

**NEW SOUTH WALES
PARLIAMENT
JOINT SERVICES**



**ANNUAL REPORT
2004/2005**

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HON JOHN AQUILINA MP
SPEAKER OF THE LEGISLATIVE ASSEMBLY



HON DR MEREDITH BURGEMANN MLC
PRESIDENT OF THE LEGISLATIVE COUNCIL

NEW SOUTH WALES
PARLIAMENT

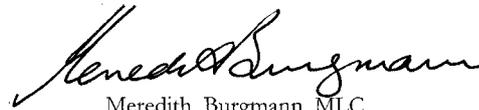
PRESIDING OFFICERS' FOREWORD

We are pleased to commend and present this Annual Report from the Joint Services of the Parliament. As always, the staff of the Joint Services have done an admirable job of maintaining and improving service to Members and to the public in the face of the inevitable budgetary constraints.

The reports from the Joint Service Departments and Sections highlight some of the significant achievements and challenges of 2004/05.

We would like to thank all staff in the Joint Services Departments and Sections of the Parliament of New South Wales. Without their hard work and commitment the Parliament could not work effectively.


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JOHN EVANS
CLERK OF THE PARLIAMENTS

**NEW SOUTH WALES
PARLIAMENT**

LETTER TO THE PRESIDENT AND THE SPEAKER

It is with pleasure that we submit the Annual Report of the Joint Departments and Sections of the Parliament of New South Wales for the year ending 30 June 2005.

Some highlights of the reporting period were as follows:

- Parliamentary Archives received special funding for the Government's Committee for the Sesquicentenary of Responsible Government in New South Wales 1856 – 2006 to construct an on-line Biographical Register of all Members of the New South Wales Parliament from 1824 to date
- Parliamentary Building Services commissioned a Strategic Asset Maintenance Plan from the Department of Commerce to identify the maintenance needs of the Parliament
- Parliamentary Education and Community Relations significantly expanded its range of publications during 2004/05, including a new book, *Playing Your Part*, published for use with teachers in professional development activities
- Food and Beverage Services commenced implementation of the recommendations of an internal audit of personnel management and procedures
- Enhancements were made to the Members' Entitlement System (MES), and bulletin board services were developed for the Legislative Council and Legislative Assembly by Information Technology Services (ITS)
- The Parliamentary Library also received a grant from the Committee for the Sesquicentenary of Responsible Government in New South Wales 1856 – 2006 to make available electronically the parliamentary debates published in the Sydney Morning Herald from 1843 to 1879
- Security Services were upgraded in response to the heightened security risks following the September 2004 bombing of the Australian Embassy in Indonesia, including a review and update of the Parliament's Business Continuity Plan, improved Parliament House and electorate office security procedures and practices and a review of the Security Management Plan.

Reference is made in a number of the reports by the Joint Services to the budgetary constraints faced by the Parliament of New South Wales. Two of the joint parliamentary services faced particular problems or difficulties. Parliamentary Security Services exceeded its budget as a direct result of increasing service demands arising from the current security environment. During 2005/06 a review of parliamentary security will be completed, and we

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would expect additional funding to be provided to the Parliament for security services following that review.

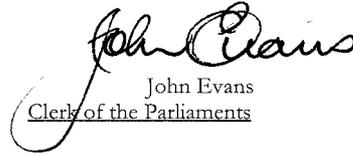
Parliamentary Building Services also exceeded its budget during 2004/05. This over-expenditure is a direct result of the increasing maintenance costs associated with the ageing of the building and the Parliament not being able to attract sufficient funding to carry out essential maintenance. The 'newest' part of the building is now approaching 25 years old and maintenance costs will continue to increase until major refurbishment works take place.

Another factor impacting upon the Parliament's financial position for 2004/05 was a shortfall in projected revenue from functions in the Parliamentary Dining Rooms. At the end of the reporting period a number of initiatives were under way to turn around this situation, and revenue is expected to increase in 2005/06.

During 2004/05 the Parliament commenced a review of its strategic planning framework. The aim is to implement a new strategic planning framework to ensure Joint Service managers report on strategically important initiatives, and that planning is linked to budget milestones, such as the preparation of the Results and Services Plan. A consultant, Dr Paul Walsh, has been engaged to assist with this process, which was ongoing at the end of the reporting period. A related project involves the automation of reporting by Joint Service managers. These projects will have a significant impact upon the framework for planning and reporting by joint service managers, including the form of future annual reports of the parliamentary joint services.



Russell D. Grove
Clerk of the Legislative Assembly



John Evans
Clerk of the Parliaments

PARLIAMENTARY ARCHIVES

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MISSION

To preserve valuable Parliamentary records as part of the archival resources of the State and make them accessible to present and future generations.

POLICY

The Parliamentary Archives is governed by the Parliamentary Archives Policy, approved by the Speaker of the Legislative Assembly on 20 December 1988 and the President of the Legislative Council on 9 January 1989. The policy is available upon request or it may be obtained through the Parliamentary website.

CHARTER

The Section was established in 1991 and provides the following range of services:

- **Bibliographic Control Program:** Finding Aids (provenance-based guides; and subject guides); Internal Control Records (locations; shelf-lists; box-lists; registers of archives – record series; plans; documents; videotapes; audiotapes; CDs & DVDs; films & microfilms; plaques; pictures & photographs; artefacts; restricted records; series descriptions & item lists; and series lists).
- **Inventory Control Program:** Records Acquisition - Accessions; Disposal (Retention and Destruction); and Processing (Arrangement and Description); and Records Management.
- **Managerial Control Program:** Office Management; Policy Support (including membership of administrative committees: Records Management Steering Committee; Thesaurus Development Committee (Convenor); Artworks Committee; and the Website Steering Committee); Public Relations & Education; Reference Services; Reporting; Staff Management; and Website Management.
- **Physical Security Control Program:** Repository Management - Maintaining intellectual control over records stored in-house; Maintaining intellectual control over records sent to outside repositories (the Government Records Repository, Kingswood and the Parliamentary repository at Ultimo) for storage.
- **Preservation Control Program:** Conservation Management (Identification of problem; sending archives to the Conservation Consultant; and maintaining intellectual control over sent records); Building Heritage Management; and Artworks Management.

The clients of the Parliamentary Archives Section includes Parliamentary Departments and sections, Members of Parliament, and the general public. Business hours are from 9.30 am to 4.30 pm. An appointment is necessary for personal visitors.

AIMS AND OBJECTIVES

To achieve our Mission the Parliamentary Archives:

- makes arrangements for the intellectual control and physical storage of Parliamentary records
- helps Members of Parliament manage records
- helps Parliamentary agencies manage records
- selects valuable records for permanent preservation as archives
- stores and preserves archives in repositories
- makes archives accessible to users to meet their needs.

Programs

- Bibliographic Control Program
- Inventory Control Program
- Managerial Control Program
- Physical Security Control Program
- Preservation Control Program Program

REVIEW OF OPERATIONS

Finances

Details of the Archives financial performance are provided in the finances section of this report.

Operations

Inventory Control Program

1. Records Acquisition: Under this program the records of Parliamentary Departments and Sections are appraised and records of archival worth identified. There are three sub-programs: Accessions; Disposal; and Processing.

1.1 Accessions: In the 2004/05 year the Archives accessioned 101 separate sets of records totalling 406 boxes (85.7 shelf metres); 11 volumes, 16 bundles; 343 video tapes; 16 booklets, 15 floppy disks and 861 photographs. This compares with 61 (580 standard boxes/99 shelf metres) in 2003/04. Since 1991 there have been 1,671 accessions, totalling 5,946 standard boxes, equivalent to 1010.82 shelf metres – over one kilometre of records. Statistics are shown at Appendices 1–2.

1.2 Disposal: Under this program records are scheduled for retention or destruction. A complete schedule for all Parliamentary records has commenced. Some work is currently being done by the Records Officers of each House Department.

1.3 Processing: ‘Processing’ is the work of identifying, naming and numbering series and other archives. In addition to the intellectual description, a physical process also takes place whereby the records are wrapped and boxed, ready for storage. They are ‘value-added’ records. Under this program the selected records are arranged and described.

1.3.1 Nine series were registered in 2004/05 and have been processed. As good processing takes much time to do properly, and since the available time has been taken up with other work, it has not been possible to concentrate on this aspect of archival work.

1.3.2 Ongoing Physical Processing Projects: 1. Covering of the Legislative Assembly Registers of Tabled Papers with ‘Mylar’ – this is ongoing; half have been done. 2. Placing all photographs in appropriately sized ‘Mylar’ envelopes. This is ongoing. As there are over 11,000 photographs, it is estimated that this will take a number of years to complete.

1.3.3 Transcription Project. The Administration Assistant has been transcribing the index cards to the Legislative Assembly correspondence to 1990 (pre-TRIM). The project commenced in 1997 and is past its half-way mark. It is planned to add this information to a database on the correspondence.

2. Records Management: This entails the design and operation of programs to achieve economy and efficiency in the creation, distribution, organisation, maintenance, retrieval, use, protection and disposal of all types of records.

2.1 The Records Management Program: This has grown considerably since the inception of the Section in 1991. The demand for hands-on records management is growing exponentially, driven by demand and the *State Records Act 1998*; as is the demand for secondary records (semi-current) records storage from all Departments and Sections (especially the Parliamentary Office of the Financial Controller) as well as from Members. As was noted in last year's Annual Report, the staff size (one records professional and one administrative assistant) and resource base of the Section cannot meet this demand; only an increased resource-base will improve the situation. The major practical part of this program was attending and giving time to records management projects; and the Thesaurus Development Committee. Advice is also given to Members as well as to Departments and Sections on their records systems and any records management problems.

2.1. The State Records Act: The Manager, Parliamentary Archives has been liaising since 1998 with various representatives from State Records to draft an agreement between State Records and the Parliament relating to the application of the *State Records*

Act 1998 to the Parliament. A review of the Act took place at the beginning of 2004. There has been no progress this financial year.

Managerial Control Program

1. Policy Support

1.1. Membership of Committees: The Manager, Parliamentary Archives attends the monthly meetings of the Heads of Departments and Sections. He is a member or convenor of the following administrative committees: the Thesaurus Development Committee (Convenor); the Artworks Committee; and the Parliament House Celebration of the Sesquicentenary of Responsible Government Committee, a committee comprising both Members and staff, of which he is the Secretary.

1.2. Aboriginal Reconciliation Artworks Wall: From 1998 until last year, the Manager curated the exhibitions on the Aboriginal Artworks Reconciliation Wall. Since then the West Wall of the Fountain Court has been set aside for the exhibition of works of art by Aboriginal people from New South Wales, as part of the Parliament's commitment to reconciliation with the Aboriginal people. This function is now undertaken by officers on the staff of the President of the Legislative Council.

1.3. Sesquicentenary of Responsible Government in New South Wales 1856 – 2006: In this financial year the Archives Section was given special funding by the Government's Committee for the Celebration of the Sesquicentenary of Responsible Government (1856-2006). A grant of \$60,000 is being used to employ a Project Officer to research biographies of Members of Parliament so as to construct an on-line Biographical Register of all Members of the New South Wales

Parliament from 1824 to date, a total of 2,076 men and women.

1.4 Macquarie Bicentenary. The Manager attends meetings (in tandem with the Manager, Education and Community Relations) of the Macquarie Bicentenary group which was formed to discuss and plan for the celebration of the bicentenary of Governor Macquarie's arrival in New South Wales in 1810.

1.5 Visit to the National Assembly of Cambodia. Following the visit in April 2004 of a delegation from the Cambodian Parliament, in Australia on a study tour of Australian Parliamentary libraries and archives, the Manager was invited to visit Cambodia to train staff and give advice to the Cambodian Parliament. Consequently in December 2004, following the approval of the Presiding Officers, the Manager travelled to Cambodia and gave a training course over two weeks from 16 to 31 December. A separate Report was submitted to the Presiding Officers on this visit.

1.6 Visit to the National Assembly of Thailand. Following the visit to Cambodia, the Manager visited the Thai Parliament on 10 – 11 January 2005; visiting the House of Representatives on 10 January and the Senate on 11 January. A report on this visit was also made to the Presiding Officers.

2. Public Relations and Education

For information about the printed 'Guides to the Archives', see the Guides Sub-Program of the Bibliographic Control program, above. As with the other Departments and Sections of the Parliament, the Parliamentary Archives has its own portion of the Parliament's Website. The Parliamentary Archives, in common with the other Departments and Sections,

updates and maintains its own part of the Website.

2.1 Exhibitions: All the exhibitions mounted by the Parliamentary Archives have been digitised and are available on-line. The Parliamentary Archives mounted two exhibitions last year in the Fountain Court. They were:

The Parliament of New South Wales: An Exhibition on the History of the Parliament. This is an exhibition mounted when there are no special exhibitions on. It was replaced by:

George Richard Dibbs – Adventurer, Businessman, Politician – An Exhibition to Commemorate the Centenary of the Death of Sir George Dibbs, Premier of New South Wales

This exhibition was mounted with the assistance of Mr Richard Dibbs, a descendant of Sir George, who very kindly loaned or facilitated the loan of many items from the Dibbs family collections. This exhibition has extended into the 2004/05 financial year.

The Parliamentary Archives display cases are also used for guest exhibitions.

2.2 Leaflets: The Parliamentary History Bulletins (pamphlets on various historical subjects of Parliamentary interest) are produced in association with the Parliamentary Education and Community Relations Section. There are currently nine leaflets, which are available in hard copy and on the Parliamentary Website.

2.3 Newsletters: The Parliamentary Archives Section contributes regularly to the newsletter produced by the Legislative Assembly.

3. Reference Services

This program includes a range of activities involved in providing information about or

from the archives - that is, making archives available for access, providing copies and providing written or oral information. In 2004/05 there were 323 telephone inquiries; 64 written reference inquiries involving detailed research; and 62 reference visitors who came to look at archives for purposes of research or study. The Parliamentary Archives also made 138 internal loans of archives to nearly all parts of the Parliamentary administration. Legislative Assembly Employee Services and the Office of the Financial Controller were the heaviest users, with the Education and Community Relations Section being a regular client. Statistics are shown in Appendix 3.

4. Reporting: The Manager makes a Monthly Report to the Clerks; and an Annual Report is submitted for inclusion in the Annual Report of the Joint Services of Parliament.

5. Staff Management

5.1. Personnel: The Section employs two staff members, the Manager and an administration assistant.

Manager: Robert Lawrie, B.A.(Hons), Dip.Lib., Dip.I.M. (Arch.Admin.), M.P.P.

Administrative Assistant: Annie Huang, B.Sc., Adv Dip Marketing, Dip. Med.

5.2: Temporary Project Officer: Ms Lindy Hazeldine was appointed to the temporary position of Project Officer for the Sesquicentenary of Responsible Government Project – an on-line database of all former Members of Parliament.

5.3: Volunteer Archivist: The Archives Section gained approval for Mrs Roberta Carew, a professionally qualified and experienced archivist, to come in for one day a week, to undertake processing work on a voluntary basis. She has been

processing the correspondence of the Legislative Council 1915 – 1975.

5.2. Training

5.2.1 No training courses were attended this year.

5.3. ASA Conference, Canberra. The Manager attended the Annual Conference of the Australian Society of Archivist in Canberra in September 2004.

Physical Security Control Program

1. Repository Management:

1.1. The Government Records Repository: The lack of adequate records storage space in Parliament House has led to the outsourcing of part of the repository management function to the Government Records Repository, Kingswood where a proportion of the archival records are stored at a cost of 90 cents per standard box per quarter (that is, \$2.70 per box per year), \$2.70 per non-standard box per quarter and \$11.00 per retrieval request (not including GST). At the end of June 2004 there were 2,702 standard boxes (the same as the previous year) and 10 non-standard items in storage at Kingswood; and there were 6 retrieval requests. From 1 March 2003, destruction of records have been charged at a rate of \$3.00 per box.

The costs of the use of the Government Records Repository, Kingswood for 2004/05 were:

Retrieval:	\$52.80
Storage:	\$14, 102.75
TOTAL:	\$14, 155.55

1.2. The Parliament House Store at Ultimo: Last financial year the Parliamentary Building Services Department closed their newly rented premises in Ultimo and moved to a larger one in the same building. All the

records stored in the old Ultimo repository were moved to the new one; as have all the non-current records of the Office of the Financial Controller. These records are still awaiting a Disposal Project: they total about 1,212 standard archive boxes (206 shelf metres). About 700 shelf metres of other records were taken to Ultimo where they were shelved. The storage at Ultimo is suitable only for semi-current records and those records which are to be kept permanently. However we have been forced to use it for the time being as a repository for archival records as financial resources do not permit their being stored at the Government Records Repository or any other environmentally-controlled repository.

\$17,927.00 in 2004/05.

The total cost of the Conservation and Preservation Program in 2004/05 was \$32,082.55.

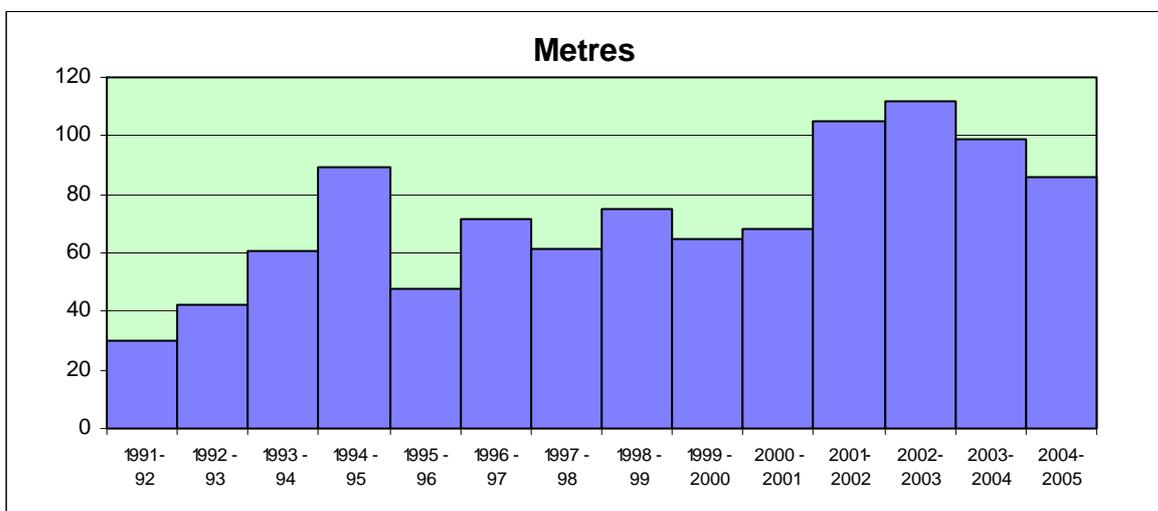
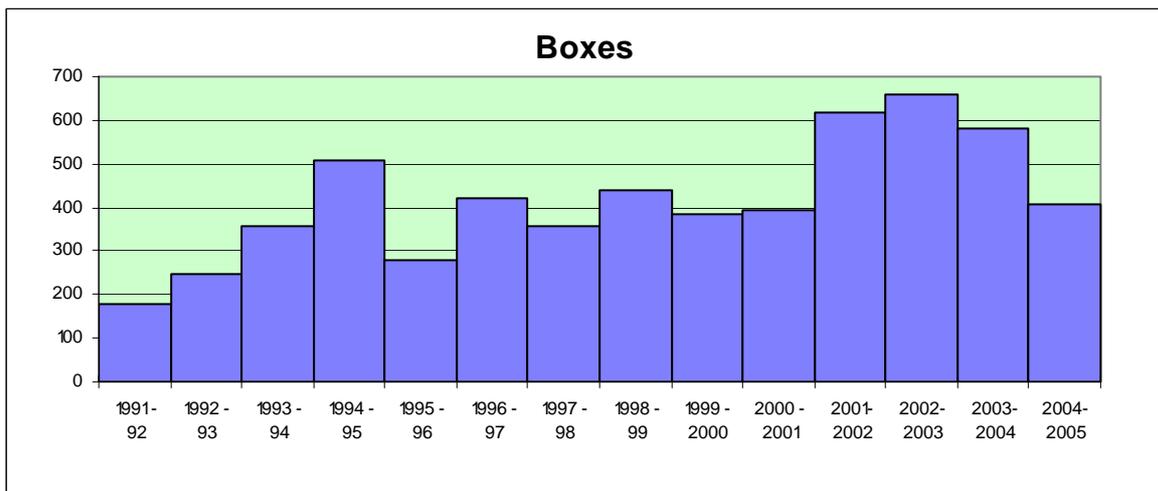
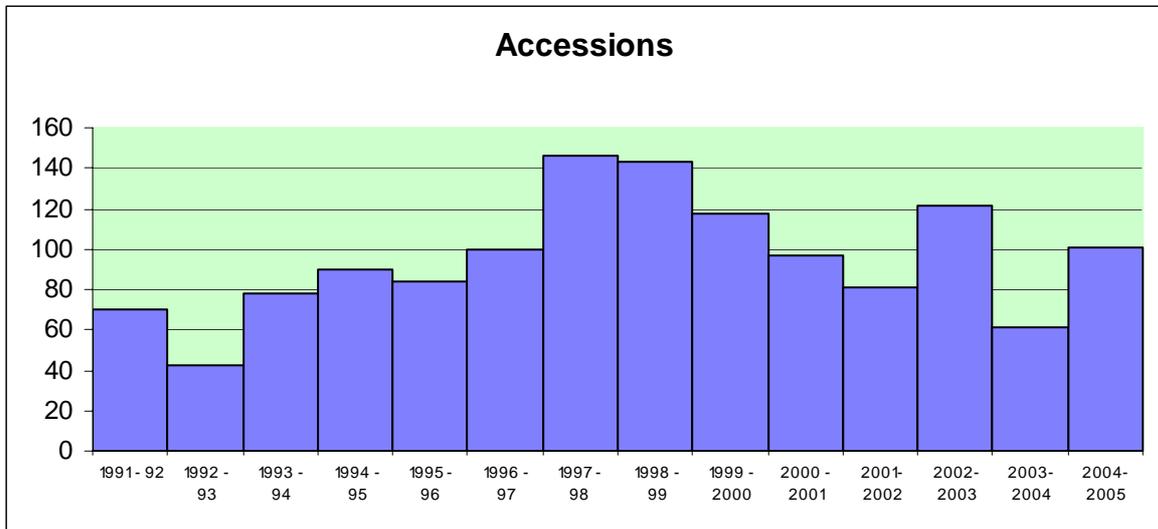
Preservation Control Program

1. Conservation Management: This program entails both preventative conservation activities in the Archives; and overseeing the Conservation Program where items are sent to the Conservation Consultants. This Program has its origins in the flood of 1975 which badly damaged a large proportion of the unique nineteenth century archives, including the archives of the first Legislative Council (1824 - 1856).

2. The Conservation Consultant: The Conservation Consultant is Heather McPherson Pty Ltd, based in Goulburn. A flat rate of \$73.37 per hour is charged. This cost includes all transport costs and compares very favourably with other conservation businesses.

In 2004/05, one batch of archives, comprising 1 box of papers of the first Legislative Council (comprising approximately two thousand separate pages) were sent to the Conservation Consultant, Heather McPherson Ltd. Heather McPherson Pty Ltd received a total of

Appendix 1: Accessions Statistics – Quantities by Box and Shelf Metre



Appendix 2: Accessions Statistics By Financial Years 1984-85 to 2004/05

	Total	Accession	Boxes	Metres	Vols	Bundles	Disc	Photographs	Documents	Maps Plans	Video	Audio	CD	Booklet	Tel. Inquire	Written Inquire	Visitors	Loans	Work Exp.	Photograph order
1984 - 85	30	30			28	1									20					
1985 - 86	63	32	7	1.19	9			80	7	111				63	46	17	7	4		
1986 - 87	96	32	14	2.38	7			4080	48					3	71	24	7			
1987 - 88	139	42	26	4.42	41	1		314	2	1				2	141	41	23		1	
1988 - 89	196	57	83	14.11	40	1		36	3	4		10		16	128	30	15			
1989 - 90	276	78	39	6.63	69	11		105	2	6				2	152	33	16			
1990 - 91	335	58	124	21.08	68	3		6	9	18	4			22	116	31	7			
1991 - 92	405	70	178	30.26	10	22	-	26	-	-	-	34								
1992 - 93	447	42	248	42.16	6	14	2	351	-	-	-									
1993 - 94	525	78	355	60.35	15	11	96	6	1	19	31	4								
1994 - 95	616	90	508	89.42	18	21	-	9	10	39	12	9		8	224	37	36	41	3	
1995 - 96	700	84	277	47.43	14	13	-	588	3	-	4	19			280	39	123	65		
1996 - 97	800	100	421	71.57	9	8	6	634	13	3	181	37			294	51	60	76	5	
1997 - 98	946	146	359	61.03	22	3	83	721	1	13	215	106			330	32	69	132	11	
1998 - 99	1089	143	440	74.8	18	19	451	566	1	-	5	27		13	319	26	84	94	15	
1999 - 2000	1207	118	383	65.11	3	4	134	1024	-	1	332	135		16	350	45	69	94	6	
2000 - 2001	1304	97	392	68.51	7	7	94	3201	-	-	2	4		10	334	53	82	112	1	
2001-2002	1401	81	618	105.06	17	2	17	462	10	8	307	0		15	316	63	32	113	2	
2002-2003	1511	121	657	111.69	2	6	133	1215	0	0	225	0		10	266	50	59	75	3	
2003-2004	1571	61	580	98.6	17	6	1	99	16	10	66	0		19	294	75	84	97	2	18
2004/05	1671	101	406	85.74	11	16	15	861	0	47	343	0	340	16	323	64	62	138	2	25

PARLIAMENTARY BUILDING SERVICES

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INTRODUCTION

Parliamentary Building Services (PBS) provides the complete range of services needed to maintain and operate Parliament House and its assets. The Department is headed by the Manager who reports to the Presiding Officers through the Clerk of the Parliaments and the Clerk of the Legislative Assembly. There are one hundred and twenty four staff in Parliamentary Building Services, in two principal groups, Property Management and Engineering.

The Property Management group is responsible for the maintenance of the Parliamentary building and grounds, furniture and fittings, works of art and antiques and cleaning. The Engineering group is responsible for the operation and maintenance of engineering services. The Department also supplies energy in the form of hot and chilled water to Sydney Hospital, the Sydney Eye Hospital and the State Library of New South Wales.

AIMS AND OBJECTIVES

To provide an environment in which the Parliament may carry out its function and to provide excellent service equal to our clients' expectations.

Customer Service

We are committed to provide excellent service to Members, staff of the Parliament and the public by ensuring their present and future needs are provided. We recognise our clients' needs as the reason for the existence of Building Services.

Staff Development

We see staff experience as one of our most valuable assets. Accordingly, we endeavour to retain our experienced staff and encourage their development of knowledge, skills and attitude by appropriate training

opportunities. We strive to provide them with equitable employment conditions and a safe and pleasant work environment.

Social Awareness

We recognise our social responsibility of protecting the environment and preserving the cultural and heritage assets of the State.

REVIEW OF OPERATIONS

To ensure suitable actions are identified, programmed and implemented to enable the Parliament building to be fit for its prestigious role for the next 10–20 years, Parliamentary Building Services has commissioned a Strategic Asset Maintenance Plan from the Department of Commerce. This plan identifies the maintenance needs of the Parliament until 2085 and is utilised to identify programmed cycles of maintenance for all parts of the building.

Financial Management

The Department exceeded its budget of \$3,438,000 by 12.09%. Over budget expenditure was forecast in the last annual report and was consistent with the Strategic Asset Maintenance Plan projected funding requirement for 2004/05. It is primarily due to increased maintenance costs with the ageing building and the Parliament not being able to attract the necessary funds to carry out necessary maintenance. The building is now approaching twenty-five years old and has never had any major refurbishment work undertaken. This increase in expenditure will continue to climb until such time as major refurbishment works are undertaken.

The Strategic Asset Maintenance Plan forecasts a similar budget overrun in the 2005/06 financial year.

Energy Management

In its role as Parliament's Energy Manager, Parliamentary Building Services is charged with ensuring the Government's aim of a fifteen per cent reduction in energy consumption compared to 1995/96 levels by 2001 and twenty five per cent by 2005 is being achieved.

The Department is currently investigating both the possibility of lighting and water saving enhancements to further reduce energy consumption including retention of water from rainfall for cleaning and garden use and using sensors in the car parks and other low use areas to reduce electricity costs.

Waste Management

The Parliament House recycling program continues to be a success. In the last twelve months the co-mingle service has been discontinued as it proved impractical to implement.

A study is being undertaken to investigate the practicality of sending food scraps to a recycling service that processes these scraps to produce electricity and fertilizer. Presently food scraps are sent to landfill. Over the last twelve months Parliament has recycled 60.9 tonnes of paper and 8.9 tonnes of cardboard. This represents 991 trees saved plus 305 cubic metres of landfill avoided.

All paper purchased for the Parliament with the exception of high quality printing paper had a significant recycled content.

Environment

The Department's activities are in accordance with the aims for a clean environment.

The Department's plan to phase out and correctly dispose of all CFCs is being followed.

Regular air monitoring has continued throughout the year. Reports received from

the air monitoring service indicate the quality of air within Parliament House meets or exceeds recognised standards.

A policy of chemical and pesticide notification is being prepared. All building occupants are informed of the nature/function and location of any chemical or pesticide use. Building Services endeavours to use the safest products available.

Heritage Asset Plan

The Parliamentary Precinct was listed on the State Heritage Register on 24 April 2002. Parliamentary Building Services is currently working on a Heritage Management Plan to facilitate the maintenance of a Sydney landmark which has immense historical value to the people of New South Wales. The building must be preserved and maintained in excellent original condition while remaining in daily use and providing a functional home for the Legislature.

MANAGEMENT AND PERSONNEL

Organisation

Parliamentary Building Services has two main groups with 124 staff. The Manager and two Assistant Managers oversee the Property Management and the Engineering groups. The Property Management group is responsible for cleaning, gardening, building fabric maintenance, building structure, artworks, furniture, building alterations, and arrangements for special occasions.

The Engineering group provides services including air conditioning, major electrical installations, emergency power generation, maintenance of the central energy plant, hydraulic systems, fire protection systems, telecommunication systems, refrigeration plant, division bells, building automation system and lifts.

Departmental officers

In February 2005 the Building Manager, Mr Robert Walker, resigned. The Manager, Parliamentary Security Services, has been acting in that role since February 2005.

Acting Manager

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(Public Policy)

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Assistant Manager, Building Services

Robert Neilson

Phone 02) 9230 2221

Assistant Manager, Engineering

Alistair Leonard

Phone (02) 9230 2501

Equal Employment Opportunity

The Department maintains its commitment to EEO principles, particularly relating to its recruitment procedures. A high percentage of EEO target groups are on its staff. In 2002/03, forty seven per cent of the total staff were female while staff from non-English speaking backgrounds comprised fifty three per cent of the total number of employees. This trend continued within 2004/05 recruitment.

PROJECT MANAGEMENT

The following major works were undertaken during the year:

Refurbishment of Ministerial Offices

Continuing on from the 2001/02 program, four ministerial suits were refurbished. This involved the replacement of existing décor and upgrading office wiring systems. Due to funding restraints no new Ministerial or Member office refurbishments are planned in 2005/06.

Carpet replacement

Carpet replacement is a continuous program that has been ongoing for some years and will continue for the life of the building.

Collapse of Fire Sprinkler Water Tank

In October 2003 the tank holding 167,000 litres of water for the building fire sprinkler system collapsed. The resulting flood caused minor damage to carpets in the gymnasium and level one plant room office along with equipment damage both in the sprinkler room and the level one plant room. In order to remove the collapsed tank it was necessary relocate the drivers to the former Members' room on level seven and demolish their room on level four.

An investigation into the cause of the collapse was undertaken by Sydney University Engineering services. In their findings they reported that the most likely cause of the tank collapsed was an undetectable internal fracture of the tank wall, which over a period of time expanded until the failure occurred.

As the Parliament has a number of these 25 year old water tanks and a study identified similar internal fractures that may cause similar structural failures, a program of replacement was implemented in 2004/05.

Including the reconstruction of the drivers' room it is expected this event will cost approximately \$684,000. Funds were allocated during the 2004 – 2005 to undertake the feasibility study and engineering reports for all water tanks within the building. The water tanks will be replaced in 2005/06.

Rear Garden Upgrade

The garden area along Hospital Road at the rear of Parliament House was landscaped and a new footpath installed to reduce the OH&S concern of staff and visitors walking on the road.

PARLIAMENTARY EDUCATION AND COMMUNITY RELATIONS

Tel: 9230 2047 ~ Fax 9230 3033

CHARTER

The Parliament first established an education role in 1987 when an education officer was seconded from the Department of School Education to undertake a Bicentennial project to develop materials for use in schools. In 1991, the Presiding Officers approved the establishment of a Parliamentary Education and Community Relations Section.

All Australian Parliaments have recognised the need for parliamentary education as part of larger citizenship education programs, and Parliamentary Education sections aim to meet the need for school and, often, community citizenship, education. The need for civics education programs is recognised Australia-wide in all state and territory curriculums and in national, state and regional programs. In New South Wales, Human Society and its Environment K-6, History 7-10, Geography 7-10 and Commerce 7-10 syllabuses include specific mandatory civics and citizenship components, and Civics and Citizenship is a perspective in all syllabus areas. The role of this Section in supporting civics in NSW continues to expand.

As with all Departments and Sections within Parliament House the major clients are the Members. The Parliamentary Education and Community Relations Section is unusual in that school, tertiary and adult students and members of the public are also major clients.

The Parliamentary Education and Community Relations Section has the responsibility for the management, administration, policy formulation and planning of education and community relations programs for Members, staff and the public. As well as its own role, it operates cooperatively with and provides

support for other sections and officers of the Parliament in:

- providing support services to Members, particularly to assist their role in servicing the information and education needs of their constituents within a civil society
- providing educational resources, activities and support for schools, other educational institutions and the community, including the business community
- contributing to the Parliament's role as a significant institutional leader by extending community, national and international knowledge of and understanding of the role and operation of the Parliament
- providing curriculum and resource support to schools and adult students and offering professional development and seminar programs for educators, trainee educators, government and non-government sector organisations and employees
- writing, developing and publishing in various formats to meet the range of education, community and visitor needs
- supporting and resourcing the Parliamentary visitors' program
- managing and administering the Section activities.

GOALS, AND OBJECTIVES

Mission

The Parliamentary Education and Community Relations Section endeavours to serve the interests of the Members and the people of New South Wales by originating

and implementing programs aimed at increasing the knowledge and understanding of the roles and functions of the Parliament and its Members and at developing civics skills necessary for active citizenship.

Goals 1 and 2:

- Provide the procedural support, advice and research necessary for the effective functioning of both Houses and their committees.
- Provide effective services to Members and other client groups.

Objectives:

- provide quality advice to the Presiding Officers on Parliamentary education and community relations matters
- provide the highest possible support services to Members within available resources
- identify and provide quality advice and information on Parliamentary Education to Members as will enable them to fulfil their duties to school and local communities
- develop, produce and distribute education support materials to Members
- involve Members wherever possible in Section activities, particularly those connected with their constituents.

Strategies and Outcomes 2004/05:

- Provided or made available resources for the use of Members or to Members on request, including publications, PowerPoint presentations, and other resources, and assisted several Members with

activities including debates, school and community group visits

- Continued publication of occasional Section newsletter for Members and managers, called *What's On in Education* – two issues were produced during 2004/05
- Gained involvement of Members in electorate-related and public events, particularly the School Leadership Program (74 attendances by Members noted across the 11 days of the program which fell within 2004/05); Members as speakers or contributors to the Primary and Secondary schools conventions, parliaments and Student Representative Council programs (2 events involving 16 Members); teacher professional development days (3 events involving 4 Members); Young Women's Leadership Seminars (3 programs involving 11 Members); university internships (10 Members across 2 internship programs) work experience for school students (3 Members); awards ceremonies (3 events involving 5 Members); community events such as *A Little Night Sitting* (16 Members in 5 programs) and the *Corridors of Power* community course (2 programs involving 4 Members); tours and visits (5 events with 5 Members); State Government Familiarisation Programs (1 program involving 10 Members). In all there were more than 144 involvements by Members in 39 Section activities
- Presented and provided resources at three induction course for electorate officers and assisted with scripting for induction video
- Provided advice and support to the Presiding Officers and Clerks on education, CPA and community-related matters, and on participation

in conferences, public and community events.

- support and resource the Parliamentary visitors' program.

Goal 3:

- Promote awareness of the purposes and functions of the Parliament and facilitate community access.

Objectives:

- provide support services to Members, particularly to assist their role in servicing the information and education needs of their constituents within a civil society
- contribute to the Parliament's role as a significant institutional leader by extending community, national and international knowledge of and understanding of the role and operation of the Parliament
- identify the needs of different client groups, and to develop appropriate policies and programs to fulfil those needs
- write, develop and publish in various formats to provide educational and information resources to meet the range of education, community and visitor needs
- provide support for schools, educational institutions and the community to further implementation of civics and citizenship education and other relevant curriculum areas
- offer appropriate professional development and seminar programs for educators, trainee educators, government and non-government sector organisations and employees
- work cooperatively with a range of institutions on projects and resources sharing mutual goals with Parliamentary Education and Community Relations

Strategies and Outcomes 2004/05:

- There was a significant expansion of publications during 2004/05 (see publications listed later in report). A new colour brochure was produced and, for the first time, also translated and made available in a range of community languages; two colour posters with educational material were produced; a new edition of the parliamentary bookmark was produced; and a new book, *Playing Your Part*, was written and published for use with teachers in professional development activities. In addition, the comprehensive range of existing material was revised and upgraded, while redundant material was discontinued. The parliamentary video was made available in a CD version for the first time. Several Powerpoint presentations on the Parliament or specific to school curricula were developed. In addition, the Section produced five journal articles which were published in various professional journals
- Provided information and images about Parliament for publication for a range of organisations
- Provided and updated current general and educational materials on the Parliament internet site, assisted in the website revision project, its design and usability testing of the new site. All possible education resources are now available on the website
- Chaired and coordinated the NSW Schools Constitutional Convention program with financial support from the NSW Department of Education and Training and other school sectors. Conducted the New South

Wales Schools State Convention with approximately 100 Year 11 students at Parliament House in November 2004 and coordinated and supervised NSW students at the National Convention in March 2005

- Coordinated and conducted the School Leadership Program in cooperation with the Governor's Office, Department of Education and Training, Catholic Education Commission and Association of Independent Schools. In 2004/05, 11 visit days fell within the financial year with 1,032 students from 443 schools participated on those 8 days, with 74 attendances by Members. Students were also provided with lunch by the Parliament
- Continued the Young Women's Leadership Program for Year 11 girls. In 2004/05 three programs were run for 310 Year 11 girls. Panels of women Members presented at the forums together with prominent keynote speakers. For the first time, financial support was provided to support the attendance of students from a number of non-metropolitan areas (20 students assisted)
- Continued the schools Forum series, with a Forum conducted in August 2004 and another in May 2005. This one-day program involved some 150 Year 10 students from 23 schools operating a mock issues-based parliament. For the first time, financial support was provided to support the attendance of students and teachers from a number of non-metropolitan areas (17 students and teachers assisted)
- Worked with the Henry Parkes Foundation to develop, coordinate and conduct the 2004 Primary Schools Citizenship Convention themed *Our Place in Reconciliation* and involving 100 students at Parliament House. This concluded with placement of reconciliation pavers and dedication of a Reconciliation Garden as part of the Parliament roof garden. The Section also coordinated and presented the Henry Parkes Civic Action Awards, this year attracting about 40 entries from schools. The Manager continued as a deputy chairperson of the Henry Parkes Foundation Board
- The Section assisted the YMCA with conducting the third highly successful YMCA Youth Parliament; as well as assisting with other student events including the Hume-Barbour debating finals; the State Student Representative Council (SRC); one school parliament meeting at Parliament House; and one electorate SRC debate. In all involving approximately 300 students were involved in these activities
- Coordinated school work experience programs for the Parliament – in 2004/05, 16 students were placed within the Parliament, including 9 from the Vocational Education and Training (VET) Year 11 programs and 7 from year 10 work experience programs
- Supported the House Departments in the development of Parliamentary visits, tour programs, resources, educational visits and staff induction. Again in 2004/05 the quality of education tours continued to be very high, particularly in relation to the use of role-plays and the dissemination of resources. New bills, role-plays and support materials were developed and implemented
- The Section worked jointly with the Museum of Australia to develop, implement and showcase *Snapshot*, a community project in which six small schools in varied parts of

NSW documented their communities through photographs. In cooperating with Parliamentary Archives Section, these will be displayed at Parliament House in October 2005. The photographs continue to be on display on the National Museum of Australia Website.

- Undertook four visits to schools and institutions to give presentations or workshops to students
- In summary, during 2004/05, the Section conducted 34 separate events for school students with a total of approximately 2,300 participants – this does not include students visiting Parliament House as part of the normal tours program
- The Section continued to develop cooperative programs with neighbouring education-related institutions including the State Library, Government House, Historic Houses Trust, Supreme Court, Museum of Sydney, Sydney Hospital and the Royal Botanic Gardens, amongst others
- Provided support and presented addresses or workshops at teachers' professional association conferences and activities including geography, history, social sciences, legal studies, economics and business education, as well as supporting a *Celebrating Democracy* Conference for teachers and students; a Board of Studies syllabus briefing; a joint Board of Studies – Unions NSW book launch; and being involved in the preparation and hosting of a major international Pacific Circle Consortium education conference to be held in July 2005. In 2004/05 the Section was involved in nine such events, most of which were held at Parliament House
- Conducted, in cooperation with the education sectors, two *Civics and Citizenship Ideas for Your Classroom* seminars and one new *Today in Parliament* course which attracted 130 primary teachers to Parliament House. The Section conducted three *Civics and Citizenship Strategies for Stage 5 History* for some 150 secondary teachers at Parliament House; and two Commerce *Civics and Citizenship Strategies for Stage 5 History* professional development courses at Parliament House with 75 teachers. Planning commenced in cooperation with the Aboriginal Education Consultative Group (AECG) and other Aboriginal education units for the first *Ideas and Strategies for Teaching Aboriginal Perspectives and Content in Stages 4-5 History* course to be conducted in August 2005. The Section also hosted and presented at additional professional development programs being run by the joint education sectors in History and Civics in Primary Schools (three courses conducted at Parliament House); Secondary History and Technology (one course conducted at Parliament House); and one Financial Literacy course for Primary teachers (one course conducted at Parliament House). In all there were 15 such days in total involving approximately 550 teachers
- In summary, during 2004/05 the Section conducted or played a significant part in conducting 15 professional development days for a total of around 550 participating teachers. In addition it provided support for at least another nine professional development activities involving a further 500 teachers
- The Section assisted and worked with many organisations in the development and organisation of student activities, exhibitions, professional development activities,

training, conventions and conferences, community activities, or provided information to promote Parliamentary and civic awareness. Organisations with which the Section worked cooperatively included:

- Aboriginal Education Consultative Group (AECG)
- Adult Migrant Education Service (AMES)
- Association of Independent Schools
- Australia Day Council
- Australian Electoral Commission
- Catholic Education Commission and Offices
- Curriculum Corporation
- Department of Education and Training
- Department of Education, Science and Training
- Geography Teachers' Association
- Henry Parkes Foundation
- Historic Houses Trust
- History Teachers Association
- Justice and Police Museum
- Legal Aid Commission
- Legal Information Access Centre (LIAC)
- National Museum of Australia
- MESSTA
- Museum of Sydney
- National Curriculum Services
- National and State parliamentary education offices
- NSW Board of Studies
- NSW State Library
- Office of the Governor
- Palm Tours
- OTEN
- Parliamentary Press Gallery
- Royal Botanic Gardens
- Second Chance Foundation
- State Civics and Citizenship Coordinating Committee;
- State Electoral Office; State Records Office
- Supreme Court of NSW
- Sydney, North Sydney, Eastern Suburbs and Macquarie Community Colleges
- Sydney Hospital
- Sydney Stock Exchange
- Sydney University
- TAFE
- University of Western Sydney
- UNSW
- UTS
- WEA
- YMCA
- Youth2Youth
- A large number of schools.
- Coordinated the Parliamentary Internship Program with the University of Technology, Sydney and the University of Sydney, with 12 placements made in these programs. In addition, the Section was directly involved in the selection, placement, induction and evaluation processes in the Sydney University course in Public Internship
- Provided workshops or talks for tertiary and adult learning institutions on 25 occasions, mostly at Parliament House. These included a number of tours and talks; and two series of ESOL two-hour workshops (19 in all) on parliamentary procedure and voting which attracted 350 adult English learning students and staff from 33 institutions in addition to the

approximately 100 students involved in other programs

- Planned and conducted 86 special group tours including professional groups, overseas and special visitors, tertiary students and specific interest groups. Several linked the Parliament with surrounding precincts, the latter including another *Return to the Rum Hospital* tour in cooperation with the Historic Houses Trust and Sydney Hospital
- Provided information in response to requests from the public by mail, email and phone – in 2004/05, the Section answered specific information requests and distributed resources to 415 enquiries; distributed 1,120 resource kits to teachers and other participants in events in addition to those given to schools during tours. At least 100,000 Section-sourced items were distributed via activities, the information stand, tours bookings and the Legislative Assembly office
- Conducted additional programs to increase community awareness of Parliament. These generally involve an information session, a public forum with Members and a visit to the Houses at sitting times as well as refreshments. In 2004/05 two sessions of *A Little Night Sitting* and four similar day-time versions were conducted, along with one WEA course visit and several community group visits. In addition, the section began to conduct monthly Thursday lunchtime tours. The Section also conducted two more series of its six-week, two-hour per week community course, *Corridors of Power*, through the WEA, with a total of 40 people participating. These activities attracted approximately 400 participants in total. In addition, the Section gave talks to three

community organisations off-site, involving about 100 people

- Provided one government familiarisation seminar for business utilising organisational talents and business knowledge of an appropriate consultant with 55 participants, this program now reaching its 21st year. Three smaller seminar / visits were conducted for the Legal Aid Commission and Government Information service
- Coordinated and assisted with the 2005 Australia Day opening of Parliament House which attracted about 3,500 visitors – close to the maximum possible with the current security scanning operation. The Section also conducted Parliament's participation in the biennial *Sydney Open* Sunday event conducted in November 2004 in which 240 participants toured Parliament House
- The section initiated several local newspaper articles to promote or inform about community events, and continued to work cooperatively with the Parliamentary Press Gallery in appropriate programs
- In summary, during 2004/05 the Section conducted 31 public community events which attracted around 880 participants. This figure does not include Australia Day or general public tours.

Goal 4:

- Provide a functional, safe and secure working environment for Members, staff and visitors.

Objectives:

- In cooperation with occupational health and safety officers, to monitor the Section's work

environment to ensure the health and safety of staff and the continuing productivity of the Section.

Strategies and Outcomes 2004/05:

- Continued appropriate occupational health and safety practices with consideration of hazard and storage reduction, improved recycling procedures. The main section of the office was extensively refurbished and upgraded through the year. No occupational health incidents were reported during the period
- Applied disability access principles where appropriate (involving several visiting groups), including provision of Auslan signers for deaf students on one occasion
- Implemented risk management procedures, especially in protocols adopted for functions and events, in consultation with Parliamentary Building Services and Security. Wrote, had approved and placed on website, information to support schools preparing excursion risk management assessments
- Additional administrative support hours were provided by a casual relief education officer provided by Department of Education and Training

Goal 5:

- Enhance organisational capability in planning and service delivery
- Support and develop appropriate staff training and skills.

Objectives:

- maintain appropriate reporting mechanisms as required within the corporate environment
- develop and monitor an appropriate and realistic budget
- review and document Section policy and procedures to ensure effective delivery of services
- where feasible, undertake appropriate entrepreneurial activities to support Section programs
- communicate effectively with Members, staff and the public
- establish mechanisms for effective and efficient planning, decision making, implementation and program evaluation in the Section.

Strategies and Outcomes 2004/05:

- Provided monthly and annual reports to the Presiding Officers and Clerks; undertook regular planning and review sessions within the Section; prepared many memos to successfully gain approval for activities; with monthly monitoring of the Section budget and controlled and targeted expenditure
- Implemented and managed significant budgetary increase for 2004/05 of 60%, allowing previously shortfalls to be overcome and important program developments undertaken
- Organised printing and reprinting of in excess of 120,000 information items along with Section requirements; packaged at least 1,150 resource folders for distribution to teachers, community and students in Section activities; acquired a number of new publications (some on a

complementary basis) to support professional activities

- Maintained a records management program within the Parliamentary context; and developed and maintained appropriate data-bases to fulfil Section information and communication needs; accepted and entered into databases over 2,000 bookings for Section activities and prepared or organised materials, room bookings, records, labels, catering for in excess of 50 events
- Determined and implemented the technology required to improve the level of services offered by the Section - in 2004/05 this included three new personal computers and one new laptop computer with flat screens, a data projector, four flash drives and two new overhead projectors purchased by the Section for general use in the Parliament
- Maintained and trained for appropriate technology including new computers and related equipment, SAP and TRIM
- Maintained and enhanced professional knowledge through a range of means including attendance at professional development activities, conferences and workshops – approximate total of 6 days (e.g. Parliamentary Educators' Conference in Adelaide; National Discovering Democracy conference; undertook visits to Commonwealth Parliament, Australian Electoral Education and Old Parliament House education units; undertook professional reading and writing. The Parliamentary Education Officer began initial involvement as Civics project officer for National Curriculum Consistency Project with Curriculum Corporation
- Maintained professional contacts with key personnel in organisations

with which the Section liaises on programs. Regular meetings are a significant part of this process. In 2004/05 the Section was involved in upwards of 100 meetings

- Provided assistance to other Departments and Sections of the Parliament as requested – in 2004/05 a range of assistance was provided to Parliamentary Archives, the Legislative Council; Legislative Assembly; Legislative Assembly and Legislative Council Committees; Information Technology Services (ITS); and Members' offices.
- Undertook entrepreneurial activities, including coordination of one Government Familiarisation Program for Business; events and some resource sales, achieving revenue earnings of approximately \$150,000
- Communicated effectively with a large range of people and organisations (detailed in outcomes for Goal 3) with almost universally positive responses from clients.
- Contributed information sessions to three Electorate Officers induction courses.

REVIEW AND HIGHLIGHTS OF OPERATIONS

In 2004/05 the Section budget was significantly increased to \$274,000, of which 88.3% was spent. The Section attracted revenue of around \$15,000 through a business seminar, two community courses, a subsidy for the Schools Constitutional Convention, and some sales. The Section continued to be fortunate in having a Parliamentary Education Officer seconded from and paid by the Department of Education and Training and many activities in 2004/05 were funded through other programs and organisations such as the Department of Education and Training and

the Henry Parkes Foundation. Apart from salaries, the major components of Section expenditure in 2004/05 were in catering for school students (conventions, Leadership Program, etc), professional development activities for teachers, community awareness activities, for equipment and equipment maintenance and printing.

The Section's strategies for 2004/05 have achieved consistently high outcomes in relation to activities provided for schools, teachers and the public. In all more than 2,300 students, 1,000 teachers and 4,300 members of the public were involved in activities undertaken by the Section, not inclusive of thousands more involved in Parliamentary tour programs. The Section's publishing program has very active this year, producing a range of significant new publications as well as revising most existing publications.

As always, the Section initiated many of its activities in 2004/05 but also actively sought with other relevant organisations. The significance of the Section's role in supporting civics and citizenship education in cooperation with all education sectors and related bodies became even more apparent as other organisations including the Department of Education and Training have less specific funding or staff for that purpose. Demand for programs continues to be very strong and most fill quickly. These activities ensure recognition and a properly balanced representation of the role of Parliament in educational curriculums and programs as well as supporting a wider understanding of systems of government and active citizenship generally. Cooperative processes widen the impact of and effectively utilise limited resources and, in particular, staff, and avoid duplication of resources while maximising quality and delivery of services. In the current year the Section has worked cooperatively with more than 50 organisations, institutions; associations, professional bodies, commercial groups and so on, as well as many schools and colleges, to cooperatively further its aims.

The emphasis on community awareness programs continued in 2004/05 with programs fully booked or overbooked and well received. Adult education was also served through two series of ESL programs for adult English language learners, some of which were run in cooperation with the Parliamentary Education Office, Canberra.

The internet continues to be a time - and cost-effective way of delivering information and education resources to school and community sectors and the section provided support for the revision of the parliamentary website. Web feedback, email, phone and mail enquiries were very significant, reflecting a growing demand for information.

INFORMATION

Publications:

- *Australia's First Parliament* – third edition published in 2002-2003. Colour, 152p. On sale;
- *Parliament of New South Wales*, DL sized trifold colour brochure – new edition published 2005;
- *Parliament of New South Wales*, DL sized trifold brochure – new community languages editions published 2005 in Arabic, Chinese, Korean, Spanish and Vietnamese. Colour and black and white;
- Posters: *Government in New South Wales*, and *Parliament House*. Two colour posters, each A2 sized with B&W notes on reverse;
- *Playing Your Part: Parliamentary Activities and Resources for Teachers*. A4 book, B&W with colour cover, 82p;
- *Parliament of New South Wales: How Does it Work?* – Revised Edition published 2003. A4 book, B&W, 48p;
- *History Bulletins Nos 1 to 10*, trifold pamphlets (produced in association with the Parliamentary Archives Section), significantly revised in 2004/05;
- *Bookmark* – Parliament of New South Wales. Colour;

- *Information Sheets* – 13 sheets, published from 1994 to present and constantly revised;
- *Educational Services - Parliamentary Education and Community Relations Section*, pamphlet - published 2001, continuously revised to 2005;
- *What's On In Education* - occasional newsletter for Members and Managers, commenced 2001;
- History Site Study package, published 2002 and updated as required;
- *The Parliament of New South Wales internet site: www.parliament.nsw.gov.au;*
- *Parliament of New South Wales – the Video* (produced 1996, updated 2003; CD Version available 2005) – 12 minutes. On sale.

Other than the two indicated above, all publications are freely available to staff, schools and members of the public on request or when visits to the Parliament take place. All that practically can be have also been made available on the Parliamentary website.

MANAGEMENT AND PERSONNEL

The Section operates with effective collaborative planning and reporting to balance planned, longer term and program activities with immediate responses to emergent needs and enquiries. Its operation is characterised by regular unit meetings, appropriate approval mechanisms, emphasis on occupational health and safety in activities, budget monitoring and effective information recording and retrieval,

appropriate technology, monthly and annual reporting, and regular promotion of and information provision about Section activities.

The Section undertakes ongoing evaluation of its publications, seminars, conferences, visits and resources particularly on the basis of demand. The Section produces a steady stream of new ideas and proposals for activities, most of which move through to fruition after assessment of feasibility.

During 2004/05, the Section maintained its staffing of Manager, Parliamentary Education and Community Relations; Parliamentary Education Officer (seconded to the Section from and paid by the Department of Education and Training) and an Administrative Assistant/Clerical Officer. However, in late June 2005, at the request of the Department of Education and Training, the Parliamentary Education Officer began a significant involvement as the Secondary Civics Project Officer for the National Curriculum Consistency Project managed by the Curriculum Corporation. This will absorb the majority of her time between July and December 2005 and the gap will be partly filled by a casual officer provided by the Department of Education and Training. Nevertheless, the effect will be some restriction on Section activity for that period.

Manager

Graham Spindler, B.A., Dip.Ed., M.A., G.D.T.L.

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PARLIAMENTARY FOOD & BEVERAGE SERVICES

Tel: 9230 2276 ~ Fax 9230 2860

INTRODUCTION

The Parliamentary Food and Beverage Services was established to provide Members with in-house catering facilities that would offer efficient and professional service and quality meals at a reasonable cost.

The Department provides services to various customers including Members of Parliament, former Members, staff of the Parliament, ministerial staff, educational organisations, visiting dignitaries, as well as charitable organisations and other business and community associations.

MISSION STATEMENT

To provide an efficient and effective catering service to Members of Parliament, former Members, staff and visitors that delivers high standards and a quality product.

OPERATIONAL OBJECTIVES

The Department's operational plan is based on seven goals:

Goal 1 — To ensure that patrons using the Parliamentary Food and Beverage Services facilities and services are given the best possible choice and quality of food and beverages

Goal 2 — To increase the sale of after-hours functions with the aim of providing a cost competitive alternative to other function venues within the central business district

Goal 3 — To promote public awareness of the functions and catering facilities at Parliament House

Goal 4 — To effectively allocate the monetary and human resource provisions supplied by the Legislature to meet the catering demands of Members of Parliament, staff and visitors to Parliament House.

Goal 5 — To provide training of Food and Beverage Services staff to provide innovative catering techniques to patrons

Goal 6 — Promote a safe and healthy working environment for staff and patrons using the catering and dining room facilities.

Goal 7 — To provide pleasant and enjoyable dining room surroundings that are suitable to the prestige and elegance of Parliament House.

A whole of Parliament corporate planning initiative that is in progress will result in a strategic review of these goals and development of reporting mechanisms for operations in the future.

PRICING AND FINANCIAL PERFORMANCE

Food and Beverage Services has historically operated to provide services to Members of Parliament, staff and visitors on a not-for-profit basis. The pricing of food and drink has reflected this philosophy. In recent years efforts have been made to increase revenue through additional sales (eg commercial functions) to partially off-set the overheads (eg staff) required to operate Food and Beverage Services.

At the end of the reporting period, a number of initiatives were being developed to ensure the sustainability of the operation into the future, including strategies to increase patronage (including improved menus and

customer service, and transparent function costing), and reduce costs (including by the use of government suppliers for fresh produce and human services, and reductions in other operational expenditure).

INVESTIGATION OF ALLEGATIONS AGAINST MANAGER OF FOOD AND BEVERAGE SERVICES

In March, April and May 2005 protected disclosures were received by the Clerk of the Parliaments involving allegations against the Manager of Food and Beverage Services and other staff in the Department. Following a preliminary internal investigation to assess the protected disclosures, as required by the Protected Disclosures Act and Parliament House policy, an independent investigator was appointed to advise and undertake investigations in relation to the allegations. On the same day, the Manager was suspended on pay while the investigation proceeded. A casual employee was also suspended from his casual engagement and was advised that a number of allegations had been made against him. A number of interviews have been conducted and a report is in preparation.

As at the end of the reporting period, the investigation was ongoing. Mr Joseph Rokoqo was appointed acting Manager in June 2005.

INTERNAL AUDIT OF FOOD AND BEVERAGE SERVICES INTERNAL CONTROLS

On 11 April 2005 the Parliament's Internal Audit Committee requested that Deloitte Touche Tohmatsu, the Parliament's internal auditors, conduct a review of the financial operation of Food and Beverage Services. The first stage of this review was to assess the existing internal controls in Food and Beverage Services.

As at 30 June 2005, the audit had not been completed.

INTERNAL AUDIT OF STAFF MANAGEMENT

An internal audit of personnel management and procedures was completed by Deloitte

Touche Tohmatsu in February 2004. The report made a number of recommendations regarding staff recruitment practices and management of personnel issues.

The development of new policies and procedures in accordance with these recommendations resumed in June 2005, with the support of senior officers of the Department of the Legislative Council.

LIQUOR LICENCE

The *Liquor Amendment (Parliamentary Precincts) Act 2004* removed Parliament's exemption from the *Liquor Act 1982* and made provision for a Governor's licence to be issued for the Parliamentary precincts. During 2004/05 staff at the Department worked with officers from the Department of Gaming and Racing, together with staff from other areas of the Parliament, on the development of appropriate licence conditions, to enable the Governor's licence to be issued. A range of issues needed to be addressed in developing the licence conditions and preparing for the introduction of the licence, including appropriate policies and protocols for the booking of functions and ordering of liquor, signage and refresher training in the Responsible Service of Alcohol and developing information and briefings for Members and staff. The implementation of the licence will be reported on in next year's annual report.

ENVIRONMENTAL MANAGEMENT

The Department aims to recycle waste products where possible to reduce waste going to landfill. Glass, corks, used fats and oils, and scrap paper are all collected for recycling purposes.

MANAGEMENT AND PERSONNEL

DEPARTMENTAL OFFICERS

Acting Manager — Joseph Rokoqo

Head Chef — Scott Clark

Strangers' Dining Room Supervisor —
Maureen Morgan

Room Service Supervisor — Carlos Andrade.

Mr Jorge Ramos

STAFF

The following three staff members were presented with a service award at the November 2004 Parliamentary Service Awards ceremony:

FIFTEEN YEARS' SERVICE

Ms Niki Giannakopoulos

TEN YEARS' SERVICE

Ms Jenny Sparkes

ENTERPRISE AGREEMENT

The Food and Beverage Services Enterprise Agreement that came into effect on 12 August 1993 covers Food and Beverage Services employees.

INFORMATION TECHNOLOGY SERVICES

Tel: 9230 2990 ~ Fax: 9230 2358

Charter

In the achievement of corporate goals, Information Technology has become an integral part of the operations of Members and Parliament. The realisation of these goals is increasingly dependent on the availability of high quality application systems, reliable and robust network infrastructure and communications capability. In recognition of this need, in 1991 Parliament established the Information Technology Services section (ITS).

ITS has the responsibility of developing the strategic and tactical plan for the Parliament's use of information technology to achieve corporate goals. The ITS client group is comprised of Members, Members' staff, committees and Parliament House support services staff. Through the provision of a contemporary and reliable electronic workplace environment, ITS enables Members and the broad Parliamentary community to better serve the citizens of New South Wales. In particular, ITS meets its obligations by:

- developing and making available corporate information systems which are tailored to meet the needs of Members, to assist in research projects, and support administration processes
- providing high quality systems solutions together with a responsive support service that understands and responds to the needs of Members and their staff
- supporting Members in their electoral and constituency duties by ensuring that the Parliament's computer facilities are fully functional and that Members and staff are able to use them effectively

- providing and managing the Parliamentary Network to enable information to be shared within and between work groups, to provide the flexibility to redesign and restructure business processes to improve efficiency and services, and enable Members and staff to have secure electronic access to the Parliament's central information systems, services, intranet and internet
- implementing systems which make parliamentary documents such as Hansard available to the Parliamentary community through the intranet and the public through the internet
- aligning the Parliament's community service obligations with the New South Wales Government's Electronic Service Delivery (ESD) initiatives and continually expanding the range and increasing the volume of information available through the internet.

To facilitate the achievement of the Parliament's goals, ITS commits to a range of projects in accordance with the 'Information and Communication Technology Strategic Plan 2003-2007'. In 2004/05, ITS, via the setting of goals and application of strategies, delivered on its IT projects commitments as follows.

OBJECTIVE 1

Provide the procedural support advice and research necessary for the effective functioning of both Houses and their committees.

STRATEGIES

ITS strives to improve and extend the services necessary for both Houses of

Parliament to perform their duties as required. As part of an overall strategy to continue to improve its use of information management and technology (IM&T), ITS developed a new Information and Communication Technology (ICT) Strategic Plan. The purpose of this Plan is to identify information technology initiatives that will support the Parliament's corporate objectives, as well as building upon the directions taken in the 2000/03 IM&T Strategic Plan. This plan was developed in consultation with Members, the Clerks and managers. The plan was then submitted to NSW Treasury and the Department of Commerce for review.

The IT aspects of this plan are not segregated by departments or sections. Some systems and services require the support of multiple stakeholders and will involve the active cooperation of various departments and sections. The focuses for this plan are as follows:

- Parliament Business Systems (financial system, records system, security system, etc)
- Information Management
- Mobile/Roaming Computing
- Communications & Infrastructure
- Community Information Services (Web, Hansard)
- Parliament Service Management
- Governance
- Security
- Business Continuity

In order to address the above, the following initiatives are being undertaken:

- A 'whole-of-Parliament' approach to information management, particularly in regard to:
 - Document and records management – unified approach to document management across

all business areas; extend the functionality of current records management system (TRIM) to handle electronic documents and extend its use across all business areas

- Digital asset management – All documents used in both Houses and committees should be recorded electronically with sufficient metadata for ease of access. All audio and video files to be stored digitally and with appropriate metadata for ease of access and reference
- Identity management – greater coordination of identities across Parliament systems such as HR, security and network access provides ease of management and, flexibility and enhanced security
- Enhancing Members Entitlement System (MES) functionality to ensure alignment with Parliamentary Remuneration Tribunal (PRT) requirements
- Upgrading of communications network performance and accessibility through the use of broadband and general internet technology for services in electorate offices, home offices and remote areas
- Enhance the Electorate Office computer infrastructure to address the difficulties associated with slow access to the internet, slow email particularly when large attachments are accessed, difficulty updating application and operating systems remotely, and enhancing backup and disaster recovery
- Mobile/Roaming computing – Members, and to an extent staff, require access to information outside Parliament. The range of technology

options available to improve remote access is rapidly increasing. Parliament should increase the options to complement Members work environment

- Allocation of resources to replace ageing desktop and notebook computers, servers and network infrastructure to ensure reliability.
- Upgrading operational support and associated processes to match the increasing importance of information technology to the achievement of the Parliament's corporate objectives. The support to the following areas are essential:
 - Network Management
 - Business System Management, (SAP, Lotus Notes and Internal Applications)
- Alignment of IT service support with ITIL (Information Technology Infrastructure Library) practices and standards.
- Development of an Information Security Management System (ISMS) framework in line with AS/NZ7799. Areas of priority should be given to:
 - expansion of IT policies and procedures
 - comprehensive disaster recovery and contingency plan
- Adequate resourcing for the IT function to allow it to implement the strategies laid out in the Strategic Plan.

The Parliamentary internet and intranet sites have become integral to the effective functioning of both Houses.

The following initiatives were also undertaken in 2004/5:

- **LC Bulletin Board:-** A database was setup to enable Legislative Council staff to share news items and document links relevant to daily Legislative Council operations. The database is a bulletin-board style application in which any user may post a new entry. All bulletin entries are grouped under News, Research, and Tasks and will remain current for 14 days after which time it is automatically archived. Access is via the intranet with restricted access to the Legislative Council Procedure Office, Committee Directors, and the Clerk's office.
- **Legislative Council Standing Orders:-** The 2003 Standing Orders database was replaced with the new 2004 Standing Orders. The web interface was redesigned to group the orders by chapter.
- **LA Bulletin Board:-** This database enables Legislative Assembly staff to share precedents relevant to daily Legislative Assembly operations. The database is a simple repository for document precedents in which any user may post a new entry. When a user first opens the application, they are presented with a list of precedents sorted by title. Users can email new bulletins to individuals or groups of users, and search the database by keyword or author. Access is via the intranet and restricted to selected staff from the Legislative Assembly Procedure Office, Employee Services, and the Clerk's office.
- **Video Hansard:-** Providing Hansard on video so that Members and staff at Parliament House are able to watch the archived proceedings of the Legislative Assembly as well as written Hansard

on the intranet. Members and staff can use the same searching facility to watch the exact point of discussion within an article. We believe this is a first for any Parliament across the world.

- ITS helped with webcasting and technical support of the Science Exposed forum held in Parliament in October 2004. ITS provided support and advice on IT matters for the Secretariat running the Summit plus daily updates on the Summit were posted to the Parliament's Website.

OBJECTIVE 2

Provide a functional, safe and secure working environment for Members and staff.

STRATEGIES

Major upgrades to the existing Parliamentary network hardware and software and business applications were undertaken. These upgrades have greatly assisted the usability and functionality of the services provided over the Parliamentary network.

- ITS has enhanced network security during upgrades of its servers. This project involved the segregation of file and mail servers among major parties and the re-organisation of data residing on network drives. This re-organisation of network data is a security enhancement designed to improve administration and disaster recovery procedures for stored files. Other enhancements include:
 - The introduction of audit tracking to record activities such as login and logout times
 - The activation of encryption for data traffic between workstations and network servers
- ITS is working towards a more secure and easier process of giving users access to Members and Parliamentary information. The first step has been to investigate and select a vendor to supply and configure software which will be the building block of this process. After investigation of several vendors and their capability, a Request for Proposal has been issued for assessment
- A new Standard Operating Environment (SOE) was developed based on Microsoft Windows XP and computers of Legislative Assembly Members at Parliament House were replaced with this operating system
- ITS employed a temporary System Analyst/Programmer in January 2004 to analyse the additional functional requirement in the Members' Entitlement System (MES) to accommodate new Parliamentary Remuneration Tribunal (PRT) rulings. Changes to travel and telecommunication functions were completed in accordance with functional specifications developed earlier in the year. An interface to the SAP system was also developed and tested. All changes are put into operation through a committee comprising staff of the Legislative Council, Legislative Assembly, Office of the Financial Controller and ITS
- ITS started a project to develop a centralised identity system which manages Members and staff identities when accessing Novell directory, GroupWise mail and Lotus Notes. This will enhance security, ensure access is provided simultaneously and that users are

retired promptly when exiting Parliament. The development and testing was completed in 2004/05 and the centralised identity system will be gradually rolled out to all Members and staff in 2005/06

- As part of the major review of the Parliament's access to the internet, ITS sought the services of a new supplier. The previous services were through Central Corporate Services Unit (CCSU). The service provided by CCSU located at Governor Macquarie Tower, was limited in bandwidth, did not provide 24 hour service and lacked a service level agreement suitable to Parliament. The new service is provided through a major security company which provides:

- a dedicated firewall with joint management responsibility
- a dedicated spam and antivirus system
- increased bandwidth from 2 megabyte to 10 megabyte
- secured site with 24 hour access
- a service level agreement for 24 hour support

- The Parliament's intranet was enhanced to include a section for each joint services department. Among the major additions is the new incident response database in security, OH&S committee details, an injury register system and enhancements to ITS section
- The Lotus Notes server software was upgraded to the new Domino version which has provided new functionality such as increased XML support. This upgrade provided further opportunity to address accessibility when reviewing the Parliament's web site

- Introduction of BlackBerry Mobile Devices - BlackBerry allows users wireless access to email, corporate data, phone, web and organiser features. A BlackBerry connection system was installed and tested in 2004/05, and is now available to Members.

OBJECTIVE 3

Promote public awareness of the purpose, functions and the work of the Parliament.

STRATEGIES

The Parliament's internet and intranet site project was completed and the new site was launched by Presiding Officers in September 2004. The major factors in changing the site were to:

- Keep abreast of newer technologies and standards for web accessibility - There is an expectation that websites be accessible to all in the community, including those with disabilities. Standards and technologies in the field of accessibility had significantly advanced since the Parliament's former website was developed and ITS had reached the limits of what could be done to make the former website accessible.
- Improve user-friendliness - Navigation within the former site had become cluttered and unclear. This was due to new types of content being added that were not anticipated by the older design, eg access to webcasts, Members' photo lists and media releases. Periodic website usability testing is now considered good practice in maintaining websites.
- Improve searching - Newer technology became available enabling the Parliament to provide

access to the same advanced search tools that are used internally within the Procedure Offices.

Password reset remains the highest call type. The introduction of a new phone answering system has increased the numbers of issues raised by phone rather than email. The number of calls for assistance with Microsoft Word has lessened in 2004/05 as user skills have improved. This improvement is attributable in part to the instructions and articles ITS regularly contributes to the Legislative Council and Legislative Assembly.

YEARLY CALL STATISTICS

ITS records all issues raised for resolution through its call management system, 'HEAT'. This information is used to keep records of activities and monitor trends and service quality. The following table provides a breakdown of issues raised in 2003/04 and 2004/05.

Yearly Call Statistics

	July 2003 - June 2004	Call Nos	July 2004 - June 2005	Call Nos
Total Calls	Total Calls	7280	Total Calls	7999
Top Four Call Categories	Network	1124	GroupWise	1265
	GroupWise	1084	Network	1265
	Printing	512	Printing	601
	Word	499	Tasks	513
Top Four Calls Types	Password Reset	362	Password Reset	401
	New User Login	220	Network Connection	262
	General Inquiry	219	New User Logins	224
	Remove User	193	Email	215
Top Three Network Issues	Password Reset	362	Password Reset	401
	Network Connection	189	Network Connection	262
	Access Rights	182	Access Rights	182
Top Three Hardware Issues	Keyboard	46	Keyboard	47
	Monitor	43	Mouse	40
	Other - Non SOE	39	Monitor	33
Top Three Word Issues	Macros	79	Macros	70
	Mail Merge	42	Mail Merge	44
	normal.dot	30	Word Frozen	36
How calls were placed with the Helpdesk top 4				
HelpDesk Phone	4451	HelpDesk Phone	5239	
Email	1195	Email	684	
Login Form/Memo	303	Heat/ Helpdesk Req.	557	
On Site	255	On site	346	
Top Logistical Support Allowance Calls				
Palm Pilot	37	Digital Camera	51	
Digital Camera	35	Palm Pilot	38	
Excel	29	Electrac	31	
Dragon Dictate	20	Excel	30	

REVIEW OF OPERATIONS

Financial Performance

The total expenditure for the year was under budget by 1.12%. Expenditure was \$924,000 on IT capital purchases.

Management Activities

Regular meetings of the IT Projects Steering Committee monitor progress on major issues and projects. The Manager, ITS, also represents Parliament in IT Forums held by the Government Chief Information Office.

The Manager and senior officers attend regular industry briefings, conferences and exhibitions to keep abreast of new technologies.

Senior staff meetings are held fortnightly and staff meetings held each month to keep staff apprised of events and work requirements, and provide an appropriate forum for information exchange.

Performance Indicators

Post implementation reviews of major projects are carried out by ITS staff and independent external consultants. Reviews and findings on the extent to which project objectives have been met are reported to the Projects Steering Committee.

Difficulties Linked to Performance Monitoring

Delays in establishing a full staff complement has meant that ITS has been working with inadequate resources for several years. Understaffing results in a working environment of excessive pressure and associated stress.

Management and Personnel

The areas of responsibility for the management team are:

Manager, Information Technology – Ali Shariat

Manager, Network and Support – Neil Dammerel

Senior Business System Analyst – Andrew Henshaw

Network Architect & Senior Administrator – Louise Hanna

Helpdesk Supervisor – Helene Bell

Projects Coordinator – Kerrie O'Brien

Staff

ITS is comprised of 18 positions, of which only 14 were filled in this year. Where possible, systems development and support tasks have been outsourced.

Outsourcing and Contracting In

Parliament has, where possible, outsourced major systems development work, training, advanced network support and hardware maintenance, except where knowledge of the Parliamentary environment is crucial to the provision of effective support. This assistance is made possible through partnership arrangements and services under NSW Government contract.

Parliament outsourced the delivery and management of its data communications to electorate offices to AAPT, internet access to CCSU and hosting of the web server and webcasting services to ac3.

Several contractors were used to assist with Lotus Notes development and roll out of new computers to Members, their staff and departments within Parliament House.

Training

All ITS employees are provided with technical training to keep up-to-date with changes in technology and systems used within the Parliament and in order to assist staff to advance their careers. In 2004/05, expenditure on training and conferences for IT staff was \$7,522.

Work Experience

Information Technology Services provides temporary work experience placements for students from secondary schools and information technology related institutes.

Last year ITS provided work experience placements for 5 short-term work experience students.

PARLIAMENTARY LIBRARY

Tel: 9230 2383 ~ Fax: 9231 1932
E-mail: libreq@parliament.nsw.gov.au

Introduction

The Department of the Parliamentary Library dates its origin to 1840 when the Legislative Council established it by administrative action. With the introduction of responsible government in 1856 the Library became a Joint Parliamentary Library and the first Parliamentary Librarian, Walter M'Evilly, was appointed on 26 May 1856.

AIMS AND OBJECTIVES

Mission

To identify and fulfil the information needs of Members of Parliament and the parliamentary institution.

Vision

The vision for the New South Wales Parliamentary Library is to be the centre of excellence for the provision of reference, information, documentation and research services for Members of the New South Wales Parliament

Corporate Values

The staff of the Parliamentary Library:

- are strongly customer focused
- strive to maintain consistently high levels of service delivery
- adopt pro-active and innovative work practices
- exercise discretion, and respect confidentiality
- are impartial and apolitical
- strive for a high degree of professionalism
- work efficiently and effectively
- respect all cultures

Access

The Parliamentary Library is located on level 6, Parliament House, Macquarie Street. The principal telephone number for all requests for information is (02) 9230 2383. This number has an answering machine attached for after hours requests. The fax number is (02) 9231 1932. The email address for all requests for information is: libreq@parliament.nsw.gov.au.

On sitting days the Parliamentary Library is open from 8:30am until the last House rises. Otherwise the Library is open from 9am until 5pm.

The Library's on-line catalogue and many other databases, including its internet links page, newspaper clippings database, press releases database and indexed journal articles database, can be accessed by Members of Parliament at all times. The Library staff are pleased to provide training to Members, their staff and Parliamentary staff.

Special Projects

In 2004 the Parliament received a grant from the Committee on the Sesquicentenary of Responsible Government in New South Wales to scan and make available electronically the parliamentary debates published in the Sydney Morning Herald from 1843 until 1879, when the official Parliamentary Debates (Hansard) were first published.

The Parliamentary Library was heavily involved in this project. The Library's volumes of the Sydney Morning Herald were carefully unbound by a professional binder, paid for by the Parliamentary Library, to allow for the scanning of the relevant pages. The scanning process was undertaken in the Library over a few

months in late 2004 and early 2005 by staff from Fuji Xerox.

When the project is complete, the scanned pages will be available for students and researchers, giving greater access to this important historical resource.

Management and structure

The Library has been divided into four sections, three of which are headed by a Manager:

Parliamentary Librarian: vacant

Manager, Reference and Information: Greig Tillotson

Manager, Research: David Clune

Manager, Library Systems and Information Resources: Kate Curr

The Library's managers aim to meet formally once a month and informally as often as necessary. Email has greatly facilitated the decision making process without the need for formal meetings.

The Parliamentary Librarian's position has been vacant since April 2004. The position has been filled by Kate Curr and Greig Tillotson acting in the position on a three month rotation.

Summary review of operations

[Figures in brackets are for 2003/04]

1. We imaged 39,871 newspaper clippings [41,124]
2. 25,265 clippings were retrieved from APLIS [37,216]
3. We handled 2,372 media monitoring requests [2,397]
4. We sent out 11,640 breaking news stories on the e-clips service
5. We handled 12,554 ready reference inquiries [13,163]
6. We carried out 869 lengthier reference inquiries [1,161]
7. We produced [21] Briefing Papers and [9] Background Papers
8. We carried out 37 individual research requests [53]
9. We produced 27 papers in response to individual requests [13]
10. We added 425 serial indexing records to APLIS [399]
11. We handled, indexed, imaged and filed 3070 press releases [4,528]
12. We handled 363 interlibrary loans [385]
13. We lent out 1,910 books [2,193]
14. We recalled 117 overdue loans by telephone [108]
15. We recalled 695 overdue loans by letter or email [739]
16. We sent 2 letters to the Office of the Financial Controller to charge people for the non-return of books [8]
17. We discovered that 5 books were missing from the collection, possibly stolen [11]
18. We acquired and processed 18,084 individual Government Publications [20,662]
19. We catalogued 1313 Government Publications [2,857]
20. We placed 313 orders for books [443]
21. We received 1261 titles under the NSW *Copyright Act 1879* (legal deposit) [1,510]
22. We discarded 923 titles by donating them to other publicly funded libraries [1,306]
23. We received 531 titles by way of gift [1,030]
24. We added 2,396 monograph titles to the collection [2,823]
25. We catalogued 6654 monograph titles including retrospective cataloguing of books already held but not in the Library's electronic catalogue. [9,615]
26. We downloaded 3,432 cataloguing records from the National Database [4,262]
27. We received and processed 10,865 serial issues [11,033]
28. We catalogued 186 serial titles
29. We filed 1563 sets of loose-leaf pages into 191 loose-leaf services [1,343]

30. We processed 653 invoices [682].

These figures show some of the quantity of work performed by library staff. What they do not show is the very high quality of the work they do. This is evidenced by the many appreciative comments made by Members both in Hansard and by letter, email, or face to face.

Economic or other factors

The Parliamentary Library's allocation for 2004/05 was \$ \$2,897,000. This was \$132,000 more than in 2003/04. In the absence of an agreed Collection Development and Disposal Policy, no books were sold during 2004/05.

Other factors impacting upon the library's financial performance include:

- The position of secretary to the Parliamentary Librarian was kept vacant for the year
- Several staff worked only two, three or four days per week
- Some staff took leave without pay for varying periods
- Research Officers were seconded
- The ongoing receipt of publications, in accordance with the *Copyright Act 1879* and the Premier's memorandum in relation to the deposit of official New South Wales publications.

Management and activities

Reference and Information Section

Reference and Information Services provides a wide range of information and document delivery services directly to Members and other clients through its reference and information services, collections and databases, and supports the research and policy analysis role of the Parliamentary Research Services.

The section is committed to ensuring that

Members have prompt access to the information and documentation they require to carry out their parliamentary duties. This is achieved through a combination of the following:

- continual refinement of understanding of client needs
- staff members committed to the maintenance of their professional skills
- the building of databases or specialised information resources;
- indexing program and Press Releases indexing program accessible to Members and staff
- cooperation with other libraries, information networks and organisations throughout the world, which can provide information resources when required
- extensive use of advanced information technology.

The Section is divided into four sub-sections:

Reference and Information

In this sub-section, the Reference Librarians, all of whom are professionally qualified in librarianship, provide information and documentation in response to specific requests or in anticipation of widespread interest among clients. As well as having access to the Library's substantial collections, Reference Librarians rely heavily on information databases, which are set up and maintained by Reference Librarians, and commercial on-line databases, as well as the internet, all accessible from terminals in the Library. The Reference Librarians also create specialised information resources and create a number of indexes for the APLIS databases. The Reference Librarians work closely with the subject specialist Research Officers in the Research Service. The Section is responsible for the compilation of the Compendium of parliamentary information on the Parliamentary Library's Home Page on the internet.

Reference and Information Services relies heavily upon the Parliamentary Library's

own collections and other in-house information resources. To this end it indexes in-house: specialised information/research files, Hansard and press releases. The section scans press releases, thus creating a database of press releases. When Members find a relevant press release by means of the index they now have the option of immediately printing out a facsimile copy of the press release. This database is now also available to the general public on the internet.

E-clips is part of the services provided by the Section with all the reference librarians participating in selecting current and breaking news items of relevance to Members, and emailing them throughout the day. Last year we sent 11,640 clips in this way.

The Section provides biographical profile kits to Members about deceased Members who are the subject of condolence debates.

Staff from the Section regularly conduct tours and provide training for Members' staff and Parliament House staff on the Library's services, resources and on-line research.

Following the Premier's establishment of the Committee on the Sesquicentenary of Responsible Government some of the grant recipients have been given access to the Parliamentary Library's expertise and its rich political and historical collection. In granting this special access, Library management has ensured that services to Members have not been affected or diminished. The use of the Parliamentary Library by these political scientists and historians indicates the breadth of its holdings in Australian politics.

Media Monitoring

This sub-section provides media monitoring services in the areas of both radio and television to meet the requirements of

Members. This involves the recording of Sydney radio and television news and current affairs programs of potential interest to Members. Selected items are retained and catalogued for APLIS. Programs can be relayed to Members' rooms or they can be copied onto tapes supplied by Members. The ABC 702 News at 7:45am and AM and PM are made available on-line every day. Shorter clips can also be sent electronically to the Member's desktop.

Newspaper Clippings

This sub-section provides a newspaper clippings service in areas relevant to the needs of Members. Major national, all Sydney and selected regional newspapers, including *The Land*, as well as the news magazine, *The Bulletin*, are checked and clipped for relevant articles.

The articles are digitally imaged and made available on the Library's APLIS database on the intranet. Articles from the *Sydney Morning Herald* are generally available online by about 10:30am. The index to both the newspaper clippings and the articles database are available on the internet. The *Copyright Act 1968* prevents clippings and articles being made available on the internet.

Loans and Stack Service

This unit provides a lending service to clients and identifies and retrieves specific books, journal articles, reports and other items upon request from the collections. Where appropriate extensive use is made of photocopying.

Research Service

The Research Service once again had a busy year fulfilling its role of enhancing information services available to Members by providing in-depth analysis and advice. In the publications area, 24 general distribution publications were produced, slightly more than last financial year's total of 23. There

were 18 Briefing Papers and six Background Papers issued. Subjects covered included firearms restrictions, water supply, indigenous issues, tourism, privatisation of prisons, tobacco control, land tax, no fault compensation, and children's rights. The Research Service continued to have the benefit of the services of Antony Green who produced on a contract basis two well-received papers analysing the effect of the 2004 redistribution. The Research Service also provides analysis and advice to Members on an individual basis. In 2004/05, 27 individual request papers were written, a significant increase on last year's 13. Responses were provided to 37 shorter, direct requests for information. The total number of individual requests was similar to last year, 64 compared to 66. However, this disguises an increase in the overall time devoted to this type of request as the individual papers, which are lengthier and take more time to prepare, accounted for a much greater proportion of the total number of individual requests.

The Research Service continues to maintain a database of journal articles on topics of relevance to the NSW Parliament, with 425 articles being selected and indexed by Research Officers and added to the serial indexing database compared to 399 in 2003-04.

The Research Service continued to provide support to other parts of the Parliament. Assistance was provided to the Legislative Assembly with the preparation of the July 2005 supplement to 'The Parliamentarian NSW: Australia's Original Democracy'. Three other responses were prepared following requests from the Legislative Assembly. A paper was also prepared in response to a request from the Financial Controller for advice on a legal matter. Three papers were prepared for Legislative Council Committees.

Feedback on the quality of Research Papers continued to be good. Research Papers were

cited in Hansard on four occasions. One member of the Legislative Council said:

This evening I draw the attention of the House to the most recent in an excellent series of Briefing Papers published by the Parliamentary Library. The paper to which I refer deals with ageing in Australia, which is a topic of particular interest to me because I have worked as an aged care adviser. My contributions in this place demonstrate my interest in aged care issues. I am pleased that the Parliamentary Library has taken the time to prepare this publication for the information of honourable Members and the public generally (NSWPD, 22.9.04).

Extracts from four papers were reproduced in textbooks and on websites. A further paper was cited in an article in Current Issues in Criminal Justice.

The Manager of the Research Service, Dr David Clune, is a member of the Committee set up by Premier Bob Carr, to celebrate the Sesquicentenary of Responsible Government in 2006. The Committee is chaired by Rodney Cavalier and has commissioned a large number of historical works to commemorate the Sesquicentenary.

Library Systems and Information Resources Section

The Section has two major sub-sections.

Information Resources – Management activities

2004/05 was a time of change in the Information Services section with the retirement after 22 years of loyal service of Theresa Papdopolo who was the Government Publications Officer. Two other staff members, Thi-Thi Lam and Linda Brooker left the section as well. Ms Lam resigned from the Parliament and Ms Brooker transferred to the Media

Monitoring unit. Mark Sheehan transferred into the section from Reference and Information Services and Ms Julanne Hennessy joined the staff in June.

Information Resources - Services

The Information Resources Sub-Section is responsible for the identification, selection, acquisition, cataloguing, classification, processing, binding and preservation of an extensive collection of information resources, including official and non-official monographs and serials, both in print and in non-print form, such as microfiche, CD-ROMs, audio and videotapes. The main task of the sub-section is the organisation and maintenance of these specialised and relevant collections.

Materials are obtained by way of purchase, exchange, subscription, gift and legal deposit in accordance with the Library's *Collection Development Policy* reflecting the constitutional responsibilities and needs of Members of Parliament and the Parliamentary establishment. Items which have been requested or identified and are not available from the Library's own collections may also be acquired by way of interlibrary loan.

The preservation and maintenance of the collections is an ongoing task. In order to maximise available space resources and to keep the collections relevant and current, systematic weeding programs are conducted on a regular basis. Preservation of materials requires a considerable input of staffing and monetary resources. A strategy has been developed to ensure that what is worthwhile for the Parliament from our inherited collections is properly cared for and preserved for future generations. One of the biggest challenges facing the Information Resources sections in the near future is the collection and maintenance of records from electronic sources. An increasing number of publishers and Government departments are moving to electronic publishing as a replacement of paper copies and the

identification and long-term management of these types of resources is proving to be a huge task for libraries. The lack of any definitive policy from government departments about committing to keeping links to important publications live on their websites makes the long-term maintenance of collections more difficult than ever before. This coupled with the moving of websites and URLs and the subsequent "link-rot" means that maintenance of a catalogue of digital resources requires much more staff time than the more traditional library catalogues ever did.

Information Resources is composed of three units to facilitate the very different procedures required for handling the main categories of materials acquired and processed.

Government Publications

Government Publications are of special importance and a separate unit exists to build and develop a relevant, current and historical collection for the use of Members of Parliament. To this effect this unit is required to identify, select, acquire by purchase, legal deposit, gift and exchange, to catalogue and process official publications, both monographic and serial, as well as disseminate information and assist Research and Reference staff and the Library's clientele with enquiries relating to official publications. Numerous official monographs and serials are acquired daily and their systematic and efficient processing is essential to the quality of services the Library provides.

Non-Official Serials

The Library has an extensive serials collection acquired by way of legal deposit, subscription and gift, reflecting the constitutional responsibilities of Members of Parliament and with a very strong emphasis on law serials. Because of the unique character of serial publications, in terms of their acquisition and management,

it has been established as a separate unit. The unit is responsible for the ordering, classifying, accessioning, cataloguing, monitoring, processing and binding of serials titles and the maintenance of all relevant records. It is also responsible for the maintenance of the loose-leaf services, keeping these services current and up to date and incorporating new services.

This unit monitors and circulates those serials earmarked for indexing and those for inclusion in the Current Awareness Service. It is also responsible for assisting Reference and Research Staff and the Library's clientele with enquiries relating to the collection.

Non-Official Monographs

This unit is responsible for the management and organisation of non-official monographs acquired by way of legal deposit, purchase and gift. It is responsible for the housing and care of all the library's collections, and especially for the care and maintenance of the Library's historic collections acquired since the mid 19th century. It has overall responsibility for the Library's historic card and book catalogues and the maintenance and development of the Library's thesaurus of indexing terms.

Library Systems

Christopher Burns joined the section in August as Digital Services Librarian.

Library Systems is responsible for the Automated Parliamentary Library Information System [APLIS]. It takes care of the introduction and maintenance of all automated library systems, including automated information storage and retrieval systems. It is responsible for the library network and for organising access by clients to the many databases on this network via the Parliament House network. It liaises closely with the Parliamentary Information Technology Services Section. Staff of the section train, or organise training for, Members and staff on how to use the

various library databases.

In consultation with clients this Section defines library systems requirements and coordinates systems development for the Library. It has a significant role to play in the setting up and development of on-line access to external databases, the internet, and use of CD-ROM resources. This Section arranges the purchase of all computer related hardware and software for the Library and maintains appropriate records.

Human resources

The number of established positions in the Library is now 37. This is a reduction of two positions on what the Library had after the introduction of the Research Service.

In 2004/05, three long term and valued staff members, who between them had over 50 years of combined service to the library, retired. They were Margaret Horton, Deputy Manager Reference and Information Services who will formally retire on 14 July 2005 after taking leave from 5 January 2005. Margaret joined the library on 1 July 1989. Jan Duncan, who retired on 25 March 2005, had worked as the Library's Media Officer since 31 July 1989. Theresa Papadopolo, Government Publications Officer, who retired on 7 June 2005 after working in the Library for 22 years. The Library is very grateful for the long, loyal and dedicated service that was given by these women and the Library wishes them well in their retirement.

Consultants

Well-known ABC television election analyst Antony Green, wrote two Background Papers for the Parliamentary Library as a consultant at a total cost of \$6,000:

- ❖ 2004 NSW Redistribution: Analysis of Draft Boundaries
- ❖ 2004 NSW Redistribution: Analysis of Final Boundaries

The Hay Group was engaged to conduct a job evaluation of the Research staff positions. The project cost was \$2772.

Equal employment opportunity

At 30 June 2005 the Parliamentary Library employed 34 staff, composed of 20 women [63%] and 14 men [37%]. Of the 19 staff whose salaries exceed \$65,000 per year, 10 are male and 9 female.

Staff whose salaries are less than \$65,000 comprise 15 females and 4 males. The reason for this discrepancy is that more women than men enter the clerical and library technician fields. In the professional area we seem to have reached equality and this has happened simply by choosing the best candidate for each position regardless of gender.

Special work arrangements have been made to allow both male and female staff to care for children. This includes two, three or four day working weeks and working from home. Since April 2000 we have also employed a person with special needs for 26 hours per week. This person performs other duties elsewhere in the Parliament for a further six hours per week. This arrangement is working very satisfactorily and the Parliamentary Library is pleased to have gained such a productive worker.

Promotion

The Library has placed the following on its internet homepage:

- The Library's on-line catalogue, which enables everyone to find out what the NSW Parliamentary Library holds, including many works that do not appear to be held elsewhere in Australia
- Press releases from all Members
- *Compendium of New South Wales Parliamentary and Political Facts*. The material in the Compendium has been compiled by the Library to provide

answers to Frequently Asked Questions about the Parliament, its history and its Members

- *NSW Parliamentary Library Publications*. The Library Research Service prepares a range of publications which are available for sale through the State Library of New South Wales Shop, Macquarie Street, Sydney. Briefing Papers and Background Papers now appear on the internet in full text as well. Even so, some \$3,000 worth of sales were made through the State Library Bookshop
- *Index of Links to Other Useful internet Resources*. This is a menu link to sites which are of value to the operation of the NSW Parliamentary Library and have been found useful by others
- Index to the Library's newspaper clippings
- Index to articles indexed by Library staff
- *Mission, Aims and Objectives and History*. This section includes email contact lists, a brief history of the Library and an outline of the Library's programs.

Consumer response

No complaints about the Library's services have been received. Hansard continues to provide evidence that Members appreciate the service they receive from the Library.

Lack of resources has prevented us from undertaking another client survey similar to previous surveys.

Guarantee of service

All requests for information are dealt with promptly, impartially and courteously. Information provided is professionally researched, gathered, summarised where appropriate, and reported.

Payment of accounts

The Parliamentary Library does not have the authority to make direct payments.

However, all Library invoices are certified for payment by Library staff and are then promptly sent to the Office of the Financial Controller for payment. 653 invoices were processed during the year.

Risk management and insurance activities

The Parliament, including the Department of the Parliamentary Library, is insured by the NSW Treasury Managed Fund (TMF), which provides self insurance to inner budget sector government agencies for workers' compensation, liability, motor vehicle, property and miscellaneous (including air travel and personal accident cover for Members) insurance categories.

There were 9 reports by Library staff of minor injuries all of these injuries would fall under the heading of "slips, trips and falls". Where these injuries occurred in the workplace the circumstances were examined to ensure that they were not a result of risks in the workplace.

Ethnic affairs priorities statement and ethnic affairs agreement

The Parliamentary Library does not have an ethnic affairs priorities statement. As a policy, the Library employs the best applicant for each position, regardless of ethnic origin. In fact, nine Library staff were born overseas. The ethnic profile of the Library staff is bound to change as time goes on.

NSW Government Action Plan for Women

The Parliament is not directly involved with the NSW Government Action Plan for Women. However, as indicated above women certainly have equal opportunity in the Library and a remarkable equality has been achieved by appointing the best

applicant for the job.

Occupational health and safety

The Parliament's Occupational Health and Safety Committee carried out one inspection of the Parliamentary Library. All staff received occupational health and safety training during the year.

2004/05 Budget Allocation

The budget allocation for the 2004/2005 financial year was \$2,895,000. This amount included \$2,496,000 for staff and staff related expenditure and \$471,000 for non-salary items. The Library finished the year \$93,916 or 3.3% under budget.

Publications and Conference Presentations

D Clune, 'Bob Carr: the unexpected colossus' in Wanna, J, and Williams, P, eds., *Yes, Premier: Labor leadership in Australia's States and Territories*, University of NSW Press, 2005.

D Clune, 'Howard at the Crossroads? The October 2004 Federal Election' in *Australasian Parliamentary Review*, Vol. 20, No. 1, Autumn 2005.

Conferences attended by staff

A number of the professional staff attended Online 2005 at Darling Harbour in January 2005.

Kate Curr attended the annual general meeting of APLA at the ACT Legislative Assembly in Canberra in July 2004.

PARLIAMENTARY PRINTING SERVICES

Tel: 9230 2026 ~ fax 9230 2877

Introduction

The Parliamentary Printing Services section was originally established on 26 August 1991. The section primarily services the digital printing and copying needs of members and the House Departments. In 2002 the control of purchasing was transferred to Parliamentary Building Services.

The specific functions undertaken by the section includes digital high-speed/volume black and white printing, digital colour printing, photocopying of black and white and colour, collating, folding and binding of documents in a variety of ways, desk top publishing, high-speed scanning in black and white up to A3 in size, scanning colour documents up to A3 in size and CD burning.

The main clients of Parliamentary Printing Services are the Members of both Houses, committees, departments and sections of the Parliament.

Parliamentary Printing Services is open from 9:00 am to 5:00 pm daily with the section commencing at 7:00 am on sitting days.

Management and structure

The section consists of three employees, a Business Unit Supervisor (position currently vacant following resignation of Mr G. Kabakov in May 2005) and two Printing Officers. The Supervisor reports to the Clerk of the Parliaments and the Clerk of the Legislative Assembly.

MISSION

The section mission is to provide its clients with an apolitical, timely and cost effective digital printing and related service, and through informal open communication to establish and maintain a reputation for

excellence in performance, impartiality and trustworthiness.

Objectives

1. Provide photocopying/digital printing and ancillary services to Members, departments and sections of Parliament when and as required;
2. Source and requisition the purchase of any and all items pertinent to our operations required by Members, departments and sections of Parliament and ensure that the correct administrative procedures are adhered to; and
3. Administer Members' entitlements and allowances as applicable to the section's functional areas of operation and provide to management support and reports as required.

ACTIONS

- Provide printed proof papers (Legislative Assembly Votes and Proceedings, Notices of Motions and Orders of the Day, Questions and Answers and Statutory Instruments Laid Upon the Table; Legislative Council Minutes of Proceedings, Notices of Motions and Orders of the Day, Questions and Answers and Statutory Rules and Instruments)
- Provide Parliamentary Debates (Hansard) with proof pamphlets (Legislative Assembly and Legislative Council)
- Provide printed final papers for record copies, bound volumes and microfiche sets
- Print and distribute other official publications, e.g. Parliamentary Debates (Hansard) Weekly Booklet, Sessional Papers of the Legislative Assembly and the Legislative Council
- Provide multiple copies of documents as required by Members, committees and departments

- Archive scanned documents for future retrieval
- Provide a desk top publishing service for all clients
- Provide a document finishing service to all clients
- Ensure that the convenience copiers located in Parliament House are operational at all times
- Provide advice and directions to Members and other clients relating to technical aspects of digital printing and related processes
- Source and arrange the purchase of goods required for the completion of work undertaken
- Initiate the relevant paperwork, record and process all printing requisitions from Members, departments and sections
- Maintain the Shop Production costing of printed material on a daily basis
- Review the printing policy, work practices, and procedures in response to Members' changing needs and the introduction of new technology
- Prepare monthly operations reports
- Encourage staff to avail themselves of any training and development courses which develop skills and provide further expertise for the benefit of Members
- Upgrade software as it becomes available and ensure that appropriate training is supplied
- Review new technology and its relevance to the supply of services in Parliament House
- Provide written material to and answer telephone inquiries from other government agencies
- Ensure that a safe working environment, in accordance with the Occupational Health and Safety Act is provided to all staff and clients.

Review of Operations

Finances

Through internal billing of Members and sections Printing recouped \$318,645.20 of its estimated budgeted running costs of \$373,000. Since the introduction of the

Logistical Support Allowance, Members are free to outsource their offset printing to external print suppliers, but an in-house Printing Section remains the most efficient method of producing high quality House papers and Hansard in extremely short turn-around times.

Operational Performance

All requirements in the Section's demand-driven functional areas were met in a timely and cost-effective manner for the good functioning of both houses.

During the year the section was physically rearranged to increase functionality and free up space on level 6. This included relocation of the reception desk and computer workstations, the installation of electrical and data cabling, re-painting of the area and purchase of an additional mobile workbench.

In addition to the sessional work, the section was extremely busy in December with printing of a large number of committee reports. In January there were 1200 reports printed in the first three days of the month.

Performance Standards

- **Timeliness:** Parliamentary Printing Services strives to provide a 24-hour turn around digital printing/copying service or, if unable to do so within that time frame, to stipulate a delivery date and meet it. A number of requests required immediate attention, and, in most cases, the section was able to meet this demand
- **Cost effectiveness:** Ensuring that the cost of services is competitive, fair and attractive to the client base
- **Quality:** Maintaining a standard of quality that exceeds the customer's expectations.

The nature of the Section's service demands that assessments of technological developments and their application meet the changing needs of the client base. Work methods are assessed for improvements so that a better service can be provided to the

clients and in this financial year digital printers were upgraded to enable bulk scanning of documents.

Capital Works

During the 2004/05 period a third digital printer, a Nuvera 120 replaced a Docutech 135 at a cost of \$100,000. The digital capability expanded to 16,300 impressions an hour compared to 14,000 when the two Docutech 135s were operating, increasing the speed of production of large House papers on sitting mornings.

Management Activities

The Section reviews its operations regularly with the aim of improving services. This year in addition to consolidating the workspace, the section focused on records management and retention policies. Old files were either archived or disposed of and the

transfer of docutech files for committee reports to the network has been completed.

This year management and staff attended various seminars, exhibitions and training courses to improve skills and knowledge and enhance the delivery of service to our clients.

Consumer Usage

During the financial year 1,691 printing and photocopying requisitions were received. This figure is fewer than the total number of jobs as it includes requisitions bundled together for easier billing.

Printing Services produced a total of 7,323,736 impressions. The convenience copiers located on levels 9 to 12 recorded 515,673 impressions.

PARLIAMENTARY REPORTING STAFF (*HANSARD*)

Tel: 9230 2230 ~ Fax 9230 2921

E-mail: judith.somogyi@parliament.nsw.gov.au

CHARTER

Hansard is the official report of the debates in the New South Wales Legislative Council and Legislative Assembly. When the first bicameral Parliament of New South Wales met on 22 May 1856 the *Sydney Morning Herald* reported the proceedings. In 1878 New South Wales established its own *Hansard* (named after the family instrumental in establishing parliamentary reporting in the late eighteenth century at Westminster). Since 1879 shorthand writers known as the Parliamentary Reporting Staff have been reporting the debates in both Houses. In 1883 the Premier, Sir Alexander Stuart, placed the Parliamentary Reporting Staff under the administrative control of the Presiding Officers.

The charter of the Parliamentary Reporting Staff is to deliver to the Parliament and its users the highest professional standard of *Hansard* reporting services, which include producing:

- daily and weekly pamphlets, and bound volumes of the official reports of the debates and proceedings of both Houses of Parliament
- transcripts of parliamentary committees, summits and ministerial conferences
- subject and Member indexes.

Hansard has no editorial policy other than the pursuit of accuracy. It is not hampered by concepts of news value, and no bias towards persons or parties enters its reports. *Hansard* is produced in accordance with the definition reported authoritatively in *Sir Erskine May's Parliamentary Practice*. It is a rational report, which, "though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies

omitted, and with obvious mistakes corrected, but which on the other hand leaves out nothing that adds to the meaning of the speech or illustrates the argument."

The users of *Hansard* services include:

- Members of Parliament
- Parliamentary committees
- government departments
- education institutions, libraries, researchers, historians, and the media
- law courts and legal professionals
- special interest groups and members of the public.

The *Hansard* office is open from 9.00 a.m. until 5.00 p.m. Monday to Friday during non-sitting days. On sitting days the office is open from 8.30 a.m. until at least an hour after the last House rises.

ADMINISTRATION

The Parliamentary Reporting Staff [*Hansard*] is one of the nine Joint Services to the two Houses of Parliament. The Editor of Debates is the permanent head of the Parliamentary Reporting Staff and reports to both the Clerk of the Legislative Assembly and to the Clerk of the Parliaments. For day-to-day and administrative reporting purposes, the Editor of Debates formally reports to the Clerk of the Legislative Assembly.

AIMS AND OBJECTIVES

Mission

The mission of the Parliamentary Reporting Staff is to provide the Parliament and its users with an impartial, accurate, timely, and cost-effective report of the debates and proceedings of the Parliament and its

committees, and ministerial and special conferences.

Values

The Parliamentary Reporting Staff observe the corporate values of the Parliament, as set out in its corporate plan, including the provision of impartial and apolitical *Hansard* services of the highest professional standard.

Principal Objectives

Objective 1:

Provide Members and their staff with procedural support, advice and research necessary for the effective functioning of both Houses, by:

- identifying and fulfilling the reporting requirements of the Parliament
- producing an accurate and timely official record of the debates and proceedings of both Houses, transcripts of Parliamentary committees, special summits and ministerial conferences, and a progressive and sessional subjects and Members index
- maintaining current knowledge of reporting services and benchmarks by exchanging information with other Australian and overseas Hansard organisations and parliaments.

Objective 2:

Provide effective and professional administrative support and services to Members and other client groups, and maintain appropriate reporting mechanisms, by:

- producing daily, weekly and bound volume *Hansard*
- publishing *Hansard* on the intranet and the internet
- managing the weekly and bound volume subscriptions
- developing and implementing training programs

- advising on reporting policy and practices
- establishing and complying with appropriate reporting mechanisms
- ensuring that *Hansard* is an accurate and impartial report.

Objective 3:

Provide a safe and healthy working environment in which Members and staff can reach their maximum productivity, by implementing and maintaining:

- the occupational health and safety policies of the Parliament
- the equal employment policies of the Parliament
- an adequate staffing establishment
- flexible approaches to meet the exigencies of the Hansard environment.

REVIEW OF OPERATIONS

Financial Performance

Staffing

In 2004/05 the Parliamentary Reporting Staff overspent its employee-related budget by 6.38%, including the costs associated with meal allowances, taxi fares, overtime and casual payments. The over-expenditure for the financial year was \$145,920 over the controllable net cost of services.

The following three factors contributed to the budget overrun:

- Since October 2003 the cost centre has been paying the unfunded wages and salary-related expenses for an excess officer who transferred to the Hansard office from the former Printing Section—\$58,000
- While Treasury funded the 4% public sector wage increase for Hansard staff, totalling \$89,000, it concurrently cut funding under the global savings program. The net effect of this cut resulted in a budget shortfall of \$77,000 to fund the wage increase

- The budget allocation for meal allowances in 2004/05 (as also reported in 2003/04) was under funded by 30% compared to previous years, resulting in over expenditure of nearly \$10,000, yet the rate payable for meal allowances has continued to increase each year.

Capital Works

Funding of \$54,000 was approved for the purchase of a digital recording system to replace the analogue equipment used for making backup recordings of proceedings in the Legislative Assembly and Legislative Council chambers. The total project cost, expended in June 2005, was \$48,773. The system will be implemented at the start of sittings in September 2005. Hansard met all other capital requirements from its maintenance and working allocation

Revenue

The number of bound volume subscribers remained the same as in the previous year. The number of subscriptions will continue to decline in future years, as more subscribers opt for the free access to *Hansard* on the internet.

Operational Performance

Publications

The Parliamentary Reporting Staff produces a daily proof of the proceedings of the Legislative Council and the Legislative Assembly. It is available on the internet before 9.00 a.m. the next working day following the proceedings.

The proof *Hansard* is progressively replaced with the corrected copy on the intranet and internet. The Parliament House Printing Section prints and distributes the official weekly pamphlet within seven days of the last sitting day of the week.

The daily and weekly *Hansards* are available in print or on computer disk for an annual subscription fee of \$430. Subscribers may opt to receive the publication as an attachment to an email message. *Hansard* of single days is available for purchase in print

or on disk for \$15. Bound volumes are available for \$122, plus postage. Weekly pamphlets are available singularly in printed form for \$28 or on disk at \$15 for each House. The sessional index cost is \$28.

The weekly pamphlets and the bound volumes relevant to the financial year were distributed to internal users, libraries in Australia and subscribers.

A progressive draft index of the First Session of the Fifty-Third Parliament up to June 2005 is available in the Hansard office.

Service Delivery Targets

Parliament sat in the spring sitting from 31 August 2004 to 10 December 2004 and in the autumn sitting from 22 February 2005 to 23 June 2005. The Parliamentary Reporting Staff provided Hansard services on 51 sitting days in the Legislative Council and 54 sitting days in the Legislative Assembly.

In addition, the Parliamentary Reporting Staff provided services to parliamentary committees that sat both within and outside Parliament House. On occasion it was necessary to engage private contractors when committee hearings were held concurrently with sittings of Parliament. Reporting and transcription services were provided to 131 committee hearings, including Estimates Committee hearings. Hansard also provided services to the Forum on the Ageing in September 2004.

On non-sitting days, the Parliamentary Reporting Staff prepared bound volumes and indexes, updated information sheets and instruction manuals, maintained computer files, and evaluated software and relevant technologies.

The Parliamentary Reporting Staff continues to meet service targets for timeliness, as shown below:

- *Hansard* proofs were provided on the intranet and internet before 9.00 a.m. on the following working day. Performance achieved: 100%
- the daily Proof was provided electronically by email and in hard copy to the Printing Section within 3 hours of the last House rising, to enable the Printing Section to

print and distribute the printing daily Proof on the following morning. Performance achieved: 99%

- *Hansard* proofs, prepared as articles and indexed by speech titles and Member names, were available on the intranet between 10.00 a.m. and 11.00 a.m. on the following working day. Performance achieved: 99%
- Corrected weekly pamphlets were available within seven days of the last day of each sitting week. Performance achieved: 100%
- Bound volumes for the 1st Session of the 53rd Parliament, Volumes 299-305 were delivered to subscribers by June 2004. The performance is assessed based on trend over time. Performance achieved: 100%.
- Committee transcripts were prepared daily for hearings conducted within Parliament House, and on the next day for hearings conducted away from Parliament House. Performance achieved: 100%.

Estimates Committee Hearings

As happened in previous years, a number of the 2004/05 budget estimates committee hearings coincided with sittings of the Legislative Assembly, which meant that *Hansard* did not have the staffing resources to report all estimates hearings. Consequently, the Legislative Council had to engage and fund private reporting companies to cover 3 hearings—*Hansard* reported 28 out of 31 hearings. Reporting arrangements were finalised after discussion with the Clerk Assistant—Committees of the Legislative Council and staff of the General Purpose Standing Committees of the Legislative Council. Reporting and transcription services were provided to 31 Estimates Committee hearings, which included 8 supplementary hearings.

Management Activities

Meetings

The *Hansard* management committee—which comprises the editor of debates, the deputy editor and the senior subeditor—met as required to discuss management issues and to participate in the decision-making process. The editor of debates attended the monthly meetings of the heads of departments.

Staff meetings were held regularly. These meetings are essential to the *Hansard* team approach and present an ideal forum for staff to generate ideas, identify and establish priorities and monitor tasks with the goal of improving service delivery.

Training and Professional Development

Sessional duties were reviewed and reassigned to ensure not only that staff share an equal workload but also that staff have the opportunity to acquire skills and experience in the range of *Hansard* tasks and responsibilities.

Subeditors oversighted the House and committees and provided feedback and advice to individual reporters. All reporters have read-only access to the subedited file on the network, which allows them to check changes to their work and to facilitate self-monitoring and improve quality.

Occupational Health and Safety

Hansard maintains an injury register in which incidents, injuries and follow up action are recorded. During the year two reporters registered an injury. The injury of one officer related to dizziness occasioning a fall and fracturing the nasal bone, with no time lost from work. Another officer experienced palpitations and anxiety, resulting in 5 days lost from work. Both officers recovered fully and no further action was required.

A subeditor represented *Hansard* on the Parliament's Occupational Health and Safety Committee and participated in regular workplace inspections.

Manuals and Reference Guides

Reference guides were updated regularly. These guides include *Hansard* Gleanings and English Notes, common *Hansard* Forms, Guide to Reporting Parliamentary Committees and Conferences, Guide to Contractors Reporting Parliamentary Committees, Index Guidelines, and Info sheets. The Members' Guide to *Hansard* Services was also reviewed and updated.

Conferences

Two reporters attended the 12th International Conference of the Shorthand Reporters Association of Australia, held in Broadbeach, Queensland, on 1-3 April 2005.

All information and conference material was subsequently distributed and shared at a staff meeting. The scope of the information and ideas exchanged made the conference worthwhile and provided delegates with valuable insights on ways to make their respective functions more effective and efficient.

New Initiatives

Voice Recognition Technology

Hansard worked closely with the Parliament's Information Technology Section and the voice-recognition software provider to improve product performance and productivity. Staff tested Dragon Naturally Speaking Version 8, and did not recommend upgrading from Version 7 at this time. Further evaluation will be undertaken after *Hansard* moves from Windows 2000 to Windows XP in 2005-06.

Video *Hansard*

Video *Hansard* is a digitised video of the parliamentary proceedings of the Legislative

Assembly that provides a searchable repository of video, audio and text of Parliamentary proceedings. It is a joint development between the Legislative Assembly, Parliamentary Information Technology Services, *Hansard* and a private Australian company, Visionbytes Pty Ltd.

Members and parliamentary staff can access Video *Hansard* services of proceedings in the Legislative Assembly from the intranet. A full archive of Video *Hansard* articles from 2002 onward is available.

Digital Recording, Storage and Retrieval

The Editor submitted a proposal to purchase a digital recording system to replace the analogue recording equipment used to make a back-up recording of proceedings of the Legislative Assembly and Legislative Council (refer to "Capital Works"). *Hansard* staff use the back-up recordings as reference for checking the accuracy of the report of the parliamentary debates. Funding was allocated in June 2005 and the system was purchased from Visionbytes Pty Ltd, the same company that provides Parliament with Video *Hansard*.

Management and Staffing

A displaced officer from the former Printing Section, who was transferred to the *Hansard* office in the previous year, continued employment as a temporary project officer. The Parliamentary Reporting Staff has 22 permanent officers—the *Hansard* administrative officer, fifteen reporters (two of whom job share one position), two senior reporters, four subeditors, the senior subeditor, the deputy editor of debates and the editor of debates.

PARLIAMENTARY SECURITY SERVICES

Tel: 9230 2198 ~ Fax 9230 2983

HIGHLIGHTS

In 2004/05, Parliamentary Security Services continued with the institutional change necessary to operate in the current security environment. Both Premier's Department and the NSW Police Counter Terrorist Coordination Command worked closely with Parliamentary Security Services to raise security awareness and ensure that the security of the Parliamentary Precinct was suitable for the assessed level.

On 9 September 2004, the Australian Embassy in Jakarta was bombed and there was a heightened understanding within New South Wales that identified critical infrastructure needed to be protected against the threat of vehicle born explosive devices. In response to this, the Presiding Officers authorised a number of key new directions for Parliamentary Security Services to increase security in the future.

A key part of this plan is to replace contractors with Parliamentary Security Officers, who have specific training and limited powers of arrest and direction, to cover all major entrances within the building. This process has been delayed with negotiations with the Public Sector Association continuing throughout the year to resolve implementation issues.

Parliamentary Security Services also reviewed and updated the Parliament's Business Continuity Plan (BCP). The Manager Parliamentary Security Services is now the Recovery Coordinator for any BCP event and also ensures that the document remains current for the resumption of core services due to a business interruption event.

With the recruitment of two new Security Coordinators for the Parliament, it was possible to increase the level of security provision and investigation provided by the

Department. Electorate officers now receive specific training in security during both their induction training and the 'thriving in the electorate office' course, and the number of security risk assessments undertaken by the Department increased significantly with experienced staff available to undertake those duties.

Finally, the Security Management Plan was revised and now details the operational procedures and structures for the provision of security within the Parliament. Our mission was revised and new strategic direction created to ensure the future directions of security within the Parliament.

From the work conducted on the Security Management Plan a number of new policies and procedures were documented and provided on the Parliamentary intranet for all staff to have a better understanding of Parliamentary Security Services function and role.

CHARTER

To ensure a safe and secure environment for Parliamentary Operations.

Strategic Aims 2004/07

1. Provide a safe and secure environment for Parliamentary operations
2. Improve the current security team structure
3. Improve the service delivery to our client.

Administration of Acts of Parliament

Parliamentary Security has a primary role in the administration and organisation of the *Parliamentary Precincts Act 1997*. The Manager

Parliamentary Security Services is the chair of the committee that discusses the operation of the legislation. The committee also provides a forum for the member organisations to discuss issues relevant to the strategic security planning for the area. The member organisations are the N.S.W. Police, the Botanic Gardens Trust, Sydney Hospital and Sydney Eye Hospital and the State Library of New South Wales.

CONTACT DETAILS

Manager Parliamentary Security Services

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General Contact Details

24 hour contact number: (02) 9230 2600

Administration Office: (02) 9230 2198

Email: security@parliament.nsw.gov.au

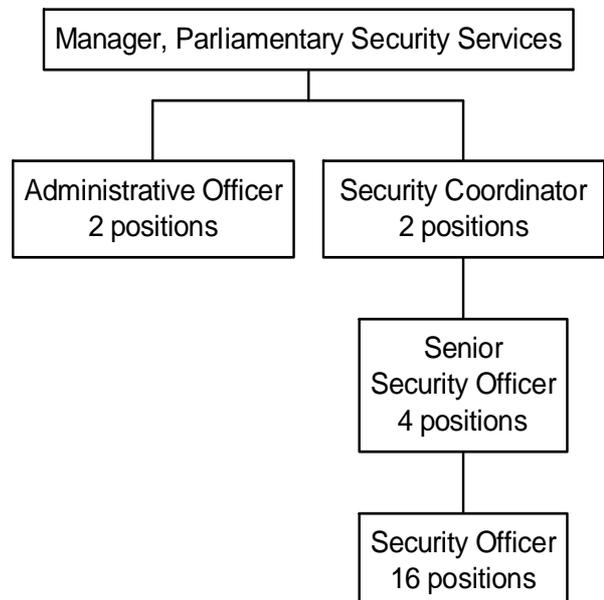
Fax: (02) 9230 2983

OPERATIONAL REPORT

During 2004/05, Parliamentary Security Services dealt with and finalised 371 specific incidents as detailed here.

Incidents by Type (March to June 30)	
Aggressive / Threatening Behaviour	36
Alarm Activation	131
Anonymous Threatening Call / Letter / Package	6
Demonstration / Political Action	15
Issues with Alarm Systems / Keys / Access Control	32
Lost / Found Property	7
Malicious / Vexatious Harassment	2
Other Issues (Non Specific)	109
Request for Security Investigation / Assistance	21

Substantive Team Structure



By the end of June 2005, Parliamentary Security Services had raised its substantive positions to 28, 22 full time equivalent positions and 6 contractors.

The two new Security Co-ordinator positions were filled.

Two substantive officers and 2 acting officers currently fill the senior officer positions under the title of leading hands. The new position description for the increased role of Senior Officer is currently under negotiation.

Currently there are 16 full time security officers with the private contractors filling 6 extra positions performing scanning operations.

Function and Role

Parliamentary Security operates 24 hours a day from the control room at Parliament House. Officers carry out such vital duties as monitoring the electorate office security alarms, operating the building security systems, managing out of course events such as demonstrations, providing access support to staff, managing access points to Parliament to ensure the security of the precinct, monitoring and controlling the CCTV systems, scanning items that arrive at the Parliament and dealing with incidents and threats to Members and staff.

FINANCIAL SUMMARY

The Section's budget of \$1,484,000 was exceeded by 23.51%. This is primarily due to the need to increase the role and function of the Parliamentary Security Services without the ability to increase the funding to the Department due to the tight fiscal restraints placed on the Parliament.

While a large proportion of the over-run can be attributed to the extra cost of utilising contractors to fulfil the scanning role within Parliament, a significant proportion can be attributed to emergency repairs and increased maintenance and installation cost for essential security repairs and replacements for faulty equipment that have not been fully funded by Treasury, causing

the security department to run over budget.

These systems if non-functional present a major security risk for the Parliament that is thought to be unacceptable.

EQUAL EMPLOYMENT OPPORTUNITY

Security in general has been identified in workforce statistics as having a low participation rate for female officers. During 2004, Parliamentary Security recruited two female officers that were welcome additions to the Department. This corrected a gender imbalance and logistical problems with the search of female visitors to Parliament, the search and clearance of female toilets and providing assistance to distressed female victims of incidents.

ETHNIC AFFAIRS PRIORITY STATEMENT

Security employs a multicultural workforce with 11% of its staff coming from either a non-English speaking background or migrating to Australia from overseas.

OCCUPATIONAL HEALTH AND SAFETY

There were two security officers injured by slipping on steps. Both incidents were minor and investigated. A third officer struck his head on an overhead pipe. No serious workplace injuries were reported.

JOINT SERVICES FINANCIAL REPORTS

2004/2005

JOINT SERVICES FINANCIAL REPORTS 2004/2005

Supplementary finance reports and accompanying explanations for each joint department and section have been extracted from the Parliament's Financial Statements.

These reports have not been subject to individual audit by the New South Wales Audit Office and do not include a Financial Position Statement, which is prepared and audited on a global basis for the whole Parliament.

Non Controllable Cost of Services is a New South Wales Treasury concept which measures an agency's operational expenditure against budget after eliminating those employee entitlements whose cost is carried by Treasury and depreciation.

A preliminary budget allocation for each joint service is also provided for the 2004/05 financial year and reflects the amounts contained in Treasury's Budget Paper No 3.

AGGREGATE JOINT SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<i>Expenses</i>			
Staff Salaries and Related Payments	14,945	14,226	14,545
Other Operating Expenses	4,036	3,811	4,260
Maintenance	2,054	302	1,665
Depreciation	2,433	2,852	2,686
Other Expenses	1,013	-	-
Total Expenses	24,481	21,191	23,156
<i>Revenue</i>			
Sale of Goods and Services	3,325	3,735	3,597
Grants and Contributions	1,871	-	1,179
Other Revenue	9,975	60	15,701
Total Revenue	15,171	3,795	20,477
Gain/(Loss) on sale of assets	(10)	-	55
NET COST OF SERVICES	9,320	17,396	2,624
Less:			
Depreciation	2,433	2,852	2,686
Long Service Leave	529	335	570
Superannuation	1,301	1,327	1,258
NET CONTROLLABLE COST OF SERVICES	5,057	12,882	(1,890)
CAPITAL WORKS EXPENDITURE	599	605	953

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	14,738
Other operating expenses	3,952
Maintenance	198
Depreciation and Amortisation	2,297
<i>Total Expenses</i>	21,185
Less Retained Revenue	3,730
Less Non-controllable items	3,358
Net Controllable Cost of Services	14,097

PARLIAMENTARY ARCHIVES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	197	146	186
Other Operating Expenses	69	58	67
Maintenance	-		-
Depreciation	4	5	5
Total Expenses	270	209	258
Revenue			
Sale of Goods and Services	-	-	-
Grants and Contributions	45	-	
Other Revenue		-	14,275
Total Revenue	45	-	14,275
Gain/(Loss) on sale of assets	-	-	-
NET COST OF SERVICES	225	209	(14,017)
Less:			
Depreciation	4	5	5
Long Service Leave	7	3	7
Superannuation	16	17	15
NET CONTROLLABLE COST OF SERVICES	198	184	(14,044)
CAPITAL WORKS EXPENDITURE	-	-	-

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	158
Other operating expenses	59
Maintenance	-
Depreciation and Amortisation	5
<i>Total Expenses</i>	222
Less Retained Revenue	-
Less Non-controllable items	23
Net Controllable Cost of Services	199

PARLIAMENTARY BUILDING SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	3,437	3,099	3,292
Other Operating Expenses	1,006	782	1,083
Maintenance	2,018	302	1,614
Depreciation	1,737	1,771	1,730
Other Expenses	1,013		
Total Expenses	9,211	5,954	7,719
Revenue			
Sale of Goods and Services	543	480	503
Grants and Contributions	1,718		1,179
Other Revenue	9,915	20	17
Total Revenue	12,176	500	1,699
Gain/(Loss) on sale of assets	1	-	22
NET COST OF SERVICES	(2,966)	5,454	5,998
Less:			
Depreciation	1,737	1,771	1,730
Long Service Leave	110	75	113
Superannuation	308	302	287
NET CONTROLLABLE COST OF SERVICES	(5,121)	3,306	3,868
CAPITAL WORKS EXPENDITURE	188	120	81

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	3,223
Other operating expenses	899
Maintenance	198
Depreciation and Amortisation	1,690
<i>Total Expenses</i>	6,010
Less Retained Revenue	575
Less Non-controllable items	1,912
Net Controllable Cost of Services	3,523

PARLIAMENTARY EDUCATION & COMMUNITY RELATIONS

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
EXPENSES			
Staff Salaries and Related Payments	178	164	277
Other Operating Expenses	111	137	34
Maintenance	-		-
Depreciation	6	7	7
Total Expenses	295	308	318
Revenue			
Sale of Goods and Services	-	25	-
Grants and Contributions	-		
Other Revenue	24	10	20
Total Revenue	24	35	20
Gain/(Loss) on sale of assets	-	-	-
NET COST OF SERVICES	271	273	298
Less:			
Depreciation	6	7	7
Long Service Leave	11	6	107
Superannuation	21	22	20
NET CONTROLLABLE COST OF SERVICES	233	238	164
CAPITAL WORKS EXPENDITURE	-	-	-

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	170
Other operating expenses	139
Maintenance	-
Depreciation and Amortisation	6
<i>Total Expenses</i>	315
Less Retained Revenue	40
Less Non-controllable items	30
Net Controllable Cost of Services	245

PARLIAMENTARY FOOD AND BEVERAGE SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	2,696	2,556	2,669
Other Operating Expenses	1,756	1,776	1,944
Maintenance	-		1
Depreciation	51	60	58
Total Expenses	4,503	4,392	4,672
Revenue			
Sale of Goods and Services	2,574	3,020	3,035
Grants and Contributions	-		
Other Revenue	9	5	2
Total Revenue	2,583	3,025	3,037
Gain/(Loss) on sale of assets	-	-	-
NET COST OF SERVICES	1,920	1,367	1,635
Less:			
Depreciation	51	60	58
Long Service Leave	99	61	20
Superannuation	221	244	225
NET CONTROLLABLE COST OF SERVICES	1,549	1,002	1,332
CAPITAL WORKS EXPENDITURE	-	-	-

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	2,623
Other operating expenses	1,809
Maintenance	-
Depreciation and Amortisation	42
<i>Total Expenses</i>	4,474
Less Retained Revenue	2,840
Less Non-controllable items	203
Net Controllable Cost of Services	1,431

INFORMATION TECHNOLOGY SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<i>Expenses</i>			
Staff Salaries and Related Payments	1,133	1,300	1,169
Other Operating Expenses	336	192	236
Maintenance	-	-	
Depreciation	145	370	371
Total Expenses	1,614	1,862	1,776
<i>Revenue</i>			
Sale of Goods and Services	-	-	-
Grants and Contributions	-		
Other Revenue	4	20	-
Total Revenue	4	20	-
Gain/(Loss) on sale of assets	(11)	-	-
NET COST OF SERVICES	1,621	1,842	1,776
Less:			
Depreciation	145	370	371
Long Service Leave	35	35	52
Superannuation	92	118	103
NET CONTROLLABLE COST OF SERVICES	1,349	1,319	1,250
CAPITAL WORKS EXPENDITURE	223	54	345

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	1,338
Other operating expenses	191
Maintenance	-
Depreciation and Amortisation	54
<i>Total Expenses</i>	1,583
Less Retained Revenue	20
Less Non-controllable items	141
Net Controllable Cost of Services	1,422

PARLIAMENTARY LIBRARY

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	2,671	2,815	2,615
Other Operating Expenses	479	401	652
Maintenance	1		-
Depreciation	186	277	267
Total Expenses	3,337	3,493	3,534
Revenue			
Sale of Goods and Services	4	-	1
Grants and Contributions	108		-
Other Revenue	5	2	1,370
Total Revenue	117	2	1,371
Gain/(Loss) on sale of assets	-	-	-
NET COST OF SERVICES	3,220	3,491	2,163
Less:			
Depreciation	186	277	267
Long Service Leave	73	70	109
Superannuation	260	273	260
NET CONTROLLABLE COST OF SERVICES	2,701	2,871	1,527
CAPITAL WORKS EXPENDITURE	14	-	7

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	2,933
Other operating expenses	398
Maintenance	-
Depreciation and Amortisation	185
<i>Total Expenses</i>	3,516
Less Retained Revenue	10
Less Non-controllable items	451
Net Controllable Cost of Services	3,055

PARLIAMENTARY PRINTING SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<i>Expenses</i>			
Staff Salaries and Related Payments	249	312	183
Other Operating Expenses	(130)	62	37
Maintenance	2	-	-
Depreciation	87	120	38
Total Expenses	208	494	258
<i>Revenue</i>			
Sale of Goods and Services	-	-	2
Grants and Contributions	-	-	-
Other Revenue	1	-	-
Total Revenue	1	-	2
Gain/(Loss) on sale of assets	-	-	-
NET COST OF SERVICES	207	494	256
Less:			
Depreciation	87	120	38
Long Service Leave	39	7	(51)
Superannuation	42	43	40
NET CONTROLLABLE COST OF SERVICES	39	324	229
CAPITAL WORKS EXPENDITURE	100	431	288

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	211
Other operating expenses	61
Maintenance	-
Depreciation and Amortisation	96
<i>Total Expenses</i>	368
Less Retained Revenue	-
Less Non-controllable items	134
Net Controllable Cost of Services	234

PARLIAMENTARY REPORTING STAFF (*HANSARD*)

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
<i>Expenses</i>			
Staff Salaries and Related Payments	2,636	2,372	2,622
Other Operating Expenses	170	180	155
Maintenance	-	-	-
Depreciation	28	42	15
Total Expenses	2,834	2,594	2,792
<i>Revenue</i>			
Sale of Goods and Services	41	45	56
Grants and Contributions	-	-	-
Other Revenue	2	3	2
Total Revenue	43	48	58
Gain/(Loss) on sale of assets	-	-	-
NET COST OF SERVICES	2,791	2,546	2,734
Less:			
Depreciation	28	42	15
Long Service Leave	137	60	202
Superannuation	242	238	228
NET CONTROLLABLE COST OF SERVICES	2,384	2,206	2,289
CAPITAL WORKS EXPENDITURE	-	-	50

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	2,532
Other operating expenses	174
Maintenance	-
Depreciation and Amortisation	29
<i>Total Expenses</i>	2,735
Less Retained Revenue	48
Less Non-controllable items	253
Net Controllable Cost of Services	2,434

PARLIAMENTARY SECURITY SERVICES

	2004/2005 ACTUAL \$000	2004/2005 BUDGET \$000	2003/2004 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	1,748	1,462	1,532
Other Operating Expenses	239	223	52
Maintenance	33	-	50
Depreciation	189	200	195
Total Expenses	2,209	1,885	1,829
Revenue			
Sale of Goods and Services	163	165	-
Grants and Contributions	-	-	-
Other Revenue	15	-	15
Total Revenue	178	165	15
Gain/(Loss) on sale of assets	-	-	33
NET COST OF SERVICES	2,031	1,720	1,814
Less:			
Depreciation	189	200	195
Long Service Leave	18	18	11
Superannuation	99	70	80
NET CONTROLLABLE COST OF SERVICES	1,725	1,432	1,528
CAPITAL WORKS EXPENDITURE	74	-	182

Estimated Expenditure and Revenue for 2005/2006:

Description	\$ 000's
Salaries and related payments	1,550
Other operating expenses	222
Maintenance	-
Depreciation and Amortisation	190
<i>Total Expenses</i>	1,962
Less Retained Revenue	197
Less Non-controllable items	211
Net Controllable Cost of Services	1,554

ADDITIONAL FINANCIAL INFORMATION

INTERNAL AUDIT

Deloitte Touche Tohmatsu currently provides internal audit services for the Joint Service Departments and the Parliament as a whole under a contract arrangement.

For the 2004/2005 financial year the following audit reviews were undertaken:

- Services Provided to Members' Offices by the Parliament's administration;
- IT Security Access Review;
- Income and Finance Review including follow up from previous audit;
- Occupational Health and Safety;
- Asset Management;
- SAP Financial Management System Upgrade; and
- Workers' Compensation.

Report findings are reviewed by the Parliament's Internal Audit Committee who also monitor progress made by Parliamentary Managers in implementing the various recommendations. The Committee met on four occasions during the reporting year. Members of the Audit Committee are:

- Ms Helen Bauer, independent Chairperson
- Mr Russell D Grove, Clerk of the Legislative Assembly
- Mr John Evans, Clerk of the Parliaments

Representatives from the NSW Audit Office (the external auditor) and Deloitte Touche Tohmatsu (the internal auditor) attend these meetings as observers as does the Parliament's Financial Controller.

INSURANCE

The NSW Treasury Managed Fund (TMF) provides the Parliament's insurance cover. This is a self insurance scheme for NSW Government Budget Sector Agencies. Cover is provided for the following five categories of insurance:

- Workers' Compensation;
- Liability;
- Motor Vehicle;
- Property; and
- Miscellaneous.

During the reporting year a total of 33 Workers' Compensation claims were lodged by Parliamentary employees compared with 29 claims for the previous 2003/2004 financial year. Joint Service Departments and Sections of the Parliament were responsible for 19 of these claims.

Department/Section	No of Claims	Average Cost Per Claim \$
Parliamentary Building Services	9	1,950
Parliamentary Food and Beverage Services	6	3,007
Hansard	2	2,421
Parliamentary Library	1	180
Parliamentary Security Services	1	291
Total	19	\$2,153

The average cost of these claims compares favourably with the overall average for the Parliament of \$3,873.

AUDITED FINANCIAL STATEMENTS

2004/2005



GPO BOX 12
Sydney NSW 2001

INDEPENDENT AUDIT REPORT
THE LEGISLATURE

To Members of the New South Wales Parliament

Audit Opinion

In my opinion the financial report of The Legislature presents fairly The Legislature's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.

My opinion should be read in conjunction with the rest of this report.

The Clerks' Role

The financial report is the responsibility of the Clerk of the Legislative Assembly and the Clerk of the Parliaments of The Legislature. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, the program statement - expenses and revenues, the summary of compliance with financial directives and the accompanying notes.

The Auditor's Role and the Audit Scope

I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to members of the New South Wales Parliament that the financial report is free of *material misstatement*.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Clerks in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Clerks had not fulfilled their reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of The Legislature,
- that the Legislature has carried out its activities effectively, efficiently and economically,
- about the effectiveness of its internal controls, or
- on the assumptions used in formulating the budget figures disclosed in the financial report.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



R. J. Sendt
Auditor-General

SYDNEY
14 November 2005

RUSSELL D. GROVE
CLERK OF THE LEGISLATIVE ASSEMBLY



JOHN EVANS
CLERK OF THE PARLIAMENTS

**NEW SOUTH WALES
PARLIAMENT**

10 November 2005

File ref: A700

THE LEGISLATURE

**FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 JUNE 2005**

Statement by Department Heads

We state that:

- a. the accompanying financial statements have been prepared on an accrual basis in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Urgent Issues Group Consensus Views and the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies;
- b. the statements exhibit a true and fair view of the financial position and transactions of The Legislature; and
- c. there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

Handwritten signature of Russell D. Grove in black ink.

Russell D. Grove
Clerk of the Legislative Assembly

Handwritten signature of John Evans in black ink.

John Evans
Clerk of the Parliaments

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russell.grove@parliament.nsw.gov.au

Parliament House
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NSW 2000 Australia

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john.evans@parliament.nsw.gov.au

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2005

	Notes	Actual 2005 \$000	Budget 2005 \$000	Actual 2004 \$000
Expenses				
Operating expenses				
Employee related	2(a)	44,950	43,032	43,291
Other operating expenses	2(b)	21,482	20,582	21,397
Maintenance	2(c)	2,250	610	1,866
Depreciation and amortisation	2(d)	4,838	5,639	5,230
Other expenses	2(e)	<u>35,845</u>	<u>33,978</u>	<u>33,543</u>
Total Expenses		<u>109,365</u>	<u>103,841</u>	<u>105,327</u>
Less:				
Retained Revenue				
Sale of goods and services	3(a)	4,111	4,520	4,592
Investment income	3(b)	94	30	46
Grants and contributions	3(c)	1,871	-	1,179
Other revenue	3(d)	<u>10,167</u>	<u>270</u>	<u>16,054</u>
Total Retained Revenue		<u>16,243</u>	<u>4,820</u>	<u>21,871</u>
Gain / (loss) on disposal of non-current assets	4	<u>(10)</u>	<u>-</u>	<u>(110)</u>
Net Cost of Services	19	<u>93,132</u>	<u>99,021</u>	<u>83,566</u>
Government Contributions				
Recurrent appropriation	5	82,689	80,760	81,031
Capital appropriation	5	2,280	2,244	3,459
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>13,823</u>	<u>13,323</u>	<u>13,049</u>
Total Government Contributions		<u>98,792</u>	<u>96,327</u>	<u>97,539</u>
SURPLUS (DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES		<u>5,660</u>	<u>(2,694)</u>	<u>13,973</u>
Non-owner transaction changes in equity				
Net increase in asset revaluation reserve		<u>8,118</u>	<u>-</u>	<u>5,512</u>
Total revenues, expenses and valuation adjustments recognised directly in equity	15	<u>8,118</u>	<u>-</u>	<u>5,512</u>
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS	15	<u>13,778</u>	<u>(2,694)</u>	<u>19,485</u>

The accompanying notes form part of these statements.

THE LEGISLATURE – STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2005

	Notes	Actual 2005 \$000	Budget 2005 \$000	Actual 2004 \$000
ASSETS				
Current Assets				
Cash	8	2,408	2,392	1,735
Receivables	9	1,051	1,190	1,240
Inventories	10	285	357	357
Other	11	<u>428</u>	<u>389</u>	<u>389</u>
Total Current Assets		<u>4,172</u>	<u>4,328</u>	<u>3,721</u>
Non-Current Assets				
Property, Plant and Equipment	12			
- Land and Buildings		131,604	114,253	115,297
- Plant and Equipment		10,529	10,947	13,298
- Collection Assets		<u>34,345</u>	<u>33,739</u>	<u>33,739</u>
Total Property, Plant and Equipment		176,478	158,939	162,334
Other	11	<u>-</u>	<u>1</u>	<u>153</u>
Total Non-Current Assets		<u>176,478</u>	<u>158,940</u>	<u>162,487</u>
Total Assets		<u>180,650</u>	<u>163,268</u>	<u>166,208</u>
LIABILITIES				
Current Liabilities				
Payables	13	4,244	3,696	4,042
Provisions	14(a)	<u>3,774</u>	<u>3,494</u>	<u>3,394</u>
Total Current Liabilities		<u>8,018</u>	<u>7,190</u>	<u>7,436</u>
Non-Current Liabilities				
Provisions	14(b)	<u>677</u>	<u>595</u>	<u>595</u>
Total Non-Current Liabilities		<u>677</u>	<u>595</u>	<u>595</u>
Total Liabilities		<u>8,695</u>	<u>7,785</u>	<u>8,031</u>
Net Assets		<u>171,955</u>	<u>155,483</u>	<u>158,177</u>
EQUITY				
Reserves	15			
Accumulated Funds	1(i)	24,797	16,679	16,679
		<u>147,158</u>	<u>138,804</u>	<u>141,498</u>
Total Equity		<u>171,955</u>	<u>155,483</u>	<u>158,177</u>

The accompanying notes form part of these statements.

THE LEGISLATURE – STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2005

	Notes	Actual 2005 \$000	Budget 2005 \$000	Actual 2004 \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
PAYMENTS				
Employee related		(41,664)	(40,716)	(40,879)
Other		<u>(50,058)</u>	<u>(46,374)</u>	<u>(48,979)</u>
Total Payments		<u>(91,722)</u>	<u>(87,090)</u>	<u>(89,858)</u>
Receipts				
Sale of goods and services		4,607	4,520	5,508
Interest received		58	30	52
Other		<u>2,515</u>	<u>270</u>	<u>2,126</u>
Total Receipts		<u>7,180</u>	<u>4,820</u>	<u>7,686</u>
Cash Flows From Government				
Recurrent appropriation		82,694	80,760	81,031
Capital appropriation		2,280	2,244	3,459
Cash reimbursements from the Crown Entity		<u>2,319</u>	<u>2,167</u>	<u>2,036</u>
Net Cash Flows From Government		<u>87,293</u>	<u>85,171</u>	<u>86,526</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	19	<u><u>2,751</u></u>	<u><u>2,901</u></u>	<u><u>4,354</u></u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of property, plant and equipment		1	-	5
Purchases of property, plant and equipment		<u>(2,079)</u>	<u>(2,244)</u>	<u>(3,306)</u>
NET CASH FLOWS FROM INVESTING ACTIVITIES		<u><u>(2,078)</u></u>	<u><u>(2,244)</u></u>	<u><u>(3,301)</u></u>
NET INCREASE / (DECREASE) IN CASH		673	657	1,053
Opening cash and cash equivalents		<u>1,735</u>	<u>1,735</u>	<u>682</u>
CLOSING CASH AND CASH EQUIVALENTS	8	<u><u>2,408</u></u>	<u><u>2,392</u></u>	<u><u>1,735</u></u>

The accompanying notes form part of these statements.

PROGRAM STATEMENT – EXPENSES AND REVENUES FOR THE YEAR ENDED 30 JUNE 2005

	Program 1.1.1*		Program 1.1.2*		Program 1.2.1*		Not Attributable		Total	
	Legislative Council		Legislative Assembly		Joint Services					
	2005	2004	2005	2004	2005	2004	2005	2004	2005	2004
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
THE LEGISLATURE'S EXPENSES & REVENUES										
Expenses										
Operating expenses										
Employee related	8,095	7,726	20,865	19,974	15,990	15,591	-	-	44,950	43,291
Other operating expenses	2,574	2,212	14,693	14,564	4,215	4,621	-	-	21,482	21,397
Maintenance	16	3	180	198	2,054	1,665	-	-	2,250	1,866
Depreciation and amortisation	368	250	1,822	2,028	2,648	2,952	-	-	4,838	5,230
Other expenses	10,836	10,514	23,996	23,029	1,013	-	-	-	36,845	33,543
Total Expenses	21,889	20,705	61,566	59,793	25,920	24,829	-	-	109,366	105,327
Retained Revenue										
Sale of goods and services	393	383	393	449	3,325	3,760	-	-	4,111	4,592
Investment income	-	-	-	-	94	46	-	-	94	46
Grants and contributions	-	-	-	-	1,871	1,179	-	-	1,871	1,179
Other revenue	52	97	135	242	9,980	15,715	-	-	10,167	16,054
Total Retained Revenue	445	480	528	691	15,270	20,700	-	-	16,243	21,871
Gain / (loss) on disposal of non-current assets	-	0	-	-35	-10	-75	-	-	-10	-110
NET COST OF SERVICES	21,444	20,225	61,028	59,137	10,660	4,204	-	-	93,132	83,566
Government contributions**										
NET EXPENDITURE / (REVENUE) FOR THE YEAR	21,444	20,225	61,028	59,137	10,660	4,204	-	-	98,792	97,539
*The name and purpose of each program is summarised in note 7.										
**Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the "not attributable" column.										

THE LEGISLATURE – SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

THE LEGISLATURE								
SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES								
	2005				2004			
	Recurrent Appropriation	Expenditure / Net Claim on Consolidated Fund	Capital Appropriation	Expenditure / Net Claim on Consolidated Fund	Recurrent Appropriation	Expenditure / Net Claim on Consolidated Fund	Capital Appropriation	Expenditure / Net Claim on Consolidated Fund
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ORIGINAL BUDGET APPROPRIATION / EXPENDITURE								
Appropriation Act	80,760	80,760	2,244	2,244	79,210	79,210	2,650	2,650
Additional Appropriations							-	-
s21A PF&AA - special appropriation	-	-	-	-	-	-	-	-
s24 PF&AA - transfers of functions between departments	-	-	-	-	-	-	-	-
s26 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	80,760	80,760	2,244	2,244	79,210	79,210	2,650	2,650
OTHER APPROPRIATIONS / EXPENDITURE								
Treasurer's Advance Section 22 - expenditure for certain works and services	1,934	1,929	682	36	1,821	1,821	809	809
Transfers from another agency (s25 - Appropriation Act)	-	-	-	-	-	-	-	-
	1,934	1,929	682	36	1,821	1,821	809	809
Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)	82,694	82,689	2,926	2,280	81,031	81,031	3,459	3,459
Amount drawn down against Appropriation		82,694		2,280		81,031		3,459
Liability to Consolidated Fund		5		-		-		-

The summary of compliance is based on the assumption that Consolidated Fund monies are spent first (except where otherwise identified or prescribed).

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2005

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The Legislature as a reporting entity comprises all the operating activities of the Parliament of New South Wales, including the House Committee, under the joint direction and control of the President of the Legislative Council and the Speaker of the Legislative Assembly. It includes all the functions of parliamentary representation undertaken by the Council and the Assembly, and their various supporting Departments and Sections. The House Committee provides food and beverage services for Members of Parliament, their guests and staff. It also caters for functions held at Parliament House.

The reporting entity is consolidated as part of the NSW Total State Sector.

(b) Basis of Accounting

The Legislature's financial statements are a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- ❖ Applicable Australian Accounting Standards (AAS)
- ❖ Other authoritative pronouncements of the Australian Accounting Standards Board (AASB)
- ❖ Urgent Issues Group (UIG) Consensus Views
- ❖ The requirements of the Public Finance and Audit Act 1983 and Regulations, and
- ❖ The Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under Section 9(2)(n) of the Act

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific accounting standard, other authoritative pronouncements of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

Except for land, collections and certain building and plant assets which are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention.

All amounts shown in the statements are rounded to the nearest one thousand dollars and are expressed in Australian currency.

Comparative information is reclassified where appropriate to enhance comparability

(c) Revenue Recognition

Revenue is recognised when The Legislature has control of the good or right to receive, it is probable that the economic benefits will flow to The Legislature and the amount of revenue can be reliably measured. Additional comments regarding the accounting policies for the recognition of revenue are discussed below:

(i) Parliamentary Appropriations and Contributions from Other Bodies

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are recognised as revenues when The Legislature obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the

Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

Maintenance work on Parliament House undertaken and paid for by the Department of Commerce has been recognised as revenue with the corresponding expenditure reflected in maintenance costs. (Refer notes 2(c) and 3(c)).

(ii) Sales of Goods and Services

Revenue from the sale of goods and services comprises revenue from the provision of products or services, ie. user charges. User charges are recognised as revenue when The Legislature obtains control of the assets that result from them.

(iii) Investment Income

Interest revenue is recognised as it accrues. Rent revenue is recognised in accordance with AAS 17 Accounting for Leases.

(IV) OTHER REVENUE

Those items classified as other revenue are recognised as revenue according to the most applicable policy listed above, having regard for the type of revenue received.

(d) Employee Benefits and other provisions

(i) Salaries and Wages, Annual Leave, Sick Leave and On-Costs

Liabilities for salaries and wages and annual leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Sick leave entitlements for The Legislature's employees are non-vesting. Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

(ii) Long Service Leave and Superannuation

The Legislature's liabilities for long service leave and superannuation are assumed by the Crown Entity. The Legislature accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of Employee Entitlements and other Liabilities".

Long service leave is measured on a present value basis. The present value method is based on the remuneration rates at year end for all employees with five or more years of service.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie, Basic Benefit and First State Super) is calculated as a percentage of employees' salaries. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(e) Insurance

The Legislature's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

(f) Accounting for the Goods and Services Tax (GST)

Revenue, expenses and assets are recognised as net of the amount of GST except for the following:

- ❖ The amount of GST incurred by The Legislature as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- ❖ Receivables and payables are stated with the amount of GST included.

(g) Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by The Legislature. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable willing seller in an arm's length transaction.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value at the acquisition date. The discount rate used is the incremental borrowing rate, being the rate at which a similar borrowing could be obtained.

(h) Plant and Equipment

Plant and equipment costing \$5,000 and above individually are capitalised.

(i) Revaluation of Physical Non-Current Assets

Buildings plus plant and equipment are valued in accordance with the "Guidelines for the Valuation of Physical Non-Current Assets at Fair Value" (TPP 03-02). This policy adopts fair value in accordance with AASB 1041 from financial years beginning on or after 1 July 2002. There is no substantive difference between the fair value methodology and the previous valuation methodology adopted in the NSW Public Sector.

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where the market selling price is not available, the assets fair value is measured as its market buying price i.e. the replacement cost of the assets' remaining future economic benefits. The Legislature is a not for profit entity with no cash generating operations.

Collection assets are valued based on the estimated written down replacement cost of the most appropriate modern equivalent replacement facility having a similar service potential to the existing asset.

Land is valued on an existing use basis, subject to any restrictions or enhancements since acquisition. Office and computer equipment which have short useful lives, are measured at depreciated historical cost, as a surrogate for fair value.

The leasehold expense of Members' electorate offices is valued at cost and amortised over the term of the lease for the relevant electorate office.

Each class of physical non-current assets is revalued every 5 years, and with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. As a result of the size and nature of The Legislature's assets this revaluation is conducted over a five year period. In intervening years valuations are reviewed and adjusted to reflect fair value at year end. The last such revaluation based on an independent assessment for each class of asset was:

Land	30 June 2005	Derek Hill Property Valuer & Consultant
Buildings	30 June 2005	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2005	HP Consultants Pty Ltd
Collection Assets:		
Library Collection	30 June 2005	Simon Storey Valuers
Archives Collection	30 June 2005	Simon Storey Valuers
Antiques	30 June 2005	Simon Storey Valuers
Artworks	30 June 2005	Art Gallery of NSW

When revaluing non-current assets by reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation is separately restated.

Otherwise, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are then increased or decreased by the revaluation increments or decrements.

The recoverable amount test has not been applied as The Legislature is a not for profit entity whose assets' service potential is not related to the ability to generate net cash inflows.

Revaluation increments are credited directly to the asset revaluation reserve, except that to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit for the year, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as expenses in the surplus/deficit for the year, except that to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

(j) Depreciation and Amortisation

Except for archive, antique, artwork and rare book collection assets, depreciation or amortisation is provided for on a straight line basis for all depreciable or amortisable assets, so as to write off the depreciable amount of the asset as it is consumed over its useful life to The Legislature. Land is not a depreciable asset.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance.

Depreciation rates used for the various categories of assets range between:

The Parliament House Building	1.64-20 percent
Plant and Machinery	5-50 percent
Office Equipment	5-20 percent
Computer Equipment	10-50 percent
Library Monograph Collection	5 percent

Leasehold building fit-out costs are amortised over the life of the respective leases. This amortisation rate ranges between 10 and 50 percent.

(k) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

(l) Leased Assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

All leases to which The Legislature is a party are operating leases.

(m) Receivables

Receivables are recognised and carried at cost, based on the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

(n) Inventories

Inventories are stated at the lower of cost and net realisable value. The cost is calculated using the weighted average cost method.

(o) Other Assets

Other assets including pre-payments are recognised on a cost basis.

(p) Payables

These amounts represent liabilities for goods and services provided to The Legislature and other amounts, including interest. Interest is accrued over the period it becomes due.

(q) Budgeted Amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, s21A, s24 and/or s26 of the Public Finance and Audit Act 1983.

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts, ie per the audited financial statements (rather than carried forward estimates).

2. EXPENSES			
(a) Employee Related Expenses		2005	2004
		\$000	\$000
	<i>Salaries and wages (including recreation leave)</i>	35,740	34,047
	Superannuation entitlements	3,600	3,351
	Payroll tax and fringe benefits tax	2,522	2,448
	Long service leave	1,446	1,261
	Redundancy payments	144	814
	Workers compensation insurance	476	517
	Other	1,022	853
		44,950	43,291
(b) Other Operating Expenses		2005	2004
		\$000	\$000
	<i>Printing and stationery</i>	5,038	4,997
	Operating Lease Rental Expense-Minimum Lease Payments	4,012	3,739
	Telecommunication costs	1,340	2,034
	Travel expenses	1,808	1,710
	Cost of Sales - House Committee	1,447	1,683
	<i>Computer costs</i>	2,010	1,234
	Stores	687	1,065
	Postage and state mail charges	768	777
	Miscellaneous	1,419	1,376
	Gas and electricity charges	1,032	974
	Cleaning and laundry	492	477
	Contract and other fees	706	512
	Consultancy fees	93	159
	Insurance	423	414
	<i>Legal expenses</i>	102	146
	External Auditor's remuneration		
	- Audit of the financial reports	50	47
	- Audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	55	53
	21,482	21,397	
(c) Maintenance		2005	2004
		\$000	\$000
	Maintenance undertaken by Department of Commerce	1,717	1,179
	<i>Repairs and routine maintenance</i>	363	495
Maintenance on Legislative Assembly electorate offices	170	192	
	2,250	1,866	
Depreciation and Amortisation expense	2005	2004	

(d)

	\$000	\$000
Depreciation on buildings	1,058	1,036
<i>Depreciation on plant and equipment</i>	2,870	3,313
Amortisation of leasehold costs	811	881
Depreciation on Collection Assets	99	-
	4,838	5,230

(e)

Other Expenses	2005	2004
	\$000	\$000
Salaries and allowances of Members of Parliament	24,332	23,481
Superannuation entitlements – Members	8,076	7,776
Payroll tax & fringe benefits tax – Members’ entitlements	1,574	1,592
Payroll tax liability – Members’ superannuation	485	467
Decrement on revaluation of assets	1,013	-
<i>Special Projects</i>	365	227
	35,845	33,543

3. REVENUES

(a) Sale of Goods and Services	2005	2004
	\$000	\$000
<u>Sale of Goods</u>		
House Committee sales of food and beverages	2,193	2,417
Energy recoup from Sydney Hospital and State Library	537	497
Sale of publications	45	56
	<u>2,775</u>	<u>2,970</u>
<u>Rendering of Services</u>		
Rent on Parliament House ministerial offices	784	771
House Committee functions	370	606
Miscellaneous	182	215
Parliamentary committee seminars	-	30
	<u>1,336</u>	<u>1,622</u>
	<u>4,111</u>	<u>4,592</u>
(b) Investment Income	2005	2004
	\$000	\$000
	<i>Interest on operating accounts</i>	
	<u>94</u>	<u>46</u>
	<u>94</u>	<u>46</u>
(c) Grants and Contributions	2005	2004
	\$000	\$000
Sesquicentenary of Responsible Government	<u>112</u>	-
Legal Deposit Scheme	42	-
Department of Commerce maintenance work	<u>1,717</u>	<u>1,179</u>
	<u>1,871</u>	<u>1,179</u>
(d) Other Revenue	2005	2004
	\$000	\$000
	<i>Increment from asset valuation offsetting prior decrement</i>	
	<u>9,135</u>	-
	<i>Collection assets recognised for the first time</i>	
	<u>706</u>	<u>15,640</u>
	<i>Miscellaneous</i>	
	<u>326</u>	<u>380</u>
	<i>Telecommunications rebate</i>	
	<u>-</u>	<u>34</u>
	<u>10,167</u>	<u>16,054</u>

During the process of revaluing the Parliament's Antique and Artwork Collection Assets additional collection items were identified which have now been brought to account (refer also note 12).

4. GAIN/(LOSS) ON SALE OF NON-CURRENT ASSETS	2005	2004
	\$000	\$000
Gain/Loss on Sale of Assets		
<i>Proceeds from Sale</i>	1	5
Written down value of assets disposed	(11)	(115)
Net gain/(loss) on disposal of assets	(10)	(110)
5. APPROPRIATIONS	2005	2004
Recurrent Appropriations	\$000	\$000
Total recurrent drawdowns from Treasury (per Summary of Compliance)	82,694	81,031
Less: Liability to Consolidated Fund (per Summary of Compliance)	5	-
	82	81,031
Comprising:		
Recurrent Appropriations (per Statement of Financial Performance)	82,689	81,031
	2005	2004
Capital Appropriations	\$000	\$000
Total capital drawdowns from Treasury (per Summary of Compliance)	2,280	3,459
<i>Less: Liability to Consolidated Fund</i>	-	-
(per Summary of Compliance)	2,280	3,459
Comprising:		
Capital Appropriations (per Statement of Financial Performance)	2,280	3,459

6. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES

The following liabilities and/or expenses have been assumed by the Crown Entity or other government agencies:

	2005	2004
Employees	\$000	\$000
Superannuation	3,600	3,351
Long service leave	1,446	1,261
Payroll tax on superannuation	216	195
	5,262	4,807
Members		
Superannuation	8,076	_____
Payroll tax on superannuation	485	466
	8,561	8,242
	13,823	13,049

7. PROGRAMS/ACTIVITIES OF THE LEGISLATURE

Program 1.1.1 **Parliamentary Government - Legislative Council**

Objective: To represent the people of New South Wales in the Upper House. To support the functions of the Legislative Council and its forty-two Members.

- Activities:**
- Members of the Legislative Council Representation
 - Salaries and allowances of Members of the Legislative Council
 - Secretarial and research services for Members of the Legislative Council
 - Procedural and administrative support
 - Committee advisory, research and administrative support
 - Overseas delegations

Program 1.1.2 **Parliamentary Government - Legislative Assembly**

Objective: To represent the ninety-three electorates throughout New South Wales and support the functions of the Legislative Assembly.

- Activities:**
- Members of the Legislative Assembly Representation
 - Salaries and allowances of Members of the Legislative Assembly
 - Secretarial and research services for Members of Parliament
 - Procedural and administrative support
 - Committee advisory, research and administrative support
 - Commonwealth Parliamentary Association
 - Overseas delegations

Program 1.2.1 **Parliamentary Support Services - Joint Services**

Objective: To provide support services to both Houses of Parliament.

- Activities:**
- Accounting and financial services

- Archival services
- Building services
- Catering services
- Education and community relations
- Hansard
- Information technology services
- Library services
- Printing services
- Security services

8. CURRENT ASSETS - CASH

For the purposes of the Statement of Cash Flows, cash includes cash on hand and cash at bank. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	2005	2004
	\$000	\$000
<i>Cash at Bank and on hand</i>	2,408	1,735
	2,408	1,735
	2,408	1,735

The Legislature has the following banking facilities as at 30 June 2005:

- Cheque cashing authority of \$20,000, which is the total encashment facility provided to enable recoupment of advance account activities.
- Tape negotiation authority of \$3,000,000. This facility authorised the bank to debit The Legislature's operating bank account up to the above limit when processing the electronic payroll and vendor files.
- MasterCard facility of \$295,000, which is the total credit limit for all issued credit cards.

The approval under the Public Authorities (Financial Arrangements) Act 1987 (PAFA Act) for financial accommodation is lower than the MasterCard banking facility limit as at 30 June 2005. NSW Treasury approval has subsequently been sought to ensure full compliance with the PAFA Act.

	2005	2004
	\$000	\$000
9. CURRENT ASSETS – RECEIVABLES		
Sales of goods and services	420	427
Less: Provision for doubtful debts	1	4
	419	423
G.S.T. recoverable from A.T.O.	448	614
Other debtors	128	183
Investment Income	56	20
	1,051	1,240
	1,051	1,240

10. CURRENT ASSETS – INVENTORIES

	2005	2004
	\$000	\$000
Food and beverage stock at cost	285	291

Books at cost	-	66
	285	357
11. OTHER ASSETS	2005	2004
Current:	\$000	\$000
Prepayments	405	369
Travel Advances	23	20
	428	389
Non-Current		
Prepayments	-	153
	-	153
12. NON-CURRENT ASSETS - PROPERTY, PLANT & EQUIPMENT	2005	2004
	\$000	\$000
Land and Buildings		
	<i>Land at Valuation</i>	
	59,125	56,120
Buildings at Valuation	120,298	82,943
Accumulated Depreciation	49,517	25,519
	70,781	57,424
Buildings - Leasehold Improvements at Cost	6,793	6,143
Accumulated Depreciation	5,095	4,390
	1,698	1,753
Total Land and Buildings	131,604	115,297
Plant and Equipment		
Building Services at Valuation	24,746	27,495
	<i>Accumulated Depreciation</i>	
	19,403	20,509
	5,343	6,986
Other Plant and Equipment at Cost	13,888	15,930
Accumulated Depreciation	8,702	9,618
	5,186	6,312
Total Plant and Equipment	10,529	13,298
Collection Assets		
At Valuation	43,258	42,336
Accumulated Depreciation – Library Monographs	8,913	8,597
Total Collection Assets	34,345	33,739
Total Property Plant and Equipment at Net Book Value	176,478	162,334

Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current and previous financial year are set-out below:

	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
2005				
Carrying amount at start of year	13,298	13,298	5	16
Additions	872	1,125	50	2,047
Disposals	(106)	(3,303)	-	(3,409)
<i>Net revaluation increments</i>	17,304	(1,013)	(51)	16,240
Assets not previously recognised	-	-	706	706
Accumulated depreciation written back on disposal	106	3,292	-	3,398
Depreciation expense	(1,869)	(2,870)	(99)	(4,838)
Carrying amount at end of year	131,604	10,529	34,345	176,478
2004				
Carrying amount at start of year	1	1	1	14
Additions	665	2,478	31	3,174
Disposals	(148)	(3,498)	(234)	(3,880)
Net revaluation increments	4,020	-	1,492	5,512
Assets not previously recognised (refer note 3(d))	-	-	15,640	15,640
Accumulated depreciation written back on disposal	135	3,406	-	3,541
Depreciation expense	(1,917)	(3,313)	-	(5,230)
Carrying amount at end of year	115,297	13,298	33,739	162,334

13. CURRENT LIABILITIES – PAYABLES

	2005	2004
	\$000	\$000
Creditors	2,796	2,850
Accrued wages, salaries, on-costs	1,448	1,192
	<u>4,244</u>	<u>4,042</u>

14. **CURRENT AND NON-CURRENT LIABILITIES – PROVISIONS**

	2005	2004
(a) Current	\$000	\$000
Recreation leave	3,449	3,030
On-cost on employee benefits	325	364
	<u>3,774</u>	<u>3,394</u>
(b) Non-Current	2005	2004
	\$000	\$000
On-cost on employee benefits	677	595
	<u>677</u>	<u>595</u>
(c) Aggregate employee benefits and related on-costs:	2005	2004
	\$000	\$000
Provisions – Current	3,774	3,394
Provisions - Non-Current	677	595
Accrued salaries, wages and on-costs (note 13)	1,448	1,192
	<u>5,899</u>	<u>5,181</u>

The Legislature pays for rail travel benefits for the spouses/approved relatives of certain former Members of Parliament. The cost of this travel is generally less than \$20,000 per annum.

15. CHANGES IN EQUITY

	Accumulated		Asset Revaluation		Total Equity	
	Funds		Reserve			
	2005	2004	2005	2004	2005	2004
	\$000	\$000	\$000	\$000	\$000	\$000
<i>Balance at the beginning of the financial year</i>	141,525	127,525	16,679	11,167	158,177	138,699
<u>Changes in equity - other than transactions with owners as Owners</u>						-
Surplus/(Deficit) for the year	5,660	13,973	-	-	5,660	13,973
Increment on revaluation of:						
Land and Buildings	-	-	8,169	4,020	8,169	4,020
Plant and Equipment	-	-	-	-	-	-
<i>Collection Assets</i>	-	-	(51)	1,492	(51)	1,492
Total	5,660	13,973	8,118	5,512	13,778	19,485
Balance at the end of the financial year	147,158	141,498	24,797	16,679	171,955	158,177

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets. This accords with the Legislature's policy on the revaluation of physical non-current assets and investments, as discussed in note 1(i).

16. COMMITMENTS FOR EXPENDITURE

(a) Operating Lease Commitments

Future non-cancellable operating leases not provided for and payable:

	2005	2004
	\$000	\$000
Not later than one year	3,889	3,479
Later than one year but not later than 5 years	5,597	6,106
Later than 5 years	69	-
Total Lease Commitments (including GST)	9,555	9,585

The above total includes GST input tax credits of \$846,000 (\$825,000 – 2004), which will be recoverable from Australian Taxation Office (ATO).

Legislative Assembly Electorate Offices included in the above figures represent the following commitments:

	2005	2004
	\$000	\$000
Not later than one year	3,317	2,886
Later than one year but not later than 5 years	4,380	4,486
Later than 5 years	69	-
Electorate Office Lease Commitments (inc GST)	7,766	7,372
<i>The above total includes GST input tax credits of \$686,000 (\$624,000 – 2004), which will be recoverable from the ATO</i>		

(b) Other Expenditure Commitments

Aggregate other expenditure contracted for at balance date and not provided for:

	2005	2004
	\$000	\$000
Not later than one year	134	54
Total Other Expenditure Commitments including GST	134	54

The above total for 2005 includes GST input tax credits of \$12,000 (\$5,000 – 2004) that will be recoverable from the ATO.

17. CONTINGENT ASSETS AND LIABILITIES

The Legislature currently has an independent investigation in progress concerning a number of protected disclosures involving employees of the Parliament together with a bullying complaint, which is the subject of mediation between a number of parties.

Depending on the outcome of this investigation and mediation, the estimated potential liability for the Legislature has been estimated in the range of \$90,000 to \$110,000.

18. BUDGET REVIEW

Net Cost of Services

Net Cost of Services was \$5,889,000 less than budget due to an increment from an asset valuation which partially offset a decrement in 1999. Higher expenditures on operating expenses, maintenance and other expenses were partially offset by lower than estimated depreciation and higher income. Maintenance expenditure includes an amount of \$1,717,000, which was the value of maintenance and restoration work carried out by the Department of Commerce. The same amount was credited to the income category, grants and contributions.

Assets and Liabilities

Current assets were \$156,000 under budget due to lower than estimated receivables balances and the write-off of some inventory.

The \$17,539,000 increase in non-current assets compared with the budget was mainly attributable to revaluation increments to land and building.

Current liabilities were \$828,000 over budget due to higher than estimated creditors at year end and increases to wage and salary rates which affected current leave entitlements. Non-current liabilities (provisions for employee entitlements) were also affected by higher wages and salaries, exceeding budget by \$82,000.

Cash Flows

Net cash flows from operating activities were \$150,000 under budget with higher operating outflows offset by higher cash flows from government.

19 RECONCILIATION OF NET CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES:

	2005	2004
	\$000	\$000
Net Cash used in operating activities		
Depreciation	(4,838)	(5,230)
(Increase) / decrease in provisions	(462)	
(Decrease) / increase in receivables, inventories and other assets	(375)	(646)
(Increase) / decrease in creditors and other liabilities		294
Gain / (Loss) on sale of non-current assets		(110)
Library Assets acquired via Legal Deposit		-
Net revaluation increments	8,122	
- Collection assets recognised for the first time – refer note 3(d)	706	
Long Service Leave		(1,261)
Superannuation	(9,357)	
Payroll tax on superannuation		(662)
Less cash flows from government		
Capital Allocation		
Recurrent Allocation	(82,694)	(81,031)
Cash reimbursements from the Crown Transactions Entity	(2,319)	(2,036)
Net Cost of Services	(93,132)	(83,566)

20. FINANCIAL INSTRUMENTS

Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury.

At period end the deposits were earning 4.50% (4.25% in 2003/2004) while the effective interest rate during the reporting period was 4.33% (4.05% in 2003/2004).

Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts, which are known to be un-collectable, are written off. A provision for doubtful debts is raised when some doubt as to collection exists.

The credit risk is the carrying amount (net of any provision for doubtful debts). As at balance date, the greatest risk was represented by receivables, totalling \$49,000 (\$14,000 in 2003/2004), which had been outstanding for more than 90 days.

Interest is charged on House Committee trade debtors after 60 days at 2% per month. No interest is charged to any other debtors.

The carrying amount approximates net fair value. House Committee sales are made on 7 or 60 day terms. Other sales are made on either 14 or 30 day terms.

Bank Overdraft

The Legislature does not have any bank overdraft facility.

Trade Creditors and Accruals

These liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are not secured) are settled in accordance with Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received.

21. Adopting AASB 1047 Disclosure

i Explanation of how the transition to AIFRS is being managed

The Legislature will apply the Australian Equivalents to International Financial Reporting Standards (AIFRS) from the reporting period beginning 1 July 2005. The Legislature is a not-for-profit entity whose principal objective is not the generation of profit.

The Legislature is managing the transition to the new standards by allocating internal resources to analyse the pending standards and Urgent Issues Group Abstracts to identify key areas regarding policies, procedures, systems and financial impacts affected by the transition.

NSW Treasury is assisting agencies to manage the transition by developing policies, including mandates of options; presenting training seminars to all agencies; providing a website with up-to-date information to keep agencies informed of any new developments; and establishing an IAS Agency Reference Panel to facilitate a collaborative approach to manage the change.

ii Key Differences in Accounting Policies

The Legislature has determined that there are no areas where changes in accounting policies are likely to impact the financial report. To ensure consistency at the whole of government level, NSW Treasury has advised agencies of options it is likely to mandate for the NSW Public Sector. To date the only change to emerge has been under AASB 138 Intangible Assets where some computer software will be reclassified as intangible assets.

There are no changes that affect equity under existing AGAAP compared to equity under AIFRS.

iii Financial Instruments

In accordance with NSW Treasury's indicative measures The Legislature will apply the exemption provided in AASB 1 *First Time Adoption of Australian Equivalents to International Financial Reporting Standards* not to apply the requirements of AASB 132 *Financial Instruments: Presentation and Disclosures* and AASB 139 *Financial Instruments: Recognition and Measurement* for the financial year ended 30 June 2005. These standards will apply from 1 July 2005. None of the information provided above includes any impacts for financial instruments. However, when these standards are applied, they are likely to impact on retained earnings (on first adoption) and the amount and volatility of profit / loss. Further, the impact of these Standards will in part depend on whether the fair value option can or will be mandated consistent with Government Finance Statistics.

iv Grant recognition for *not-for profit* entities

The Legislature will apply the requirements in AASB 1004 *Contributions* regarding contributions of assets (including grants) and forgiveness of liabilities. There are no differences in the recognition requirements between the new AASB 1004 and the current AASB 1004. However, the new AASB 1004 may be amended by proposals in Exposure Draft (ED) 125 *Financial Reporting by Local Governments*. If the ED 125 approach is applied, revenue and / or expense recognition will not occur until either The Legislature supplies the related goods and services (where grants are in-substance agreements for the provision of goods and services) or until conditions are satisfied. ED 125 may therefore delay revenue recognition compared with AASB 1004, where grants are recognised when controlled. However, at this stage, the timing and dollar impact of these amendments is uncertain.

End of Audited Financial Statements
