

NSW DEPARTMENT OF TRANSPORT

financial summary

FINANCIAL SUMMARY

To achieve the Government's transport objectives, the Department is responsible for negotiating, managing and distributing the State's budget allocation to most agencies within the Transport Portfolio.

The Department's financial performance is best measured by the net cost of services. For the year ended 30 June 2000, this net cost was \$1,785 million compared with \$1,825 million in 1998–1999. The operating deficit for the year was \$22.8 million compared with a surplus of \$35.9 million in the previous year. The deficit resulted from the inclusion of \$33.4 million which was overdrawn in the previous year from Consolidated Fund and returned to Treasury in the current year.

The Operating Statement shows that expenditure for 1999–2000 amounted to \$1,838 million compared with a budget of \$1,872 million (decrease of 1.82%) and expenditure incurred in the previous financial year of \$1,862 million (decrease of 1.29%). Major variances in expenses comprise:

- An increase of \$0.4 million for salaries and other employee related costs reflecting the transfer of functions from the Office of Marine Administration.
- An increase in other operating expenses of \$8.5 million over the previous year's expenditure figure. The increase represents the Department's involvement in promoting major events, such as Millennium celebrations. Most of the additional expenditure was recovered from other agencies.
- A decrease of \$35.6 million in payment of grants and subsidies. This variance is made up of reduction in certain grants and increases in others depending on government priorities. A complete list of payments is shown under note 2(e) of the Financial Statements in this report.
- Other expenses, including the establishment of the Integrated Transport Information Service (ITIS).

The revenue for the Department (other than Consolidated Fund allocations) increased from \$37.5 million in 1998–1999 to \$52.8 million in 1999–2000. A major reason for the substantial increase is the recognition of the transfer of 13 Series 81 locomotives and miscellaneous plant and equipment to the National Rail Corporation resulting in additional shares being vested in the Minister for Transport. An additional factor was the recovery of costs associated with the Department's involvement in promoting major events.

The 2000–2001 Budget

Total budgeted expenses are \$1,860.7 million compared with \$1,871.6 million in 1999–2000. The factors likely to affect expenditure in 2000–2001 include:

- \$23.1 million reduction in the cost of providing public transport from the removal of embedded wholesale sales tax as a result of changes to the Commonwealth tax system.
- Fewer voluntary redundancies in the State Rail Authority and Rail Services Authority (RSA), saving these agencies some \$36.4 million.
- \$7.3 million reduction in payments to the SRA to account for historical workers' compensation and debt responsibilities taken over following the creation of the four separate rail agencies in 1996.



NEW SOUTH WALES DEPARTMENT OF TRANSPORT

DIRECTOR GENERAL

227 ELIZABETH STREET
SYDNEY NSW
GPO BOX 1820
SYDNEY 2001
AUSTRALIA

**STATEMENT BY DEPARTMENT HEAD
NSW DEPARTMENT OF TRANSPORT
Year ended 30 June 2000**

Pursuant to Section 45F of the Public Finance and Audit Act 1983, I state that:

- (a) The accompanying financial statements have been prepared in accordance with:
- applicable Australian Accounting Standards;
 - other authoritative pronouncements of the Australian Accounting Standards Board;
 - Urgent Issues Group Consensus Views;
 - The requirements of the Public Finance and Audit Act and Regulations; and
 - The Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act.
- (b) The statements exhibit a true and fair view of the financial position and transactions of the Department; and
- (c) There are no circumstances, which would render any particulars included in the financial statements to be misleading or inaccurate.

JOCK MURRAY

DIRECTOR GENERAL

DATE: 18 AUG 2000

TELEPHONE (02) 9260 2800 FACSIMILE (02) 9268 2900 ABN 93 706 081 778



BOX 12 GPO
SYDNEY NSW 2001

**INDEPENDENT AUDIT REPORT
DEPARTMENT OF TRANSPORT**

To Members of the New South Wales Parliament and the Director-General, Department of Transport

Scope

I have audited the accounts of the Department of Transport for the year ended 30 June 2000. The Director-General is responsible for the financial report consisting of the statement of financial position, operating statement, statement of cash flows, program statement – expenses and revenues and summary of compliance with financial directives, together with the notes thereto, and information contained therein. My responsibility is to express an opinion on the financial report to Members of the New South Wales Parliament and the Director-General based on my audit as required by sections 34 and 45F(1) of the *Public Finance and Audit Act 1983* (the Act). My responsibility does not extend to an assessment of the assumptions used in formulating budget figures disclosed in the financial report.

My audit has been conducted in accordance with the provisions of the Act and Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates.

In addition, other legislative and policy requirements, which could have an impact on the Department's financial report, have been reviewed on a cyclical basis. For this year, the requirements examined comprised compliance with:

- core business activities being in accordance with "approved program descriptions" for the Department;
- key provisions of Part 2 of the *Public Sector Management Act 1988* and Parts 2,3,4,5 and 6 of the *Public Sector Management (General) Regulation 1996* or equivalent policy or procedures of the agency; and
- operation of Special Deposits Account in accordance with *Parking Space Levy Act 1992*.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the requirements of the Act, Accounting Standards and other mandatory professional reporting requirements, in Australia, so as to present a view which is consistent with my understanding of the Department's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report of the Department of Transport complies with section 45E of the Act and presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the Department as at 30 June 2000 and the results of its operations and its cash flows for the year then ended.

A T WHITFIELD FCA

ASSISTANT AUDITOR-GENERAL

(duly authorised by the Auditor-General of New South Wales
under section 45f(1A) of the Act)

SYDNEY
22 August 2000

BEGINNING OF AUDITED FINANCIAL STATEMENTS
NSW DEPARTMENT OF TRANSPORT
Operating Statement for the Year Ended 30 June 2000

	Notes	Actual 2000 \$'000	Budget 2000 \$'000	Actual 1999 \$'000
Expenses				
Operating Expenses				
Employee related	2(a)	18,522	18,578	18,106
Other operating expenses	2(b)	22,486	9,714	13,962
Maintenance	2(c)	–	57	14
Depreciation and amortisation	2(d)	777	1,027	708
Grants and subsidies	2(e)	1,789,662	1,833,289	1,825,251
Other expenses	2(f)	6,840	8,958	4,405
Total Expenses		1,838,287	1,871,623	1,862,446
Less:				
Retained Revenue				
Sale of goods and services	3(a)	1,317	2,774	2,114
Investment income	3(b)	2,107	1,242	2,449
Retained taxes, fees and fines	3(c)	382	1,740	1,109
Grants and contributions	3(d)	17,512	18,60	22,179
Other revenue	3(e)	31,531	4,576	9,684
Total Retained Revenue		52,849	28,934	37,535
(Loss) on Sale of Non-Current Assets	4	–	–	(67)
NET COST OF SERVICES	24	1,785,438	1,842,689	1,824,978
Government Contributions				
Recurrent appropriation	6	1,770,782	1,820,381	1,860,056
Less: Previous year's appropriation returned to Treasury	6	(33,430)	–	(20,916)
Capital appropriation	6	23,340	23,340	19,671
Acceptance by the Crown Entity of employee entitlements and other liabilities	8	1,967	300	2,080
Total Government Contributions		1,762,659	1,844,021	1,860,891
(DEFICIT)/SURPLUS FOR THE YEAR	18,22	(22,779)	1,332	35,913

The accompanying notes form part of these statements

NSW DEPARTMENT OF TRANSPORT
Statement of Financial Position as at 30 June 2000

	Notes	Actual 2000 \$'000	Budget 2000 \$'000	Actual 1999 \$'000
ASSETS				
Current Assets				
Cash	23	9,926	12,307	57,537
Investments	10	–	2,856	1,357
Receivables	11	8,981	6,016	5,900
Others	13	7,650	8,989	6,524
Total Current Assets		26,557	30,168	71,318
Non-Current Assets				
Plant and Equipment	12	1,527	1,466	1,952
Investments	10	111,875	97,400	97,400
Receivables	11	201	166	190
Other	13	13,604	13,603	9,058
Total Non-Current Assets		127,207	112,635	108,600
TOTAL ASSETS		153,764	142,803	179,918
LIABILITIES				
Current Liabilities				
Accounts Payable	15	30,753	30,218	32,919
Employee Entitlements	16	1,859	1,766	1,698
Lease Liability	17	230	183	183
Total Current Liabilities		32,842	32,167	34,800
Non-Current Liabilities				
Lease Liability	17	108	16	198
Total Non-Current Liabilities		108	16	198
TOTAL LIABILITIES		32,950	32,183	34,998
Net Assets		120,814	110,620	144,920
EQUITY				
Accumulated Funds	18	120,814	110,620	144,920
Total equity		120,814	110,620	144,920

The accompanying notes form part of these statements

NSW DEPARTMENT OF TRANSPORT
Statement of Cash Flows for the Year Ended 30 June 2000

	Notes	Actual 2000 \$'000	Budget 2000 \$'000	Actual 1999 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(17,345)	(16,739)	(15,901)
Grants and subsidies		(1,792,388)	(1,833,289)	(1,829,200)
Other		(26,470)	(18,520)	(12,574)
Total Payments		(1,836,203)	(1,868,548)	(1,857,675)
Receipts				
Sale of goods and services		28,121	21,225	33,682
Interest received		3,105	2,724	2,012
Total Receipts		31,226	23,949	35,694
Cash Flows from Government				
Recurrent appropriation		1,770,781	1,820,381	1,860,056
Capital appropriation		23,340	23,340	19,671
Cash reimbursements from the Crown Entity		441	300	404
Cash transfers to the Consolidated Fund		(36,837)	-	(20,916)
Net Cash Flows from Government		1,757,725	1,844,021	1,859,215
NET CASH FLOWS FROM OPERATING ACTIVITIES		(47,252)	(578)	37,234
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from the sale of Plant and Equipment		-	120	2
Purchase of investments		-	(1)	-
Purchases of Plant and Equipment		(349)	(693)	(343)
Repayment of advances net of new advances		(10)	(299)	-
NET CASH FLOWS FROM INVESTING ACTIVITIES		(359)	(873)	(341)
NET (DECREASE)/INCREASE IN CASH		(47,611)	(1,451)	36,893
Opening Cash and Cash Equivalents		58,894	13,758	22,001
Cash transferred out as a result of administrative restructuring	25	(1,357)	-	-
CLOSING CASH AND CASH EQUIVALENTS	23	9,926	12,307	58,894

The accompanying notes form part of these statements

NSW DEPARTMENT OF TRANSPORT
Notes to the Financial Statements for the Year Ended 30 June 2000

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Reporting Entity

The NSW Department of Transport comprises all the operating activities and entities under the control of the Department excluding operations reported under separate financial statements for the Air Transport Council and Tow Truck Industry Council. The Department of Transport provides administrative support to these entities but is not a controlling entity.

An administrative restructure came into effect on 28 July 1999 that transferred some functions of the Marine Assets Division to the Waterways Authority. Accordingly these financial statements report the performance of these transferred activities while under the control of the Department. The restructured treatment is reflected in accordance with the Treasurer's Direction (NSW Treasury Circular 99/07). Net assets totalling \$1.3m were transferred to the Waterways Authority with a corresponding adjustment to the equity of the Department (Note 19).

b) Basis of Accounting

The Department's financial statements are a general purpose financial report prepared on an accruals basis and in accordance with the applicable Australian Accounting Standards; other authoritative pronouncements of the Australian Accounting Standards Board (AASB); Urgent Issues Group (UIG) Consensus Views; the requirements of the Public Finance and Audit Act and Regulations; and the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act. Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

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

Except for certain investments and other non-current assets which are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention. All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency. The accounting policies adopted are consistent with those of the previous year.

c) Administered Activities

The Department administers, but does not control, certain activities on behalf of the Crown Entity. It is accountable for the transactions relating to those administered activities but does not have the discretion, for example, to deploy the resources for the achievement of the agency's own objectives.

Transactions and balances relating to the administered activities are not recognised as the agency's revenues, expenses, assets and liabilities, but are disclosed in the accompanying schedules as "Administered Revenues", "Administered Expenses", "Administered Assets" and "Administered Liabilities".

The accrual basis of accounting and all applicable accounting standards have been adopted for the reporting of the administered activities.

d) Revenue Recognition

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

(i) Parliamentary Appropriations and Contributions from Other Bodies

Parliamentary appropriations and contributions from other bodies (including grants and donations) are recognised as revenues when the Department 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 (excluding any liability in respect of transfer payments), is accounted for as a current liability and not as a revenue as previously. At 30 June 2000 there was no liability to the Consolidated Fund.

(ii) Sale of Goods and Services

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

(iii) Investment income

Interest revenue is recognised as it accrues.

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

Liabilities for wages and salaries, annual leave and vesting sick leave are recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

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 entitlements 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 entitlements to which they relate have been recognised.

(ii) Long Service Leave and Superannuation

The Department's liability for long service leave and superannuation are assumed by the Crown Entity. The Department accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of Employee Entitlements and Other Liabilities". Long service leave is measured on a nominal basis. The nominal method is based on the remuneration rates at year end for all employees with five or more years of service. It is considered that this measurement technique produces results not materially different from the estimate determined by using the net present value basis of measurement.

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

f) Insurance

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

g) Acquisition of Assets

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

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

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

h) Plant and Equipment

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

i) Depreciation of Non-Current Physical Assets

Depreciation is provided on a straight line basis for all depreciable assets so as to write off the depreciable amount of each depreciable asset as it is consumed over its useful life. The principal rates used for office furniture and equipment were 14.3% and for computer equipment, 25.0%.

j) Leased Assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits. Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

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

k) Non-Current Investments

The investment is recorded at fair value at the date of contribution of economic resources (Note 10).

l) Private Sector Provided Infrastructure

The Department's reversionary interest in the Ultimo-Pyrmont Light Rail Train system has been valued by reference to the merging share of the gross replacement cost of the asset apportioned over the period of the agreement (Note 13)

m) Grants and Subsidies Accrued and Prepaid

Amounts accrued and prepaid in respect of grants and subsidies have been determined in accordance with the various contractual and scheme rates applicable as at the end of the financial year.

n) Special-Purpose Taxi Loans

Interest free loans, solely for the purchase of new special-purpose taxis and the replacement of existing special-purpose taxis in country areas, are repayable by equal quarterly installments over a five year period. The Department has a total facility of \$400,000 to provide individual loans not exceeding \$30,000. The loans outstanding at the end of the financial year have been included in current and non-current assets.

o) Maintenance Expenses

In accordance with Treasury guidelines and in light of capitalisation guidelines as issued by Treasury, the Department is not required to report maintenance expenditure as a separate Operating Statement item as no major assets falling into this category were owned at 30 June 2000.

p) Reclassification of Comparatives

Comparative amounts have been reclassified in accordance with changes to the presentation made in the current year.

q) Financial Instruments

Financial instrument give rise to positions that are a financial asset of either Department of Transport or its counterparty and a financial liability of the other party. For the Department, these include cash at bank, receivables, investment, trade creditors and accruals. In accordance with AAS 33 "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 31.

r) Year 2000 Compliance Costs

Expenditure including external consulting fees and other external costs, except those of a capital nature, which was incurred to make computer software compatible with the year 2000 was expensed as it occurred.

	2000	1999
	\$'000	\$'000
2 EXPENSES		
a) Employee Related Expenses		
Comprise the following specific items:		
Salaries and Wages (including Recreation Leave)	13,698	14,492
Superannuation	1,325	1,213
Long service leave	557	802
Workers' compensation insurance	148	67
Payroll Tax and Fringe Benefits Tax	1,122	1,130
Redundancies	1,672	402
	18,522	18,106

During the year salaries and on cost of employees (\$481K) engaged on specific capital program were charged to those projects (Note 2 (e)).

b) Other Expenses

Advertising	1,472	49
Audit Fees – External	160	51
Audit Fees – Internal	12	47
Cleaning	63	62
Computer Services	343	703
Consultants	1,251	1,329
Contractors	8,142	1,777
Discover Public Transport Week	13	803
Eastern Suburb Light Rail Feasibility Study	–	2
Electricity	61	62
Insurance	466	15
Integrated Ticketing	3,660	1,392
Leasehold rental	1,316	1,285
Legal Fees	805	355
Motor Vehicles	278	252
Other Miscellaneous	2,246	1,497
Parking Levy Administration Fees	186	174
Postage & Courier	292	310
Printing and Stationery	475	511
Repairs and Maintenance	52	58
Sydney Public Transport Directory	18	2,050
Telephone & Facsimile	477	474
Travel	291	264
TSB Investigation	407	440
	22,486	13,962

	2000	1999
	\$'000	\$'000
c) Maintenance		
Repairs and Maintenance	-	14
	-	14
d) Depreciation		
Plant & Equipment	777	708
	777	708
e) Grants and Subsidies		
Area Assistance Scheme 'pick-up' Costs	333	363
Community Service Payments	32,596	13,673
Contribution to Sea Freight Council	25	-
Corridor preservation	1,864	-
Freight general	10,155	-
Freight Rail Corporation Social Programs	76,500	80,000
Minor Works and Provisions	1,807	2,685
Newcastle Port Corporation lease administration	140	-
MMHC capital grant	-	1,178
Parramatta Rail link	26,002	3,564
Port Kembla Port Corporation	4,485	-
Rail Access Corporation Capital Grants	6,938	63,790
Rail Access Corporation Social Program	167,200	172,500
Rail Services Australia Redundancies	25,635	31,000
School Student Transport	306,309	308,503
State Rail Authority – SSTS & PHFC Concessions	215,014	201,099
State Rail Authority Capital Grants	234,086	141,901
State Rail Authority Maintenance Grants	110,000	123,300
State Rail Authority Olympic Reserve	-	5,000
State Rail Authority Redundancies	15,500	104,900
State Rail Authority Social Programs	263,886	282,551
State Rail Authority Transitional Funding	43,600	50,000
State Transit Authority – Social program	50,223	45,033
State Transit Authority – SSTS & PHFC Concessions	126,255	122,804
Subsidies to Pensioners and Others on Privately Operated Buses/Ferries	28,555	26,677
Sydney Ports – grant	1,819	-
TAFE students' Grant	-	800
Taxi Advisory Committee	488	350
Taxi Transport Subsidy Scheme	10,729	9,434
Transport Facilities (rail/bus/ferry interchange, wharves and car parking)	26,163	33,615
Ultimo Pyrmont Light Rail Transit Project	893	124
Very High Speed Train Project	399	407
Walsh Bay Development	745	-
Waterways Authority	1,318	-
	1,789,662	1,825,251

	2000	1999
	\$'000	\$'000
f) Other Expenses		
Passenger Services Operated under Contract	3,662	3,798
Rail Reform Payments	–	301
Office of State Revenue Levy Refund	–	237
Integrated Transport Information Service	3,178	69
	6,840	4,405

3 REVENUES

a) Sale of Goods & Services		
Sale of Reports and Data	–	268
Rendering of Services	1,317	1,846
	1,317	2,114

b) Investment Income		
Interest	2,107	2,449
	2,107	2,449

c) Retained Taxes, Fees and Fines		
Taxi Operators Accreditation Renewal Fees	382	1,109
	382	1,109

d) Grants and Contributions		
Department of Community Services – grants for community projects	11,635	11,505
Road and Traffic Authority – 3 x 3 Funding for capital projects	5,877	10,674
	17,512	22,179

e) Other Revenue		
Costs recouped – public infrastructure projects	234	4,629
Costs recouped – others	11,916	–
Miscellaneous	361	510
Shares acquired in National Rail Corporation for no consideration (Note 10)	14,475	–
Emerging value of private sector provided infrastructure	4,545	4,545
	31,531	9,684

4 GAIN/(LOSS) ON SALE OF NON-CURRENT ASSETS

Proceeds from Sale	–	2
Written Down Value of Equipment Sold	–	(69)
Net (Loss) on Disposal of non-current assets	–	(67)

5 CONDITIONS ON GRANTS AND CONTRIBUTIONS RECEIVED

In 1999–2000 the Department received the conditional grants itemised in note 3(d). These grants can only be used for specific purposes. The Department has fully complied with these conditions and accordingly there is no liability for repayment of these grants arising from failure to meet these conditions.

	2000 \$'000	1999 \$'000
6 APPROPRIATIONS		
Total recurrent drawdowns from Treasury (per Summary of Compliance)	1,770,782	1,860,056
Less: Cash transferred to Consolidated Fund	33,430	20,916
Recurrent appropriations (per Operating Statement)	<u>1,737,352</u>	<u>1,839,140</u>
Total capital drawdowns from Treasury (per Summary of Compliance)	23,340	19,671
Less: Transfer payments	-	-
Capital appropriations (per Operating Statement)	<u>23,340</u>	<u>19,671</u>
Reimbursements from the Crown Entity – Superannuation	<u>441</u>	<u>404</u>
<p>In 1999–2000 the Department returned Consolidated Fund Allocations of \$36.8m being excess allocations received in 1998–1999. Of this amount, \$3.4m was reported as an adjustment in the 1998–1999 financial statements and the balance of \$33.4 was reported as an adjustment to the 1999–2000 allocations.</p>		
7 ABNORMAL ITEMS		
Abnormal (Expense)/Gain		
Loss on transfer of net assets to Waterways Authority (Note 18 and 19)	(1,327)	-
Shares acquired in National Rail Corporation for no consideration Notes 3(e) and 10)	14,475	-
	<u>13,148</u>	<u>-</u>
<p>The loss on transfer of assets to Waterways Authority is reported as an adjustment to opening equity (Note 18). The assets transferred to the National Rail Corporation are reported as an addition to non-current investment and other revenue in the operating statement.</p>		
8 ACCEPTANCE BY CROWN ENTITY OF DEPARTMENT LIABILITIES		
The following liabilities and/or expenses have been assumed by the Crown Entity:		
Superannuation	1,325	1,196
Long Service Leave	557	785
Payroll Tax on superannuation	85	99
	<u>1,967</u>	<u>2,080</u>

9 PROGRAMS/ACTIVITIES OF THE AGENCY

The Department has 3 programs namely:

Program 67.1.1 – Development, Co-ordination and Planning of Transport Services

Objective: To meet the transport needs of the New South Wales community in an optimal way, balancing social and economic objectives.

Program Description: Development of transport objectives in New South Wales and the overall strategies and policies for achieving them. Advice to the Minister, implementation of self-regulation by the private sector. Development of appropriate monitoring and regulatory activities.

Program 67.2.1 – Assistance for General Track and Freight Services

Objective: To assist freight transport users confronted with long distances to markets and ports and to maintain the rail network at the existing standard

Program Description: Provision of subsidies to Freightcorp for rail freight services which it would not otherwise provide at the price charged to freight users, and a subsidy to the Rail Access Corporation to ensure rail infrastructure is maintained at its existing standard.

Program 67.2.2 – Purchase of Public Transport Services

Objective: To improve community mobility on public and private transport.

Program Description: Provision of funds to the State Rail Authority, State Transit Authority, Rail Access Corporation and private transport operators for services and concessions which would not otherwise be provided by them at the current fare and/or service levels, and for new rail infrastructure, to enable rail entities to operate more efficiently, and to community groups and certain individuals for particular services.

	2000	1999
	\$'000	\$'000

10 CURRENT/NON-CURRENT ASSETS – INVESTMENTS

CURRENT INVESTMENTS

Treasury Corporation – Hour Glass facility	–	1,357
	–	1,357

NON-CURRENT INVESTMENTS

State's equity in National Rail Corporation	111,875	97,400
	111,875	97,400

Pursuant to the National Rail Corporation (Agreement) 1991, the Department contributed \$75.6m to the equity funding requirements of the National Rail Corporation in 1996–1997. In addition, certain assets (wagons and bogies) were transferred to NRC in return for shares in the Corporation. The agreed value of the transferred assets in 1996–1997 was \$21.8m.

Under Ministerial Vesting Orders issued on 9th and 15th September 1999, land (agreed value \$9.050m), 13 Series 81 locomotives (agreed value \$3.575m) and miscellaneous plant and equipment (agreed value \$1.850m) were transferred to the National Rail Corporation pursuant to the provisions of the National Rail Corporation (Agreement) Act 1991. In return for the transfer of these assets the Minister for Transport received additional shares in the Corporation to the value of \$14.475m (Note7).

The Department is a shareholder as defined in the Corporations Law and has no additional rights over the use of National Rail Corporation assets.

	2000 \$'000	1999 \$'000
11 CURRENT/NON-CURRENT ASSETS – RECEIVABLES		
CURRENT RECEIVABLES		
Sale of goods and services	8,868	5,775
Special-Purpose Taxi Loans	113	112
Salaries and Wages	–	13
Less: Provision for doubtful debts	8,981	5,900
NON-CURRENT RECEIVABLES		
Special-Purpose Taxi Loans	201	190
	201	190
Special-Purpose Taxi Loans:		
– Later than one year but not later than two years	49	82
– Later than two years but not later than three years	49	67
– Later than three years but not later than four years	49	30
– Later than four years but not later than five years	54	11
	201	190
12 NON-CURRENT ASSETS – PLANT AND EQUIPMENT		
Leasehold Improvements		
At cost	93	–
Accumulated Depreciation at Cost	93	–
	–	–
Plant and Equipment		
At cost	6,153	7,008
Accumulated Depreciation at Cost	4,626	5,056
	1,527	1,952
Net book value of non-current assets	1,527	1,952
13 CURRENT/NON-CURRENT ASSETS – OTHER		
CURRENT ASSETS OTHER		
Prepaid Grants and Subsidies		
Subsidies to Pensioners and others on Privately Operated Buses/Ferries	7,487	6,361
Other Prepayments	163	163
	7,650	6,524
NON-CURRENT ASSETS OTHER		
Recognition of the Emerging Value of the Ultimo Pymont Light Rail Train system	13,604	9,058
	13,604	9,058

14 RESTRICTED ASSETS

The Department has no assets over which externally imposed usage restrictions apply. The Department's equity contribution to the National Rail Corporation is as a shareholder as described in the Corporations Law.

	2000 \$'000	1999 \$'000
15 CURRENT LIABILITIES – ACCOUNTS PAYABLE		
Trade creditors	620	6,730
Accruals – Grants, Subsidies and Other Services	15,653	18,206
Other accruals	13,576	7,547
Prepaid income	904	436
	30,753	32,919
16 CURRENT LIABILITIES – EMPLOYEE ENTITLEMENTS		
Recreation leave	1,492	1,698
Accrued salaries and payroll tax	367	–
	1,859	1,698
17 CURRENT/NON-CURRENT LIABILITIES – OTHER		
CURRENT OTHER		
Lease liability	230	183
	230	183
NON-CURRENT OTHER		
Lease liability	108	198
	108	198
<p>The lease liability represents the rent-free period for office accommodation in the Sydney central business district and Parramatta. The lease liability is reduced by allocating future rental payments between rental expense and reduction of the liability.</p>		
18 CHANGES IN EQUITY		
Opening balance	144,920	107,247
(Less)/Plus: operating result for year	(22,779)	35,913
Less: transfer of Net Assets on restructure of administrative functions (Note 7, 19)	(1,327)	1,760
Closing balance at 30 June 2000	120,814	144,920

19 DECREASE IN NET ASSETS FROM ADMINISTRATIVE RESTRUCTURING

As a result of an administrative restructure certain functions of the Department which were previously transferred from the Ministry for Forests and Marine Administration were assigned to the Waterways Authority on 28 July 1999. As a result of this restructure the following net assets were transferred by the Department (1998–1999 transfer in)

Assets transferred to the Waterways Authority

	2000 \$'000	1999 \$'000
Cash	430	227
Receivables	73	349
Investments	1,750	1,880
Plant and equipment	328	474
Total assets	2,581	2,930
Liabilities transferred to the Waterways Authority		
Accounts payable	896	523
Employee entitlements	358	647
Total liabilities	1,254	1,170
Reduction in net assets from administrative restructuring (Note 18)	1,327	1,760

20 COMMITMENTS FOR EXPENDITURE**a) Capital Commitments**

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

	54,153	21,188
Not later than one year	33,088	16,788
Later than one year but not later than five years	14,465	4,400
Later than five years	6,600	–
	54,153	21,188

b) Other Expenditure Commitments

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

Not later than one year	55	71
Later than one year but not later than five years	–	–
Later than five years	–	–
	55	71

c) Operating Lease Commitments

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

Not later than one year	2,046	1,997
Later than one year but not later than five years	2,596	1,868
Later than five years	153	–
	4,795	3,865

Commitments for expenditure include estimated GST payable when these commitments materialise. The GST estimated at \$5.4m will be recovered from the Australian Taxation Office in accordance with the GST legislation.

21 CONTINGENT LIABILITIES

The Ultimo/Pymont Light Rail Transit (UPLRT) system was built at a cost of \$87.5m upon land leased by the State to the owners/operators of the system, the Sydney Light Rail Company (SLRC). The project contracts contain certain indemnities and guarantees in the event of enforced termination. It provides that should the termination occur after the first year of start of operations the contingent liability is to be assessed using varying formulas depending on the cause of termination, and based on market valuations. As early termination is considered remote no attempt has been made to estimate the contingent liability beyond the first year of operations.

There is a claim for compensation by the Pymont Light Rail Company (PLRC) due to the introduction of bus services in the Pymont/Ultimo area which are claimed to have a detrimental effect on the revenues of the system. The contingent liability in the event of success of the claim is not considered material. The Department is also undertaking a range of studies with the private sector to assess the viability of extensions to the light rail system. In the event that an agreement to build the extension(s) is not reached, the SLRC'S share of costs are to be reimbursed. This liability is considered possible and is presently estimated at between \$0.180m and \$0.364m.

The Department may be liable for payment of compensation as a result of the Government's decision to discontinue on the awarding of rail maintenance contracts in NSW to the private sector. At the time this decision was taken, the Rail Access Corporation, which controls NSW rail track, was in the process of finalising the tenders. The amount of compensation cannot be quantified and may be substantial.

22 BUDGET REVIEW

NET COST OF SERVICES

Operating expenses and revenue

For the year ended 30 June 2000 the Department's operating costs were \$41.8m compared to budget of \$29.4m, an increase of \$12.4m. The higher expenditure is attributable to:

- (a) Various activities undertaken by the Department in accordance with Government transport policies
- (b) Redundancies, Public Service pay rise and legal fees incurred in connection with train incidents which were not allowed for in the budget. The Treasury has provided funds to meet these additional costs. The Department has recouped the costs of the activities referred to in (a) above from other Government agencies that benefited directly from these activities. The recouped costs are reported under revenue and include:

	\$'000
Recoupment of costs of activities undertaken by the Department including:	
Integrated Ticketing project	3,660
Integrated Transport Information System	5,215
End of the year/century celebrations	1,610
Others	1,431
	11,916

Other revenue of \$31.5m included the emerging value of the Department's interest in the Ultimo Pymont Light Rail Train System (\$4.5m) and the transfer of assets (\$14.475m) for no consideration to the Department. These assets were in turn transferred to the National Rail Corporation in exchange for shares.

Grants and subsidies

At \$1,789m grants and subsidies were \$44m below the budget of \$1,833m. Grants and subsidies included payments to public and private transport organisations for transport of school students, pensioners etc, and to state-owned transport organisations to cover part of their operating and capital commitments. The main reasons for this underspending were lower costs of the school student subsidy scheme and lower payments to Rail Access Corporation to fund redundancies.

During the year the Department returned \$36.8m to Treasury in settlement of allocation funds overdrawn in 1998–1999 financial year. Of this amount, \$3.4m was reported as an allocation adjustment in the 1998–1999 financial statements whilst the balance of \$33.4m has been netted off against the 1999–2000 consolidated fund allocations (Note 6).

Deficit for the year

The deficit for the year has been determined after deducting from the current year's Government Contributions the refund to Treasury of \$33.4m being excess allocations drawdown in 1998–1999. As such the Department earned a surplus of \$11.1m after eliminating this 1998–1999 transaction.

BALANCE SHEET

Major changes to the balance sheet include the:

- (a) additional investment in the National Rail Corporation (note 7) and (b) the reduction in the cash balances as a result of the repayment to the Treasury of the excess 1998–1999 consolidated fund allocation of \$36.8m (note 6)

23 CASH AND CASH EQUIVALENTS

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

	2000 \$'000	1999 \$'000
Cash	9,926	57,537
Investments	–	1,357
Closing Cash and Cash Equivalents	9,926	58,894
Note: In the Statement of Cash Flows:		
Closing Cash and Cash equivalents – Department of Transport	–	19,894
– Marine Administration	–	2,107
	–	22,001

24 RECONCILIATION OF TOTAL NET CASH OUTFLOW ON OPERATING ACTIVITIES TO NET COST OF SERVICES

Net Cash Used on Operating Activities	(47,252)	37,234
Cash flows from Government	(1,757,725)	(1,859,215)
Non-cash Emerging value of Private Sector provided Infrastructure	4,545	4,545
Donated assets transferred to National Rail Corporation	14,475	–
Acceptance by the Crown Entity of Employee Entitlements	(1,526)	(1,676)
Depreciation	(777)	(708)
Net loss on Sale of Assets	–	(4)
Assets written off	–	(69)
Increase/Decrease in Prepayments	1,821	(2,465)
Increase/(Decrease) in Receivables	3,055	(183)
Decrease/(Increase) in Creditors	(2,260)	(2,366)
Increase/(Decrease) in Provision for Recreation Leave	206	(15)
Increase in other assets	–	(56)
Net Cost of Services	(1,785,438)	(1,824,978)

25 NON-CASH FINANCING AND INVESTING ACTIVITIES

During the year the Department undertook the following non-cash financing and investing activities:

Employees' entitlements and liabilities assumed by the Crown Entity (Note 8)	1,967	2,080
Shares acquired in National Rail Corporation for no consideration (Notes 3(e) and 10)	14,475	(1,760)
Net assets transferred to Waterways Corporation (Note 7)	1,327	–
	17,769	320

	2000 \$'000	1999 \$'000
26 ADMINISTERED ASSETS AND LIABILITIES		
Administered Assets		
Receivables (1)	1,282	982
Investments (2)	337	393
Total Administered Assets	1,619	1,375
Administered Liabilities		
Payables	–	1,375
Total Administered Liabilities	–	1,375

(1) Port Cargo Access Charge accrued from Port Corporations for payment to the Crown Entity

(2) This amount represents unspent funds transferred from the Crown Entity for eventual expenditure on remediation of Lady Robinson's Beach, Botany Bay.

27 ADMINISTERED INCOME – CROWN REVENUE

Private transport operators fees	4,728	7,552
Rail operators accreditation fees	1,545	2,021
Fines	93	113
Port Cargo Access Charges (Note)	11,043	3,558
	17,409	13,244

Note: 1999 Port Cargo Access Charges were for a three month period only.

28 ADMINISTERED REVENUE – DEBTS WRITTEN OFF

Administered revenue written off as bad debts	–	–
	–	–

29 ADMINISTERED REVENUE – SCHEDULE OF UNCOLLECTED AMOUNTS

Uncollected administered revenue at 30 June	1,282	982
	1,282	982

Administered receivables relates to rail accreditation fees and comprise:

	30 days \$'000	90 days \$'000	Total \$'000
Receivables	1,212	70	1,282
	1,212	70	1,282

No provision for doubtful debts has been made as in the opinion of the Department all debts will be collected.

30 AFTER BALANCE SHEET EVENTS

No events occurred after the reporting date that altered conditions existing as at 30 June 2000.

31 FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

Interest rate risk is the risk that the value of the financial instruments will fluctuate due to changes in market interest rates. The exposure to interest rate risk and the effective interest rates of financial assets and liabilities both recognised and unrecognised at 30 June 2000 are as follows:

Financial Instruments	Floating Interest Rate		Non-Interest Bearing		Total carrying amount as per Statement of Financial Position		Weighted average effective interest rate	
	2000	1999	2000	1999	2000	1999	2000	1999
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%	%
Financial Assets								
Cash	9,926	53,537	-	-	9,926	53,537	4.00	4.00
Receivables	8,868	5,775	-	-	8,868	5,775	Not applicable	
Investments	-	1,357	-	-	-	1,357	4.00	4.00
TOTAL	18,794	60,669			18,794	60,669		
Financial Liabilities								
Accounts Payable	30,753	32,919	-	-	30,753	32,919	Not applicable	
	30,753	32,919			30,753	32,919		

(b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract or financial position failing to discharge a financial obligation thereunder. The Department was not exposed to a credit risk from carrying amounts of financial assets in the Statement of Financial Position.

SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES FOR THE YEAR ENDED 30 JUNE 2000

	2000				1999			
	RECURRENT	EXPENDITURE	CAPITAL	EXPENDITURE	RECURRENT	EXPENDITURE	CAPITAL	EXPENDITURE
	\$'000	\$'000	APPROPRIATION	\$'000	\$'000	\$'000	APPROPRIATION	\$'000
ORIGINAL BUDGET								
APPROPRIATION/EXPENDITURE								
– Appropriation Act	1,820,381	1,766,287	23,340	23,340	1,784,093	1,725,531	13,567	13,567
– Additional Appropriations	–	–	–	–	71,070	70,892	–	–
– s 21A PF&AA – special appropriation	–	–	–	–	–	–	–	–
– s 24 PF&AA – transfers of functions between departments	–	–	–	–	4,511	4,511	144	144
– s 26 PF&AA – Commonwealth specific purpose payments	–	–	–	–	–	–	–	–
	1,820,381	1,766,287	23,340	23,340	1,859,674	1,800,934	13,711	13,711
OTHER APPROPRIATIONS/EXPENDITURE								
– Treasurer's Advance	4,937	4,495	–	–	7,597	7,424	–	–
– Section 22 – expenditure for certain works and services	397	–	–	–	–	–	–	–
– Transfers from another agency (section 28 of the Appropriation Act)	1,499	–	–	–	–	–	5,991	5,991
	6,833	4,495	–	–	7,597	7,424	5,991	5,991
Total Appropriations/Expenditure (includes transfer payments)	1,827,214	1,770,782	23,340	23,340	1,867,271	1,808,358	19,702	19,702
Drawdowns from Treasury	1,770,782	1,770,782	–	23,340	–	1,845,131	–	19,822
Total Unspent Appropriations	–	–	–	–	–	36,773	–	120

PROGRAM STATEMENT – EXPENSES AND REVENUES for the Year Ended 30 June 2000

	Program 67.1.1*		Program 67.2.1*		Program 67.2.2*		Not Attributable		Total	
	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000
EXPENSES										
Operating Expenses										
Employee Related	(18,522)	(18,106)	-	-	-	-	-	-	(18,522)	(18,106)
Other Expenses	(22,486)	(13,962)	-	-	-	-	-	-	(22,486)	(13,962)
Maintenance	-	(14)	-	-	-	-	-	-	0	(14)
Depreciation and Amortisation	(777)	(708)	-	-	-	-	-	-	(777)	(708)
Grants and Subsidies	(53,943)	(41,109)	(243,700)	(252,500)	(1,491,531)	(1,531,642)	-	-	(1,789,174)	(1,825,251)
Other	(3,666)	(607)	-	-	(3,662)	(3,798)	-	-	(7,328)	(4,405)
Total Expenses	(99,394)	(74,506)	(243,700)	(252,500)	(1,495,193)	(1,535,440)	-	-	(1,838,287)	(1,862,446)
RETAINED REVENUE										
Sale of Goods and Services	1,317	934	-	-	-	-	-	-	1,317	934
Investment Income	2,107	2,449	-	-	-	-	-	-	2,107	2,449
Retained Taxes, Fees and Fines	382	1,109	-	-	-	-	-	-	382	1,109
Grants and Subsidies	5,877	10,674	-	-	11,635	11,505	-	-	17,512	22,179
Emerging Value of Private Sector	4,545	4,545	-	-	-	-	-	-	4,545	4,545
Other Revenue	26,986	6,319	-	-	-	-	-	-	26,986	6,319
Total Retained Revenue	41,214	26,030	-	-	11,635	11,505	-	-	52,849	37,535
Gain/(Loss) on Sale of Non-Current Assets	-	(67)	-	-	-	-	-	-	0	(67)
NET COST OF SERVICES	(58,180)	(48,543)	(243,700)	(252,500)	(1,483,558)	(1,523,935)	-	-	(1,785,438)	(1,824,978)
Government Contributions**	-	-	-	-	-	-	1,762,659	1,860,891	1,762,659	1,860,891
NET (EXPENDITURE)/REVENUE	(58,180)	(48,543)	(243,700)	(252,500)	(1,483,558)	(1,523,935)	1,762,659	1,860,891	(22,779)	35,913

ADMINISTERED EXPENSES AND REVENUE

	Program 67.1.1*		Program 67.2.1*		Program 67.2.2*		Not Attributable		Total	
	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000
ADMINISTERED REVENUES										
Fees	6,273	9,492	-	-	-	-	-	-	6,273	9,492
Port Cargo Access Charge	11,043	3,558	-	-	-	-	-	-	11,043	3,558
Fines	93	113	-	-	-	-	-	-	93	113
Total	17,409	13,163	-	-	-	-	-	-	17,409	13,163

*The name and purpose of each program is summarised in note 9. **Appropriations are made on an agency basis and not to individual programs.

END OF AUDITED FINANCIAL STATEMENTS

appendices

1. Freedom of Information Act	74
2. Publications	75
3. Consultants	75
4. Significant Committees	76
5. Overseas Visits	76
6. Program Performance Evaluation	77
7. Grants to Non-Government Organisations	77
8. NSW Department of Transport Guarantee of Service	80
9. Number of Employees	80
10. Chief and Senior Executive Officers	81
11. Human Resources and Industrial Relations Policies and Practices	82
12. Occupational Health and Safety Performance	82
13. Code of Conduct	82
14. Disability Plan	83
15. Equal Employment Opportunity	83
16. Staff by Level and Employment Basis	84
17. Ethnic Affairs Priorities Statement	85
18. Women's Action Plan	85
19. Fraud and Corruption Prevention Program	86
20. Disposal of Property	86
21. Legislation Administered by the Minister [as at 30 June 2000]	87
22. Recycling	87
23. Corporate Governance	87
24. 1999/2000 Internal Audit and Statement of Responsibility	88
25. Account Payment Performance	88
26. Energy Management Policy	88
27. Year 2000 Compliance	89
28. Annual Report Costs	89
29. Judicial Decisions	89
30. Subordinate Legislation	89
31. Contracting and Market Testing Policy	89
32. Risk Management and Insurance	90
33. Major Assets	90
34. Consumer Response	90
35. Research and Development	90

APPENDIX ONE:

Freedom of Information (FOI) Act

During the reporting period the Department received 24 requests for information under the FOI Act and one request for internal review.

The requests related to the following subjects:

- A report under taken by Deloitte Touche Tohmatsu into behaviour of departmental officers.
- Money raised through Sydney's Central Business District Parking Levy from 1995.
- Documents with reference to Lord Howe Shipping and Vessel MV Sitka between 1991–1996.
- Documentation concerning tourist bus accreditation.
- Information regarding an applicant's inability to meet medical criteria to hold a public passenger authority.
- Reports concerning railway track maintenance and railway signalling in NSW.
- Details of overseas travel undertaken by departmental staff in 1999.
- Details of numbers of directions given and negotiations received under section 51, 52 and 56 of the Rail Safety Act for 1998–1999 and details of consultancies regarding any review of State Rails signalling system 1995–1998.
- Details of remuneration, length of contract and position occupied by departmental staff.
- Details of examination of railway system undertaken by Richard Oliver International.
- Details of meetings between Director General and representatives of GE Harris in 1998–1999.
- Documents relating to STA acquisition of North and Western Coaches.
- Details of projects and programs funded through public transport facilities fund.
- Details of any survey of residents in the Mount Kuring-gai and Lane Cove Council areas relating to the proposed Parramatta – Chatswood Rail Link.
- Copies of correspondence between the Department and ERM Mitchell McCotter Pty Ltd and Kinhill Pty Ltd prior to the release of the Parramatta Rail Link EIS.
- A copy of the interim report and details of the review of rail safety by Richard Oliver International.
- Information relating to SSTS procedures and decision making.
- Copies of all responses to the letter from the Director General on the proposal by the Department of Transport to implement the recommendations of the Independent Pricing and Regulatory Tribunal Inquiry into the Taxi and Hire Car Industries.
- A copy of the report from Ron Cotton and Associates of the review of the private hire vehicle industry.
- Bus contract details held by the Department of Transport and the current holder of contracts for the Upper River bus run in Kangaroo Valley.
- Copies of the interim reports of the Review of Competitive Neutrality in NSW Rail Freight undertaken by Booz Allen and Hamilton for the NSW Department of Transport.
- Request for access to personal file.
- Tender specification documents for Integrated Ticketing and related materials dealing with access issues for people with a disability.
- A copy of the draft Performance Assessment Regime (PAR) for commercial bus contracts in NSW.
- Access to information concerning the Rhodes Peninsular Re-development.

Of these applications:

- Full access was granted to 13 requests.
- Partial access was granted to five requests.
- One application was wrongly directed and was transferred to the agency whose functions more closely related to the application.

- One application could not be determined as none of the described documents were held by the Department.
- One application was refused because the documents were determined to be exempt under Schedule 1, part 3, Clause 9 (1).
- One application was unable to be determined as the applicant failed to respond to a request for advance deposit and the file was closed.
- One application was withdrawn by the applicant.
- One application was refused as no documents fitting the description were held by the Department.

There was one request for internal review received by the Department during 1999–2000. The Department's original decision upheld.

Processing times for the twenty four applications and the one request for internal review, were as follows:

- 20 Applications processed within 35 days
- Five Applications processed over 35 days

APPENDIX TWO:

Publications Issued 1999–2000

1998 Household Travel Survey Summary Report: Sydney Statistical Division

Brochure – Response Arrangements for Oil and Chemical Spills in State Waters

Bus Network Report

Commuting for Sydney's Fringe: A detailed analysis of the 1996 JTW data set

Corporate Plan 1999–2003

Estimating Small Area Commercial Transport Movements in Urban Areas

"Statistics of Understanding" for Demand Management Transport Planning – the Sydney Household Travel Survey

APPENDIX THREE:

Consultants

CONSULTANTS (OVER \$30,000)

Above \$30,000

Name of Consultants	Amount \$	Purpose
HCG UK LTD	295,340	Re-estimation of Sydney strategic travel model
Newcastle Port Corp.	32,000	Development of District Level Marine Oil and Chemical Spill Contingency Plans for Coastal NSW
Fellows Medlock & Assoc	33,600	Sydenham Rail Investigation (Consultancy funded by the NSW rail industry)
Richard Oliver International	260,300	Review of Rail Safety Management Systems (Consultancy funded by the NSW rail industry)
Booz Allen & Hamilton	60,000	Review of Policy for Determining Service Levels for Commercial Bus Contract
Sub-total	681,240	

CONSULTANTS (BELOW \$30,000)

75 Consultants

Sub-total	569,760
Total Consultants	1,251,000

APPENDIX FOUR:**Significant Committees**

Accessible Public Transport Forum	Richard Langereis (Secretary)
Air and Sea Freight Exporting Council	Gina Wallington, Rosemary Donley
Australian Ballast Water Management Advisory Council	Glenn Mathias
Australian Rail Safety Consultative Forum	John Hall
Standing Committee on Transport	Jock Murray
City of Sydney Access Committee	Richard Langereis
HACC NSW Joint Officers Group	Stephen Fox, Liz Chatfield
Level Crossing Strategy Council (convened by the Department)	Bill Fowler
Major Hazards Inter-Agency Committee	Glenn Mathias, Melwyn Noronha
Melbourne-Brisbane Railway Pre-Feasibility Study Steering Committee	Ian Robinson
National Greenhouse Strategy Measure 5.3 Taskforce	Margi Abraham
National Rail Corporation Sale Steering Committee	Ian Robinson
NSW Crime Stoppers Board of Directors	Greg Nott
Olympic Roads and Transport Authority (ORTA) Board	Jock Murray
Parramatta Rail Link Company Board	Jock Murray
Public Transport Authority (PTA)	Jock Murray
Rail Safety Accreditation Authorities	John Hall
School Student Transport Scheme Appeals Panel	Carolyn Boden, Colin Holmes
State Emergency Management Committee	Colin Holmes, Alan Lidbetter
State Marine Committee	Glenn Mathias, Melwyn Noronha
Taxi Driver Safety Committee (convened by the Department)	Greg Nott, John Pinhorn
Transport Coordination Committee (TCC)	Jock Murray

APPENDIX FIVE:**Overseas Visits**

John Smith, Director, Planning Group <i>United Kingdom, Switzerland, France</i> Study of bus transitways, new transport systems and technologies, travel demand management, new rail stations, integrated transport land use planning and systems in preparation for the implementation of the Government's integrated transport plan.	1st – 17th October 1999
John Hall, Executive Director, Transport Safety Bureau <i>Canada</i> Attendance and presentation of a paper at an International Rail Safety Conference.	17th – 30th October 1999
John Hopman, Director, Capital Projects <i>France, Switzerland, Germany</i> Mr Hopman was part of a delegation investigating the technical and operational characteristics of high speed rail systems.	12th – 23rd July 1999
Jock Murray, Director General; Ken Ryan, Coordinator, Transitways and Very High Speed Train <i>United States</i> The purpose of this trip was to investigate a range of issues pertinent to the Department's activities, including inter-modal arrangements, passenger information and ticketing systems, infrastructure provision, train management and recovering of rail system performance, fleet rehabilitation, extension of metropolitan transit systems, port interfaces, electronic tolling and high-speed rail corridors.	28th June – 6th July 2000

APPENDIX SIX:**Program Performance Evaluation****Major reviews conducted in 1999–2000:**

- Review of the Development, Co-ordination and Planning of Transport Services Program by the Council on the Cost of Government.
- Audit of the compliance and management of the School Student Transport Scheme by Price Waterhouse Coopers.
- Performance Audit conducted by the Audit Office on regulation of passenger road transport.
- Freight industry analysis by Nexus Management Consulting.
- Review of organisational structure by Marketshare Pty Ltd.
- Finalisation of benchmarking study by Deloitte Touche Tohmatsu.

APPENDIX SEVEN:**Grants to Non-Government Community Organisations**

Community Transport Grants Disbursed to Non-Government Organisations 1999–2000					
ORGANISATION	HACC	HACC N/R	CTP	CTPN/R	AAS
Aboriginal Corporation Enterprise Services			\$27,679		
Ashford Community Transport Group	\$3,191				
Banjeeri Aboriginal Corporation	\$126,280				
Bankstown Community Transport Inc	\$218,181				
Baptist Community Care	\$173,825	\$121,782	\$46,170		
Bathurst Community Transport Group Inc	\$102,734		\$50,081	\$2,175	
Batlow Community Transport Service Inc			\$8,748		
Bega Valley Community Transport Service Inc	\$47,836		\$15,291		
Blacktown Community Transport Inc	\$166,000		\$34,797		
Bland Community Transport Group Inc	\$31,251				
Botany Neighbourhood Centre Inc	\$87,810	\$70,300	\$7,868		
Bungree Aboriginal Association Inc	\$82,548				
Central Sydney Community Transport Group Inc	\$102,198				
Cessnock Community Transport Inc	\$60,500		\$111,422	\$28,500	
Clarence Community Transport Inc	\$174,686		\$49,650	\$26,579	\$11,936
Coastwide Community Transport Inc	\$352,293	\$4,800	\$25,151		
Coffs Harbour, Bellingen & Nambucca Community Transport Inc	\$177,812	\$20,000	\$54,320	\$978	\$46,462
Community Transport (Central Coast) Inc	\$334,601	\$8,405	\$19,960		
Community Transport Group of Port Stephens Inc	\$179,893		\$62,513		
Community Transport Warren Inc	\$18,395				
Cootamundra Community Centre Inc	\$13,977				
Cowra Information & Neighbourhood Centre Inc	\$19,018		\$29,432		
Dapto Neighbourhood Centre Inc			\$23,923	\$5,114	

APPENDIX SEVEN CONTINUED:

ORGANISATION	HACC	HACC N/R	CTP	CTPN/R	AAS
Deniliquin Council for Social Development Inc	\$30,228		\$12,635	\$10,089	
Disabled Alternative Road Travel Service	\$163,891	\$18,000			
Dubbo Community Services and Information Centre Inc	\$175,266		\$7,597		
Dungog and District Neighbourcare Inc	\$54,570		\$2,821		\$3,700
Ettinger House Inc					\$53,618
Far North Coast Blind & Vision Impaired Support Group (NSW Far North Coast) Inc					\$7,020
Far West HACC Services Inc	\$62,405		\$14,078	\$20,200	
Griffith Community and Regional Transport Service Inc	\$83,791	\$9,922	\$28,835		
Guriwal Aboriginal Corporation	\$58,062				
Gwydir HACC Services Inc	\$83,457	\$135,000	\$12,790		
Hastings Macleay Community Transport Service Inc	\$244,624	\$60,000	\$9,060		
Highlands Community Centre Inc	\$38,050		\$54,130		
Holdsworth Street Community Centre Inc	\$77,599				
Holroyd Community Transport Group Inc	\$83,274		\$85,698		
Hornsby Ku-ring-gai Community Aged/ Disabled Transport Service Inc	\$171,694	\$6,500			
Inner West Community Shopping and Transport Service Inc	\$222,461				
Inverell HACC Services Inc	\$66,433		\$5,085		
Kalianna Enterprises Inc	\$126,555		\$16,817		
Lake Cargelligo & District Care for the Aged Association Inc	\$25,874		\$5,186	\$2,854	
Lane Cove Meeting House Association Inc	\$29,696				
Leichhardt Community Transport Group Inc	\$115,725	\$1,950	\$45,347		
Lithgow Community Transport (Translinc) Inc	\$100,991	\$500	\$22,573		
Liverpool District Combined Senior Citizens Progress Association Inc			\$19,496		
Lockhart and District Community Services Inc	\$9,465		\$8,347		
Lower North Shore Community Transport Inc	\$281,306		\$24,842		
Macarthur Community Transport Service Inc.	\$555,722	\$43,632	\$14,709		
Maitland Community Transport Inc	\$148,503	\$1,500	\$46,608		
Manly-Warringah Pittwater Community Transport Inc	\$194,367	\$1,100	\$27,303		
Manning Valley and Area Community Transport Group Inc	\$198,933	\$40,000	\$86,118	\$2,500	
Marrickville-Canterbury Community Transport Association Inc	\$225,832				
Mountains Community Transport Inc	\$233,286		\$10,853		\$24,670
Narrabri HACC Committee Inc	\$54,835		\$24,213		
Nepean Community Transport Inc	\$199,014	\$51,000	\$15,300		

APPENDIX SEVEN CONTINUED:

ORGANISATION	HACC	HACC N/R	CTP	CTPN/R	AAS
Newlake Community Transport Group Inc	\$230,469				
Northern Rivers Community Transport Inc	\$163,914	\$660	\$50,303		\$4,517
Northern Rivers Social Development Council					\$65,500
Orange Community Transport Inc	\$101,510				
Oxley Community Transport Service Inc	\$132,802		\$70,458		
Parkes and District Information and Neighbourhood Centre Inc	\$96,543		\$31,931		
Parramatta Community Transport Association Inc	\$156,739				
Peak Hill Community Bus Committee Inc	\$13,319				
Randwick Waverley Community Transport Group Inc	\$248,080				
Ryde-Hunters Hill Community Transport Association Inc	\$163,456				
Scotland Island Residents Association Inc			\$11,312		
Shoalhaven Community Transport Service Inc	\$164,079	\$90,000	\$83,404	\$2,770	
Singleton HACC Services Inc	\$78,470				
South Sydney Community Transport Inc	\$120,582		\$41,549		
St George Community Transport Project Inc	\$276,883		\$28,926		
Sutherland Shire Community Transport Inc	\$219,114		\$21,497		
Tenterfield HACC Committee Inc	\$109,987				
Tumut/Brungle Local Aboriginal Land Council	\$54,460	\$3,640			
Tweed, Byron and Ballina Community Transport Project Inc	\$306,093		\$30,849	\$8,148	\$34,627
Upper Clarence Valley Health and Welfare Council Inc	\$3,840				
Upper Hunter Community Transport Inc	\$143,378		\$21,995		\$36,905
Volunteer Drivers Scheme Inc	\$79,239		\$43,045		
Walgett Aboriginal Medical Service Co-operative Ltd	\$14,234				
Weddin Community Services Inc	\$39,808		\$8,482		
Wee Waa Community Health Care	\$9,092		\$8,189		
Western Region Community Transport Forum Inc	\$15,656				
Westlakes Community Care Association Inc	\$199,825		\$59,665		
Young Community Transport Service Inc	\$36,217		\$10,494	\$2,677	
TOTALS	\$9,766,727	\$688,691	\$1,689,545	\$112,584	\$288,955
HACC – Home and Community Care Program (Community Transport component)					
CTP – NSW Community Transport Program					
AAS – Area Assistance Scheme Pick-up					
N/R Expend – Non-recurrent expenditure					

APPENDIX EIGHT:**NSW Department of Transport Guarantee of Service**

The Guarantee of Service has been an effective tool in establishing our service standards. Our Guarantee of Service is:

We promise to the very best of our ability, we will respond to your needs efficiently, promptly, courteously and fairly and:

- Tell you who we are on the phone, in letters or when you meet us, so you can contact the same person again if you need to.
- Return your phone calls as quickly as possible and always within one working day.
- Respond to your letters within two weeks at most.
- Give a clear response to your enquiries.
- As much as possible, give decisions, advice and support "on the spot" using our frontline handling procedures for complaints and information.
- Pursue all problems and complaints about transport services within the relevant service provider, and tell you their response and what will happen.
- Do our best to understand your business objectives and help you meet them while recognising, as you do, that wider public and transport consumer interests also need to be supported.
- Stand by our decisions and advice – and accept the consequences if they turn out to be wrong.
- If we can't agree to your requests, explain your options and give you ample opportunity to present your case.
- If we can't resolve your problems ourselves, put you in touch with someone who can.
- Ensure that when confidential matters are at stake, confidentiality is maintained.

No amendments were made to the Guarantee of Service in the reporting period.

APPENDIX NINE:**Number of Employees (Effective Full Time)**

Year	EFT
1997-1998	237
1998-1999	275*
1999-2000	220

* Note: In 1998-1999, the staff numbers increased because of the incorporation of the Office of Marine Administration into the Department. In 1999-2000, 18 staff were relocated to the Waterways Authority, while a further 37 staff accepted voluntary redundancy.

There were no exceptional movements in salaries during the year. All pay rises were in accordance with public sector rises for Senior Executive Service and other employees.

APPENDIX TEN:**Chief and Senior Executive Service**

Chief and Senior Executive Service positions and levels	1997-1998	1998-1999	1999-2000
Level 1	0	0	1
Level 2	5	5	4
Level 3	0	2	1
Level 4	2	2	2
Level 5	0	1	0
Level 6	1	1	1
Chief and Senior Executive Service	1997-1998	1998-1999	1999-2000
Female Executives	1	1	1 (part year)

Principal Officers

Grade	Name	Position	Qualifications
SES 1	Tony Middleton	Director, Service Performance, Transport Services Division and Executive Director, Transport Services (part year – acting)	BA (Hons) G Cert P Sect Mgt, MPP
SES 2	Paul Hayes	Director, Transport Policy and Strategy	BA
SES 2	John Smith	Director Planning Group (part year)	BSc (Hons)
SES 2	John Newman	Acting Director, Planning Group (part year)	BEd, Dip. Ed, Dip.T & CP
SES 2	John Hopman	Director, Capital Projects	BMechEng (Hons) MBA FIE Aust
SES 2	Barry Barford	Executive Director, Corporate Services	Dip Bus, MCIT SFCDA DipCD
SES 3	John Hall	Executive Director, Transport Safety Bureau	MechEngDip Grad Cert SafetySc
SES 4	Pamela Sayers	Executive Director, Transport Services (part year)	BSc (Ed), MSc (Qual)
SES 4	Ian Robinson	Deputy Director General and Executive Director, Policy and Projects	MEc
SES 6	Jock Murray	Director General	BA, MCIT, AFAIM

Senior Executive Remuneration and performance pay for SES officers level 5 and above

Name:	Jock MURRAY
Position:	Director General
Period in position:	Appointed 18 August 1997. Occupied position for whole year.
Level:	SES Level 6
Total value of remuneration package (excluding performance pay)	\$198,189.00
Dollar value of remuneration paid as performance pay	Nil
Summary of criteria for determining performance pay	Not applicable

APPENDIX ELEVEN:**Human Resources and Industrial Relations Policies and Practices**

The Department's human resources policies and guidelines are published on the Department's intranet and cover the full range of human resource and employee relations issues. Material on this site is currently under review and its use for communicating information is constantly expanding, as a reference point for all employees. It is intended to establish a link to the NSW Personnel Handbook.

During the year over 22 separate communications relating to various human resources practices were issued.

The Department of Transport Officers' Employment Conditions Agreement and Memorandum of Understanding were signed in 1998 and have proven to be effective in further developing a harmonious and effective working environment.

APPENDIX TWELVE:**Occupational Health and Safety Performance**

The Department is committed to ensure effective Occupational Health and Safety and Risk Management policies and practices are implemented. To this end the Department endeavours to provide a safe and risk free work environment and this is supported by the existence of workplace committees. Workplace committees comprise staff-elected representatives and a management representative.

Occupational issues are dealt with immediately and the committee meets when issues arise and then on a regular three month basis. The principal issues within the last financial year have been building management matters, such as the safe operation of the lifts and air-conditioning. Additionally, new drinking water systems were installed to replace the bottled water system, which involved manual lifting.

The Department's occupational health and safety performance for 1999–2000 is detailed below:

Number of work-related injuries	5
Number of work-related illnesses	0
Total time lost due to work-related injuries or illnesses	28 weeks and one day
Number of workers compensation claims	4
Number of prosecutions reported during the last financial year	0
Prosecutions under the Occupational Health and Safety Act 1983	0

APPENDIX THIRTEEN:**Code of Conduct**

The Code of Conduct is issued to all staff and published in the Staff Resources Folder on the Department's Intranet. No amendments were made to the Code of Conduct in the reporting year.

APPENDIX FOURTEEN:

Disability Plan

The Department's Disability Plan identifies objectives and initiatives for people with a disability and is aimed to ensure that our services, programs and facilities are as accessible to a person with a disability as they are to any other person.

The majority of objectives in regard to all target areas are being met. Strategies have been put in place to provide opportunities for people with a disability within the Department through involvement in specific employment and work experience programs coordinated by private institutions.

The objectives of the Plan continue to:

- Provide assistance to clients with special needs and identify workplace practices that ensure people with a disability have equal access to departmental services.
- Provide policies and practices that encourage employment, career opportunities and progression for people with a disability.
- Integrate accessible transport facilities into strategic planning and project initiatives.
- Provide information and resources concerning the Department's services to clients with a disability.
- Provide an effective means of communicating information through the use of appropriate channels and technologies.

The Department has established a range of facilities, such as TTY phones, to assist people with a disability. Adjustments to the workplace and modification of work practices and procedures have also been integrated to provide for the successful placement of visually and hearing impaired people.

The Department is undertaking a major review of the plan in 2000–2001.

APPENDIX FIFTEEN:

Equal Employment Opportunity

The Department is committed to the ongoing implementation of EEO policies and initiatives in accordance with government policy and legislation and the Department's own EEO management plan. In addition, the Department of Transport Officers' Employment Conditions Agreement and Memorandum of Understanding contain a commitment to the principles of equity and a range of strategies to help achieve this. The Department's flexible working arrangements facilitate employees meeting their work and family commitments.

Equity highlights during this year included:

- Establishment of a mentoring program within the Department.
- Active encouragement of career development, higher duties and secondments.
- Active promotion of the Skillmax and Migrant Work Experience programs.
- The spokeswomens' program has been redefined.
- Employees participated in the Community Language Allowance Scheme and some are paid an allowance.
- Women currently comprise 49 per cent of the Department's workforce.

During the year, significant restructuring has occurred in parts of the organisation and equity considerations have received close attention. During the next year the Department will review the existing EEO management plan and amend it accordingly. The Joint Consultative Committee will also be redefined to work as a project team on issues of concern.

APPENDIX SIXTEEN:**Staff by Level and Employment Basis**

Table 1.3 Percent of Total Staff by Level

Level	Subgroup as Percent of Total Staff at each Level					Subgroup as Estimated Percent of Total Staff at each Level				
	TOTAL STAFF (Number)	Respondents	Men	Women	Aboriginal People and 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	
< \$26,240	4	100%		100%		25%	25%			
\$26,276 – \$34,512	12	67%		100%		25%	25%			
\$34,513 – \$38,582	17	71%	6%	94%		75%	50%	8%	8.3%	
\$38,583 – \$48,823	79	71%	28%	72%		29%	14%	11%	10.7%	
\$48,824 – \$63,137	63	81%	59%	41%		29%	14%	6%	3.9%	
\$63,138 – \$78,921	45	84%	80%	20%		11%	5%	16%	5.3%	
> \$78,921 (non-SES)	29	86%	79%	21%		4%	4%			
> \$78,921 (SES)	8	75%	100%					17%	16.7%	
TOTAL	257	78%	49%	51%		25%	14%	9%	6.2%	
Estimate Range (95% confidence level)							21.9% to 27.7%	11.6% to 16.4%	6.6% to 10.5%	

Table 3.3 Percent of Total Staff by Employment Basis

Employment Basis		Subgroup as % of Total Staff in each Category					Subgroup as Estimated Percent of Total Staff in each Employment Category				
		TOTAL STAFF (Number)	Respondents	Men	Women	Aboriginal People and 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	222	79%	52%	48%		25%	15%	8%	5.1%	
	Part-Time	16	69%		100%		27%	9%	18%	18.2%	
TEMPORARY	Full-Time	11	73%	27%	73%		13%				
	Part-Time										
CONTRACT	SES	8	75%	100%				17%	16.7%		
	Non SES										
CASUAL		43		72%	28%						
TOTAL		300	67%	53%	47%		21%	11%	7%	5.2%	

Note. The EEO spreadsheets in the above two tables reweight the aggregate statistics to remove the effects of any statistical bias introduced by uneven response rates in different categories of the table variable. The figures for EEO groups other than women have been adjusted to compensate for the effects of non-response to the EEO data collection. EEO statistics reported in years prior to 1998 may not be comparable due to a change in the method of estimating EEO group representation.

APPENDIX SEVENTEEN:

Ethnic Affairs Priorities Statement

Ethnic affairs initiatives are integrated into the Department's broader corporate and strategic business planning cycle. The Department's Ethnic Affairs Priorities Statement (EAPS) aims to improve service delivery and information to the ethnic community. To help achieve this objective, employees are made aware of the needs of ethnic communities. Information and awareness of cultural diversity and EAPS issues are promoted through the Department's Intranet site and by regular circulars and brochures.

Currently 24 per cent of departmental staff are from a racial, ethnic, ethno-religious minority group background.

The Department continues to encourage better staff recognition and utilisation of the Community Language Allowance Scheme. During the year a number of employees gained accreditation under the scheme to assist clients from ethnic backgrounds. Translators and interpreters are also available for use with operational matters.

The Skillmax program and Migrant Work Experience initiatives were promoted within the Department.

APPENDIX EIGHTEEN:

Women's Action Plan

The NSW Government is committed to providing the means and opportunities to achieve a just and fair community. The Government's "Action Plan for Women" is an initiative to ensure that government policies, programs and services are inclusive and relevant to women.

Consistent with the whole-of-government approach to addressing women's issues and concerns, during the 1999–2000 period, the Department of Transport initiated actions to achieve the goals of the "Action Plan", including:

To improve the health and quality of life of women in NSW

The Department continued its representation on the Department for Women's (DFW) Transport Planning Advisory Group until the Group was terminated in February 2000 after it was agreed that its work had been substantially completed. The Group had achieved the development of some agency-specific and cross-portfolio initiatives to improve women's access to and mobility within the public transport system. Further collaborative ventures between government agencies in relation to projects which will impact on the broader area of women's safety are being considered.

The Department continued the implementation of *Action for Transport 2010*, which features a number of enhancements to the transport system in NSW that will benefit women in particular in areas such as security and accessibility.

The Department continued to analyse the Household Travel Survey data to understand the travel and employment patterns of women, which indicates that women are significant users of public transport, especially buses and are more likely to work on a part-time basis in local centres.

To reduce violence against women

The Department continued its support to the Transport Safety Advisory Committee (TSAC). Working closely with the Department's Transport Safety Bureau, TSAC is an important mechanism through which women's needs and perceptions of public transport safety are being addressed. TSAC was established by the Government in 1996 to advise the Minister, the Director General and the Transport Safety Bureau on the community's needs and perceptions with regard to public transport safety.

The Department ensured that women were represented on the TSAC in line with the Government's commitment to increase the representation of women and people of a non-English speaking background on government boards and committees.

Improved security on STA buses and taxis with the use of camera surveillance systems and the introduction of patrolled taxi ranks at selected sites in the CBD are examples of initiatives which will enhance security and safety. These initiatives are helping to address the concerns of women in relation to after hours transport requirements.

To promote a safe and equitable workplace responsive to all aspects of women's lives

The Government's Spokeswomen's program is strongly supported by the Department with three elected Spokeswomen located in the Regional Offices and the nomination of a Women's Liaison Officer. A particular initiative of the Spokeswomen during the reporting year was the development of a formal mentoring program. One of the main objectives of the program is to provide career development information, training and support to all staff in the Department. The program provides opportunities for women in the Department to improve their skills through the roles of both mentor and mentoree.

The Department also provided support to the women's professional association Women in Transport (WIT). WIT is a community organisation of women working in the transport field – in the public and private sectors. The goal of the group is to provide support and encouragement for the professional development of women working in transport. The group organises regular lunchtime seminars, with speakers on current transport topics, and other activities.

To promote the position of women in all aspects of society

The Department participated in the Office of the Director of Equal Opportunity in Public Employment's "Women in Transport" (WIT) Project. Through the increase in representation, skills and experience of women within transport, this will have benefits in terms of overall service provision and planning for women in the community.

APPENDIX NINETEEN:

Fraud and Corruption Prevention Program

The Department has in place processes and practices that are aimed at minimising fraud and corruption. Apart from internal controls and the Department's Code of Conduct, the Department's internal audit plan is aimed at reviewing and improving existing processes and practices to reduce the opportunity for fraud or corruption to occur within the Department.

Staff have access to a comprehensive advice service when dealing with matters of potential fraud, corruption, ethics and probity. All officers are encouraged to report suspect matters to the Fraud and Corruption Prevention Coordinator, their superior or the Director General.

The Fraud and Corruption Prevention policy is monitored in light of the Department's commitment to an annual risk assessment review and resultant internal audit programs, and its obligations under the *Independent Commission Against Corruption Act*, *Ombudsman Act* and the *Protected Disclosures Act*.

APPENDIX TWENTY:

Disposal of Property

Nil return.

APPENDIX TWENTY ONE:**Legislation Administered by the Minister [as at 30 June 2000]**

Air Navigation Act 1938 No 9
Air Transport Act 1964 No 36
Border Railways (Grain Elevators) Amendment Act 1957 No 9
Broken Hill to South Australian border Railway Agreement Act 1968 No 59
Civil Aviation (Carriers' Liability) Act 1967 No 64
Commercial Vessels Act 1979 No 41
Glenreagh to Dorrigo Railway (Closure) Act 1993 No 65
Marine (Boating Safety-Alcohol and Drugs) Act 1991 No 80
Marine Pilotage Licensing Act 1971 No 56
Marine Pollution Act 1987 No 299
Marine Safety Act 1998 No 121
Maritime Services Act 1935 No 47
National Rail Corporation (Agreement) Act 1991 No 82
Navigation Act 1901 No 60
Olympic Arrangements Act 2000 (Part 9)
Parking Space Levy Act 1992 No 32
Passenger Transport Act 1990 No 39
Ports Corporatisation and Waterways Management Act 1995 No 13
Rail Safety Act 1993 No 50
Railway Construction (East Hills to Campbelltown) Act 1983 No 111
Railway Construction (Maldon to Port Kembla) Act 1983 No 112
Tow Truck Industry Act 1998 No 111
Transport Administration Act 1988 No 109

APPENDIX TWENTY TWO:**Recycling**

The Department continues to promote and encourage recycling in accordance with the Government's waste reduction policy to reduce landfill waste. The Department's Waste Reduction and Purchasing Plan has been distributed to all staff throughout the agency. All the photocopy paper used is either made from sugar cane with no virgin timber or is a mixture of 50 per cent recycled paper, 25 per cent cotton waste and 25 per cent virgin timber. The Department is moving towards recycling all used cartridges. There are also paper-recycling bins in all branches for staff use. Paper no longer suitable for official use is used in fax machines or printers for drafts and/or fax messages.

APPENDIX TWENTY THREE:**Corporate Governance**

The NSW Department of Transport reports to the Minister for Transport. The Department's strategic directions and operational management is undertaken by an Executive Committee that meets weekly and consists of the Director General and the Senior Executive of the Department. The Finance Committee, meeting fortnightly, operates as a subcommittee to the Executive and manages new financial issues and oversees the financial performance of the Department and the State's budget allocation to the portfolio.

APPENDIX TWENTY FOUR:

1999–2000 Internal Audit and Statement of Responsibility

The Director General, senior management and other employees have put in place an internal control process designed to provide reasonable assurance regarding the achievement of the Department's objectives. The internal audit function conducts a program of review to assess these controls.

To the best of my knowledge, this system of internal control has continued to operate satisfactorily during the financial year 1999–2000.

Ian Robinson
Acting Director General
23 October 2000

Financial Reporting and Internal Controls

The Department has an annual internal audit plan, which is reviewed and updated each year. The current plan covers the period to June 2001. The plan has both a financial and operational emphasis and is prepared and implemented by the Department's internal auditors, Deloitte Touche Tohmatsu. Key areas of activity covered by the three-year plan include contract procedures, financial recording, purchasing functions and scheme procedures.

As part of the Internal Audit Plan, Deloitte Touche Tohmatsu conducted an audit review of the finance branch in 1999–2000 for the purpose of gaining reasonable assurance that internal contracts were adequate. The review indicated a satisfactory level of internal control procedures within the branch.

APPENDIX TWENTY FIVE:

Account Payment Performance

The Department applies the general accounts payable policy of payment on a "creditor terms" basis, using its computerised accounting system. Creditor terms are entered into the system and payments automatically made by the due date. This ensures payment performance, as well as gaining maximum benefits from cash management. Occasional instances where supplier terms may not be met are usually due to problems experienced with confirmation of satisfactory delivery of goods or services.

During the year there were no instances leading to penalty interest payments made on overdue accounts under clause 2AB of the *Public Finance and Audit Regulation 1984*.

APPENDIX TWENTY SIX:

Energy Management Policy

Corporate Commitment

The Department is committed to achieve savings in energy usage, a reduction of greenhouse gas emissions and sustained energy management principles. The Department now has four tenanted sites that purchase franchise electricity retailers.

Planning

Local energy co-ordinations have been appointed for each of the regional offices. Energy use will be a factor in major future accommodation changes.

Implementation

The Department's Energy Management Plan commenced. Staff have been requested to activate the energy saving feature on their computers to assist in saving energy. The Department has purchased new photocopiers which have also been programmed to shutdown after 6.00pm each night if they are not being used. The power saving feature is also active during the day.

Performance

The following information is provided in relation to consumption on an area and population basis:

	1998–1999	1999–2000
Electricity	495 MJ/sqm. p.a.	573 MJ/sqm. p.a.
	9147 MJ/per person	11,119 MJ/per person
Petrol	4 MJ/km	5 MJ/km

Future Direction

The Department will continue to include the Energy Management Plan as part of its overall asset management strategy.

APPENDIX TWENTY SEVEN:**Year 2000 Compliance**

The Department has experienced no significant Y2K problems throughout 2000. All systems are operating normally and no data was lost.

APPENDIX TWENTY EIGHT:**Annual Report Costs**

Printing costs for the 1999–2000 Annual Report: 1000 copies at \$19.27 each.

APPENDIX TWENTY NINE:**Judicial Decisions**

Nil.

APPENDIX THIRTY:**Subordinate Legislation**

The Rail Safety Regulation 1999 commenced on 1 September 1999.

APPENDIX THIRTY ONE:**Contracting and Market Testing Policy**

The Department has contracted out:

- Human Resource Management.
- Records Management.
- Help Desk.
- Network Maintenance.

APPENDIX THIRTY TWO:

Risk Management and Insurance

The Department's major risks are the security of its assets, operational and administrative risks and accidents. These risks are managed within Corporate Services. The Department's insurance activities are conducted within the framework of the NSW Treasury Managed Fund, presently managed by GIO Australia, including workers' compensation, motor vehicles, property, public liability, personal accident and professional indemnity. The worker's compensation insurance premium is monitored against benchmarks used by the fund. The Department also offers an Employee Assistance Program to assist employees with workplace and personal problems.

APPENDIX THIRTY THREE:

Major Assets

Major assets are:

- Computer equipment and systems.
- Motor vehicles.
- Office equipment.

The Department does not own real property assets.

APPENDIX THIRTY FOUR:

Consumer Response

The Department maintains a Ministerial telephone service to field and coordinate responses to queries and complaints directed to the Minister. The Department coordinates all Ministerial correspondence for the Transport Portfolio. Trends are reported to the Minister on a regular basis. The Department also supports the 131 500 Integrated Transport Information Service (ITIS) that includes a complaints system for public and private transport operators in the metropolitan area.

APPENDIX THIRTY FIVE:

Research and Development

The Department maintains a Transport Data Centre, which undertakes a continuous Household Travel Survey as a base for research and planning, as well as specific research projects. The Department conducts analysis and research to support its planning in relation to new transport service initiatives, particularly in developing areas. The Department also undertakes development of new technologies to enhance services. Examples of new system initiatives include the ITIS and the Integrated Ticketing project.

index

Achievements	4, 12	(Includes Public Transport Authority and Public Transport Advisory Council)	30, 47
Air Transport Secretariat	37		
Annual Report Costs	89	Publications	75
Appendices	73	Recycling	87
Chief and Senior Executive Officers	81	Research and Development	90
Code of Conduct	82, 86	Risk Management	45, 47, 82, 90
Community Transport	9, 29	School Student Transport Scheme	30, 31, 76, 77
Consultants	75	Senior Executive Service	81
Consumer Response	90	Significant Committees	76
Contracting and Market Testing	89	Staff by Level and Employment Basis	84
Corporate Governance	45, 87	Subordinate Legislation Act	89
Corporate Overview	2	Transport Data Centre	4, 6, 17, 41, 48, 90
Customer Services	24	Transport Safety Bureau	21, 48, 76, 85
Disability Plan	83	Transport Services	9, 12, 21, 29, 30, 32, 35, 36, 48, 63, 80
Disposal of Property	86	Women's Action Plan	85
Energy Management Policy	88	Year in Review	4
Equal Employment Opportunity	83	Year 2000 Compliance	46, 59, 89
Ethnic Affairs Priorities Statement	85		
Financial Summary	49		
Financial Statements	53 – 72		
Fraud and Corruption Prevention Program	86		
Freedom of Information (FOI) Act	74		
Grants to Non-Government Community Organisations	77		
Guarantee of Service	80		
Human Resources and Industrial Relations Policies and Practices	82		
Judicial Decisions	89		
Legislation Administered by the Minister	87		
Major Assets	90		
Non-Urban Public Transport Infrastructure Program	34, 36		
Occupational Health and Safety Performance	82		
Olympics	3, 5, 9, 43, 46		
Organisational Structure	48		
Overseas Visits	76		
Program Performance Evaluation	77		
Public Transport Secretariat			

NSW DEPARTMENT OF TRANSPORT

Offices of the Department of Transport are located at:

HEAD OFFICE

Level 17, 227 Elizabeth Street
 SYDNEY NSW 2000
 Telephone: (02) 9268 2800
 Facsimile: (02) 9268 2900
 Website: www.transport.nsw.gov.au
 Email: mail@transport.nsw.gov.au

NORTHERN OFFICE

Ground Floor
 239 King Street
 NEWCASTLE NSW 2300
 Telephone: (02) 4929 7006
 Facsimile: (02) 4929 6288
 Toll Free: 1800 049 983

SOUTHERN OFFICE

Level 6, ANZ Building
 221-229 Crown Street
 WOLLONGONG NSW 2500
 Telephone: (02) 4224 3333
 Facsimile: (02) 4226 4117
 Toll Free: 1800 049 961

SYDNEY AND WESTERN REGION OFFICE

Level 1
 16-18 Wentworth Street
 PARRAMATTA NSW 2150
 Telephone: (02) 9891 8900
 Toll Free: 1800 049 971
 Facsimile: (02) 9891 8999

TAXI AND HIRE CAR BUREAU

Level 5
 6 Parkes Street
 PARRAMATTA NSW 2124
 Telephone: (02) 9689 8888
 Facsimile: (02) 9689 8813

All offices are open between 8.30am and 4.00pm for personal access by the public without appointment. Offices are staffed between 7.30am and 5.00pm and appointments may also be made on a needs basis during these hours.

TRANSPORT SERVICES AND ENQUIRIES

General Enquiries: (02) 9268 2800
 Operator Accreditation
 Renewal Hotline: 1800 648 478
 Taxi Complaints Hotline: 1800 648 478
 Taxi Transport
 Subsidy Scheme: 1800 623 724
 TTY (for people with hearing impairments): (02) 9689 8899
 Wheelchair accessible taxis: (02) 9361 8231
 Answering machine for the blind: (02) 92706181
 Freedom of Information: (02) 9268 2886
 Public Affairs and Media Enquiries: (02) 9268 2800
 Air Transport Council: (02) 9268 2800
 Transport Infoline: 131 500

