

Parliament of New South Wales

Department of Parliamentary Services Annual Report

2007-2008



January 2009

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Public areas of the Parliament are open for inspection by members of the public from 9.30am to 5.00pm, Monday to Friday, except for public holidays.

Tours for school and community groups can be booked by telephoning (02) 9230 3444.

Free public tours of Parliament House are conducted at 1pm on the first Thursday of each month.

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Presiding Officers' Foreword



The Hon Peter Primrose
President

The Hon Richard Torbay
Speaker

We are pleased to commend this Annual Report for the Department of Parliamentary Services for the year ending 30th June 2008.

On 2nd June 2008, Mr Brian Ward was appointed to the newly created position of Executive Manager, Department of Parliamentary Services. We look forward to drawing on his advice, expertise and future direction, as we continue to focus on delivering efficient and effective services to Members and the public of New South Wales.

We would like to thank all staff of the Department of Parliamentary Services for their continued commitment, dedication and hard work, which has contributed greatly to the efficiency of the Parliament.

Handwritten signature of Peter Primrose in black ink.

Peter Primrose MLC
President of the Legislative Council

Handwritten signature of Richard Torbay in blue ink.

Richard Torbay MP
Speaker of the Legislative Assembly

Letter to the President and the Speaker



**Brian Ward
Executive Manager
Department of Parliamentary Services**

It is with pleasure that I submit the Annual Report of the Department of Parliamentary Services of New South Wales for the year ending 30th June 2008.

I wish to thank Department of Parliamentary Services staff for their continued commitment to efficiency and effectiveness, during a period of changing structure within the joint services of Parliament and new organisational focus and direction.

The Annual Report highlights a range of initiatives and innovations across the Department of Parliamentary Services, which will further result in improved service delivery and savings to Parliament.

B. A. Ward

Brian Ward
Executive Manager

Department of Parliamentary Services

Department of Parliamentary Services Management

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Department of Parliamentary Services

The Department of Parliamentary Services gives logistic support to Members, staff and the public in order to achieve an efficient and effective working Parliament. The Department consists of:

- Office of the Financial Controller
- Parliamentary Archives
- Parliamentary Building Services
- Parliamentary Catering
- Parliamentary Education
- Parliamentary Information Technology Services
- Parliamentary Library
- Parliamentary Printing Services
- Parliamentary Reporting Staff (Hansard)
- Parliamentary Security Services.



DPS Management Group:

Robert Lawrie, Robert Nielsen, Demetrio Mirafior, Phil Goldsmith, Brian Ward, Morgan Andrews, Lisa Carr, Ali Shariat, Greig Tillotson, Graham Spindler, Judith Somogyi, Greg McGill

EXECUTIVE MANAGER

The creation of the Department of Parliamentary Services was an initiative of the President and the Speaker designed to consolidate the existing joint services into one coordinated entity. Mr Brian Ward commenced with the Parliament as Executive Manager, Department of Parliamentary Services on 2 June 2008. Prior to commencing with the Parliament, Mr Ward was the General Manager, Corporate Services and Corporate Secretary with the Port Kembla Port Corporation.

It is anticipated that the new Department of Parliamentary Services will provide Members of Parliament, the House Departments, staff and the community with a more effective support service.

To enhance the delivering of services, a number of changes to structure within the joint services of Parliament and a new organisational focus and direction are planned. An employee opinion survey, the initiation of a strategic planning process and improvements to occupational health and safety will be initial parts of this process. The overall aim is to create a focussed, motivated, efficient Department with shared values committed to delivering quality services in the most timely and effective manner.



Aerial view of Parliament House from the back

OFFICE OF THE FINANCIAL CONTROLLER

The Office of the Financial Controller's core function is to provide accounting and payroll services to the NSW Parliament, including both Houses and the Department of Parliamentary Services.

Until 2 June 2008, the Office of the Financial Controller was administratively attached to the Legislative Assembly. With the creation of a new Department of Parliamentary Services on 2 June 2008, the Office of the Financial Controller now reports to the Executive Manager of that Department. Under this new administrative and reporting structure, the Office of the Financial Controller continues to provide a full range of financial, accounting and payroll services to both Houses of Parliament and the newly created Department of Parliamentary Services. Risk management coordination together with insurance management and administration are also undertaken by the office.

Apart from direct financial services, the Office of the Financial Controller checks and processes Legislative Assembly Members' entitlement claims. In addition, the Office assists in development of policies and procedures relating to Members' entitlements and issues monthly reports to Members on their entitlement use and remaining funds.

Significant Achievements and Highlights for 2007-2008

- Development and implementation of policy and procedures relating to the employment of additional temporary staff by Members of the Legislative Assembly.
- Development of a comprehensive Total Assets Management Plan which identifies the Parliament's asset acquisition and major building maintenance work over the next ten year period in conjunction with Parliamentary Building Services and the two House Departments.
- Managing the financial impact of significant reductions to the Parliament's budget allocation thus ensuring the Parliament did not exceed its funding allocation and approved authorisation limits.
- Calculations and payment of 34 separation from employment and redundancy payments to Members' staff and Parliamentary staff as a result of changes arising from the March 2007 election and restructures within various Parliamentary Departments.
- Refurbishment and upgrading of the Office of the Financial Controller's accommodation to improve the working environment and record storage.
- Drafting of Terms of Reference for a Review of the Administration of Members' Entitlements.
- Assisting with the updating and development of the sections in the Legislative Assembly Handbook relating to Members' entitlements.

Service delivery targets and performance

The net controllable cost of services for the section amounted to \$1,093,000 compared to the budget allocation of \$1,206,000, a saving of \$113,000.

Staffing

Financial Controller: Greg McGill

A total of 13 staff were employed in the Office during the 2007/2008 financial year, two of whom work on a part time basis. An assistant accountant was also employed during the year through an employment agency.

Number of staff employed by category/grade:

Senior Officer Grade 1	1
Clerk Grade 11	1
Clerk Grade 10	1
Clerk Grade 7	1
Clerk Grade 5	1
Clerk Grade 4/5	2
Clerk Grade 3/4	4
Clerical Officer Grade 5/6	1
Clerical Officer Grade 1/2 C	1

Two accounts clerks on secondment from other sections of the Parliament returned to their substantive positions during the year with two new staff recruited externally to fill the vacancies.

Staff involved in committees or advisory groups

Financial Controller:

Results and Services Plan Reference Group

Audit Committee – observer status

Parliamentary Management meetings

NSW Government SAP User group

Staff Development & Training

- Treasury GST FBT Seminars
- CPA Congress
- Excelling at management and supervising people seminar
- Introduction to copyright for Government
- Governments using and managing copyright
- Certificate in accounting with SAP
- ICAC fact finder workshop
- Corruption prevention for managers workshop
- National Institute of Accountants state congress
- Job application and interview skills

Consultants and Contractors

Presence of IT – SAP system development and support	\$21,312
Hay Group – Job evaluation	\$1,034
National Parking Consultants – FBT Car parking report	\$385

Future Plans

- Implement recommendations arising from the review of the administration of Members' entitlements
- Undertake an external review of the work practices within the Office to improve productivity and efficiency
- Undertake restructure and fill vacant positions within the Office based on the outcome of the entitlements and work practices reviews
- Improve communication within the Office by holding monthly staff meetings and sharing of information
- Develop succession planning for the Office to ensure retention of corporate knowledge and skills within the office

PARLIAMENTARY ARCHIVES

The core function of the Parliamentary Archives Section is the management of the records of Parliament - current, non-current and archival. This involves disposal, access, and retrieval; and refers to records in any format whatsoever.

The Parliamentary Archives Section manages the disposal of records from the Parliamentary Departments (the two House Departments and their Committees and the Parliamentary Services Department); the processing of these records into archival and non-archival; the listing and boxing of both types of record; the storing of non-archival records until the due destruction date; and the transfer of archival records as 'Parliamentary archives in the care of State Records' to State Records under the Memorandum of Agreement.

The Section is also responsible for maintaining an intellectual control over the archival records, both those retained in the Parliamentary Archives and those transferred to State Records; and over those semi-current records transferred to the care of the Parliamentary Archives Section and which will eventually be destroyed under any disposal determination.

The Section is also responsible for access to the archives, both in recalling records from State Records and in general access to the public. Access is made through guides (both paper-based and online); via telephone, letters and email; through personal interaction and visits to the Archives; and through the exhibits the Parliamentary Archives mounts in the display cases in the Premiers Corridor.

Significant Achievements and Highlights for 2007 – 2008

On 5 March 2008, a Memorandum of Agreement was signed with State Records covering:

- The disposal (that is, the retention as archives, or their destruction) of Parliamentary records
- Records management according to the State Records Act.

For records to be transferred as archives, the Parliament must follow State Records procedures. New administrative arrangements under the Agreement give the work of liaising with State Records and the functions relating to disposal and retrieval to the Parliamentary Archives Section.

Service delivery targets and performance

The net controllable cost of services for the section amounted to \$212,000 compared to the budget allocation of \$211,000, a deficit of \$1,000.

The Parliamentary Archives service delivery targets are in Disposal; Access; Retrieval; and Records Management. These align with the Results & Services Plan: Chamber & Committees Support by managing the disposal and retrieval of archival records, and access to them. Community Access covers all forms of access to archival records. The following Programs are the means by which the Parliamentary Archives carries out its functions:

The Inventory Control Program:

Accessions: In the 2007 - 2008 year the Archives accessioned 100 separate sets of records (Accessions A1855 – A1954) totalling 184 boxes (31 shelf metres); 8 volumes, 7 bundles (equal to 1.5 shelf metres); 636 DVD/CDs; and 513 photographs. This compares with 115 accessions

(486 standard boxes / 83 shelf metres) in 2006 – 2007. Since 1991 there have been 1,954 accessions, totalling 6,905 standard boxes, equivalent to 1,174 shelf metres – well over one kilometre of records.

Disposal: Under this program records are scheduled for retention or destruction.

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. The Records Management Program 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 new State Records Act; as is the demand for secondary records (semi-current) records storage from all Departments and Sections (especially the Office of the Financial Controller) as well as from Members.

The Bibliographic Control Program:

This program creates and maintains finding aids, which are of two types, the internal control records essential for the management of the Section; and the published *Guides to the Archives*, which are both subject-based and by creating department (provenance based). Internal control records: These comprise location registers (which show where an archive or accessioned record is physically located); shelf-lists; box-lists; registers of archives, (which give a unique identifying number to each archive or record series); and registers of plans; documents; videotapes; audiotapes; CDs & DVDs; films & microfilms; plaques; pictures & photographs; and artefacts (which give a unique identifying number to each item). There are also registers of restricted records. As well, there is a series description sheet for each series and an item list, where necessary. There are also separate series lists by provenance (that is, the creating agency). These databases are an outstanding success, as they not only simplify searches but also have made registration more efficient. Further databases are planned for staff records, procedure records and committee records; all of which will go a long way to creating an on-line electronic archive of the Parliament's archival records.

The Managerial Control Program:

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 2007 - 2008 there were 268 telephone inquiries; 240 written reference inquiries involving detailed research; and 31 reference visitors who came to look at archives for purposes of research or study. The Parliamentary Archives also made 101 internal loans of archives to nearly all parts of the Parliamentary administration. The Legislative Assembly Employee Services office and the Office of the Financial Controller were the heaviest users, with the Education and Community Relations Section being a regular client.

Consumer or client feedback

The Parliamentary Archives receives feedback from the public in the form of emails and letters.

Staffing

Total number of officers at 30 June 2008: 2

Number of officers employed by category/grade:

Archivist Grade IV:	1
Clerical Officer Grade 3/4:	1

Staff involvement in committees or advisory groups

Manager:

- Parliamentary Web Steering Committee
- Heritage Libraries & Archives Group
- Macquarie 2010 (Bicentenary) Committee
- Parliamentary Management meetings

Staff Development & Training

Manager attended:

- Monthly Talk of RMAA (Records Management Association of Australia) in October 2007
- APSR (Australian Partnership for Sustainable Repositories) Digital Preservation Workshop, 25-26 October 2007
- Heritage Network Forum (Department of Planning), November 2007

Staff Restructure

None

Publications published during 2007- 2008 financial year

- 'Archives Collection' - website – part of Parliament's website; ongoing revision
- Former Members Database - part of Parliament's website; ongoing revision
- There are also a number of paper-based *Guides to the Archives*, published over the years, available from the Parliamentary Archives

Consultants & contractors

The conservation consultant is Heather McPherson Pty Ltd, based in Goulburn. In 2007 - 2008, conservation management costs were \$52,207.

Future Plans

- The re-writing of the Parliamentary Archives Policy to meet the new challenges of the Memorandum of Agreement with State Records; a comprehensive Recordkeeping Policy covering all aspects of records is envisaged
- Information & Communications Technology – Digital Preservation. New ways of accessing digital information created by the Parliament by the creation of publicly accessible databases relating to Parliamentary Staff and the Parliamentary Committees (in the same way as the Former Members Database is created)

PARLIAMENTARY BUILDING SERVICES

Parliamentary Building Services provides a physical environment in which the Members of Parliament may carry out the functions for which they have been elected. Building Services provides the complete range of services needed to maintain and operate Parliament House and its assets. The Department is headed by the Manager, who until June 2008, reported to the Presiding Officers through the Clerk of the Parliaments and the Clerk of the Legislative Assembly. The Manager now reports to the Executive Manager, Department of Parliamentary Services. The Department is composed of two main groups:

- The Building Maintenance group is responsible for the maintenance of the parliamentary building and grounds, which includes cleaning, gardening and maintenance of the building fabric and building structure, furniture and fittings, works of art and antiques.
- The Engineering group is responsible for the operation and maintenance of engineering services, which include major electrical installations, emergency power generation, the central energy plant, refrigeration plant, division bells, building automation system, air conditioning, hydraulics, fire fighting equipment, plant records and administration, electrical services, kitchen equipment, telecommunications and lifts.

The Department also supplies energy in the form of hot and chilled water to the Sydney Eye Hospital and the State Library of New South Wales.

Significant Achievements and Highlights for 2007 - 2008

The following major projects were undertaken during the financial year:

1. Parliament's \$3.5M Energy and Water Reduction Program, with the following components:

- Education Display - Provide an information display kiosk in the Fountain Court and public web page promoting energy efficient initiatives undertaken within Parliament House.
- Lighting Upgrade - High-energy consuming light globes were replaced with energy-efficient and long-life lamps throughout the building.
- Solar Power Installation - Installation of a 20-KW photovoltaic system on Parliament House roof.
- Car Park Ventilation Control Upgrade - Upgrade of car park ventilation fan controls
- Building Management Control System Upgrade (BMCS) - Upgrade of the air conditioning and building management control system throughout the building
- Air-Conditioning Chillers Replacement - Replacement of the three existing chillers which contain ozone-depleting refrigerants with new energy-efficient chillers
- Cooling Towers Valves - Replacement of valve controls to stop water wastage
- Water Harvesting/Recycling - Capturing of rain water, installation of four (4) water tanks, and connection to the St. James Lake

2. Accommodation changes on Level 6, including:

- construction of the new Information Technology Services (ITS) Office and Server Room;
- relocation of the Mail Room;

- expansion of the Procurement Office; and
 - relocation of Printing Services.
3. Expansion and refurbishment of the Legislative Council Office on Level 8
 4. Refurbishment of the Cafeteria on Level 6
 5. Refurbishment of eight (8) Ministerial Suites and Members' Rooms
 6. Construction of new store rooms for Legislative Assembly and Legislative Council on Level 2 Car Park
 7. Construction of a new Education Section Office on Level 12
 8. Refurbishment of the Office of the Financial Controller
 9. Refurbishment of the Legislative Assembly Member Services Office
 10. Carpet laying around Parliament House – new carpets were installed in both the Legislative Assembly and Legislative Council Chambers and the whole of Level 8.
 11. Completion of the Parliament's Conservation Management Plan in accordance with the Parliament House Heritage Protocol 2002.
 12. Completion of the disability access audit

Service delivery targets and performance

The net controllable cost of services for the section amounted to \$3,119,000 compared to the budget allocation of \$4,066,000, a saving of \$947,000.

Consumer or client feedback

None received.

Staffing

Manager: Robert Nielsen

Total number of staff at 30 June 2008 was 57

Length of Service Awards:

25 years – Alistair Leonard, Brett Wright

20 years – Jose Oliviera, Isidora Torres

15 years – Teresa Gomez

10 years – Vicky Bozionelos, Gregory Chu, Ana Emorfopoulos, Milar Mitar, Eleni Molini, Bernard Wood

Number of staff who:

resigned 4

retired 2

accepted redundancy 4

Number of staff employed by category/grade:

Administration:

Clerk Grade 11/12	1
Clerk Grade 7/8	1
Clerk Grade 6	1
Clerical Officer Grade 4	1
Clerk Grade 3/4	1
Clerk Grade 1/2	2

Building Maintenance:

Clerk Grade 7	2
Clerk Grade 5/6	1
Building Assistants	12

Cleaning:

Clerk Grade 1/2	1
Part-Time Cleaners	24

Engineering:

Clerk Grade 7	1
Clerk Grade 4	1
Stores Officer	1
Technical Officer Grade 4	2
Technical Officer Grade 3	1
Technical Officer Grade 2	1
Technical Officer Grade 1	1

Switchboard:

Clerical Officer Grade 4	1
Clerical Officer Grade 1/2	2
Casual Clerical Officer Grade 1	2

Staff involvement in committees or advisory groups

Manager:

- Member, OH&S Committee
- Member, Parliament House Plein Air Painting Prize Committee
- Parliamentary Management meetings

Staff Development & Training

Staff attended the following training courses:

- Purchasing awareness course
- Intermediate procurement contract management course
- New wiring rules seminar
- Siemon certified cabling designer/installer course
- Seminar on procurement: managing and understanding the risks
- Communication and negotiation in purchasing

- National building energy rating system conference
- Height safety awareness training
- Training on the care and operation of an electric hoist

Staff Restructure

The implementation of E-procurement in Parliamentary Building Services involved the abolition of six Purchasing Officer and Store Officer positions and the establishment of four Procurement Officer positions resulting in savings in salary costs of approximately \$101,656 on the first year of implementation and \$96,036, \$90,274 and \$84,438 on the second, third and fourth year respectively. Savings in other employee-related costs will be realised as a result of the decrease in the number of staff from six to four.

Publications published during 2007- 2008 financial year

None

Consultants & contractors

Consultants	Description	\$
Clive Lucas, Stapleton	preparation of the Parliament's Conservation Management Plan	27,845
Housley Consulting P/L	review of Parliament's telecommunications costs and GTA rates	2,000
EML Consulting Services	testing of water samples	5,293
Contractors	Description	\$
NSW Department of Commerce	supply and installation of carpets	93,616
Botanic Gardens Trust	supply of horticultural services	82,460
Foxtel	supply of cable television services	43,286
NEC Australia	maintenance of PABX system	42,114
Whelan Kartaway Miniskips	mini skips services	41,737
Tyco Australia P/L	supply of fire alarm and sprinkler services	32,318
The PA People	service and maintenance of PA system	25,730
Anthonies Upholstery and Furniture Repairs	repair of furniture	18,411
Hydrotech Scientific Services	servicing and maintenance of cooling systems	17,062
ThyssenKrupp Elevator Aust Pty. Ltd.	maintenance of lifts	15,865
Novo Tank Pty. Ltd.	removal of excess waste	13,504
Sunshine Linen Services	supply of laundry services	11,406
Well Pumped P/L	supply of plumbing services	10,271
Premier Mechanical Services	supply & maintenance of pneumatic air conditioning systems	9,012
Bevisco Commercial Interiors P/L	supply of office workstations	7,170
Chris' Carpet Installation	carpet installation	6,727
Colbyson Pty. Ltd.	supply of engineering services	6,680
Consultant Technology Australia P/L	supply and maintenance of radio & television systems	6,611

Contractors	Description	\$
St. John Ambulance	supply of emergency services kits	6,035
Copes Pest Control Pty. Ltd.	supply of pest control services	5,500
Arrow Signs	supply and installation of signage	4,845
Complete Catering Maintenance P/L	repair of catering equipment	4,397
Simplex International Pty. Ltd.	supply of clocks	3,950
ITW Australia Pty. Ltd.	repair of dishwasher	3,747
Brightlights Solutions Aust. Pty. Ltd.	supply of lighting services	3,414
Bakers Construction and Industrial	supply of engineering items	3,410
Space Filters Pty. Ltd.	supply of filters for air handling units	3,237
Sunscreen Pty. Ltd.	supply of wall/door frosting materials	2,918
PHA Promotional	supply of flags	2,664
Possum & A1 Wildlife Services	removal of possums	2,585
N S Fenwick Signs	supply of signs supplies	2,502
Lakewood Electrical Services Pty. Ltd.	supply of electrical services	2,433
Kleenduct Australia Pty. Ltd.	cleaning of cooking exhaust system	2,400
Enerserve	servicing of power factor correction equipment	2,200



Water tanks installed as part of the Parliament's water harvesting/recycling project

Future Plans

- Construction of a new Security Gatehouse on Macquarie St. and refurbishment of the Speaker's Garden
- Refurbishment of Ministerial Suites and Members' Rooms – ten rooms have been scheduled for refurbishment during the winter recess at a cost of \$105,743
- Carpet laying around Parliament House–new carpets to be installed on Levels 11 and 12
- Completion of the Parliament's Energy and Water Reduction Program.
- Implementation of Disability Access Audit Report recommendations
- Implementation of the Parliament's Conservation Management Plan
- Implementation of the Confined Spaces Audit Report recommendations
- Installation and inspection of Roof and Height Safety Systems
- Implementation of the recommendations of the Fire Safety Exit Sign audit
- Implementation of rectification works in accordance with the Asbestos Registry
- Commence refurbishment of toilets – a 5 yr program with a budget of \$200,000 per year
- Level 7 marble floor refurbishment
- Construction of Special Constables' accommodation and office
- Review of all electrical systems in Parliament House
- Signing of lease for the Parliamentary Post Office

PARLIAMENTARY CATERING

Parliamentary Catering provides Members, staff and their guests with in-house catering facilities. The Department's objective is to offer professional service, good quality meals and excellent value for money. Parliamentary Catering provides a wide range of dining options: morning and afternoon tea, breakfasts, two and three course lunches, dinners, cocktail receptions and quick snacks.

Significant Achievements and Highlights for 2007 - 2008

- Number of functions (> 100 people) booked in 2008 increased by 20% compared to 2007. In 2008 there were a total of 158, for 2007 there were 131.
- Function brochure and flyer have been developed to increase the awareness of the Parliament as a function venue.
- Joined three industry associations to raise awareness of the Parliament as a function venue.

Service delivery targets and performance

The net controllable cost of services for the section amounted to \$363,000 compared to the budget allocation of \$208,000, a deficit of \$155,000.

Staffing

Business Development Manager: Lisa Carr

Operations Manager: Carlos Andrade

Function Co-ordinator: Jennifer Sparkes

Head Chef: Scott Clark

Number of staff employed by category/grade:

Full Time staff (Working 35 hours/week)	11
Part Time staff (Working between 20 - 30 hours/week)	3
Casual staff (Working approximately 12 – 16 hours/week)	1

Staff involvement in committees or advisory groups

Manager:

- Member, OH&S Committee
- Parliamentary Management meetings
- House Committee

Staff Development & Training

All staff attended an OH&S Awareness Course

Staff Restructure

The operating structure for Parliamentary Catering is currently being reviewed. The review is scheduled for completion in 2008/09.

Publications published during 2007- 2008 financial year

- Function brochure
- Function flyer

Consultants & contractors

- Sydney & South Coast Food Consultancy – Implemented food safety program
- Food & Beverage Solutions – Implemented food costing procedures
- Chris Jones Risk Management – OH&S Risk Analysis & Manual Handling

Future Plans

Parliamentary Catering aims to:

- Achieve cost neutrality
- Ensure patrons have an enjoyable experience on every occasion
- Have the right skill mix for the business
- Generate revenue and achieve financial targets: food, beverage, overhead and labour costs
- Maintain full compliance with food authority regulations, OH&S legislation and other relevant regulations
- Have systems in place that allows us to monitor and manage our performance



Parliamentary Catering function brochure

PARLIAMENTARY EDUCATION

The Parliamentary Education Section aims 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. As such, its objectives are to meet all established Parliamentary goals, although its principal focus will be in support of Goal 3: *Promote awareness of the purposes and functions of the Parliament and facilitate community access.*

The Parliamentary Education Section has responsibility for the management, administration, planning and conduct of education and community relations programs on behalf of Members, staff and the public. Its role is to:

- provide support services to Members, particularly to assist their role in servicing the information and education needs of their constituents;
- provide educational resources, activities and support for schools, other educational institutions and the community
- extend community knowledge and understanding of Parliament's role and operation;
- offer professional development and seminar programs for educators, government and non-government and community organisations;
- write, develop and publish in various formats to meet a range of education, community and visitor needs as well as supporting and resourcing the Parliamentary visitors' program.

Significant Achievements and Highlights for 2007 – 2008

- developing the new Parliamentary DVD, *Playing Your Part*, which involved extensive writing, photography, recording, filming and editing, as a package including a CD of print resources
- increasing the number of education events (78 events). Approximately 3,200 students and teachers participated in these events
- increasing the number of community events (50 events), with community members participated in a wide range of activities (excluding Australia Day). Participant numbers were lower than 2006-07 which had included two special open days (Sesquicentenary and Sydney Open)
- meeting information needs of Members and the community through a wide range of publications, updated internet resources and responses to enquiries.

The Section supported Corporate Goal 3, in particular through operating within budget and despite the impact of communications problems within the Department of Education and Training.

In April 2008, the Section was successfully relocated to new offices on Level 12.

Service delivery targets and performance

The net controllable cost of services for the section amounted to \$245,000 compared to the budget allocation of \$273,000, a saving of \$28,000.

Section program targets met expectations on balance, despite the impact of external factors, meeting the goal of a broad-based program of public awareness for a specific range of target

groups. Risk management is incorporated in planning and procedures for all programs. Performance for 2007-08 is as follows:

School Student Activities: All planned events were conducted successfully, a total of 36 events with 2,100 student participants. These figures are slightly higher than last year. Travel subsidies for education events were provided to more than 60 non-metropolitan students as a matter of equity to support participation by schools disadvantaged by distance. In addition, more than 24,000 participants in 620 booked groups (the overwhelming majority school or tertiary students) took part in the parliamentary tours program.

School Professional Development Activities: A total of 19 full day programs were conducted with 420 participants, several in support of the Department of Education and Training or professional development associations. Although the numbers are similar to last year, external factors resulted in cancellations and lower participation rates in some programs.

Tertiary Education Activities: All planned events were conducted successfully with 23 events involving 750 participants, a slight reduction from 2006-07. Seventeen (14 in 2006-07) interns from Sydney University, UTS and Notre Dame were placed with Parliament.

Community Education Activities: All planned events were conducted, totalling 50 events, including outreach programs, with 1400 participants (not including Australia Day – approx 2,500 visitors), figures comparable with 2006-07. Programs included lunchtime tours, *A Little Night Sitting*, and community college courses such as the four-session *Citizen Writes*.

Publications Activities: Most publications were revised and reprinted during the year as planned. The major new project - development of a new DVD package – was completed. Full details of publications are contained in Appendix 2.

In addition, the Section continued to support or provide articles, information or advice in relation to many aspects of Parliament. Members continued to actively support Section activities with at least 185 involvements.

Consumer or client feedback

Specific feedback is sought from most activities, sometimes in written form but mostly as a debrief at the end. Responses are overwhelmingly positive. The Section regards its main indicator of success as the continuing and increasing demand for its services, activities and resources. The Section also regularly receives notes or emails of thanks or offering positive responses to activities.

Staffing

Manager : Graham Spindler

Total number of officers at 30 June 2008: 2 plus 1 on secondment from Department of Education and Training

Number of officers employed by category/grade:

Administrative and Clerical Officer Clerk Grade 11	1
Clerical Officer Grade 4	1
Seconded Officer - Senior Education Officer Grade 1	1

Staff involvement in committees or advisory groups

- Most advisory and committee involvement is *ad hoc* rather than ongoing
- Section represented on *Assembly Lines* Editorial Committee
- Manager on Parliamentary web committee
- Manager on Henry Parkes Foundation (external)
- Education Officer agreed to be on Sydney University Government and International Relations Faculty Advisory Committee
- Parliamentary Management meetings - Manager

Staff Development & Training

- Parliamentary Educators Conference, Wellington, NZ, Oct 2007 (Manager)
- Social Educators Association Conference, Newcastle, January 2008 (Education Officer)
- Sydney University Democracy Forum (Manager)
- Two evaluation and assessment workshops, Department of Education and Training (Education Officer)
- Visits to observe Centennial Park and Justice & Police Museum education programs (Manager, Education Officer)
- Photoshop course (Education Officer)
- Survey of Australian education sections and subsequent development of paper to present at July ASPG conference
- Anti-bullying workshop (Manager, Admin Officer)
- Fire and emergency response workshop (all)

Staff Restructure

No restructuring during 2007-08. Office relocation successfully achieved.

Publications published during 2007- 2008 financial year

Over the last two years, an identifiable education style has been adopted for most publications. The Manager is the responsible officer for publications but enquiries can be made through the Administrative Officer, Kathy Slade (phone 9230 2047). See Appendix 2 for full list of publications.

Consultants & contractors

The Section's State Government Familiarisation Seminars (1 conducted, November 2007) are organised by consultant, Jackie Petersen. The activity is a significant fund-raiser for the Parliament's education programme after all costs including the organiser's fee for service have been covered. Otherwise no consultants were used.

Future Plans

The Section will continue to address community expectations of Parliament, especially in relation to participation and awareness:

- All programs to be reviewed along with mechanisms for promoting events and distributing information
- Captioning to be included on DVD, including assessment of options for captions in other languages – education web pages to be reviewed to be informative, more accessible and user-friendly
- Community programs to be expanded or re-worked where appropriate – new programs include public seminars on local government elections and Sydney Open in 2008
- Youth programs to be expanded or re-worked where appropriate – new programs include voting (2008) and local leadership (2009)
- Publications to be updated and added to where appropriate – new publications for 2008 include additional posters; new edition of ‘blue booklet’ *Parliament of NSW*
- New technology to be adopted where appropriate including integrated printer / scanner / fax to replace or supplement existing equipment; probable upgrade of two office computers

PARLIAMENTARY INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) has the responsibility of developing the strategic and tactical plan and services 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. Information Technology Services provides this environment 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 the 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

Significant Achievements and Highlights for 2007 – 2008

- Relocation of IT data centre: The data centre was relocated from Level 3 to level 6 to address the security, power and environmental requirements for Parliament's a data centre.
- New data cabling standards for Parliament: A project was undertaken to evaluate and implement a new data cabling standards for Parliament House. Siemon Category 7 cabling infrastructure was chosen and the project was awarded to the Star Group for implementation. In 2007/8 the fibre backbone, across all floors, data centre and most offices on levels 6 and 8 was completed.
- Replacement of 160 personal computers in various sections of the Parliament.
- Moving the IT Section from Level 8 and 12 to Level 6. This area incorporated all staff, training room and data centre in one area.

- Increased Parliament's data storage capacity for files and emails by transferring the storage to a Storage Area Network (SAN). The change to the SAN has increased the speed of access to the files and reliance on the servers for the backup.
- Setup an information kiosk for Parliament's sustainability project.

Service delivery targets and performance

- Rationalisation of data communication links with ac3: a shared link with the State Library was setup through the government broadband service and the link was made redundant. This reduced the cost of the link by 50% while increasing the bandwidth from 2 megabyte to 10 megabyte.
- Reviewed and updated Parliament's Internet site in line with new guidelines recommended by the Government Chief Information Office.

The net controllable cost of services for the section amounted to \$1,808,000 compared to the budget allocation of \$1,500,000, a deficit of \$308,000.

Consumer or client feedback

See Appendix 3

Staffing

Manager: Ali Shariat

Total number of staff: 15 full time, 1 part-time (maternity return to work)

The following staff received Length of Service Awards in 2007 – 2008:

- Helene Bell – 15 years
- Kerrie O'Brien – 15 Years

Staff changes:

Kate Curr resigned from the position of Manager Business Systems.

Matthias Muller resigned from the position of System Analyst.

Jason Pearse was appointed to the position of System Administrator clerk grade 7/8.

Nick Sozou was appointed to the position of Support Analyst clerk grade 5/6.

Number of staff employed by category/grade:

Clerk Grade 11/12 + allowance	1
Clerk Grade 11/12	2
Clerk Grade 9/10	3
Clerk Grade 8	1
Clerk Grade 7/8	5
Clerk Grade 7	1
Clerk Grade 5/6	1
Clerk Grade 3/4	1
Clerical Officer Grade 4/5	1

Staff involvement in committees or advisory groups

- Australian Computer Society
- SAP User Group
- OH&S Committee
- PSA Workplace Group
- First Aid
- Fire Wardens
- Manager participates in Parliamentary Management meetings

Staff Development & Training

- Nick Sozou - HDAA: Support Centre Analyst Certification
- Angelo Montesano – NetApp: Data ONTAP Fundamentals
- Michael Crawford – Siemon Cabling: Consultant Training

Staff Restructure

A new position was added to the Network group which reduced reliance on external contract staff.

Publications published during 2007- 2008 financial year

- Service Desk articles in *Assembly Lines*
- Training Manuals for the Electorate Office Staff Induction Course
- Various instruction manuals for the use of new equipment provided to Members

Consultants & contractors

Parliament outsourced the delivery and management of its internet and network perimeter security to Earthwave Corporation P/L, data communications to SOUL Communications 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 in electorate offices and Parliament House. The details were as follows

Total contract fees \$157,394

Total Consulting fees \$3,500

Future Plans

- Review of Chamber Document Production System
- Upgrade of Data communication cabling – Stage 2 (completion of level 5, 6, 8, 10, 11, 12)
- Review Financial and HR system to increase usability
- Review Catering Financial and Point of Sales System
- Review Internet communications
- Review Parliament's Record management System
- Review BlackBerry handsets for NextG communication
- Review server virtualisation
- Introduce strategies to reduce carbon footprint
- Review WAN bandwidth optimisation for communication links to electorate offices

PARLIAMENTARY LIBRARY

The Parliamentary Library aims to identify and fulfil the information needs of Members of Parliament and the Parliamentary Institution. Its mission 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. The Parliamentary Library provides information and research services, documentation, current awareness services, and research publications to Members of the New South Wales Parliament, their staff and the staff of the Parliament.

To fulfil its Mission, the Parliamentary Library provides the following services:

- Provision of reference and information services
- Research publications
- Responses to individual research inquiries
- Press clippings service
- Media monitoring service
- Press current awareness services (e-clips)
- Newspaper clippings bulletin
- Book loans
- Inter-library loans
- Journal current awareness services
- Company searches
- Statistical inquiries

To support the provision of these services, the Parliamentary Library maintains a number of specialised collections:

- Information files, such as the database of parliamentary facts
- Newspaper collections
- Press release collections
- Government and parliamentary publications
- Book collections
- Journal collections
- Online databases

Increasingly, the Parliamentary Library obtains its resources in electronic format, allowing for faster and easier access to important information sources.

Significant Achievements and Highlights for 2007 – 2008

- The upgrading of the Library’s collection management system, SIRSI, to improve functionality and staff input of records
- Electronic links to major government reports and inquiries provided on Library’s intranet home page. This is related to Part 3 of the Results and Services Plan concerning services to Parliamentary Committees and Members of Parliament.

Service delivery targets and performance

The net controllable cost of services for the section amounted to \$2,609,000 compared to the budget allocation of \$3,153,000, a saving of \$544,000.

The following performance statistics relate to Part 3 of the Results and Services Plan: Services to Parliamentary Committees and to Members of Parliament.

• Lengthy information requests completed:	501
• Briefer information requests completed:	7,499
• Individual research requests completed:	34
• Individual request papers completed:	34
• Briefing and background papers published:	13
• Media monitoring requests completed:	2,964
• Press clippings retrieved:	27,091
• Press clippings images produced:	28,546
• Book loans:	1,460
• Inter-library loans:	350
• E-clips service distributed to Members:	11,905
• Press releases added to collection:	2,974

The Parliamentary Library’s research publications are available on the internet and may be purchased at the State Library Bookshop. The papers continue to be cited in journal articles and are placed on reading lists for university courses. Other parts of the Parliamentary Library’s resources [Facts and Figures, Links to Internet sites, Catalogue, press releases and index to press clippings] are also available to the public on the Parliament’s internet site. This also relates to Parts 3 and 4 of the Results and Services Plan dealing with community engagement and participation.

The Parliamentary Library continues to work closely with other libraries, sharing resources and expertise. There is considerable co-operation between the parliamentary libraries of Australasia, while the relationship between the State and Parliamentary Libraries has grown and developed. The Parliamentary Library is making its copies of the *NSW Government Gazette* available for the State Library project of microfilming the nineteenth century volumes. The Parliamentary Library also lent its volumes of the 1836 *Sydney Gazette* to the State Library for copying as part

of the Australian Newspapers Online Project. The Parliamentary Library also participates in the inter-library loans network and has a special relationship with the Law Courts Library, permitting special loans to that library.

Consumer or client feedback

The Parliamentary Library continually requests feedback from Members and other clients, but no formal mechanism was undertaken in 2006-2007.

Staffing

Parliamentary Librarian: Greig Tillotson

Manager (Acting) Reference and Information Services: Victoria Vaughan-Smith

Manager, Research Service: David Clune

The following staff received Length of Service Awards at the end of 2007:

- Prue Jessep 15 years service
- Melinda McIntyre 15 years service

Legal Research Officer Lenny Roth undertook a job exchange with SPICe, the Library and Research Services of the Scottish Parliament, Edinburgh from 7th April 2008 until March 2009. Tom Edwards, Research Officer from SPICe is replacing Mr Roth in the Research Service.

Number of staff employed by category/grade:

Parliamentary Librarian Senior Officer Grade 1	1
Clerk Grade 11/12	2
Clerks Grade 8/9	1
Librarians Grade 3	8
Clerks Grade 7/8	5
Library Technicians Grade 2	3
Library Technicians Grade 1	3
Clerical Officer Grade 6	1
Clerical Officers Grade 5	3
Clerical Officer Grade 4	1
Clerical Officers Grade 3	2
Clerical Officer Grade 1	1

Staff involvement in committees or advisory groups

- Greig Tillotson participates in Parliamentary Management meetings.
- Greig Tillotson, David Clune, Victoria Vaughan-Smith, Graham Sellwood and other staff participate with ITS staff in the Library IT Committee.
- Victoria Vaughan-Smith is a member of the *Assembly Lines* editorial committee.

Staff Development & Training

CONFERENCES

Greig Tillotson and Kate Curr attended the Conference and Annual General Meeting of the Association of Parliamentary Libraries of Australasia at Parliament House, Canberra, in July 2007.

Victoria Vaughan-Smith attended the 2008 VALA Conference in Melbourne in February 2008.

Victoria Vaughan-Smith and Stewart Smith attended the Reference/Research Symposium organised by the Association of Parliamentary Libraries of Australasia at Parliament House, Melbourne in February 2008.

Parliamentary Library staff participate in briefings for overseas visitors. A total of 18 briefings were provided. The following are a selection of these briefings and visits:

27/08/2007 Ian Townsend House of Commons UK

28/08/2007 Anne Lloyd, Bob Pymm, Suzanne Lipu Charles Sturt University - School of Information Studies

26/09/2007 Staff Member Solomon Islands Parliamentary Library

26/09/2007 Three Legal Officers from House of Representatives Kingdom of Thailand

30/10/2007 Jane Taylor, Director, British Columbia Legislative Library, Vancouver, Canada

5/12/2007 Brynie Williams, AM, National Assembly Wales, North Wales Welsh Conservative Party

10/3/2008 Inter-Parliamentary Study Program Reps from Cambodia, China, Cook Islands, Germany, India, Rep of Korea, Indonesia, Ireland, Malaysia, Marshall Islands, Mexico, PNG, Saudi Arabia, Tanzania, Victoria, Wales

14/3/2008 State Library Tour Reference Librarians from State Reference Library

22/4/2008 State Library Tour Reference Librarians from Legal Information Access Centre

23/4/2008 Speaker Michael Polley & Clerk Peter Alcock, Tasmanian Parliament, House of Assembly

6/6/2008 Solomon Islands, Freda Rafasia, Office of Speaker

16/6/2008 Deputy Speaker of National Assembly of Zambia (Hon Ms Mutale Nalumango MP) and Clerk of National Assembly (Doris Mwinga)

20/6/2008 Officers from Parliament of Sri Lanka Reps: Mr Saman Perera (Co-ordinating Engineer) Mr RPS Rajapaksha (Editor of Hansard)

Staff Restructure

Review of Clerical Officer positions and duties. The review led to the removal of three Clerical Officer positions from the Library's establishment (2 Clerical Officers Grade 5 and 1 Clerical Officer Grade 3), and the re-creation of the Executive Assistant to the Parliamentary Librarian. The aim of the review was to rationalise support staff, while ensuring the retention of positions which provide direct information and research to Members and the parliamentary establishment. The final voluntary redundancy of the Clerical Officer Grade 3 position under this review was taken up in August 2007. The appointment of the Executive Assistant to the Parliamentary Librarian occurred at the end of July 2007.

Transfer of Manager, Library Systems, and Digital Services Librarian from Library to ITS: part of efficiency savings identified in Savings Plan Review.

Publications published during 2007- 2008 financial year

- NSW Parliamentary Library Leaflet April 2008 (revised edition)
- NSW Parliamentary Library Guide April 2008 (revised edition)

See Appendix 4 for details of Research Publications.

Consultants & contractors

Antony Green

Preparation of Background Paper
2007 NSW Election: Final Analysis - cost \$3,500

Future Plans

- Creation of new Library internet links pages to allow Members and staff to access important and relevant external internet sites
- Improving electronic service delivery and electronic access to library resources
- Examining options for enhancing press clippings operations and services
- Developing strategies for liaison with the Library's clients to ensure Members and other users receive appropriate and effective services.

PARLIAMENTARY PRINTING SERVICES

Parliamentary Printing Service's mission is to provide its clients with an apolitical, timely and cost effective printing service, and through informal open communication to establish a reputation for excellence in performance, impartiality and reliability.

The section primarily services the digital printing and copying needs of Members, Parliamentary committees and the departments and sections of the Parliament.

The specific functions undertaken by the Section include:

- Digital printing both colour and black and white
- Colour photocopying
- Black and white photocopying
- Binding of documents in a variety of ways
- Desktop publishing
- High speed scanning in black and white up to A3 in size
- Scanning colour documents up to A3 in size
- Scanning to CD
- Maintaining the convenience copiers on levels 9, 10, 11 and 12 in Parliament House
- Providing a printing consulting service for Members and Parliamentary committees and departments
- Processing administration and billing of all printing requisitions from Members, departments and sections.

Significant Achievements and Highlights for 2007 - 2008

- All requirements in the Section's demand-driven functional areas were met in a timely and cost-effective manner.
- During the year the section relocated to smaller premises on Level 6 of Parliament House as part of the relocation of ITS to the space formerly occupied by Printing Services.
- A new folding machine and laminator were purchased to replace existing equipment which had reached the end of its economic life.

Service delivery targets and performance

The net controllable cost of services for the section after recoupment of printing costs from the requisitioning committee, department or section amounted to \$60,000 compared to the budget allocation of \$246,000, a saving of \$186,000.

During the financial year 1,020 printing and photocopying requisitions were processed. 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 4,999,737 impressions for 2007-2008 and the convenience copiers located on levels 9, 10, 11 and 12 recorded 257,671 impressions for 2007-2008. In-house printing has been evaluated as being the most efficient method of producing high

quality House papers and Hansard in extremely short turn-around times. Members usually outsource their offset printing requirements to external print suppliers using their Logistic Support Allocation or Electorate Mailout Account Entitlements as Printing Services is not able to provide this service in house.

Consumer or client feedback

Despite the section carrying a vacant position during the reporting period, printing of House papers and committee reports met required deadlines to a very high degree.

Staff Restructure

The position of Business Unit Manager has continued to remain unfilled during the reporting year, pending a review of the most appropriate management reporting arrangements for the unit. In the interim the two Printing Officers, Mrs Carla Chicharo and Mr Demetrio Mirafior, have been rotating in the position on higher duties, under the supervision of the Clerk-Assistants of the two Houses.

Staffing

The section consists two Printing Officers.

Number of staff employed by category/grade:

Clerk Grade 1/2 2

Consultants & contractors

None

Future plans

- Upgrade to high speed colour copying technology
- Investigate replacing binding machine and guillotine

PARLIAMENTARY REPORTING STAFF [HANSARD]

Hansard is the official report of the debates in the New South Wales Legislative Council and Legislative Assembly. The charter of the Parliamentary Reporting Staff is to deliver to the Parliament and its users the highest professional standard of Hansard reporting services.

The core function of the Parliamentary Reporting Staff [Hansard] is to produce an impartial, accurate, timely and cost-effective report of the debates and proceedings of the Parliament and its committees, and ministerial and special conferences. *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 reporters faithfully record in shorthand the debate and proceedings of both Houses and parliamentary committees. Reporters and subeditors then prepare the following official reports:

- Daily and weekly pamphlets.
- Bound volumes of the debates and proceedings of both Houses of Parliament.
- Transcripts of parliamentary committees, summits, and ministerial conferences.
- Subject and Member indexes.

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.

Significant Achievements and Highlights for 2007 - 2008

- Voice Recognition Technology - Hansard staff liaised with the Parliament's Information Technology Section and the voice-recognition provider to improve product performance and productivity during the transcription process. An upgrade to Version 10 of the voice recognition software will be available by the end of 2008. Hansard and ITS will evaluate the upgrade to ensure its compatibility with both the current and a proposed new Hansard production system.
- 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. The service is a joint project between the Legislative Assembly, Hansard and Parliamentary Information Technology Services and a private Australian company, Visionbytes Pty Ltd. The service continued in 2007-2008 without interruption. Members and staff can access Video *Hansard* from the Intranet. A full archive of Video *Hansard* articles from 2002 onward is loaded on the Parliament's intranet site. The service is not available to the public at this stage.
- Digitisation of Pre-1991 *Hansards* - The Parliamentary Reporting Staff commenced an in-house project to digitise the *Hansards* of the 47th, 48th and 49th Parliaments. Last year, the project involved the scanning and digitising of 35,000 pages of parliamentary debates for the 49th Parliament. This year, 30,146 pages of the 48th Parliament, which commenced on 1 May 1984, were scanned and made available in portable document file format on the Parliament's public website. The *Hansard* of the 47th Parliament, which commenced on 28 October 1981, will be scanned and made available on the Parliament's website by the end of 2008.

- Digital Recording - Hansard purchased its digital recording system in 2004-05. The system provides a backup recording of debates in both Houses. In late June 2007, audio cabling was installed at a cost of \$17,500 to facilitate a remote backup recording of committee hearings in three hearing venues in Parliament House – the Jubilee Room, Waratah Room and Room 814/815. Between April and June 2008, work commenced to complete the installation of the digital recording backup system on the Parliament's server at a cost of \$25,000.

Service delivery targets and performance

The net controllable cost of services for the section amounted to \$2,697,000 compared to the budget allocation of \$2,594,000, a deficit of \$103,000.

The Parliament sat in the spring sitting from 25 September 2007 to 7 December 2007 and in the autumn sitting from 26 February 2008 to 27 June 2008.

The Parliamentary Reporting Staff provided Hansard services on 47 sitting days in the Legislative Council and 62 sitting days in the Legislative Assembly. In addition, the Parliamentary Reporting Staff provided services to parliamentary committees. 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 85 committee hearings, including Estimates Committees.

Service targets for timeliness were met as detailed below:

- *Hansard* proofs were provided on the Intranet and Internet by 9.00 a.m. on the following day. Performance achieved: 99%.
- The daily proof was provided electronically 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 daily Proof on the following morning. Performance achieved: 99%.
- *Hansard* proofs, which are 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: 98%.
- Corrected weekly pamphlets were available within seven days of the last day of each sitting week. Performance achieved: 98 %.

Bound Volumes for the Second Session of the 53rd Parliament, from 21 May 2006 to 23 November 2006, including prorogation on 15 January 2007, and the Index to Volumes and Budget Estimates 2006-2007 were prepared by June 2008. Due to budget constraints, binding and distribution were deferred for completion in July-August 2008.

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%.

Consumer or client feedback

Hansard receives ongoing feedback from members when they submit corrections to their speeches. In addition, comments made on the Parliament's website feedback system are monitored regularly.

Staffing

Editor of Debates: Judith Somogyi

Number of staff employed by category/grade:

Permanent full-time	21
Permanent part-time	2 (equivalent to one full-time position)
Sessional contract	1

Editor of Debates	1
Deputy Editor	1
Subeditors	4
Senior Subeditor	1
Senior Reporters	2
Reporters	12

Staff involvement in committees or advisory groups

- The senior subeditor is a non-voting representative on the Parliament's Occupational Health and Safety Committee.
- The editor is a member of the web steering committee. A Hansard reporter is a qualified First Aid officer.
- Manager participates in Parliamentary Management meetings

Staff Development & Training

One Hansard staff member is enrolled in the IPAA Program. Staff members have attended anti-bullying and emergency training courses.

Staff Restructure

None.

Publications published during 2007- 2008 financial year

The New South Wales *Parliamentary Debates* [*Hansard*] is published as a daily and weekly pamphlet, online and in print, and in printed bound volumes each year on a subscription basis. The subscription address is: The Editor of Debates, Parliamentary Reporting Staff, Parliament House, Macquarie Street, Sydney NSW 2000. Telephone enquiries: 9230 2233.

Consultants & contractors

None

Future Plans

- Stage 3 of Hansard's digital recording project is to acquire two portable systems for use on hearings held away from Parliament House.
- Work with Information Technology Services and House procedures staff to migrate to an XML-based Hansard production system.
- Evaluate and upgrade to Version 10 Dragon Naturally Speaking voice recognition software.
- Digitise Hansard of the 47th Parliament (from October 1981) by the end of 2008

PARLIAMENTARY SECURITY SERVICES

The core function of Parliamentary Security Services is to ensure a safe and secure environment for the operation of the NSW Parliament. The service provides 24 hours a day monitoring of the parliamentary precincts and electorate offices. Other functions include operating the building security systems, managing high risk events such as demonstrations, managing access into Parliament House, security screening and managing security related incidents and threats to Members and staff.

Significant Achievements and Highlights for 2007 – 2008

The Parliament received additional recurrent funding to engage security services provided by NSW Police Special Constables managed by the NSW Police Force.

Service delivery targets and performance

The number of incidents logged with Security Services during the 2007-2008 financial year increased from 2006-2007 and 2005-2006. The increase in statistics is due to a substantial increase in reporting by Security Officers and staff of the Parliament using the Security Incident Reporting system. Specifically, a significant number of OH&S issues were reported through the 'Other issues' category. There was also a marked increase in alarm activation due to faults rather than safety issues.

	No. of incidents		
	2007/2008	2006/2007	2005/2006
Aggressive/threatening behaviour	26	17	20
Alarm activation	56	24	34
Anonymous threatening call/letter/package	5	12	9
Break and enter/stolen items	5	5	3
Demonstration/political action	5	10	17
Emergency Management-Fire/Evacuation	7	2	2
Issue with alarm system/key/control	18	7	12
Lost/Found Property	7	2	6
Malicious damage to Member's office/ home	6	3	7
Harassment	5	3	2
Other issue	100	53	63
Request for investigation/ assistance	28	10	16
Responsible Service of Alcohol issue	2	N/A	N/A
Security seal breach	3	N/A	N/A
Total	273	148	191

The net controllable cost of services for the section amounted to \$2,129,000 compared to the budget allocation of \$1,807,000, a deficit of \$322,000.

Consumer or client feedback

The Parliaments Security Committee evaluates all significant security incidents providing feedback on the way security staff have dealt with the security incidents as well as detailing the requirements of both Houses in security related matters. This committee met five times in the last year. Significant security incidents are considered and resolved through the Committee which is made up of senior staff of both Houses as well as the Security Manager.

Staffing

Manager: Morgan Andrews

Security Coordinators:

Alan Deverill

Stuart Renshaw

There are 25 substantive positions in Parliamentary Security Services.

Number of staff employed by category/grade:

As at 30 June 2008, there are 15 full time security officers with agency security personnel filling five extra full time equivalent positions for screening operations.

Security in general has been identified in workforce statistics as having a low participation rate for female officers. Of 15 security officers, two are female recruited in 2004. This enabled more effective responses to screening of female visitors to Parliament, the search and clearance of female toilets and providing assistance to distressed female victims of incidents.

Staff involvement in committees or advisory groups

Manager:

- Parliament's Security Committee
- Parliamentary Management meetings

Staff Development & Training

During the year a number of staff completed the following courses:

- Certificate IV in Security and Risk Management
- Certificate IV in Workplace Training and Assessment
- Certificate II in Security Operations
- Modules relating to Certificate II & III in Security Operations
- Advanced First Aid
- Responsible Service of Alcohol

Staff Restructure

A staff restructure resulting in the displacement of all security staff will occur in the first half of 2008-2009 following the decision to utilise the services of Special Constables as recommended by the ASIO security review in 2006.

Publications published during 2007- 2008 financial year

None

Consultants & contractors

IAB Assurance and Advisory Services – corporate investigations - \$8,082

GVK Consulting P/L – corporate investigations - \$17,827

Future Plans

- A transition from Parliament House Security personnel to NSW Police Special Constables will occur by the end of 2008
- The transition to NSW Police Special Constables will result in the displacement of all security staff. Staff will be managed according to the Parliament's Managing Displaced Employees Policy. In addition to voluntary redundancies, officers were also offered skills training and retraining opportunities and encouraged to apply for Special Constables training
- Planning for appropriate facilities required by the NSW Police that also meet Australian Standards has commenced and it is anticipated that the completion of infrastructure works will enable a transition to Special Constables to occur by December 2008
- Ageing security infrastructure will be replaced or updated as required and systems streamlined to improve customer service and operational efficiency
- A capital works project commenced in late 2007 to build a new security screening facility at the front of Parliament House on Macquarie Street. The facility will improve access and scanning security at the Parliament. It is scheduled for completion in early 2009 at a total cost of \$750,000

DEPARTMENT OF PARLIAMENTARY SERVICES FINANCIAL REPORTS 2007-08

Audited Financial Statements Department of Parliamentary Services 2007-2008



GPO BOX 12
Sydney NSW 2001

INDEPENDENT AUDITOR'S REPORT

The Legislature

To Members of the New South Wales Parliament

I have audited the accompanying financial report of the Legislature, which comprises the balance sheet as at 30 June 2008, the operating statement, statement of recognised income and expense, cash flow statement, program statement expenses and revenues and a summary of compliance with financial directives for the year then ended, a summary of significant accounting policies and other explanatory notes.

Auditor's Opinion

In my opinion, the financial report:

- presents fairly, in all material respects, the financial position of the Legislature as at 30 June 2008, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- is in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2005.

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

The Clerks' Responsibility for the Financial Report

The Clerk of the Legislative Assembly and the Clerk of the Parliaments are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the PF&A Act. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Legislature's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Legislature's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Legislature Head, as well as evaluating the overall presentation of the financial report.

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

My opinion does *not* provide assurance:

- about the future viability of the Legislature,
- that it 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.

Independence

In conducting this audit, the Audit Office of New South Wales has complied with the independence requirements of the Australian Auditing Standards and other relevant ethical requirements. The PF&A 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 of New South Wales are not compromised in their role by the possibility of losing clients or income.



Peter Achterstraat
Auditor-General

20 October 2008
SYDNEY

20 October 2008

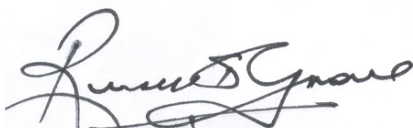
THE LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 JUNE 2008

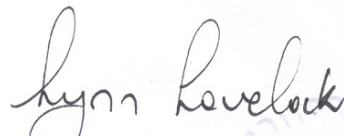
Statement by Department Heads

We state that:

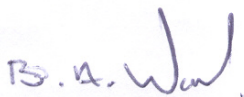
- a. the accompanying financial statements have been prepared on an accrual basis in accordance with applicable Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Urgent Issues Group Consensus Views and the Financial Reporting Directions 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.



Russell D. Grove
Clerk of the Legislative Assembly



Lynn Lovelock
Clerk of the Parliaments



Brian Ward
Executive Manager Parliamentary Services

THE LEGISLATURE

Operating Statement for the Year Ended 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
Expenses excluding losses				
Operating expenses				
Employee related	2(a)	49,766	49,930	50,120
Other operating expenses	2(b)	23,784	24,401	26,258
Depreciation and amortisation	2(c)	4,505	3,948	4,215
Other expenses	2(d)	<u>39,232</u>	<u>37,894</u>	<u>37,611</u>
Total Expenses excluding losses		<u>117,287</u>	<u>116,173</u>	<u>118,204</u>
Less:				
Revenue				
Sale of goods and services	3(a)	4,332	4,945	4,541
Investment revenue	3(b)	148	105	120
Grants and contributions	3(c)	1,160	780	1,193
Other revenue	3(d)	<u>1,374</u>	<u>270</u>	<u>1,654</u>
Total Revenue		<u>7,014</u>	<u>6,100</u>	<u>7,508</u>
Gain / (loss) on disposal	4	<u>(51)</u>	<u>-</u>	<u>(59)</u>
Net Cost of Services	20	<u>110,324</u>	<u>110,073</u>	<u>110,755</u>
Government Contributions				
Recurrent appropriation	5	98,567	96,844	97,171
Capital appropriation	5	4,134	3,240	3,202
Acceptance by the Crown Entity of employee benefits and other liabilities	6	<u>10,092</u>	<u>10,061</u>	<u>11,269</u>
Total Government Contributions		<u>112,793</u>	<u>110,145</u>	<u>111,642</u>
SURPLUS FOR THE YEAR		<u>2,469</u>	<u>72</u>	<u>887</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Balance Sheet as at 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
ASSETS				
Current Assets				
Cash and cash equivalents	8	3,926	3,151	2,509
Receivables	9	1,766	1,720	1,714
Inventories	10	<u>165</u>	<u>152</u>	<u>152</u>
Total Current Assets		<u>5,857</u>	<u>5,023</u>	<u>4,375</u>
Non-Current Assets				
Property, Plant and Equipment	11			
- Land and Buildings		140,510	132,023	133,260
- Plant and Equipment		10,556	10,878	9,249
- Collection Assets		<u>40,480</u>	<u>38,267</u>	<u>38,367</u>
Total Property, Plant and Equipment		191,546	181,168	180,876
Intangible Assets	12	<u>151</u>	<u>143</u>	<u>363</u>
Total Non-Current Assets		<u>191,697</u>	<u>181,311</u>	<u>181,239</u>
Total Assets		<u>197,554</u>	<u>186,334</u>	<u>185,614</u>
LIABILITIES				
Current Liabilities				
Payables	13	5,042	5,183	4,735
Provisions	14	4,511	4,766	4,566
Other	15	<u>13</u>	<u>323</u>	<u>323</u>
Total Current Liabilities		<u>9,566</u>	<u>10,272</u>	<u>9,624</u>
Non-Current Liabilities				
Provisions	14	<u>35</u>	<u>38</u>	<u>38</u>
Total Non-Current Liabilities		<u>35</u>	<u>38</u>	<u>38</u>
Total Liabilities		<u>9,601</u>	<u>10,310</u>	<u>9,662</u>
Net Assets		<u>187,953</u>	<u>176,024</u>	<u>175,952</u>
EQUITY				
Reserves		41,826	32,294	32,294
Accumulated Funds		<u>146,127</u>	<u>143,730</u>	<u>143,658</u>
Total Equity		<u>187,953</u>	<u>176,024</u>	<u>175,952</u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Statement of Recognised Income and Expense for the Year Ended 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
Net increase / (decrease) in property, plant and equipment asset revaluation reserve		<u>9,532</u>	<u>-</u>	<u>(892)</u>
TOTAL INCOME AND EXPENSE RECOGNISED DIRECTLY IN EQUITY		9,532	-	(892)
Surplus / (Deficit) for the year		<u>2,469</u>	<u>72</u>	<u>887</u>
TOTAL INCOME AND EXPENSE RECOGNISED FOR THE YEAR	16	<u><u>12,001</u></u>	<u><u>72</u></u>	<u><u>(5)</u></u>

The accompanying notes form part of these statements.

THE LEGISLATURE

Cash Flow Statement for the Year Ended 30 June 2008

	Notes	Actual 2008 \$000	Budget 2008 \$000	Actual 2007 \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(47,625)	(47,733)	(47,720)
Other		<u>(56,890)</u>	<u>(53,789)</u>	<u>(57,186)</u>
Total Payments		<u>(104,515)</u>	<u>(101,522)</u>	<u>(104,906)</u>
Receipts				
Sale of goods and services		4,535	4,945	4,322
Interest received		133	105	70
Other		<u>3,299</u>	<u>1,050</u>	<u>3,562</u>
Total Receipts		<u>7,967</u>	<u>6,100</u>	<u>7,954</u>
Cash Flows From Government				
Recurrent appropriation	5	98,567	96,844	97,429
Capital appropriation	5	<u>4,147</u>	<u>3,240</u>	<u>3,267</u>
Net Cash Flows From Government		<u>102,714</u>	<u>100,084</u>	<u>100,696</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	20	<u>6,166</u>	<u>4,662</u>	<u>3,744</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of land and buildings, plant and equipment		-	-	4
Purchases of land and buildings, plant and equipment		<u>(4,749)</u>	<u>(4,020)</u>	<u>(2,042)</u>
NET CASH FLOWS FROM INVESTING ACTIVITIES		<u>(4,749)</u>	<u>(4,020)</u>	<u>(2,038)</u>
NET INCREASE / (DECREASE) IN CASH		1,417	642	1,706
Opening cash and cash equivalents		<u>2,509</u>	<u>2,509</u>	<u>803</u>
CLOSING CASH AND CASH EQUIVALENTS	8	<u>3,926</u>	<u>3,151</u>	<u>2,509</u>

The accompanying notes form part of these statements.

Supplementary Financial Statements

THE LEGISLATURE

Program Statement - Expenses and Revenues for the year ended 30 June 2008

THE LEGISLATURE'S EXPENSES & REVENUES	Program 1.1.1*		Program 1.1.2*		Program 1.2.1*		Not Attributable		Total	
	Legislative Council		Legislative Assembly		Joint Services					
	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Expenses excluding losses										
Operating expenses										
• Employee related	8,857	9,104	24,873	24,068	16,036	16,948	-	-	49,766	50,120
• Other operating expenses	2,350	3,455	16,204	17,165	5,230	5,638	-	-	23,784	26,258
Depreciation and amortisation	259	291	1,279	1,343	2,967	2,581	-	-	4,505	4,215
Other expenses	12,249	11,706	26,983	25,905	-	-	-	-	39,232	37,611
Total Expenses excluding losses	23,715	24,556	69,339	68,481	24,233	25,167	-	-	117,287	118,204
Revenue										
Sale of goods and services	428	404	429	405	3,475	3,732	-	-	4,332	4,541
Investment revenue	-	-	-	-	148	120	-	-	148	120
Grants and contributions	-	-	-	-	1,160	1,193	-	-	1,160	1,193
Other revenue	26	58	242	331	1,106	1,265	-	-	1,374	1,654
Total Revenue	454	462	671	736	5,889	6,310	-	-	7,014	7,508
Gain / (loss) on disposal	(10)	2	(20)	(2)	(21)	(59)	-	-	(51)	(59)
Net Cost of Services	23,271	24,092	68,688	67,747	18,365	18,916	-	-	110,324	110,755
Government contributions**	-	-	-	-	-	-	112,793	111,642	112,793	111,642
NET EXPENDITURE /(REVENUE) FOR THE YEAR	23,271	24,092	68,688	67,747	18,365	18,916	(112,793)	(111,642)	(2,469)	(887)

*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

Supplementary Financial Statements

SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES

	2008				2007			
	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
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
ORIGINAL BUDGET APPROPRIATION / EXPENDITURE								
• Appropriation Act	96,844	96,808	3,240	3,240	87,805	87,730	3,267	3,202
• Additional Appropriations								
• s21A PF&AA - special appropriation	-	-	-	-	-	-	-	-
• s24 PF&AA - transfers of functions between departments	-	-	-	-	-	-	-	-
• s26 PF&AA - Commonwealth specific purpose payments	-	-	-	-	-	-	-	-
	96,844	96,808	3,240	3,240	87,805	87,730	3,267	3,202
OTHER APPROPRIATIONS / EXPENDITURE								
• Treasurer's Advance	2,812	1,759	958	894	9,935	9,441	-	-
• Section 22 - expenditure for certain works and services	-	-	-	-	-	-	-	-
• Transfers to/from another agency (s32 - Appropriation Act)	-	-	-	-	-	-	-	-
	2,812	1,759	958	894	9,935	9,441	-	-
Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)	99,656	98,567	4,198	4,134	97,740	97,171	3,267	3,202
Amount drawn down against Appropriation		98,567		4,147		97,429		3,267
Liability to Consolidated Fund*		-		13		258		65

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

*The Liability to Consolidated Fund represents the difference between the "Amount drawn down against Appropriation" and the "Total Expenditure / Net Claim on Consolidated Fund".

THE LEGISLATURE

Notes to and forming part of the Financial Statements for the year ended 30 June 2008

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 Legislature is a not-for-profit entity (as profit is not its principal objective) and has no cash generating units. The reporting entity is consolidated as part of the NSW Total State Sector.

This financial report for the year ended 30 June 2008 has been authorised for issue by the Clerk of the Legislative Assembly and the Clerk of the Parliaments on 9 October 2008.

(b) Basis of Preparation

The Legislature's financial report is a general purpose financial report which has been prepared in accordance with:

- Applicable Australian Accounting Standards (which include Australian Accounting Interpretations);
- The requirements of the *Public Finance and Audit Act 1983* and Regulation, and
- The Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies, or issued by the Treasurer.

Property, plant and equipment, assets (or disposal groups) held for sale and financial assets held at fair value through profit or loss and available for sale are measured at fair value. Other financial report items are prepared in accordance with the historical cost convention.

Judgements, key assumptions and estimations, management has made are disclosed in the relevant notes to the financial report.

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

(c) Statement of Compliance

The financial statements and notes comply with Australian Accounting Standards which include Australian Accounting Interpretations.

(d) Income Recognition

Income is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for the recognition of income are discussed below:

(i) Parliamentary Appropriations and Contributions

Parliamentary Appropriations and contributions from other bodies (including grants and donations) are generally recognised as income 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. The liability is disclosed in note 15 as part of “Current liabilities – Other”. The amount will be repaid and the liability will be extinguished next financial year.

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

(ii) Sales of Goods

Revenue from the sale of goods is recognised as revenue when The Legislature transfers the significant risks and rewards of ownership of the assets.

(iii) Rendering of Services

Revenue is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

(iv) Investment Revenue

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*. Rental revenue is recognised in accordance with AASB 117 *Leases* on a straight-line basis over the lease term.

(v) 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.

(e) Employee Benefits and other provisions**(i) Salaries and Wages, Annual Leave, Sick Leave and On- Costs**

Liabilities for salaries and wages (including non-monetary benefits), annual leave and paid sick leave that fall due wholly within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

Long-term annual leave that is not expected to be taken within twelve months is not measured at present value in accordance with AASB 119 Employee Benefits as the amount involved is not considered material.

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 defined benefit 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 benefits and other liabilities".

Long service leave is measured at present value in accordance with *AASB 119 Employee Benefits*. This is based on the application of certain factors (specified in NSWTC 07/04) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

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 (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(iii) Other Provisions

Other provisions exist when: The Legislature has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

(f) 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 claim experience.

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

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

- 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.

(h) Acquisitions of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by The Legislature. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of other Australian Accounting Standards.

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

Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

Where payment for an asset is deferred beyond normal credit terms, its cost is the cash price equivalent, i.e. the deferred payment amount is effectively discounted at an asset-specific rate.

(i) Capitalisation Thresholds

Property, plant and equipment and intangible assets costing \$5,000 and above individually (or forming part of a network costing more than \$5,000) are capitalised.

(j) Revaluation of Property, Plant and Equipment

Physical non-current assets are valued in accordance with the "Valuation of Physical Non-Current Assets at Fair Value" Policy and Guidelines Paper (TPP 07-1). This policy adopts fair value in accordance with *AASB 116 Property, Plant and Equipment*.

Property, plant and equipment is measured on an existing use basis, where there are no feasible alternative uses in the existing natural, legal, financial and socio-political environment. However, in the limited circumstances where there are feasible alternative uses, assets are valued at their highest and best use.

Fair value of property, plant and equipment is determined based on the best available market evidence, including current market selling prices for the same or similar assets. Where there is no available market evidence, the asset's fair value is measured at its market buying price, the best indicator of which is depreciated replacement cost.

The Legislature revalues each class of property, plant and equipment at least every five years or 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. The last revaluation for each class of asset is set out below and was based on an independent assessment.

Land	30 June 2008	Valustate Pty Ltd
Buildings	30 June 2008	HP Consultants Pty Ltd
Plant & Equipment (Building Technical Services Assets)	30 June 2008	HP Consultants Pty Ltd
Collection Assets:		
Library Collection	30 June 2008	Simon Storey Valuers
Archives Collection	30 June 2008	Simon Storey Valuers
Antiques	30 June 2008	Simon Storey Valuers
Artworks	30 June 2008	Art Gallery of NSW

Non-specialised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value.

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 are separately restated.

For other assets, any balances of accumulated depreciation 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.

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, the increment is recognised immediately as revenue in the surplus / deficit.

Revaluation decrements are recognised immediately as expenses in the surplus / deficit, 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.

As a not-for-profit entity, 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.

(k) Impairment of Property, Plant and Equipment

As a not-for-profit entity with no cash generating units, The Legislature is effectively exempted from *AASB 136 Impairment of Assets* and impairment testing. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

(l) Depreciation of Property Plant and Equipment

Except for the archive, antique and artwork collections, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to The Legislature.

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

All material separately identifiable components of assets are depreciated over their shorter useful lives.

Land is not a depreciable asset. Certain heritage assets have an extremely long useful life, including archive, antique and artwork collections. Depreciation for these items cannot be reliably measured because the useful life and the net amount to be recovered at the end of the useful life cannot be reliably measured. In these cases, depreciation is not recognised. The decision not to recognise depreciation for these assets is reviewed annually.

(m) Maintenance

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

(n) 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 commencement of the lease term. 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 Operating Statement in the periods in which they are incurred.

(o) Intangible Assets

The Legislature recognises intangible assets only if it is probable that future economic benefits will flow to the agency and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

The useful lives of intangible assets are assessed to be finite.

Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for the agency's intangible assets, the assets are carried at cost less any accumulated amortisation.

The Legislature's intangible assets are amortised using the straight line method over a period of three years.

In general, intangible assets are tested for impairment where an indicator of impairment exists. However, as a not-for-profit entity with no cash generating units, The Legislature is effectively exempted from impairment testing (refer Note 1(k)).

(p) Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These financial assets are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are accounted for in the Operating Statement when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(q) Inventories

Inventories held for distribution are stated at the lower of cost and current replacement cost. Inventories (other than those held for distribution) are stated at the lower of cost and net realisable value. Cost is calculated using the weighted average cost or "first in first out" method.

The cost of inventories acquired at no cost or for nominal consideration is the current replacement cost as at the date of acquisition. Current replacement cost is the cost the agency would incur to acquire the asset. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(r) Other Assets

Other assets are recognised on a cost basis.

(s) Impairment of financial assets

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that the entity will not be able to collect all amounts due.

For financial assets carried at amortised cost, the amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the impairment loss is recognised in the Operating Statement.

When an available for sale financial asset is impaired, the amount of the cumulative loss is removed from equity and recognised in the Operating Statement, based on the

difference between the acquisition cost (net of any principal repayment and amortisation) and current fair value, less any impairment loss previously recognised in the Operating Statement.

Any reversals of impairment losses are reversed through the Operating Statement, where there is objective evidence, except reversals of impairment losses on an investment in an equity instrument classified as “available for sale” must be made through the reserve. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

(t) Payables

These amounts represent liabilities for goods and services provided to The Legislature and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(u) 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, s 21A, s 24 and / or s 26 of the *Public Finance and Audit Act 1983*.

The budgeted amounts in the Operating Statement and the Cash Flow Statement are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Balance Sheet, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts; i.e. per the audited financial report (rather than carried forward estimates).

(v) Accounting Standards and interpretations issued, but not yet effective

At the date of authorization of the financial report, the following Standards, which are expected to be relevant to the Legislature, were in issue but not yet effective.

The Clerks and Executive Manager anticipate the adoption of these Standards will have no material financial impact on the financial report of the entity.

Standard / Interpretation	Effective for annual reporting periods beginning on or after	Expected to be initially applied in the financial year ending
AASB 101 ‘Presentation of Financial Statements’ and consequential amendments to other accounting standards resulting from its issue	1 January 2009	30 June 2010

2. EXPENSES EXCLUDING LOSSES

(a) Employee Related Expenses	2008	2007
	\$000	\$000
Salaries and wages (including recreation leave)	40,050	40,724
Superannuation – defined benefit plans	1,221	1,283
Superannuation – defined contribution plans	2,575	2,464
Payroll tax and fringe benefits tax	2,709	2,731
Long service leave	813	1,002
Worker's compensation insurance	680	463
Employment agency staff	1,742	1,492
Other	(24)	(39)
	49,766	50,120
(b) Other Operating Expenses including the following:	2008	2007
	\$000	\$000
Auditor's remuneration		
– Audit of the financial reports	52	50
– Audit of Members' additional entitlements under Parliamentary Remuneration Tribunal Determination	55	53
Cost of Sales - House Committee	870	1,221
Operating Lease Rental Expense-Minimum Lease Payments	4,754	4,499
Maintenance	2,060	1,824
Insurance	261	318
Printing and stationery	5,435	6,914
Telecommunication costs	1,247	1,217
Travel expenses	1,879	1,605
Computer costs	2,181	3,109
Stores	507	319
Postage	733	1,449
Miscellaneous	1,386	1,278
Energy charges	1,100	1,101
Cleaning and laundry	602	541
Contract and other fees	662	760
	23,784	26,258
	2008	2007
	\$000	\$000
<i>Reconciliation – Total maintenance</i>		
Maintenance expense – contracted labour and other (non-employee related), as above	2,060	1,824

	2008	2007
	\$000	\$000
Maintenance undertaken by Dept of Commerce	919	1,193
Employee related maintenance expense included in Note 2 (a)	3,013	3,337
Total maintenance expenses included in Note 2(a) + 2(b)	5,992	6,354
(c) Depreciation and Amortisation expense	2008	2007
	\$000	\$000
Depreciation:		
– buildings	1,279	1,266
– plant and equipment	1,917	1,787
– collection assets	146	125
	3,342	3,178
Amortisation:		
– leasehold improvements	890	708
– intangibles	273	329
	1,163	1,037
Total Depreciation and Amortisation Expense	4,505	4,215
(d) Other Expenses	2008	2007
	\$000	\$000
Salaries and allowances of Members of Parliament	28,612	26,620
Superannuation entitlements – Members	7,951	8,520
Payroll tax & fringe benefits tax – Members’ entitlements	2,361	2,224
Special Projects	308	247
	39,232	37,611
3. REVENUE		
(a) Sale of Goods and Services	2008	2007
<u>Sale of Goods</u>	\$000	\$000
House Committee sales of food and beverages	2,771	2,970
Energy recoup from Sydney Hospital and State Library	497	536
Sale of publications	24	18
	3,292	3,524

	2008	2007
	\$000	\$000
<u>Rendering of Services</u>		
Rent on Parliament House ministerial offices	841	807
Miscellaneous	199	210
	<u>1,040</u>	<u>1,017</u>
	4,332	4,541
(b) Investment Revenue	2008	2007
	\$000	\$000
Interest on operating accounts	148	120
	<u>148</u>	<u>120</u>
(c) Grants and Contributions	2008	2007
	\$000	\$000
Department of Environment – energy and water savings project	241	–
Department of Commerce maintenance work	919	1,193
	<u>1,160</u>	<u>1,193</u>
(d) Other Revenue	2008	2007
	\$000	\$000
Increment from asset valuation offsetting prior decrement	702	954
Contribution of assets	256	–
Miscellaneous	416	700
	<u>1,374</u>	<u>1,654</u>
4. GAIN/(LOSS) ON DISPOSAL	2008	2007
	\$000	\$000
Loss on disposal of plant and equipment		
Proceeds from disposal	–	4
Written down value of assets disposed	(51)	(63)
Net gain/(loss) on disposal of plant and equipment	<u>(51)</u>	<u>(59)</u>
5. APPROPRIATIONS	2008	2007
Recurrent Appropriations	\$000	\$000
Total recurrent drawdowns from Treasury	98,567	97,429

	2008	2007
	\$000	\$000
(per Summary of Compliance)		
Less: Liability to Consolidated Fund (per Summary of Compliance)	–	(258)
	98,567	97,171
Comprising:		
Recurrent Appropriations (per Operating Statement)	98,567	97,171
	2008	2007
	\$000	\$000
Capital Appropriations		
Total capital drawdowns from Treasury (per Summary of Compliance)	4,147	3,267
Less: Liability to Consolidated Fund (per Summary of Compliance)	13	(65)
	4,134	3,202
Comprising:		
Capital Appropriations (per Operating Statement)	4,134	3,202

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:

	2008	2007
	\$000	\$000
Employees		
Superannuation	1,221	1,283
Long service leave	813	1,002
Payroll tax on superannuation	73	76
	2,107	2,361
Members		
Superannuation	7,533	8,404
Payroll tax on superannuation	452	504
	7,985	8,908
	10,092	11,269

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 the Legislative Assembly
- Procedural and administrative support
- Committee advisory, research and administrative support
- Commonwealth Parliamentary Association
- Overseas delegations

Program 1.2.1 Parliamentary Services Department - 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 AND CASH EQUIVALENTS

For the purposes of the Cash Flow Statement, cash and cash equivalents include cash on hand and cash at bank. Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to cash and cash equivalents in the Balance Sheet as follows:

	2008	2007
	\$000	\$000
Cash at Bank and on hand	3,926	2,509
	3,926	2,509

The Legislature has the following banking facilities as at 30 June 2008:

- 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 \$550,000.

9. CURRENT ASSETS – RECEIVABLES

	2008	2007
	\$000	\$000
Sales of goods and services	627	829
Less: Allowance for impairment	8	16
	619	813
G.S.T. recoverable from A.T.O.	707	429
Other debtors	10	19
Prepayments	340	379
Investment income	90	74
	1,766	1,714
	2008	2007
	\$000	\$000
Movement in the allowance for impairment		
Balance at July 1	16	8
Amounts written off during the year	-	-
Amounts recovered during the year	(15)	(8)
Increase/ (decrease) in allowance recognised In profit or loss	7	16
Balance at 30 June	8	16

10. CURRENT ASSETS – INVENTORIES	2008	2007
	\$000	\$000
Food and beverage stock at cost	165	152
	<u>165</u>	<u>152</u>

11 NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT

	Land and Buildings \$000	Plant and Equipment \$000	Collection Assets \$000	Total \$000
At 1 July 2007				
At Fair Value	174,059	42,555	47,508	264,122
Accumulated depreciation and impairment	<u>40,799</u>	<u>33,306</u>	<u>9,141</u>	<u>83,246</u>
Net Carrying Amount at fair value	<u>133,260</u>	<u>9,249</u>	<u>38,367</u>	<u>180,876</u>
At 30 June 2008				
At Fair Value	185,376	46,630	49,767	281,773
Accumulated depreciation and impairment	<u>44,866</u>	<u>36,074</u>	<u>9,287</u>	<u>90,227</u>
Net Carrying Amount at fair value	<u>140,510</u>	<u>10,556</u>	<u>40,480</u>	<u>191,546</u>

Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

Year ended 30 June 2008	Land and Buildings \$000	Plant and Equipment \$000	Collection Assets \$000	Total \$000
Net carrying amount at start of year	133,260	9,249	38,367	180,876
Additions	2,137	2,573	9	4,719
Disposals	(565)	(484)	–	(1,049)
Net Revaluation Increments less Revaluation Decrements	7,282	702	2,250	10,234
Accumulated depreciation written back on disposal	565	433	–	998
Depreciation Expense	<u>(2,169)</u>	<u>(1,917)</u>	<u>(146)</u>	<u>(4,232)</u>
Net carrying amount at end of year	<u>140,510</u>	<u>10,556</u>	<u>40,480</u>	<u>191,546</u>

	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
At 1 July 2006				
Gross Carrying Amount	196,914	37,535	45,019	279,468
Accumulated depreciation and impairment	<u>59,382</u>	<u>28,423</u>	<u>9,015</u>	<u>96,820</u>
Net Carrying Amount at fair value	<u>137,532</u>	<u>9,112</u>	<u>36,004</u>	<u>182,648</u>
At 30 June 2007				
Gross Carrying Amount	174,059	42,555	47,508	264,122
Accumulated depreciation and impairment	<u>40,799</u>	<u>33,306</u>	<u>9,141</u>	<u>83,246</u>
Net Carrying Amount at fair value	<u>133,260</u>	<u>9,249</u>	<u>38,367</u>	<u>180,876</u>

Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

	Land and Buildings	Plant and Equipment	Collection Assets	Total
	\$000	\$000	\$000	\$000
Year ended 30 June 2007				
Net carrying amount at start of year	137,532	9,112	36,004	182,648
Additions	998	991	96	2,085
Disposals	(121)	(1,696)	-	(1,817)
Net Revaluation Increments less Revaluation Decrements	(3,296)	966	2,392	62
Accumulated depreciation written back on disposal	121	1,663	-	1,784
Transfers				
Depreciation Expense	(1,974)	(1,787)	(125)	(3,886)
Net carrying amount at end of year	<u>133,260</u>	<u>9,249</u>	<u>38,367</u>	<u>180,876</u>

12. INTANGIBLE ASSETS**Software**

At 1 July 2007	\$000
Cost (gross carrying amount)	2,380
Accumulated amortisation and impairment	<u>2,017</u>

Net carrying amount	<u>363</u>
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At 30 June 2008

Cost (gross carrying amount)	2,442
Accumulated amortisation and impairment	<u>2,291</u>

Net carrying amount	<u>151</u>
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Reconciliation**Year ended 30 June 2008**

Net carrying amount at start of year	363
Additions	61
Disposals	-
Accumulated amortisation written back on disposal	-
Amortisation (recognised in depreciation and amortisation)	<u>(273)</u>

Net carrying amount at end of year	<u>151</u>
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At 1 July 2006

Cost (gross carrying amount)	2,340
Accumulated amortisation and impairment	<u>1,432</u>

Net carrying amount	<u>908</u>
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At 30 June 2007

Cost (gross carrying amount)	2,355
Accumulated amortisation and impairment	<u>1,792</u>

Net carrying amount	<u>563</u>
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Reconciliation**Year ended 30 June 2007**

Net carrying amount at start of year	563
Additions	160
Disposals	(134)
Accumulated amortisation written back on disposal	103
Amortisation (recognised in depreciation and amortisation)	<u>(329)</u>

Net carrying amount at end of year	<u>363</u>
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13. CURRENT LIABILITIES – PAYABLES	2008	2007
	\$000	\$000
Accrued wages, salaries, on-costs	2,065	1,973
Creditors	2,977	2,762
	<u>5,042</u>	<u>4,735</u>

14. CURRENT AND NON-CURRENT LIABILITIES – PROVISIONS	2008	2007
(a) Current	\$000	\$000
Recreation leave	3,587	3,598
On-cost on employee benefits	924	968
	<u>4,511</u>	<u>4,566</u>
 (b) Non-Current		
On-cost on employee benefits	35	38
	<u>35</u>	<u>38</u>
 (c) Aggregate employee benefits and related on-costs:		
Provisions – Current	4,511	4,566
Provisions - Non-Current	35	38
Accrued salaries, wages and on-costs (note 13)	2,065	1,973
	<u>6,611</u>	<u>6,577</u>

Of employee benefits for recreation leave \$2,627,000 is expected to be settled within twelve months and \$960,000 is expected to be settled after twelve months. All accrued wages and salaries are expected to be settled within twelve months.

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. CURRENT LIABILITIES – OTHER	2008	2007
	\$000	\$000
Liability to Consolidated Fund	13	323
	<u>13</u>	<u>323</u>

16. CHANGES IN EQUITY	Accumulated		Asset		Total Equity	
	Funds		Revaluation			
	2008	2007	2008	2007	2008	2007
	\$000	\$000	\$000	\$000	\$000	\$000
Balance at the beginning of the financial year	143,658	142,771	32,294	33,186	175,952	175,957
<u>Changes in equity - other than transactions with owners as owners</u>						
Surplus/(Deficit) for the year	2,469	887	-	-	2,469	887
Increment/(Decrement) on revaluation of:						
• Land and Buildings	-	-	7,282	(3,296)	7,282	(3,296)
• Plant and Equipment	-	-	-	12	-	12
• Collection Assets	-	-	2,250	2,392	2,250	2,392
<u>Total</u>	<u>2,469</u>	<u>887</u>	<u>9,532</u>	<u>(892)</u>	<u>12,001</u>	<u>(5)</u>
<u>Transfers within equity</u>						
Asset revaluation reserve balance transferred to accumulated funds on disposal of asset	-	-	-	-	-	-
<u>Total</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance at the end of the financial year	146,127	143,658	41,826	32,294	187,953	175,952

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 Property, Plant and Equipment", as discussed in note 1(j).

17. COMMITMENTS FOR EXPENDITURE

(a) Operating Lease Commitments

Future non-cancellable operating lease rentals not provided for and payable:

	2008	2007
	\$000	\$000
Not later than one year	3,839	3,219
Later than one year but not later than five years	6,311	3,680
Later than five years	106	152

	2008	2007
	\$000	\$000
Total (including GST)	10,256	7,051

The Legislature is the lessee of 96 properties throughout N.S.W., 94 being electorate offices and 2 being office accommodation for parliamentary committee staff. The leases are mostly standard commercial leases based on the Law Society template and are generally for four years with a four year option.

The above total includes GST input tax credits of \$900,000 (2007 - \$603,000), which will be recoverable from Australian Taxation Office (ATO).

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

	2008	2007
	\$000	\$000
Not later than one year	3,668	2,668
Later than one year but not later than five years	6,311	3,527
Later than five years	106	152
Electorate Office Lease Commitments (including GST)	10,085	6,347

The above total includes GST input tax credits of \$884,000 (2007 - \$583,000), which will be recoverable from the ATO.

(b) Other Expenditure Commitments

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

	2008	2007
	\$000	\$000
Not later than one year	1,510	175
Total (including GST)	1,510	175

The above total for 2008 includes GST input tax credits of \$137,000 (2007 - \$16,000) that will be recoverable from the ATO.

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

At reporting date The Legislature had outstanding industrial relations matters relating to the dismissal of three former employees. These matters could result in financial settlements totalling approximately \$134,000. The Legislature had no contingent assets at reporting date.

19. BUDGET REVIEW**Net Cost of Services**

Net Cost of Services was \$251,000 higher than budget because of higher depreciation and other expenses which were partially offset by higher revenue.

Assets and Liabilities

Total assets were higher than budget by \$11,220,000 due to higher than estimated cash at bank and asset revaluations, particularly buildings. Liabilities were \$709,000 less than budget due to lower trade creditors and a lower liability to the Consolidated Fund.

Cash Flows

Net cash inflows from operating activities were \$1,504,000 higher than budget due to higher inflows from government and income receipts. These were partially offset by higher other payments.

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

	2008	2007
	\$000	\$000
Net Cash used in operating activities	6,166	3,744
Depreciation	(4,505)	(4,215)
(Increase) / decrease in provisions	58	248
(Decrease) / increase in receivables, inventories and other assets	65	(140)
(Increase) / decrease in creditors and other liabilities	(222)	355
Gain / (Loss) on sale of non-current assets	(51)	(59)
Asset acquired via grant / donation	256	-
Valuation increment recognised in Operating Statement	702	954
Long Service Leave	(813)	(1,002)
Superannuation	(8,754)	(9,687)
Payroll tax on superannuation	(525)	(580)
Less cash flows from government:		
Capital Allocation	(4,134)	(3,202)
Recurrent Allocation	(98,567)	(97,171)
Net Cost of Services	<u>(110,324)</u>	<u>(110,755)</u>

21. FINANCIAL INSTRUMENTS

The Legislature's principal financial instruments are outlined below. These financial instruments arise directly from the Legislature's operations or are required to finance the

Legislature's operations. The Legislature does not enter into or trade financial instruments for speculative purposes. The Legislature does not use financial derivatives.

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 6.25% (5.25% in 2007) while the effective interest rate during the reporting period was 5.87% (5.17% in 2007).

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 uncollectable, are written off. An allowance for impairment is raised when there is objective evidence that the Legislature will not be able to collect all amounts.

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 \$144,000 (2007-\$165,000), 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.

Fair value

Financial instruments are carried at cost which approximates their fair value.

22. After Balance Sheet Date Events

There are no after balance sheet date events.

End of Financial Statements

*Additional Financial Information for Department of Parliamentary Services 2007-2008***DEPARTMENT OF PARLIAMENTARY SERVICES**

	2007/2008 ACTUAL \$000	2007/2008 BUDGET \$000	2006/2007 ACTUAL \$000
Expenses			
Staff Salaries and Related Payments	16,036	16,273	16,948
Other Operating Expenses	5,230	4,453	5,638
Depreciation and amortisation	2,967	2,548	2,581
Total Expenses	24,233	23,274	25,167
Revenue			
Sale of goods and services	3,475	4,124	3,732
Grants and Contributions	1,160	-	1,193
Other Revenue	1,254	176	1,385
Total Revenue	5,889	4,300	6,310
Loss on Disposal of Assets	(21)	-	(59)
NET COST OF SERVICES	18,323	18,974	18,798
Less:			
Depreciation and amortisation	2,967	2,548	2,581
Long Service Leave	310	492	336
Superannuation	676	670	697
NET CONTROLLABLE COST OF SERVICES	14,370	15,264	15,184
CAPITAL WORKS EXPENDITURE	3,224	3,070	1,167

DEPARTMENT OF PARLIAMENTARY SERVICES

<u>Estimated Expenditure and Revenue for 2008/2009:</u>	\$000
Salaries and related payments	18,129
Other operating expenses	5,120
Depreciation and Amortisation	<u>2,750</u>
Total Expenses	25,999
Less Retained Revenue	4,300
Less Non-controllable items	<u>3,797</u>
Net Controllable Cost of Services	<u>17,902</u>

APPENDIX 1: Equal Employment Opportunity statistics**Equal Opportunity – Department of Parliamentary Services 2008****% of Total Staff**

EEO Group	Benchmark or Target	2007	2008
Women	50%	64%	52%
Aboriginal People and Torres Strait Islanders	2%	2.8%	3.3%
People whose language first spoken as a child was not English	20%	16%	32%
People with a disability	12%	4%	10%
People with a disability requiring work-related adjustment	7%	0.8%	0%

Staff numbers by level – Department of Parliamentary Services 2008

Level	Number							
	Total Staff	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
< \$35,266	1	0	1	0	0	0	0	0
\$35,266 - \$46,319	64	28	36	2	11	11	2	0
\$46,320 - \$51,783	17	10	7	0	4	4	1	0
\$51,784 - \$65,526	25	7	18	0	6	3	0	0
\$65,527 - \$84,737	51	25	26	0	5	3	2	0
\$84,738 - \$105,923	18	14	4	0	1	0	1	0
> \$105,923 (non SES)	3	2	1	0	1	1	0	0
> \$105,923 (SES)	0	0	0	0	0	0	0	0
TOTAL	179	86	93	2	28	22	6	0

Percent of total staff by employment category – Department of Parliamentary Services 2008

Level	Total Staff	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno- Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work- related Adjustment
Permanent Full-time	137	81	56	2	17	12	6	0
Permanent Part-time	37	1	36	0	11	10	0	0
Temporary Full-time	4	3	1	0	0	0	0	0
Temporary Part-time	1	1	0	0	0	0	0	0
Contract: SES	0	0	0	0	0	0	0	0
Contract: Non SES	0	0	0	0	0	0	0	0
Training Positions	0	0	0	0	0	0	0	0
Retained Staff	0	0	0	0	0	0	0	0
Casual	6	1	5	0	0	0	0	0
TOTAL	185	87	98	2	28	22	6	0
SUBTOTALS								
Permanent	174	82	92	2	28	22	6	0
Temporary	5	4	1	0	0	0	0	0
Contract	0	0	0	0	0	0	0	0
Full-Time	141	84	57	2	17	12	6	0
Part-Time	38	2	36	0	11	10	0	0

APPENDIX 2: Parliamentary Education Services publications

The following are titles and status of Parliamentary Education Section publications as at mid-2008. Over the last two years, an identifiable education style has been adopted for most publications. The Manager is the responsible officer for publications but enquiries can be made through the Administrative Officer, Kathy Slade (phone 9230 2047):

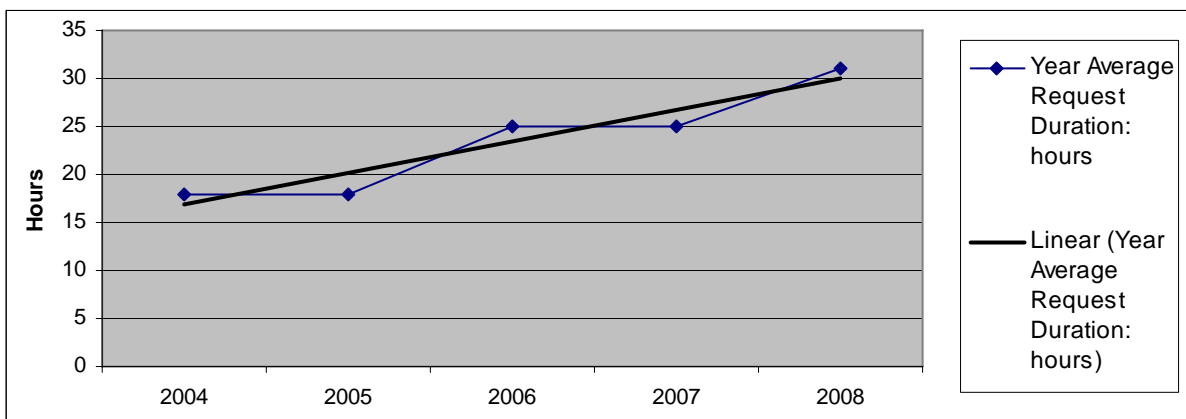
Title	Format	Status	Variants
<i>Australian's First Parliament</i>	Full colour, bound soft-cover 'coffee table' book (152pp)	Available for sale.	N/A
<i>Bookmark</i> - Parliament of NSW	Colour celloglazed bookmark	Available free. New version published mid-2007 (30,000 of 4 th edition, updated for change of Presiding Officers)	N/A
<i>Colour Brochure</i> – Parliament of NSW	Trifold colour brochure	Available free. English. During 2007-08 community language versions were increased from 14 to 17 – these are available in both colour and black and white. All versions are available on parliamentary website	Community languages available: Arabic, Chinese (traditional and simplified), Dari, Dinka (Sudan), French, Greek, Hindi, Indonesian, Italian, Japanese, Korean, Persian (Farsi), Portuguese, Russian, Spanish, Vietnamese. Large print version also available on request
<i>DVD – Playing Your Part</i>	DVD and CD	New DVD with six video segments now available – for sale and distribution to schools. Includes CD in package with print resources	Captioned version developed for foyer display. Second edition (Aug 2008) will include captioning as option on all DVDs
Ephemerals	Parliamentary rulers; Parliamentary recycled tote bags	In 2006 a small stock of promotional rulers was designed and ordered – these are presented at some school conventions. In 2007-08 an initial stock of blue PoNSW tote bags was ordered, which are proving successful.	N/A
History Bulletins	9 Trifold A4 pamphlets (B&W) featuring aspects of history of Parliament and Parliament House	Available free. Revised and reprinted during 2007-08 - increased to 9 brochures with re-publication of (Macquarie St tour). Also available on website	N/A

Title	Format	Status	Variants
Information Sheets	Eleven A4 (or double A4) page sheets with information on aspects of Parliament's role, operation and history	Available free. Information sheets revised and reprinted through 2007-08. Also available on website	N/A
<i>Parliament of NSW: How Does it Work</i>	Saddlestitched A4 sized book (44pp)	Available free to schools. Illustrated overview of parliament and its operation for school students. Reprinted during 2007-08. Also available on website	N/A
<i>Parliament of NSW Information kit</i>	Compilation of most items above in folder	Available free to schools and teachers – also provided with tours	N/A
<i>Playing Your Part</i>	A4 sized spiral bound book (82pp)	Available free to teachers. Revised and reprinted several times during 2007-08. Also available on the parliamentary website	N/A
Posters - <i>System of Government and Parliament of NSW</i>	Two full colour A2 sized posters	Available free. Second printing 2006-07.	N/A
Powerpoint presentations	A range of tailored presentations to support education presentations	Made available on request.	Many variants
Services Brochure	A5 size 8pp brochure outlining Section educational services	Free to teachers, students, general public Constantly revised and reprinted. Also available on the website	N/A
Sesquicentenary Brochures	Colour trifold pamphlet and 4pp A4 information sheet.	Produced in 2006 for sesquicentenary of Parliament. Withdrawn in 2007 as stocks used up. Still available on website	N/A
<i>The Textile Art Collection of the NSW Parliament</i>	Colour A5 24pp booklet	Originally published for 2006 sesquicentenary – republished 2008 by Education to support textile and art tours program	N/A
<i>Women in the Parliament of NSW</i>	Online book, colour (approx 32 pp)	Updated to be current to late 2007	Print version optional on demand

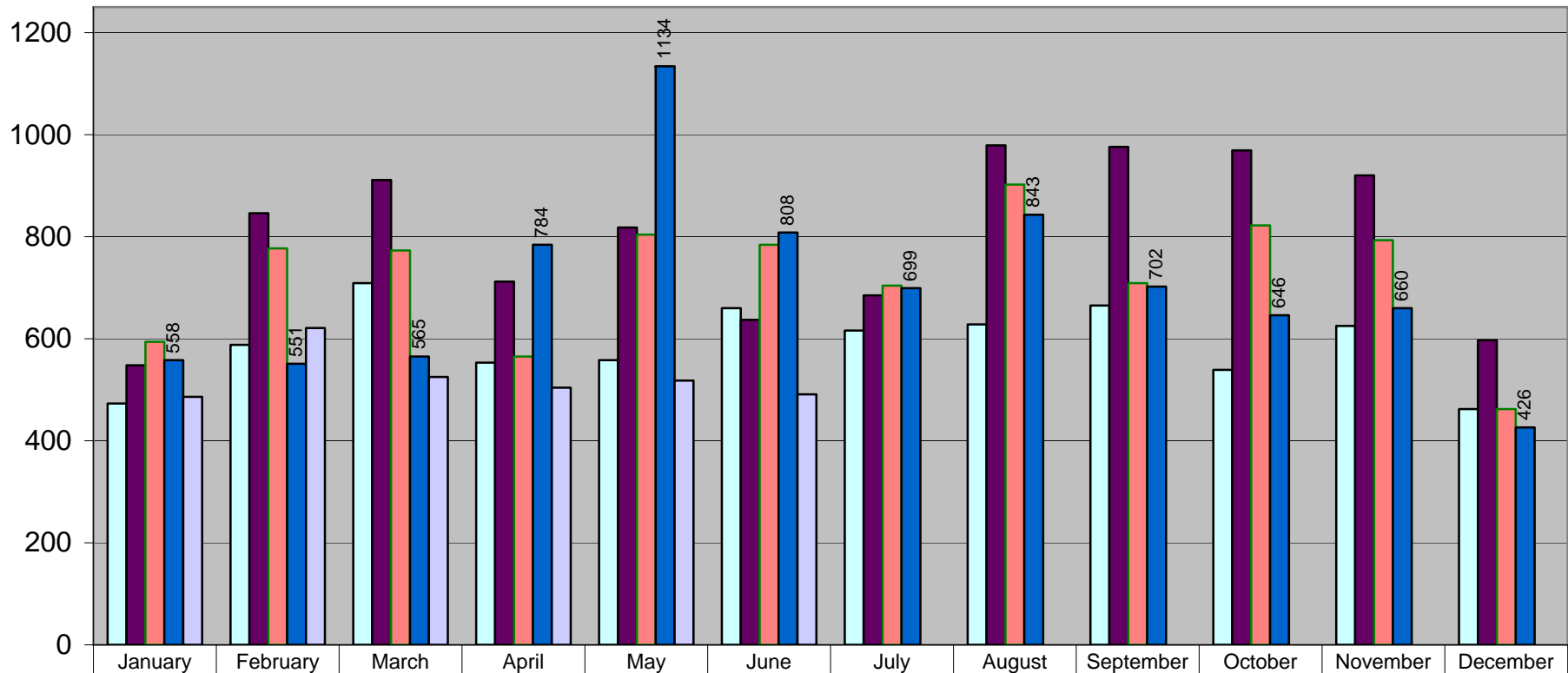
APPENDIX 3: Information Technology Services Statistics

**ITS Average Request Duration All Categories
July 2004-June 2008**

<i>Year</i>	<i>Average Request Duration: hours</i>
2004	18
2005	18
2006	25
2007	25
2008	31



IT Service Desk Statistics Based on Calendar year



	January	February	March	April	May	June	July	August	September	October	November	December
2004	473	588	709	553	558	660	616	628	665	539	625	462
2005	548	846	911	712	818	637	685	979	976	969	920	597
2006	594	777	773	565	804	784	704	902	709	822	793	462
2007	558	551	565	784	1134	808	699	843	702	646	660	426
2008	486	621	525	504	518	491						

Service Desk Statistics

2004 - 2005	Call Nos.	2005 - 2006	Call Nos.	2006- 2007	Call Nos.	2007 - 2008	Call Nos.
Total Calls	7,999	Total Calls	9,422	Total Calls	8,788	Total Calls	7,263
GroupWise	1,265	Network	1,660	Network	1,526	GroupWise	1,269
Network	1,265	GroupWise	1,447	GroupWise	1,317	Network	1,234
Printing	601	Tasks	839	Admin/Project	843	Admin/Project	664
Tasks	513	Printing	634	Printing	729	Printing	523
Password Reset	401	Password Reset	489	Password reset	471	Password reset	435
Network Connection	262	Network Connection	369	New User Login	363	New User Login	315
New User Logins	224	Remove User Logins	257	Remove User	352	Proxy	266
Email	215	New User Logins	256	Connection	275	Connection	250
Password Reset	401	Password Reset	489	Password reset	471	Password reset	435
Network Connection	262	Network Connection	369	Connection	275	Connection	250
Access Rights	182	Access Rights	200	Intruder Lockout	268	Intruder Lockout	184
Keyboard	47	Mouse	46	Memory Sticks	67	Memory Sticks	52
Mouse	40	Monitor	45	Monitor	35	Monitor	27
Monitor	33	Keyboard	35	Mouse	25	Scanner	27
Macros	70	Envelopes	47	Mail Merge	61	Macros	41
Mail Merge	44	Macros	38	Envelopes	46	Mail Merge	38
Word Frozen	36	Mail Merge	36	Macros	44	Templates	26
HelpDesk Phone	5,239	HelpDesk Phone	5,556	HD Phone	5,704	HD Phone	4,672
Email	684	Email	1,079	Auto Ticket	692	Auto Ticket	864
Heat/ Helpdesk Req.	557	Heat/ Helpdesk Req.	439	Admin	352	Email to Support Analyst	345

APPENDIX 4: Library Research Service publications

	BRIEFING/BACKGROUND PAPER	AUTHOR	PAPER NO.
2007			
July	<i>Multiculturalism</i>	Lenny Roth	Briefing Paper 9/07
Aug	<i>Protecting Children From Online Sexual Predators</i>	Gareth Griffith and Lenny Roth	Briefing Paper 10/07
Oct	<i>Older Drivers: A Review of Licensing Requirements and Research Findings</i>	Gareth Griffith	Briefing Paper 11/07
Nov	<i>Liquor Licensing Laws: An Update</i>	Lenny Roth	Briefing Paper 12/07
	<i>Residential Tenancy Law in NSW</i>	Gareth Griffith and Lenny Roth	Briefing Paper 13/07
Dec	<i>The NSW Economy: A Survey</i>	John Wilkinson	Briefing Paper 14/07
2008			
Feb	<i>2007 New South Wales Election: Final Analysis</i>	Antony Green	Background Paper 1/08
March	<i>The NSW Planning System: Proposed Reforms</i>	Stewart Smith	Briefing Paper 1/08
April	<i>Carbon Capture and Storage</i>	Stephanie Baldwin	Briefing Paper 2/08
	<i>A Commissioner for Older People in NSW?</i>	Gareth Griffith	Briefing Paper 3/08
May	<i>Education in Country and City NSW</i>	John Wilkinson	Briefing Paper 4/08
June	<i>The Regulation of Lobbying</i>	Gareth Griffith	Briefing Paper 5/08
	<i>Transport Problems Facing Large Cities</i>	Tom Edwards and Stewart Smith	Briefing Paper 6/08

APPENDIX 5: Internal Audit and Risk Management and Insurance

Internal Audit

The internal audit focus for the reporting year focused on implementing the various audit recommendations made relating to improving internal controls in the Finance area, Food and Beverage Services, Asset Management and Information Technology. A high priority for the Department of Parliamentary Services is to develop more effective Occupational Health and Safety policies and procedures and provide training to both management and staff as to their responsibilities under the OH&S regulations whilst promoting an environment of safe work practices and procedures.

The Parliament is currently in the process of inviting expressions of interest from audit organisations listed on the NSW Government panel contract for the provision of audit and related services. Meanwhile, the services of Deloitte Touche Tohmatsu have been retained for a further twelve month period.

Currently a separate comprehensive review of the administration of Member's additional entitlements is being undertaken by IAB Consulting Services which involves the Finance Section who process Members' Entitlement claims on behalf of both House Departments.

The Terms of Reference for this review required recommendations to be made to simplify and streamline existing administrative practices and procedures to reduce the administrative burden for Members and the Parliament's administrative staff whilst complying with Legislative Parliamentary Remuneration Tribunal Determination and NSW Audit Office requirements.

Recommendations made arising from these audits are currently being implemented with progress being monitored by the Audit Committee.

The Parliament's Audit Committee comprises of four members -

- Mr Jim Mitchell - the Independent Chairperson,
- Mr Russell Grove - Clerk of the Legislative Assembly,
- Ms Lynn Lovelock - Clerk of the Parliaments and
- Mr Brian Ward - Executive Manager Department of Parliamentary Services (from June 2008).

The Committee met on four occasions during the year with Audit representatives and the Financial Controller attending as observers at the invitation of the Audit Committee. Activities undertaken by the Committee during the year included

- Inviting the Auditor General of NSW Mr Peter Achterstraat to the October meeting at which he addressed the Committee on the key issues that Public Sector agencies needed to address based on his observations from attending other Committee meetings including the need to maintain internal controls, the maintenance of an up-to-date risk register and the desirability of separating strategy from day to day management.
- Updating the Committee's Term of Reference based on the outcome of the self-assessment undertaken using a best practice survey provided by the NSW Audit Office.

- Receiving and adopting recommendations made relating to audit reports issued during the year and following up on progress made in implementing recommendations made in these and previous reports.
- Approving a new Fraud and Corruption Prevention Policy for the Parliament and maintaining progress made in undertaking a Fraud and Corruption assessment across the Parliament.
- Reviewing and approving the Terms of Reference for a comprehensive review of the administration of Members' Parliamentary Entitlements by the IAB Consulting Services.
- Reviewing the NSW Audit Office Annual Client Plan for the Parliament and making a recommendation to the Presiding Officers to invite the Auditor General of NSW to update the Financial Audit of the Parliament for the 2007/2008 financial year.

Risk Management and Insurance

For the Department of Parliamentary Services risk management strategies focused on Occupational Health and Safety plus business continuity which were identified as high risk areas in a Strategic Business Risk Assessment conducted by the Parliament's Internal Auditors Deloitte in 2006. Apart from the Deloitte business risk assessment, a separate building security review was conducted by ASIO in 2005/2006 that made a number of key recommendations that the Parliament is currently addressing following the allocation of funding by the Executive Government.

A further update to the 2005/2006 Strategic Business Risk Assessment is currently in progress to ensure the business risk register is still relevant and also to identify any new risks. This latest Strategic Business Risk Assessment shall also be used to update the Parliament's Internal Audit Plan for the remainder of the 54th Parliament.

As a separate exercise a new Fraud and Corruption Prevention Policy has been developed with an assessment of the Parliament's current fraud and corruption risks currently in progress. This assessment will then be used to update the Parliament's Fraud and Corruption Prevention Plan and to provide training to staff on how to identify and report suspected fraudulent or corrupt activity.

The Parliament's insurance cover is provided by the NSW Government Self Insurance Scheme, the Treasury Managed Fund. Under the self assurance scheme the Parliament's Workers Compensation claims are administered by Allianz whilst GIO Australia continues to manage the other four insurance categories, comprising:

- Liability;
- Motor Vehicle;
- Property and
- Miscellaneous.

For the 2007/2008 reporting year Parliamentary employees lodged 27 Workers' Compensation insurance claims, which reflects a decrease by five claims from the previous reporting year. The average cost per claim per employee also decreased from \$5,907 in 2006/2007 to \$4,821 per employee in 2007/2008.

Of these 27 claims, 13 involved Parliamentary Services employees at an average cost of \$6,148 per claim, a 12 percent reduction on the average claim cost of \$6,993 in 2006/2007. Further dissections of these claims within each Department of Parliamentary Service Department (DPS) Section are provided in the following table.

Department/Section	No of Claims	Total Cost \$	Average Cost Per Claim \$
Parliamentary Building Services	3	8,046	2,682
Parliamentary Food and Beverage Services	3	47,713	15,904
Parliamentary Security Services	2	7,235	3,618
Office of the Financial Controller	1	7,614	7,614
Parliamentary Library	2	3,274	1,637
Hansard	2	6,040	3,020
Total	13	79,922	6,148

Two property insurance claims for a combined cost of \$5,983 were lodged during the reporting year. These claims related to the loss of food supplies in Food and Beverage Services due to a freezer malfunction and damage to the Parliament House Carpark roller door.

For the three remaining categories of insurance no claims were received that impacted on DPS operations.