of Parliament in Rockhampton.

2007 — The Aboriginal and Torres Strait Islander flags were raised for the first time outside the Parliament and in the Legislative Assembly chamber. The live video broadcast of parliamentary proceedings began on the Parliament's website. The Queensland Parliament received a didgeridoo, known as the 'Wind Yarn', to be used for ceremonial occasions.

2008 — The third regional sittings of Parliament in Cairns.

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

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