



PARLIAMMENTARY SERVICES
DEPARTMENT

ANNUAL REPORT
2004-2005

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Hon. Nick Griffiths MLC

President of the Legislative Council

Hon. Fred Riebeling MLA

Speaker of the Legislative Assembly

I am pleased to present to you the Annual Report for the Parliamentary Services Department for the year 2004-2005.

The past year has seen a number of significant events in the Parliamentary calendar, including the first regional sitting of the Legislative Council in Kalgoorlie, numerous activities associated with the Centenary of Parliament House, continuation of the building upgrade program and a host of preparatory and subsequent changes relating to February 2005 State Election.

All these events resulted in challenges for the Parliamentary Services Department, but I am pleased to report that staff managed the many and varied demands well and maintained their usual high standard of service.

This report details for each Parliamentary Services functional area, a list of major achievements for the 2004-05 financial year, some planned initiatives for the future and some indicative statistics which provide examples of the outputs of the various areas.

Also attached is the result of the inaugural survey of Members of both houses, and I anticipate that survey results will provide a benchmark baseline for the future performance of Parliamentary Services Department to be measured against.

A full set of audited financial statements, together with the Auditor General's audit opinion is also attached.

I would like to thank you both for your support during the year, the Members of the 36th and 37th Parliaments' Parliamentary Services Committees for their input into Parliamentary Services operations, and the staff of Parliamentary Services Department for their on-going contribution.

Russell Bremner

Executive Manager Parliamentary Services
Accountable Officer
Parliamentary Services Department

FOREWORD

This document is the inaugural Annual Report presented by the Parliamentary Services Department.

The Parliamentary Services Department was created in 1997 by the amalgamation of the three "service" departments of the Parliament - Joint House, Joint Printing and Joint Library into one department - as it was considered that the Presiding Officer's, Members, Chamber Departments and staff could be more efficiently and effectively serviced by one co-ordinated entity rather than three.

Since that time, Parliamentary Services Department has established itself in providing co-ordinated support services across the Parliamentary environment. The Parliamentary Services Department structural model has since been adopted by both the Federal Parliament and also the Victorian Parliament.

Parliamentary Departments operate in a unique environment - separate from the direction and control of Executive Government, and in the case of Parliamentary Services Department - subject to the joint direction and control of the two Presiding Officers. The Presiding Officers receive assistance and advice from a Parliamentary Services Committee of each house, who meet jointly several times per year to be presented with financial statements and operational reports of the Department.

The 2004/2005 year has seen a continuation of the Centenary of Parliament House celebrations, with numerous events necessitating significant Parliamentary Services involvement, a tailing off of the Capital building program following the completion of the Northern Extension to Parliament House the previous year, and a continuation of the on-going program of ensuring the building assets are adequately maintained and upgraded.

The various 28th July 2004 functions represented the largest single day activities ever for our Catering unit, the Kalgoorlie Regional sitting required considerable logistical and technological support, and the various works around the building impacted on all areas.

There are numerous challenges ahead for Parliamentary Services Department, ranging from the requirement for International Accounting Standards needing to be balanced with further improvements to members and parliamentary departments' financial services, our staffing profile indicating that we need to continue our efforts to ensure the age profile of staff does not present us with issues in the medium term, the need to continue ensuring that we are identifying and using appropriate technology through to maintaining our priority on appropriately skilling and developing all staff.

I anticipate that future annual reports will build on this one, showing trends and achievements against established benchmarks.

The success of Parliamentary Services Department during the past year is attributable to the efforts and enthusiasm of Parliamentary Services staff, and I would like to thank all staff for their on-going contribution and continued good work.

Russell Bremner
Executive Manager Parliamentary Services

INTRODUCING PARLIAMENTARY SERVICES

The role of the Parliamentary Services Department is to provide high quality support services and resources to the Presiding Officers, Members of Parliament and the Chamber departments in the areas of:

- **Building Services** - looking after accommodation, and repairs to and maintenance of Parliament House and Parliament's annex buildings
- **Car Parking** - providing parking areas for Members, staff and visitors
- **Catering** - providing food and beverage services, including the members dining room and bars; staff canteen; function catering
- **Finance** - providing financial and management accounting services, including members payroll
- **Gardens** - caring for the gardens and the grounds of Parliament House
- **Reporting Services** - providing reporting, editing and publishing services for the Parliament
- **Human Resources** - providing advice to management and staff in all areas of human resources; and staff payroll services
- **Information Technology** - providing information technology support to the Parliament
- **Library** - providing information resources to Members and their research staff, and also Parliamentary staff
- **Security** - ensuring the security of Members and staff while on parliamentary premises
- **Switchboard** - providing telephone, switchboard and paging services
- **Televising** - televising of proceedings for in-house viewing and for supply to the internet and the media

CATERING SERVICES UNIT

KEY RESPONSIBILITY

The key responsibility of the Catering Services unit is to provide all food and beverage services to the Parliament - Members' Dining Room, morning and afternoon tea service, bar service, visitor services and function/meeting catering.

HIGHLIGHTS OF 2004/05

- Commemorative Supper function on 28th July 2004
- Parliament House Prom function on Sunday 15th May 2005
- Serving Kitchen repainted and upgraded with new refrigeration and serving equipment
- Cabinet Dining Room painted and upgraded with new feature wall depicting 1904 façade and historical art works, renamed "Centenary Room" and officially opened on 17th August 2004
- 319 functions catered for during year
- Staff Canteen facilities upgraded with new clearing-station, improved refrigerated services areas, expanded sandwich section and new tables.
- Members' catering facilities extended - 9277 meals served in Members' Dining Room and 2647 Member meals elsewhere.
- Various Centenary of Parliament House memorabilia produced including:
 - Framed Certificate with Silver Ingot 1904 Façade
 - 1904 Façade 18ct Gold Pin
 - Silk Scarves with Aboriginal design based on original art from Carol Martin MLA
- Parliamentary Service Award Gold Pin created and issued to honour former long serving members of staff
- Challenger TAFE students organised to do flower arrangements for Parliament House

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

- Replace major equipment (Dishwasher and Pastry Ovens) in main kitchen
- Revise Dining Room operating hours for dinner and supper
- New Dining Room Menu and Wine list covers
- Revise Staff Cafeteria operating hours
- New function menu package to be released
- Wine tasting for 2006 House wine

SECURITY UNIT

KEY RESPONSIBILITY

The Parliamentary Security unit perform a range of services, with a primary role of providing a secure environment for Members of Parliament, staff and visitors within the Parliamentary precincts. The Security team is responsible for Security Services, Emergency & Evacuation Procedures, mail distribution and parking facilities.

HIGHLIGHTS OF 2004/05

- Installation of a Digital Camera CCTV system/Central monitoring room/duplicate operating system
- Security co-ordinated for Regional Sitting of Legislative Council in Kalgoorlie/Boulder
- Concrete Bollards installed around Parliament House
- Increased vehicle parking facilities on Parliamentary Reserve & Harvest Terrace to relieve parking congestion
- *Certificate 2* in Security Operations attained by Parliament House Security Officers
- Security provided for 24 official visits to Parliament House
- Security management of 20 rallies/protests
- Security provided for CPA 27th Regional Conference, Student Parliament and five Centenary of Parliament House events
- Two Parliament House Evacuation drills performed

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

- Upgrade of Fire & Evacuation Panels
- Upgrade of Security Manager/Police office accommodation
- Attainment of *Certificate 3* in Security Operations by Parliament House Security Officers

FINANCE UNIT

KEY RESPONSIBILITY

The Finance unit is responsible for providing accounting services to the three departments of the Parliament as well as the Governor's Establishment. The Finance unit also administers Members' salaries and allowances (as determined by the Salaries and Allowances Tribunal) on behalf of the two Chamber departments, provides strategic commercial and financial advice to management and staff to ensure efficient and effective use of allocated resources, and prepares statutory financial statements.

HIGHLIGHTS OF 2004/05

- Successful transition of Governor's Establishment's accounting services from the Department of Premier and Cabinet to Parliament House
- Inductions of new Members following the State Elections, in relation to their entitlements under the determination of the Salaries and Allowances Tribunal
- A positive internal audit report received with regards to the calculation and payment of Members' entitlements following the State Elections
- A clear OAG audit opinion received for the 2003/2004 financial statements with no significant finding
- An extensive review of International Financial Reporting Standards (IFRS) conducted in preparation for the 2004/2005 financial statements
- Leasing arrangements set up for the acquisition of PCs and laptop computers
- A 10-year capital investment program completed for Parliament House
- Cross training within the Finance team enabled continuation of services during absences of staff
- Archived documents and office files were checked for compliance with the Department's Records Keeping Policy
- The transition to a new credit card supplier, National Australia Bank, was completed
- Fixed assets stocktake of Parliament House was finalised under a contract arrangement with our internal auditors

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

- Full implementation of International Financial Reporting Standards (IFRS), requiring modification to our reporting processes and preparation of budgets and financial reports to comply with the new Accounting Standards;
- Provide quality advice to management of procurement activities for the Parliamentary Departments;
- Obtain ratification of financial policies by Heads of Departments;
- Provide guidance to Members and staff with regards to salary packaging; and
- Finalisation of a Risk Management Plan and a Disaster Recovery Plan for whole of Parliament.

REPORTING SERVICES UNIT

KEY RESPONSIBILITY

The primary task of Reporting Services is to provide a clear and independent record of all the proceedings in the Legislative Council and the Legislative Assembly.

Reporting Services also reports and provides transcripts of evidence given to select and standing committees of the Parliament, both in-house and throughout the State; ministerial conferences; commonwealth parliamentary committee hearings; and the Youth Parliaments. A transcription service is also provided for interstate and overseas hearings of parliamentary committees.

Reporting Services provides television and audio services. The proceedings of the Legislative Council and the Legislative Assembly are televised in-house and is available for media access, and the proceedings of the Legislative Assembly are also broadcast on the Internet.

HIGHLIGHTS OF 2004/05

Reporting

- Reported 111 sittings of the Legislative Council and Legislative Assembly and two sittings of the Legislative Assembly Legislation Committee publishing a daily *Hansard* for each sitting
- Published 21 editions of weekly *Hansard*, and Estimates Committees debates - approximately 9,000 pages
- Reported and transcribed 32 standing and select committee hearings producing 795 pages of transcript
- Reported Kalgoorlie Regional Parliament
- Provided a transcript of the Student Parliament
- FTR digital audio system installed in the Legislative Council Committee Offices
- Produced Members' Handbook
- Bound volumes and index of *Hansard* for 2004, prepared and published
- New Members of Parliament provided with 200 copies of their inaugural speeches in pamphlet format
- Transcribed and proofread 43 oral history tapes for the Battye Library - 1,075 pages
- Transcribed and proofread Parliamentary Library and Legislative Assembly documents - 919 pages

AV Control Room

- Broadcast 837 hours of proceedings of both houses of Parliament and the LA Legislation Committee on CCTV, POWAnet (Parliament's Intranet), and Internet (LA only)
- Full time position of Audio Visual control room supervisor/IT support officer created and operators with broadcasting experience appointed
- Installation of matrix switcher to improve the touch screen control system of cameras and microphones in the LA and LC chambers. Additional DVD recorders purchased to improve efficiency of storage process
- Retiring Members of Parliament provided with video/DVD of their valedictory speeches
- New Members of Parliament provided with video/DVD of their inaugural speeches

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

Reporting

- Report proceedings of both houses, select and standing committees, and publish daily and weekly *Hansard*

- Prepare and publish bound volumes for 2005
- Upgrade skills of reporters to increase the number of committee hearings reported in real time
- Investigate storage and archiving options for recordings of the proceedings of the Parliament
- Multi-skill reporters to better utilize resources during non-sitting periods

AV control room

- Broadcast proceedings of both houses of Parliament and the LA Legislation Committee on CCTV, POWAnet, and Internet (LA only)
- Install digital cameras in chambers, replace existing monitors with plasma screens control rooms, and upgrade sound recording from chamber microphones to digital audio

HUMAN RESOURCES UNIT

KEY RESPONSIBILITY

Human Resources is a support service that is primarily responsible for developing, implementing and reviewing HR policy, procedures and systems for all Parliamentary departments. Major responsibilities include:

- recruitment;
- performance development and review;
- training;
- employee relations and industrial relations advice;
- interpretation and explanation of conditions of employment;
- dealing with various staff enquiries;
- staff payroll;
- Parliament News (regular Parliament newsletter for staff and Members);
- employee and Member assistance services;
- occupational health and safety;
- policy development and advice; and
- human resource management, policy development and review.

HIGHLIGHTS OF 2004/05

- Implemented a new payroll system and upgraded employee on-line access to personal details, electronic leave management system and payslips
- Large volume of recruitment undertaken throughout year
- Interpret and implement changes to Workers Compensation legislation
- Annual recognition awards for 34 recipients at Christmas party organised
- Various Social Club activities and five functions
- Staff workshops and training co-ordinated with a number of in-house courses run
- Past employees data base and Training data base both established

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

- Award modernisation
- Implementation of family friendly practices and policies
- General Agreement re-negotiation
- Establish an arrangement with government agencies that facilitates the transfer of employees and related entitlements
- Evaluation of current staff performance and development process
- Examine the methodology for the classification of positions within the Parliament
- Develop a framework for the negotiation of industrial agreements at Parliament House
- Review of current salary packaging guidelines

INFORMATION TECHNOLOGY UNIT

KEY RESPONSIBILITY

The key responsibilities of the Information Technology Unit are to:

- co-ordinate the provision of IT and support services for Parliamentary departments;
- provision of I.T. services to Members when at Parliament House;
- develop and co-ordinate information technology standards, policies and plans;
- co-ordinate the provision and maintenance of the information technology infrastructure;
- manage the Parliament's telecommunications system, including mobile phones and voice mail services;
- ensure the efficient and effective operation of all computer systems.

HIGHLIGHTS OF 2004/05

- New Firewall hardware installed during Winter recess 2004
- Password syncing software upgraded
- Email disclaimer appended to all outgoing emails from Parliament House
- Disaster Recovery Testing undertaken in July 2004 for the Parliament House server room and Feb 2005 for the Harvest Terrace server room
- I.T. infrastructure upgraded to cater for Windows XP rollout
- I.T. facilities provided for Kalgoorlie Regional Parliament including Internet, CCTV, audio/video feeds back to Parliament House
- New questions / answers process integrated into the Parliamentary system
- Virtual Tour on the Parliament web site updated with current photos of the building
- Faster backup platform implemented
- Windows XP and Microsoft Office 2003 rollouts completed
- Library media monitoring platform implemented for TV / radio news clips service
- Assisted South Australia Parliament at the Mt Gambier Regional Parliament
- Member laptop questionnaire used to gauge Member requirements for replacement machines
- 1505 Help desk calls logged during year (50% faults, 50% service requests)
- 115 PC's changed over due to lease expiry
- Key system uptime estimated at 99.95% (total of 4 hours downtime for year)
- 346,236 files downloaded from our website
- 280,000 inward emails to Parliament (non-member) received - 30% blocked as spam or virus infected

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

- 91 Member laptops (choice of 2 machines) and 51 staff PCs to be upgraded during the winter recess 2005
- Wireless network infrastructure at Parliament to be upgraded from 11Mb system to 54Mb

- Environmental monitoring devices to be placed in all sensitive equipment locations at Parliament to monitor temperature / humidity
- Internet infrastructure upgrade to improve performance during peak load periods
- Camera and control room upgrade for the CCTV system technical planning
- News clippings project to enable searchable news clips to be available from the Parliament Library web pages planned

BUILDING SERVICES UNIT

KEY RESPONSIBILITY

Building Services key responsibility is to ensure the provision and maintenance of a safe and acceptable working environment for Members, staff and visitors within Parliament House and Parliamentary annexes, and ensuring that Parliament House and grounds are fit for its prestigious role now and in future years.

Building Services provide a range of services needed to maintain and operate Parliament House and its annexe buildings, including:

Asset Management, Building Maintenance and Faults, Gardens and Grounds, Post Office/Switchboard, Mail Distribution Services, Parliament House Art Collection and Recreation Facilities.

HIGHLIGHTS OF 2004/05

Building Services carried out/assisted with the following Projects:

- Double Glazing/Soundproofing several offices and meeting rooms
- Main Kitchen Refurbishment/Painting
- Dining Room Servery Kitchen Refurbishment/Painting
- Hay Street driveway Retaining Wall Reinforcing/Landscaping
- Centenary Room Refurbishment
- Establishment of Aboriginal People's Room and installation of Slump Glass
- Assisted with the Regional Parliament in Kalgoorlie
- Refurbished main Committee Room in Legislative Council Committee Offices
- Assisted with numerous Centenary of Parliament House Functions
- Upgrading and Landscaping of Harvest Terrace (in conjunction with PCC)
- Stonework Restoration of South and East Elevations
- Application of Anti Graffiti Coating to outer building fabric
- Stained Glass doors installed in Member's Dining Room
- Replaced major Storm Water Drain in ground floor service corridor
- Energy saving initiatives such as Energy Efficient Light Bulbs and Movement Activated Light Switches saw a 7.3% energy reduction
- Waste Management and recycling of office, garden and kitchen waste programs extended

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

The following Projects are anticipated:

- Legislative Council Chamber Air Conditioning
- Legislative Assembly Chamber Lighting Upgrade
- Creation of Ladies Toilet - northern end Members corridor
- Legislative Assembly Public Gallery Toilets Upgrade
- Main Courtyard Retiling
- Produce a Parliament House Artworks Catalogue
- Structural Repairs to Fountain Structure
- Members'/Strangers' Bar Roof Membrane Repair
- General Ceiling and Roof Repairs

LIBRARY AND INFORMATION SERVICES UNIT

KEY RESPONSIBILITY

The Library & Information Services Unit provides services to meet the information requirements of Members and staff of the Parliament. The Library functions as a central point in the collection, documentation, co-ordination and dissemination of information to Members of Parliament.

HIGHLIGHTS OF 2004/05

- Development of the electronic media database, OnQ. Providing access to a selection of talkback and new radio, TV News and current Affairs from January 2005. 67,000 items circulated.
- Reorganisation of the library to create a special report collection, including Parliamentary Intern reports, Parliamentary Committee reports, Royal Commissions and Law Reform Commission reports.
- Feedback survey conducted of Members of Parliament.
- Published preliminary "Analysis of the 2005 state general election results", written for the library by Antony Green.
- Expanded the coverage of the newspaper clipping service with the introduction of seven regional newspapers - Albany Advertiser, Bunbury Herald, Esperance Express, Geraldton Guardian, Kalgoorlie Miner, NW Telegraph, South Western Times.
- Development and launch of the Media Statements Database, containing full text copies of press releases issued by opposition Members of Parliament since 2002.
- Catalogued over 1500 e-docs onto the library's database, allowing library users access to electronic documents via the library catalogue on POWAnet, and 38,000 publications catalogued into collection.
- e-Currents database now provides researchers with access to over 7,000 full text journal articles, transcripts, conference papers and speeches.
- 47,691 user searches of library databases undertaken.
- Improved the local history collection, providing Member's with information on their electorate and the history of the state.
- Creation of a number of new 'In the Spotlight' publications bringing together information on a number of important topics including food labelling, living wills and electoral reform.
- Updated the basic community profiles with 2005 census data and electorate profiles with data from the 2005 general election.
- 4,067 reference queries answered and 169 inter-library loans arranged.

PLANNED ACTIVITIES FOR NEXT 12 MONTHS

- Redesign the library's newspaper clipping database to provide full text searching, expand newspaper coverage, improve delivery times and provide better copy.
- Add an advance search option to the Electronic Media database and improve the result information.
- Improve the library's intranet site on POWAnet.
- Develop the 'Members Collection' to include archival and historical information on current and former Members of Parliament.
- Issue e-currents as a daily publication.
- Improve training and orientation programs for library users.

APPENDIX A: Members' Survey

MEMBERS' SURVEY

A Member survey was conducted of all Members of both the Legislative Council and Legislative Assembly.

Members were asked to rate the performance of Parliamentary Services Department functional areas on a 1 scale of (poor) - 5 (very good), and were also given the opportunity for free-form comments.

An overall 66% response rate indicated the following assessment:

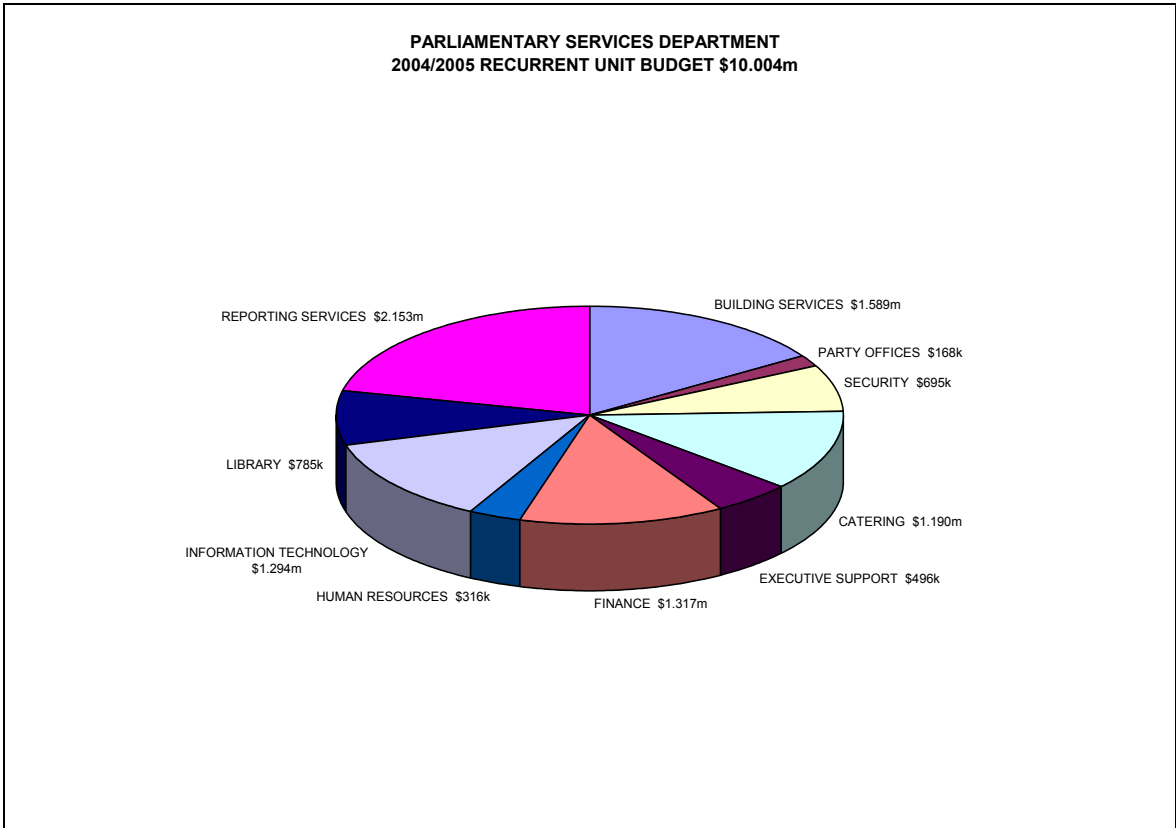
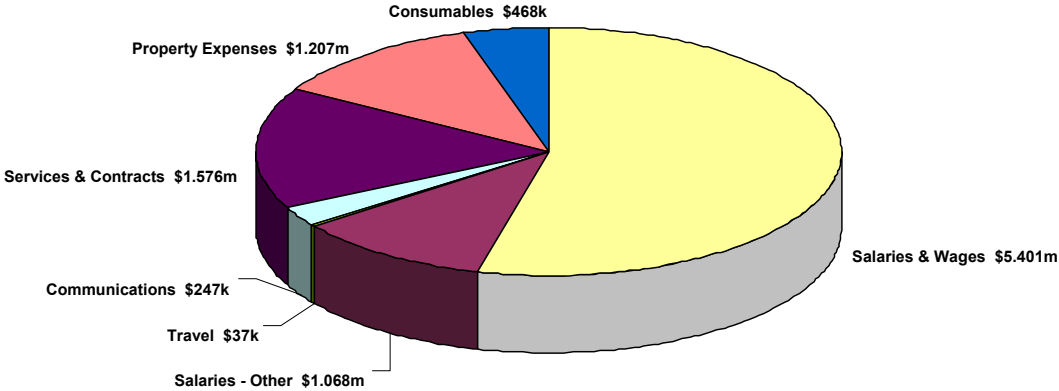
- 63.4% of Members rated performance as **"very good"**
- 91% of Members rated performance as **good or very good**
- 98.6% of members rated performance as **acceptable or better**

A number of comments were submitted of further improvements/suggestions that will now be followed up.

This survey provides a benchmark for further annual surveys to obtain Members feedback on Parliamentary Services Department performance.

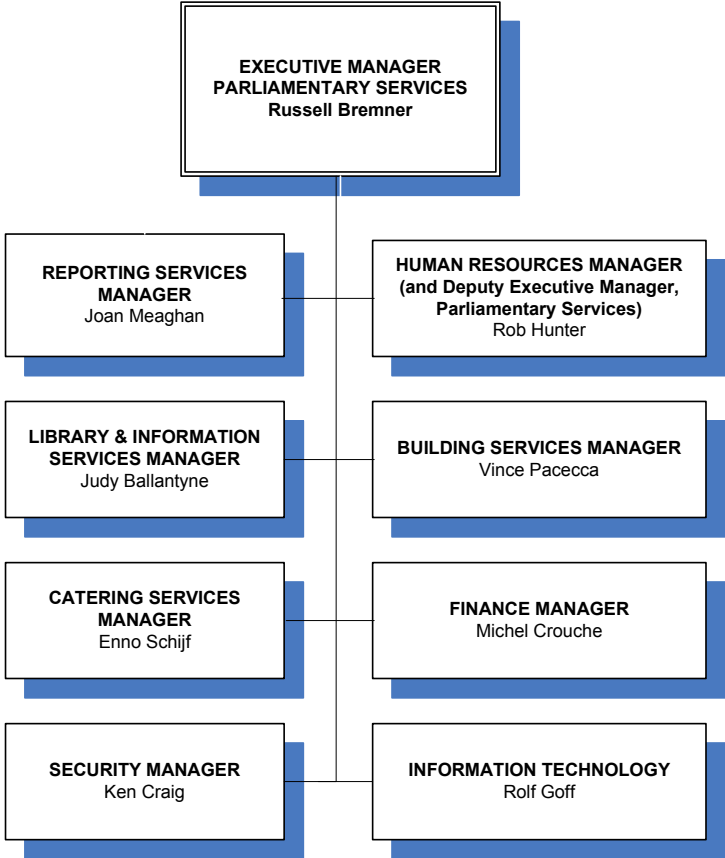
APPENDIX B: Parliamentary Services Department - Budget at a glance

2004/2005 RECURRENT BUDGET \$10.004m

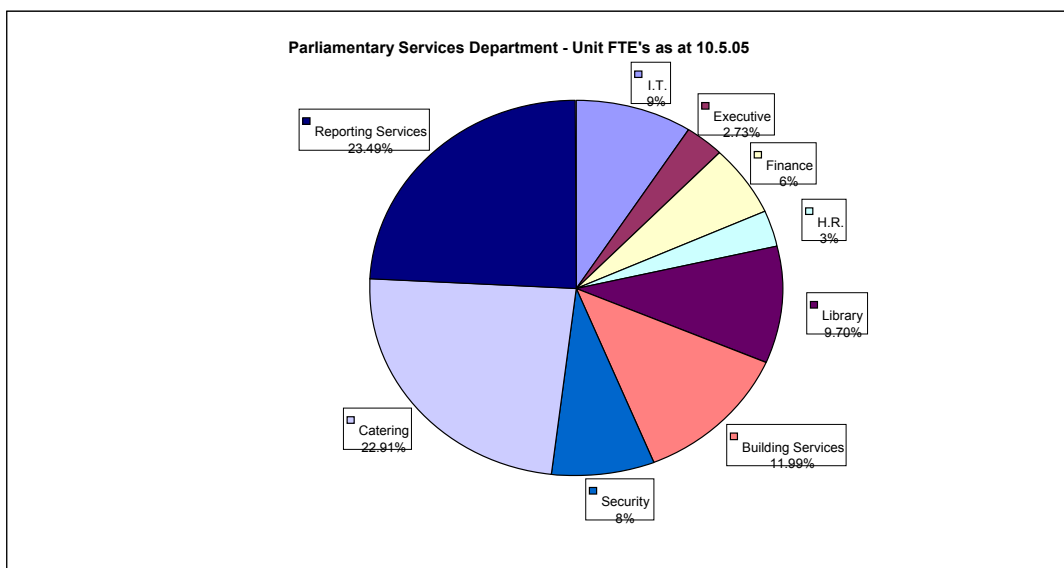


APPENDIX C: Parliamentary Services Department - Organisation Chart

 **PARLIAMENTARY SERVICES**



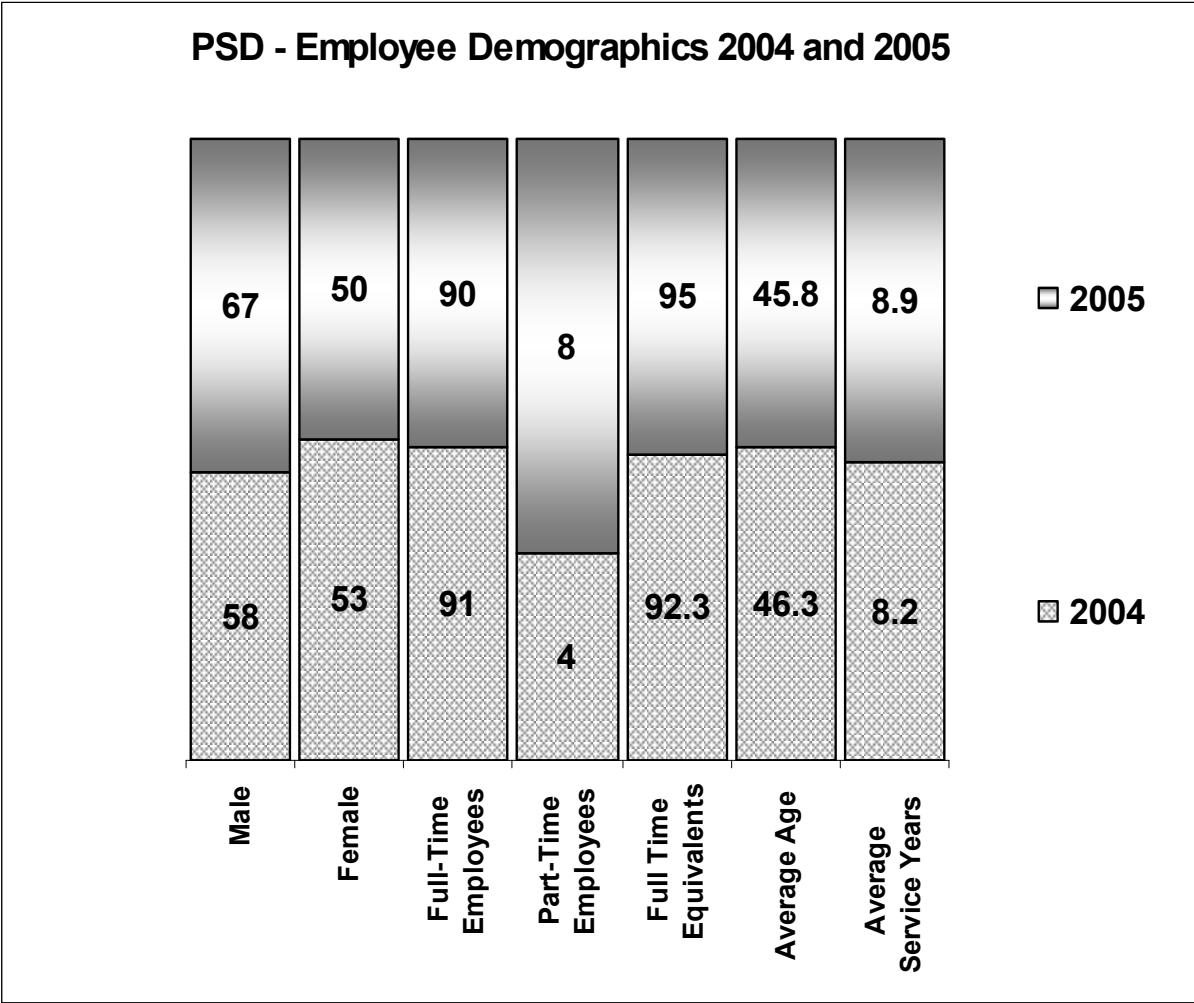
APPENDIX D: Parliamentary Services Department - Staffing at a glance



Staff Movement	FTE's	Headcount		
	(Ex. Casuals)	Male	Female	Total
at 1 July 2004	92.33	58	53	111
Recruited	12.06	16	9	25
Separated	11.21	7	12	19
at 30 June 2005	94.97	67	50	117
% Turnover	12.14%	12.07%	22.64%	17.12%
Employees of age > 48 years		29	23	52
Employees within 2 years of next LSL Entitlement		13	3	16
Employees with current LSL Entitlement		15	10	25

Training	
Number of people who attended courses	63
as a % of total staff	53.85%

APPENDIX D: Parliamentary Services Department - Staffing at a glance (cont...)



APPENDIX E: Who's Who in Parliamentary Services Department

<u>FIRST NAME</u>	<u>SURNAME</u>	<u>JOB TITLE</u>	<u>STATUS</u>
EXECUTIVE			
RUSSELL	BREMNER	Executive Manager	Full Time
ROSA	BUTTO	Personal Assistant/Building Services Assistant	Full Time
REBEKAH	NAPOLI	Receptionist	Seasonal P/T
FINANCE UNIT			
COLIN	ARNDT	Finance Accountant	Full Time
MICHEL	CROUCHE	Finance Manager	Full Time
PETER	DREYER	Senior Finance Officer	Full Time
JOE	FENECH	Finance Officer	Full Time
NICK	SARATSI	Senior Accountant	Full Time
ALLYSON	WAKE	Finance Officer	Full Time
HUMAN RESOURCES UNIT			
TINA	HUNTER	Human Resources Officer	Full Time
ROB	HUNTER	H.R. Manager/Deputy Executive Manager, PSD	Full Time
GREG	JACKSON	Payroll Officer	Full Time
LIBRARY AND INFORMATION SERVICES UNIT			
MARIA	ALLEN	Library Technician, Technical and Support Services	Full Time
MARIANNE	AROOZOO	Librarian, Technical and Support Services	LWOP
JUDY	BALLANTYNE	Library and Information Services Manager	Full Time
NIAMH	CORBETT	Librarian, Reference Services	Full Time
KYLEY	FELIX	Library Technician (Technical and Support Services)	Full Time
RUSSELL	HAMILTON	Librarian, Electronic Information	Full Time
INGE	HURST	Librarian, Collections	Full Time
VENESSA	IRWIN	Media Officer	Full Time
ANDREW	LEWIS	Acting Librarian, Technical and Support Services	Full Time
LUANA	LISANDRO	Library Technician (Technical and Support Services)	Parental Lve
SIMONA	MILEA	Library Assistant	Full Time
JENNIFER	WEILAND	Media Clerk	Part Time
BUILDING SERVICES UNIT			
ROSALIE	ARNOLD	Switchboard/Telephonist	Casual

GARY	BENFIELD	Gardener	Full Time
DAVID	BOAG	Head Gardener	Full Time
ASHLEY	BUDEE	Gardener	Full Time
DAN	COCHRANE	Project Manager	Full Time
MARILYN	DAVID	Switchboard/Telephonist	Full Time
TREVOR	FRANKLAND	Gardener	Full Time
CATHERINE	HARRISON	Switchboard/Telephonist	Full Time
HUGH	JOHNSON	Chamber Cleaner	Full Time
JOE	LUBOUT	Gym Instructor	Casual
VINCE	PACECCA	Building Services Manager	Full Time
PETER	PASCOE	Assistant Building Services Manager	Full Time
PAVEL (PAUL)	TUPANCESKI	Yardman and Day Cleaner	Full Time

SECURITY UNIT

CHAS	CAPEWELL	Security Officer	Full Time
KEN	CRAIG	Security Manager	Full Time
NEILL	DORSET	Security Officer	Full Time
BASIL	GEORGIU	Security Officer	Full Time
ANDREW	HARLAND	Security Officer	Full Time
LANCE	ROSICH	Security Officer	Full Time
CHRIS	SLOAN	Security Officer	Full Time
RON	ZINK	Security Officer	Full Time

CATERING SERVICES UNIT

PRESTON	ANDERSON	Tradesperson Cook	Full Time
ANDREW	ARNOLD	Tradesperson Cook	Part Time
JOSIPA	BAKIC	Cook	Full Time
KEITH	BARKER	Chef	Full Time
MARK	BORE	Chef	Full Time
PRISCILLA	BROMLEY	Canteen Attendant	Full Time
ROMEO	DIMANLIG	Steward	Full Time
MARK	GABRIELLI	Dining Room Manager	Full Time
ANDREW	GARDOS	Presiding Officer Steward	Full Time
DEBORAH	KAPOOR	Steward	Full Time
KATHLEEN	KAKOSCHKE	Steward	Casual
VINCE	LA-GALIA	Presiding Officer Steward	Full Time
OSWALDO	LOPEZ	Steward	Full Time
PAUL	MACKIE	Chef	Full Time
SHANE	MANT	Chief Steward	Full Time
MARICA	MESEVA	Kitchen Hand	Full Time
CLAUDE	MORRIS	Head Chef	Full Time
ALICE	MULLER	Bar Attendant	Full Time
IAN	PRICHARD	Steward	Part Time

AMY	ROBERTSON	Steward	Part Time
ENNO	SCHIJJF	Catering Services Manager	Full Time
STEPHEN	SHEPHERD	Steward	Part Time
FRED	THOROUGHGOOD	Kitchen Hand/Cleaner	Full Time
GEROME	VAUGHAN	Bar Attendant	Part Time
GEORGE	WEBB	Sous Chef	Full Time
MARK	WINSTANLEY	Head Bar Attendant	Full Time

REPORTING SERVICES UNIT

CHRISTINE	AVERY	Reporter	Full Time
DOROTHY	BOUNDY	Word Processor Operator	Casual
KELLY	CLAUSEN	Reporter	Full Time
BELINDA	COREY	Sub-Editor	Full Time
PAUL	DUGMORE	Audio Visual Operator	Casual
JOHN	EGGLETON	Sub-Editor	Full Time
GARRY	ELKS	Reporter	Full Time
DAVID	EMBRY	Audio Visual Operator	Casual
DARBY	EVANS	Reporter	Full Time
KATE	GOLDIE	Audio Visual Operator / Supervisor	Full Time
MOREY	GRAFTON	Sub-Editor	Full Time
GLORIA	HEDGES	Sub-Editor	Casual
DEBBIE	HELM	Audio Visual Operator	Casual
MARJORIE	HOWIE	Word Processor Operator	Part-time
KEITH	JACKMAN	Reporter	Full Time
GILES	JOHNSON	Reporter	Full Time
SANDRA	KALLIO	Reporter	Casual
ELAINE	LUCAS	Reporter	Full Time
MOIRA	MCFARLANE	Reporter	Full Time
JILL	MC GEE	Senior Word Processor Operator	Full Time
LAURIE	MANSELL	Reporter	Full Time
JOAN	MEAGHAN	Reporting Services Manager	Full Time
BRYCE	MOORE	Reporter	Full Time
PAM	O'LEARY	Word Processor Operator	Casual
ROBERT	PAPARDE	Audio Visual Operator	Casual
BARBARA	PICKETT	Reporter	Full Time
GAYE	REEVES	Word Processor Operator	Casual
HELEN	STEVEN	Administrative Assistant	Full Time
CAROLINE	VAN BEELEN	Reporter	Full Time
DENISE	VAN-DE-VELDE	Reporter	Full Time
WENDY	WELLS	Reporter	Full Time
CLARE	WERREN	Indexer	Casual
KYLIE	WILD	Reporter	Full Time

IT UNIT

MARK	COURT	Help Desk Support Officer	Full Time
PHIL	EDWARDS	Help Desk Officer	Full Time
ROLF	GOFF	Information Technology Manager	Full Time
CAROLYNN	HILL	Training Support Officer	Full Time
MIKE	NYE	Technical Support Officer	Full Time
LORRAINE	POLKINGHORN	Information Administrator	Full Time
JASON	ROPER	Help Desk and Technical Support Officer	Casual
BRYAN	VANDER VINNE	Applications Administrator	Full Time
GEOFF	WATTS	Senior Technical Support Officer	Full Time

APPENDIX F: PARLIAMENTARY SERVICES DEPARTMENT - FINANCIAL STATEMENTS

FINANCIAL STATEMENTS