



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 2001. The Director-General is responsible for the financial report consisting of the statement of financial position, statement of financial performance, 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.

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 2001 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in black ink, appearing to read 'A. T. Whitfield'.

A T Whitfield FCA
Deputy Auditor-General

SYDNEY
22 August 2001

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**STATEMENT BY DEPARTMENTAL HEAD
DEPARTMENT OF TRANSPORT
Year ended 30 June 2001**

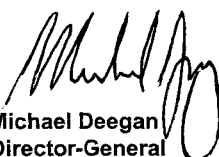
Pursuant to section 45F of the Public Finance and Audit Act 1983, I state that:

(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 Agency; and

(c) There are no circumstances, which would render any particulars included in the financial statements to be misleading or inaccurate.


Michael Deegan
Director-General

Date **22 AUG 2001**

Department of Transport
Statement of Financial Performance for the Year Ended 30 June 2001

	Notes	Actual 2001 \$000	Budget 2001 \$000	Actual 2000 \$000
Expenses				
Operating expenses				
Employee related	2(a)	18,405	17,213	18,522
Other operating expenses	2(b)	12,371	9,895	13,296
Depreciation	2(c)	775	1,026	777
Grants and subsidies	2(d)	2,105,934	2,130,138	1,789,184
Other expenses	2(e)	20,978	7,471	16,508
Total Expenses		2,158,463	2,165,743	1,838,287
Less:				
Retained Revenue				
Sale of services	3(a)	4,550	460	4,358
Investment income	3(b)	2,371	1,278	2,107
Retained taxes, fees and fines	3(c)	600	1,790	382
Grants and contributions	3(d)	26,252	12,565	26,621
Other revenue	3(e)	23,659	4,578	19,381
Total Retained Revenue		57,432	20,671	52,849
NET COST OF SERVICES	22	2,101,031	2,145,072	1,785,438
Government Contributions				
Recurrent appropriation	5	2,082,864	2,083,532	1,737,352
Capital appropriation	5	45,979	45,979	23,340
Acceptance by the Crown Entity of employee entitlements and other liabilities	7	2,022	1,531	1,967
Total Government Contributions		2,130,865	2,131,042	1,762,659
SURPLUS/(DEFICIT) FOR THE YEAR		29,834	(14,030)	(22,779)
Total revenues, expenses and valuation adjustments recognised directly in equity				
		-	-	-
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS				
	17	29,834	(14,030)	(22,779)

The accompanying notes form part of these statements.

Department of Transport
Statement of Financial Position as at 30 June 2001

	Notes	Actual 2001 \$000	Budget 2001 \$000	Actual 2000 \$000
ASSETS				
Current Assets				
Cash	9	14,153	26,907	9,926
Receivables	10	9,762	6,191	8,981
Other	13	6,259	6,524	7,650
Total Current Assets		30,174	39,622	26,557
Non-Current Assets				
Property, Plant and Equipment				
Leasehold improvements	12	542	-	-
Plant and equipment	12	2,859	5,903	1,527
Infrastructure systems	12	33,892	13,602	13,604
Total Property, Plant and Equipment		37,293	19,505	15,131
Other financial assets	11	-	111,875	111,875
Receivables	10	144	110	201
Total Non-Current Assets		37,437	131,490	127,207
TOTAL ASSETS		67,611	171,112	153,764
LIABILITIES				
Current Liabilities				
Payables	14	25,040	28,980	30,753
Employee entitlements	15	3,008	1,883	1,859
Other	16	717	183	230
Total Current Liabilities		28,765	31,046	32,842
Non-Current Liabilities				
Other	16	73	16	108
Total Non-Current Liabilities		73	16	108
TOTAL LIABILITIES		28,838	31,062	32,950
Net Assets		38,773	140,050	120,814
EQUITY				
Accumulated Funds	17	38,773	140,050	120,814
Total Equity		38,773	140,050	120,814

The accompanying notes form part of these statements.

Department of Transport
Statement of Cash Flows for the Year Ended 30 June 2001

	Actual 2001 \$000	Budget 2001 \$000	Actual 2000 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee related	(15,790)	(15,682)	(17,345)
Grants and subsidies	(2,123,002)	(2,130,138)	(1,792,388)
Other	(12,242)	(17,502)	(26,470)
Goods and Services Tax paid	(43,265)	-	-
Total Payments	(2,194,299)	(2,163,322)	(1,836,203)
Receipts			
Sale of services	38,147	460	28,121
Interest received	1,983	16,781	3,105
Goods and Services Tax received	38,827	-	-
Total Receipts	78,957	17,241	31,226
Cash Flows from Government			
Recurrent appropriation	2,083,532	2,106,017	1,770,781
Capital appropriation	45,979	45,979	23,340
Cash reimbursements from the Crown Entity	556	556	441
Cash transfers to the Consolidated Fund	-	-	(36,837)
Net Cash Flows from Government	2,130,067	2,152,552	1,757,725
NET CASH FLOWS FROM OPERATING ACTIVITIES (Note 22)	14,725	6,471	(47,252)
CASH FLOWS FROM INVESTING ACTIVITIES			
Net new advances	56	-	(10)
Purchase of plant and equipment	(10,554)	(633)	(349)
NET CASH FLOWS FROM INVESTING ACTIVITIES	(10,498)	(633)	(359)
NET CASH INCREASE/(DECREASE)	4,227	5,838	(47,611)
Opening cash and cash equivalents	9,926	21,069	58,894
Cash transferred due to administrative restructure	-	-	(1,357)
CLOSING CASH AND CASH EQUIVALENTS	14,153	26,907	9,926

The accompanying notes form part of these statements.

Department Of Transport

Summary of Compliance With Financial Directives For the Year Ended 30 June 2001

	2001			2000		
	Recurrent \$000	Expenditure \$000	Capital Appropriation \$000	Recurrent \$000	Expenditure \$000	Capital Appropriation \$000
ORIGINAL BUDGET						
APPROPRIATION/EXPENDITURE						
- Appropriation Act	1,802,427	1,802,427	44,729	1,820,381	1,766,287	23,340
- Additional Appropriations S21A PF & AA	255,238	255,238	-	-	-	-
- Special Appropriation S24 PF & AA	-	-	-	-	-	-
	2,057,665	2,057,665	44,729	1,820,381	1,766,287	23,340
OTHER APPROPRIATIONS/EXPENDITURE						
- Treasurer's advance	23,821	23,821	1,250	4,937	4,495	-
- S22 - expenditure for certain works & services	90,000	2,046	-	397	-	-
- Transfer from another agency (S28 Appropriation Act)	-	-	-	1,499	-	-
	113,821	25,867	1,250	6,833	4,495	-
Total appropriation/Exps	2,171,486	2,083,532	45,979	1,827,214	1,770,782	23,340
Drawdowns from Treasury		2,083,532	45,979		1,770,782	23,340

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

Department Of Transport

Program Statement – Expenses and Revenue For the Year Ended 30 June 2001

	Program 67.1.1		Program 67.2.1		Program 67.2.2		Not Attributable		Total	
	2001	2000	2001	2000	2001	2000	2001	2000	2001	2000
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
EXPENSES										
Operating expense										
Employee related	(18,405)	(18,522)	-	-	-	-	-	-	(18,405)	(18,522)
Operating expenses	(12,371)	(22,486)	-	-	-	-	-	-	(12,371)	(22,486)
Depreciation	(775)	(777)	-	-	-	-	-	-	(775)	(777)
Grants & subsidies	(171,900)	(53,943)	(328,674)	(243,700)	(1,605,360)	(1,491,531)	-	-	(2,105,934)	(1,789,174)
Other	(16,907)	(3,666)	-	-	(4,071)	(3,662)	-	-	(20,978)	(7,328)
Total Expenses	(220,358)	(99,394)	(328,674)	(243,700)	(1,609,431)	(1,495,193)	-	-	(2,158,463)	(1,838,287)
RETAINED REVENUE										
Sale of services	4,550	1,317	-	-	-	-	-	-	4,550	1,317
Investment Income	2,371	2,107	-	-	-	-	-	-	2,371	2,107
Retained taxes, fees & fines	600	382	-	-	-	-	-	-	600	382
Grants/contributions	14,857	5,877	-	-	11,395	11,635	-	-	26,252	17,512
Other revenue	19,018	26,986	-	-	-	-	-	-	19,018	26,986
Emerging value of UPLRT	4,641	4,545	-	-	-	-	-	-	4,641	4,545
Total Retained Revenue	46,037	41,214	-	-	11,395	11,635	-	-	57,432	52,849
NET COST OF SERVICES	(174,321)	(58,180)	(328,674)	(243,700)	(1,598,036)	(1,483,558)	-	-	(2,101,031)	(1,785,438)
Government Contributions							2,130,865	1,762,659	2,130,865	1,762,659
NET (EXP)/REVENUE	(174,321)	(58,180)	(328,674)	(243,700)	(1,598,036)	(1,483,558)	2,130,865	1,762,659	29,834	(22,779)
ADMINISTERED REVENUE										
Fees	10,581	6,273	-	-	-	-	-	-	10,581	6,273
Port Cargo Access	11,130	11,043	-	-	-	-	-	-	11,130	11,043
Fines	43	93	-	-	-	-	-	-	43	93
Total	21,754	17,409	-	-	-	-	-	-	21,754	17,409

The names and purpose of each program is summarised in note 8. Appropriations are made on an agency basis and not to program.

Department of Transport
Notes to and Forming Part of the Financial Statements
For the Year ended 30 June 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The Department of Transport, as a reporting entity, comprises all the operating activities and entities under its control excluding operations reported under separate financial statements for the Air Transport Council. The Department of Transport provides administrative support to this entity but is not a controlling entity.

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

(b) Basis of Accounting

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

- 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 infrastructure 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 thousand dollars and are expressed in Australian currency.

(c) Administered Activities

The agency 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 Notes 24 to 27 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 agency has control of the good or right to receive, it is probable that the economic benefits will flow to the agency 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 generally recognised as revenues when the agency obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year-end. In this case the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

The liability is disclosed in Note 16 as part of 'other current liabilities'. The amount will be repaid and the liability will be extinguished next financial year. Any liability in respect of transfer payments is disclosed in Note 24 'Administered assets and liabilities'.

- (ii) **Sale of Services:**
Revenue from the sale of services comprises revenue from the provision of services ie user charges. User charges are recognised as revenue when the agency obtains control of the assets that result from them.
- (iii) **Investment Income:**
Interest revenue is recognised as it accrues.
- (iv) **Grants and contributions:**
Grants and contributions relating to reimbursement of costs incurred are recognised as revenue when the services are provided.

(e) Employee entitlements

- (i) **Wages and Salaries, Annual Leave, Sick Leave and oncosts:**
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 agency's liability for long service and superannuation are assumed by the Crown Entity. The agency 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 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 agency's insurance activities are conducted through the NSW Treasury Managed Fund scheme of self-insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

(g) Accounting for Goods and Services (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except:

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

(h) Acquisition of Assets

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

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

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

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

(i) Plant and equipment

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

(j) Depreciation

Depreciation is provided for on a straight line basis against all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the entity. The principal rates used for office furniture and equipment were 14.3% and for computer equipment and systems 25%.

The Agency owns a number of physical non-current assets that have been fully depreciated. These consist mainly of office equipment and computers and it is considered that their value would be of immaterial value if re-recognised.

(k) Leased Non-Current 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 leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

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

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

(l) Receivables

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

(m) Payables

These amounts represent liabilities for goods and services provided to the agency.

(n) Private Sector Provided Infrastructure

The Agency's reversionary interest in the Ultimo-Pyrmont Light Rail Train system has been valued by reference to the emerging share of the gross replacement cost of the asset apportioned over the period of the agreement (Note 12).

(o) Grants and subsidies

Grants and subsidies payable under the private bus operators scheme and community and certain individuals scheme are accounted for on an accrual basis in accordance with the various contractual and scheme rates applicable. Grants and subsidies payable to State-owned transport agencies are accounted for when paid.

(p) Maintenance Expenses

In accordance with Treasury guidelines the Agency is not required to report maintenance expenditure as a separate Statement of Financial Performance item as no major assets were owned at 30 June 2001.

(q) Budgeted amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, S21A, S24 and or S26 of the Public Finance and Audit Act 1983.

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

(r) Administering Restructure

The transfer of net assets between agencies as a result of administrative restructuring is treated as a direct adjustment to the opening balance of 'Accumulated Fund'. This treatment is required by Treasury Circular 99/7 of 30 June 1999.

(s) Financial Instruments

Financial instruments give rise to positions that are a financial asset of either the Agency or its counter-party and a finance liability of the other party. For the Agency these include cash at bank, receivables, trade creditors and accruals. In accordance with AAS 33 'Presentation and Disclosure of Financial Instruments' information is disclosed in Note 28.

(t) Reclassification of Comparatives

As a result of applying AAS 1 'Statement of Financial Performance' and AAS36 'Statement of Financial Position', the format of the Statement of Financial Performance (previously referred to as the Operating Statement) and the Statement of Financial Position has been amended. As a result of applying these Accounting Standards, a number of comparative amounts were represented or reclassified to ensure comparability with the current reporting period.

(u) Change in accounting policies

As required by Treasury the Agency has changed the accounting policy for the planning, development and construction of interchanges. Under this new policy the costs of these activities are capitalised under Infrastructure Systems pending completion of the projects when the costs are expensed under 'Construction Costs of Completed Assets transferred to Transport Agencies'. The financial impact of this change in accounting policy is to reduce the net cost of services and increase the assets by \$15.6m.

2001
\$000

2000
\$000

2. EXPENSES

(a) Employee Related Expenses

Comprise the following specific items:

Salaries and wages (including recreation leave)	14,840	13,698
Superannuation	1,421	1,325
Long service leave	478	557
Workers' compensation insurance	143	148
Payroll tax and fringe benefit tax	1,143	1,122
Redundancies	380	1,672
	18,405	18,522

During the year salaries and oncost of employees (\$362,000) (1999/2000 – \$481,000) engaged on specific capital programs were charged to those projects (Note 2(d)).

(b) Other operating expenses

Accommodation		
Property rentals	1,443	1,316
Other property costs	142	125
External services		
Consultants	1,018	1,251
Contractors	2,344	2,151
Legal Services	1,034	1,223
Audit fees	75	67
Others	477	93
Information Technology		
Computer leasing	254	159
Communication lines	72	–
Consultants	146	226
Contractors	301	483
Other computer costs	279	–
Motor Vehicle running expenses		
Operating lease rentals	131	144
Other motor vehicle costs	263	256
Advertising and promotion	1,265	1,980
Staff training and development costs	340	493
Administration		
Printing and Stationery	496	482
Telephones	440	557
Postage and courier	224	296
Travel	300	302
Insurance	459	466
Bad Debts	–	–
Others	868	1,226
	12,371	13,296

	2001 \$000	2000 \$000
(c) Depreciation		
Plant and equipment	775	777
	775	777
(d) Grants and subsidies		
Private operators		
SSTS private buses	311,892	306,319
Pensioner half fare concession	29,810	28,555
Taxi transport subsidy scheme	11,649	10,729
	353,351	345,603
Community groups including SSTS private vehicle conveyance	28,881	32,929
State Rail Authority		
SSTS	23,204	21,777
Concessions	188,712	193,237
Community service obligations	351,204	263,886
Maintenance	123,600	110,000
Transitional funding	42,100	43,600
Redundancies	9,700	15,500
Capital grant	256,380	234,086
	994,900	882,086
State Transit Authority		
SSTS	35,652	31,248
Concessions	103,088	95,007
Community service obligations	56,003	50,223
Capital grant	10,912	-
	205,655	176,478
Freight Rail Corporation		
Community service obligations	72,221	76,500
Rail Infrastructure Corporation*		
Community service obligations	141,969	-
Capital grant	25,939	-
	167,908	-
Rail Access Corporation*		
Social program	114,484	167,200
Capital grant	7,545	6,938
	122,029	174,138
Rail Services Australia*		
Redundancies	-	25,635

*The Rail Infrastructure Corporation was established on 1 January 2001 and comprises the former Rail Services Australia and Rail Access Corporation.

	2001 \$000	2000 \$000
Construction Costs of completed assets transferred to other Transport Agencies	25,457	24,821
Construction costs – other transport facilities		
Transport interchanges – Country	1,488	1,807
Freight general	17,757	10,155
Epping Castle Hill	2,904	–
Sydney – Newcastle high speed link	369	–
Transitway Parramatta/Liverpool	14,294	1,342
Parramatta Rail Link	74,726	26,002
	136,995	64,127

The Department of Transport paid \$386m (1999/2000 – \$378m) under the School Student Transport Scheme (SSTS) in the year to 30 June 2001.

Other grants and subsidies		
Corridor preservation	1,946	1,864
Newcastle Port Corporation	126	140
Port Kembla Port Corporation	10,662	4,485
Sydney Port Corporation	–	1,819
Walsh Bay Development	1,033	745
Waterways Authority	–	1,318
Subsidies to regional bus services	3,900	–
Compensation for damages	4,500	–
Taxi Shelters	1,000	–
Others	827	1,317
	23,994	11,688
	2,105,934	1,789,184

(e) Other expenses

Contracted passenger services	4,072	3,662
Taxi Advisory Committee	600	488
Integrated ticketing project	2,021	3,660
Integrated transport information system	14,285	8,698
	20,978	16,508

	2001 \$000	2000 \$000
3. REVENUES		
(a) Sale of services		
Rendering of services	4,550	4,358
(b) Investment income		
Interest	2,371	2,107
(c) Retained taxes, fees and fines		
Taxi Drivers Accreditation Renewal fees	600	382
(d) Grants and contributions		
Community transport projects	11,395	11,635
Integrated Transport Information System	12,805	5,215
Integrated Ticketing Project	2,052	3,660
Others	-	6,111
	26,252	26,621
(e) Other Revenue		
Re-instatement of infrastructure systems previously expensed	19,019	-
Shares acquired in National Rail Corporation	-	14,475
Emerging value of private sector provided infrastructure	4,640	4,545
Other	-	361
	23,659	19,381

4. CONDITIONS ON GRANTS AND CONTRIBUTIONS RECEIVED

In 2000/2001 the Agency received the conditional grants itemised in Note 3(d). These grants can only be used for specific purposes. The agency has fully complied with these conditions and accordingly there is no liability for repayment of these grants arising from failure to meet these conditions.

5. APPROPRIATIONS

Recurrent appropriations

Total recurrent drawdowns from Treasury (per Summary of Compliance)	2,083,532	1,770,782
Less: Repaid to Consolidated Fund	-	33,430
Less: Liability to Consolidated Fund (per Summary of Compliance)	668	-
Recurrent appropriations (Statement of Financial Performance)	2,082,864	1,737,352

Capital appropriations

Total capital drawdowns from Treasury (per Summary of Compliance)	45,979	23,340
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
Capital appropriations (Statement of Financial Performance)	45,979	23,340

2001	2000
\$000	\$000

6. INDIVIDUALLY SIGNIFICANT ITEMS

Loss on transfer of net assets to Waterways Authority (Note 17 and 18)	–	(1,327)
Shares acquired in National Rail Corporation for no consideration (Note 3(e) and 11)	–	14,475
Reinstatement of infrastructure systems previously expensed (Note 3(e))	19,019	–
Transfer of shares in National Rail Corporation for no consideration (Note17)	111,875	–
	130,894	13,148

The transfer of the shares in the National Rail Corporation to the NSW Treasury is reported as an adjustment to opening equity (Note17).

7. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE ENTITLEMENTS AND OTHER LIABILITIES

The following liabilities and/or expenses have been assumed by the Crown Entity

Superannuation	1,444	1,325
Long service leave	486	557
Payroll tax on superannuation	92	85
	2,022	1,967

8. PROGRAM INFORMATION

The Agency 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 distance 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 Infrastructure 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 Services, State Transit Authority, Rail Infrastructure Corporation and private transport operators for services and concessions which would not otherwise be provided by them at the current fare and/or services levels, and for new rail infrastructure, to enable rail entities to operate more efficiently and to community groups and certain individuals for particular services.

	2001	2000
	\$000	\$000

9. CURRENT ASSETS - CASH

Cash at bank and on hand	14,153	9,926
	<u>14,153</u>	<u>9,926</u>

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

Cash (per Statement of Financial Position)	14,153	9,926
Closing Cash and Cash equivalents (per Statement of Cash Flows)	<u>14,153</u>	<u>9,926</u>

Cash on hand includes unspent parking space levy funds of \$2.1m and taxi accreditation fees of \$1.9m (1999–2000 – \$881,321).

These funds earn interest at the going Treasury interest rate.

These funds can only be used for specific purposes.

Parking space levy fund

Cash on hand at 1 July	–	1,330
Parking space levy received	36,575	20,500
Payments made in year	(34,452)	(21,830)
Cash on hand at 30 June	<u>2,123</u>	<u>–</u>

10. CURRENT/NON-CURRENT ASSETS - RECEIVABLES

CURRENT RECEIVABLES:

Sale of goods and services	5,042	8,699
Goods and Services Tax – recoverable	4,607	169
Special purpose Taxi Loans	113	113
Less: Provision for doubtful debts	–	–
	<u>9,762</u>	<u>8,981</u>

NON-CURRENT RECEIVABLES:

Special purpose Taxi Loans	144	201
	<u>144</u>	<u>201</u>

Special purpose Taxi Loans

Later than 1 year but not later than 2 years	49	49
Later than 2 years but not later than 3 years	49	49
Later than 3 years but not later than 4 years	46	49
Later than 4 years but not later than 5 years	–	54
	<u>144</u>	<u>201</u>

Reconciliation of the carrying amounts of non-current receivables at the beginning and end of the current and previous financial year are set out below:

Carrying amount at 1 July	201	190
New loans made in the year	91	111
Loan instalments due in year	(148)	(100)
Carrying value at 30 June	<u>144</u>	<u>201</u>

2001
\$000

2000
\$000

11. NON-CURRENT ASSETS - OTHER FINANCIAL ASSETS

State's equity in National Rail Corporation	-	111,875
	-	111,875

Reconciliation of the carrying amounts at the beginning and end of the current and previous financial year are set out below:

Carrying amount at 1 July	111,875	97,400
Shares acquired during the year	-	14,475
Transfer of shares to NSW Treasury	(111,875)	-
Carrying value at 30 June	-	111,875

In the current financial year the Agency transferred the State's equity in the National Rail Corporation to the NSW Treasury pursuant to the sale of the Corporation. The transfer was made for nil value.

12. NON-CURRENT ASSETS - FIXED ASSETS

Leasehold Improvements

At cost	680	93
Less: Accumulated depreciation	(138)	(93)
	542	-

Plant and equipment

At cost	5,332	6,153
Less: Accumulated depreciation	(2,473)	(4,626)
	2,859	1,527

Infrastructure Systems

At cost - in course of construction	15,649	-
At valuation - Ultimo Pyrmont Rail Train System	18,243	13,604
	33,892	13,604

TOTAL PROPERTY, PLANT AND EQUIPMENT AT NET BOOK VALUE 37,293 15,131

Reconciliation of the carrying amounts of each class of leasehold improvements, plant, equipment and infrastructure systems at the beginning and end of the current and previous financial year are set out below:

2001	Leasehold Improvements \$000	Plant and equipment \$000	Infrastructure systems \$000	Total \$000
Carrying amount 1 July	-	1,527	13,604	15,131
Additions	587	2,062	20,288	22,937
Depreciation expense	(45)	(730)	-	(775)
Transfer to other Transport agencies	-	-	-	-
Carrying amount 30 June	542	2,859	33,892	37,293

2000	Leasehold Improvements \$000	Plant and equipment \$000	Infrastructure systems \$000	Total \$000
Carrying amount 1 July	-	1,952	9,058	11,010
Additions	93	588	4,546	5,227
Depreciation expense	(93)	(684)	-	(777)
Transfer to other Transport agencies	-	(329)	-	(329)
Carrying amount 30 June	-	1,527	13,604	15,131
			2001 \$000	2000 \$000

13. CURRENT ASSETS OTHER

Prepayments made under various schemes	5,991	7,487
Prepaid expenses	268	163
	6,259	7,650
Carrying amount at start of year	7,650	6,524
Additions	6,259	7,650
Amortisation expense	(7,650)	(6,524)
Carrying amount at end of year	6,259	7,650

14. CURRENT LIABILITIES - PAYABLE

Creditors	691	620
Accruals	20,728	29,229
Prepaid Income	3,621	904
	25,040	30,753

15. CURRENT LIABILITIES - EMPLOYEE ENTITLEMENTS

Accrued salaries and payroll tax	472	367
Provision for recreation leave	2,536	1,492
	3,008	1,859

16. CURRENT/NON-CURRENT LIABILITIES - OTHER

CURRENT LIABILITIES - OTHER		
Liability to Consolidated Fund	668	-
Lease Liability	49	230
	717	230
NON-CURRENT LIABILITIES - OTHER		
Lease Liability	73	108
	73	108

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 in the liability.

	2001 \$000	2000 \$000
17. CHANGES IN EQUITY		
Balance at the beginning of the financial year	120,814	144,920
Changes in equity – transactions with Owners as owners		
Transfer of shares in National Rail Corporation for no consideration (Note 11)	(111,875)	–
Transfer of net assets on restructure of administrative functions (Note 6,18)	–	(1,327)
Total	(111,875)	(1,327)
Changes in equity – other than transactions with owners as owners		
Surplus/(deficit) for year	29,834	(22,779)
Total	29,834	(22,779)
Balance at the end of the financial year	38,773	120,814

18. DECREASE IN NET ASSETS FROM ADMINISTRATIVE RESTRUCTURE

As a result of an administrative restructure the following assets and liabilities were transferred from the Agency to the Waterways Authority on 28 July 1999.

Assets:

Cash	–	430
Receivables	–	73
Investments	–	1,750
Plant and equipment	–	328
Total assets	–	2,581

Liabilities:

Accounts payable	–	896
Employee entitlements	–	358
Total liabilities	–	1,254
Net assets transferred	–	1,327

19. COMMITMENTS FOR EXPENDITURE

(a) Capital Commitments

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

	41,902	54,153
	41,902	54,153
Not later than 1 year	34,092	33,088
Later than 1 year but not later than 5 years	7,810	14,465
Later than 5 years	–	6,600
Total (including GST)	41,902	54,153

(b) Other Expenditure Commitments

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

Not later than 1 year	300	55
Later than 1 year but not later than 5 years	–	–
Later than 5 years	–	–
Total (including GST)	300	55

	2001 \$000	2000 \$000
(c) Operating lease commitments		
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than 1 year	2,884	2,046
Later than 1 year but not later than 5 years	8,505	2,596
Later than 5 years	1,008	153
Total (including GST)	12,397	4,795

The Agency leases its motor vehicles, computers and office accommodation.

20. CONTINGENT LIABILITY

The Ultimo Pyrmont 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.

The Agency has commissioned a private sector study for the extension of the light rail in the Sydney central business district. The Department may be liable for reimbursement of the study costs if the extension does not go ahead. The compensation is not considered to be material.

In addition the Department is involved in a number of litigation cases. At the balancing date the damages if any cannot be quantified but are not considered to be material.

21. BUDGET REVIEW

Net Cost of Services

The net cost of services for the year ended 30 June 2001 is \$44.041m below the budget of \$2.145bn. The major contributions to this saving include:

- **Grants and subsidies** are \$24m below budget due to savings in payments to private bus operators and the change in accounting policy (Note 1(u)).
- **Other expenses** are \$13.5m above budget due to additional expenditure incurred in connection with the integrated transport information system. The majority of these costs were recovered from other transport agencies and the revenue is included under grants and contributions.
- **Operating expenses** increased by \$2.5m compared to budget. The increase is attributable to various activities undertaken by the department in accordance with Government transport policies. Most of these additional costs were recovered from other transport agencies and the revenue is included under grants and contributions.
- **Sale of goods and services** are \$4.09m above budget due to higher sale of services, recoupment of salaries and commission on port cargo access charges.
- **Retained taxes and fines** related to taxi drivers' accreditation fees collected for use by the Taxi Advisory Committee. The fees collected during the year amounted to \$1.566m of which only \$600,000 was spent during the year and is reported in the Statement of Financial Performance with the balance reported as prepaid revenue under current liabilities.

- **Grants and contributions:** At \$26.2m, grants and contributions are \$13.7m above budget. This increase is attributable to the cost of the integrated transport information system and integrated ticketing system recouped from other transport agencies.
- **Other revenue** includes the financial impact of the change in the accounting policy (Note 1(u)).

Assets and Liabilities

The main changes in the statement are set out below:

- Cash has decreased by \$12.8m compared to the budget due to reduction in accounts payable, and outstanding Goods and Services Tax recoverable.
- The higher receivables are due to lower debtors offset by Goods and Services Tax recoverable.
- **Infrastructure Systems** include the cost of infrastructure projects (such as bus/rail interchanges and commuter carparks) in course of construction. As discussed in Note 1(u) the Department has changed its accounting policy so that the cost of these projects is capitalised during construction phase and then expensed on completion when the assets are transferred to other transport agencies for no consideration.
- **Financial assets:** This asset included the carrying value of the shares in the National Rail Corporation, which were transferred to the Treasurer to facilitate the sale of this corporation.

	2001	2000
	\$000	\$000

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

Net Cash (used) on Operating Activities	14,725	(47,252)
Cash flows from Government	(2,130,067)	(1,757,725)
Non-cash emerging value of private sector provided infrastructure	4,640	4,545
Donated assets transferred to National Rail Corporation	-	14,475
Reinstatement of infrastructure systems		
Previously written off	19,019	-
Completed infrastructure assets	(13,882)	-
Acceptance by the Crown Entity of Employee Entitlements	(1,465)	(1,526)
Goods and Services Tax	4,438	-
Depreciation	(775)	(777)
(Decrease)/Increase in prepayments	(1,414)	1,821
(Decrease)/Increase in receivables	(3,635)	3,055
Decrease/(Increase) in creditors	7,385	(2,054)
Net Cost of Services	(2,101,031)	(1,785,438)

23. NON-CASH FINANCING AND INVESTING ACTIVITIES

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

Employees' entitlements and liabilities assumed by the Crown Entity (Note 7)	2,022	1,967
Shares acquired in National Rail Corporation for no consideration (Note 3(e) and 11)	-	14,475
Net assets transferred to Waterways Corporation (Note 6)	-	1,327
National Rail Corporation shares transferred to NSW Treasury (Note 6)	111,875	-
	113,897	17,769

	2001	2000
	\$000	\$000

24. ADMINISTERED ASSETS AND LIABILITIES

Administered Assets

Cash ⁽¹⁾	286	337
Receivables ⁽²⁾	1,009	1,282
Total Administered Assets	1,295	1,619

Administered Liabilities

Payables	-	-
Total Administered Liabilities	-	-

⁽¹⁾ This amount represents the unspent funds transferred from the Crown Entity for eventual expenditure on remediation of Lady Robinson's Beach, Botany Bay.

⁽²⁾ Port Cargo Access Charge accrued from Port Corporations for payment to the Crown Entity.

25. ADMINISTERED REVENUE - DEBTS WRITTEN OFF

Rail operators accreditation fees	-	-
	-	-

26. ADMINISTERED REVENUE - CROWN REVENUE

Private transport operators fees	9,195	4,728
Rail operators accreditation fees	1,386	1,545
Fines	43	93
Port Cargo Access Charge	11,130	11,043
	21,754	17,409

27. ADMINISTERED REVENUE - SCHEDULE OF UNCOLLECTED AMOUNTS

Uncollected administered revenue	1,009	1,282
	1,009	1,282

	30 Days \$000	90 Days \$000	Total \$000
Receivables – rail accreditation fees – 2001	953	55	1,008
– 2000	1,212	70	1,282

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

28. FINANCIAL INSTRUMENTS

Cash

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

Receivables

All trade debtors are recognised as amount receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts, which are known to be uncollectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales are made on 30 days terms.

Trade creditors and Accruals

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest up to 20% for late payment.

(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 2001 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	
	2001 \$000	2000 \$000	2001 \$000	2000 \$000	2001 \$000	2000 \$000	2001 %	2000 %
Financial Assets								
Cash	14,153	9,926	-	-	14,153	9,926	4.50	4.00
Receivables	-	-	9,762	8,981	9,762	8,981	N/A	N/A
Total	14,153	9,926	9,762	8,981	23,915	18,907		
Financial Liabilities								
Payable	-	-	28,838	32,950	28,838	32,950	N/A	N/A
	-	-	28,838	32,950	28,838	32,950		

(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 agency was not exposed to a credit risk from carrying amounts of financial assets in the Statement of Financial Position.

29. AFTER BALANCE DATE EVENTS

No events occurred after the reporting date that altered conditions existing as at 30 June 2001.

30. OLYMPIC AND PARALYMPIC GAMES

During the year there were 120 departmental employees (staff costs \$561,000) allocated directly and specifically to the Sydney 2000 Olympic and Paralympic Games activities. In addition a further 6 employees (staff costs \$109,000) were seconded to other agencies on initiatives directly and specifically related to the Games. No employees were assigned to Games activities in 1999/2000.

APPENDICES

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APPENDIX 1: Freedom Of Information (FOI) Act

During the reporting period 1 July 2000 to 30 June 2001, the Department of Transport received 32 requests for information under the FOI Act.

The requests related to the following subjects:

- Detailed information regarding taxi licences owned by a particular person
- A copy of the Cotton report into the private hire vehicle industry
- A copy of the Performance Assessment Regime (PAR) for commercial bus contracts in New South Wales
- Access to personal file
- A copy of a report into the cut and cover option in relation to the Parramatta Chatswood Rail Link
- Access to letters of complaint about applicant's son and his conduct on a school bus service
- Copies of drafts, briefs and submissions regarding the method of spoil removal, as part of the EIS process of the Parramatta Rail Link
- An updated timetable for the Parramatta Chatswood Rail Link
- The titles of and the remuneration paid to all media relations and communications personnel employed by the NSW Department of Transport and the Minister for Transport
- Details of all expenditure incurred by the Minister for Transport's office since 1997
- Copies of all documents relating to the 1998 trial of electric buses, conducted by the Department and any evaluation reports of the trial
- Details of the number of directions given under sections 51 and 52 of the Rail Safety Act during 1993 and 1994 and the number of notifications received by the Director General under Section 56 of the Rail Safety Act for the same period and between 1 January to 31 August 2000
- A copy of the report and subsequent findings of acoustic and ambient noise monitoring in relation to the Chatswood to Parramatta Rail Link, east of Macquarie Park
- All documents, photographs and video footage submitted to the School Student Transport Scheme appeals panel by the Department of Transport in relation to a student's appeal
- All documents relating to an alleged oil or contaminant spill at Lord Howe Island emanating from the vessel, Island Trader, on or around 30th April 2000
- A copy of the Chris Forde Report into allegations of corruption on Lord Howe Island
- Documents concerning the assessment of risk management practices within the State Rail Authority commissioned by the Department of Transport since 1995
- Documents provided to the Minister for Transport between 1995 and 1999 regarding notifications received by the Director General of Transport in accordance with section 56 of the Rail Safety Act
- A copy of any report into a train derailment at Cobar on the 24 December 1999
- Access to the draft report concerning the heavy rail upgrading of the rail line between Epping and Rouse Hill
- Information concerning the Department's participation in Rail Asia 2000
- Documents relating to the basis on which Transrapid's bid to build the very fast train was assessed, against the 'no net cost to Government' criteria
- All documents relating to the proposed extension of Light Rail beyond Lilyfield
- All documents relating to the proposed extension of Light Rail beyond the Central tram stop into the Sydney CBD
- Copies of all complaints made against a school student and all reports, investigations and memorandums made arising from those complaints. Copies of all reports, memorandums and in particular reports by

PricewaterhouseCoopers relating to a particular bus run and the parameters by which contract payments are determined by PricewaterhouseCoopers

- The amount of funding Community Service Obligation, or other Government fare-funded fare reimbursement, received by State Transit for bus travel for 64 types of tickets
- Documents identifying and describing level crossing accidents that have occurred each year from 1 July 1995 and documents identifying the type of warning systems in place at each level crossing, where an accident has occurred since 1 July 1995
- A copy of the documents described in the Department's Annual Report as the 'interim reports of the review of Competitive Neutrality in NSW rail freight, undertaken by Booze Allan & Hamilton'
- A copy of the Department of Transport's feasibility study of the Cootamundra to Tumut rail line
- The rail safety report into the derailment of a train at Kingsgrove on 6 October 2000
- Copies of all documents regarding the Price Waterhouse audit of the School Student Transport Scheme
- Documents concerning an alleged oil spill at Lord Howe Island

The statistics of these applications are as follows:

Determined under 35 days	19
Determined over 35 days	0
Unable to be determined	1
Transferred to another agency	3
Application withdrawn	4
Refused to process (unreasonable diversion of resources)	1
Not processed (not a valid FOI request)	1
Currently processing, yet to be determined	3

Of the 19 applications determined:

9 applicants received all the documents requested
6 applicants received a partial release of the documents requested
4 received no documents

Internal Reviews

The Department received one request for an internal review during the reporting period.

APPENDIX 2: Publications

- 1999/2000 Annual Report
- Brochure – The King Street Bus/Coach Layover
- Bus Users in Sydney, 2000
- Cycling in Sydney: Bicycle Ownership and Use
- Estimating Commercial Travel Movements in an Urban Area
- Household Travel Survey Summary Report 2001: Sydney Statistical Division
- Measuring and Understanding the Demand for Car Travel
- Re-estimation of the Sydney Strategic Travel Model
- An Australian Modification of The Alcohol Use Disorders Identification Test (for bus drivers)
- Implementing the Performance Assessment Regime for Commercial Bus Contracts: Discussion Paper No. 2

APPENDIX 3:
Consultants (Over \$30,000)

Name of Consultant	Amount \$	Purpose
CJ Thomas & Associates	40,700	Department's Restructure
Edward H Oliver	121,865	Glenbrook Rail Inquiry
IPART	95,000	Technical advice for Hunter Valley Rail Asset Valuation
Marshall Project Management	51,728	Liverpool Parramatta Transitway Advice
Sally Leivesley Pty Ltd	96,945	Glenbrook Rail Inquiry
Sub-Total	406,238	
CONSULTANTS (BELOW \$30,000)		
60 Consultants		
Sub-Total	611,762	
TOTAL CONSULTANTS	1,018,000	

APPENDIX 4:
Significant Committees

Committee	Department Members
Accessible Public Transport Forum	Richard Langereis
Action for Transport 2010 Review/Update Working Group	John Newman, Helen Battelino, John Rogan
Cross City Tunnel Working Group	Kate Lunney, John Newman, Trevor Townson, Robert Paterson
HACC Transport Policy Review Steering Committee	Stephen Fox, Elizabeth Chatfield
Integrated Ticketing Project Control Group	Michael Deegan, John Rogan, John Armstrong, Peter Gunton
Major Hazards Inter-Agency Committee	Glen Mathias, Melwyn Noronha
Parramatta Rail Link Company Board	Michael Deegan
Public Transport Authority	Michael Deegan, John Rogan
School Students Transport Scheme Appeals Panel	Carolyn Boden, Peter Cutts
State Emergency Management Committee	Colin Holmes, Alan Lidbetter
Taxi Advisory Committee	James Holgate
Tow Truck Industry Advisory Council	Phil Drew
Transitways Project Control Group	Michael Deegan, John Rogan, John Hopman
Transport Co-ordination Committee	Michael Deegan

**APPENDIX 5:
Overseas Visits**

Officer	Date	Destination	Purpose	Cost
Michael Deegan Director General	December 2000	Hong Kong, Shanghai, Kuala Lumpur, Singapore	To examine Integrated Ticketing systems, light and heavy rail operations and transport planning issues	\$8,331
John Hall Executive Director Transport Safety Bureau	May 2001	England, France, Italy	Inward mission to UK Rail, sponsored by British Government, UK Rail Industry Assoc. + participation in Working Party on Automatic Train Protection	\$6,685
Total				\$15,016

**APPENDIX 6:
Program Performance Evaluation**

The following major reviews were conducted:

- Review of the Management of Road Passenger Transport Regulation
- Review of Department's 1999/2000 Annual Report
- Review of the School Student Transport Scheme
- Review of Departmental Structure

**APPENDIX 7:
Grants To Non-Government Community Organisations**

COMMUNITY TRANSPORT GRANTS DISBURSED TO NON-GOVERNMENT ORGANISATIONS 2000/2001

Organisation	HACC	HACC N/R	CTP	CTP N/R	AAS
Aboriginal Corporation Enterprise Services			\$28,454.00		
Ashford Community Transport Group Inc	\$2,394.00				
Banjeeri Aboriginal Corporation	\$129,437.00				
Bankstown Community Transport Inc	\$223,635.00				
Baptist Community Services (Auburn Project)	\$97,008.00				
Baptist Community Services (Bankstown Project)	\$39,604.00				
Baptist Community Services (Wagga Wagga Project)	\$97,035.00				
Bathurst Community Transport Group Inc	\$92,244.00	\$80,000.00	\$51,483.00		
Batlow Community Transport Service Inc			\$8,992.00		
Bega Valley Community Transport Service Inc	\$49,031.00		\$15,718.00		
Biripi Aboriginal Corporation Medical Centre	\$3,637.00				
Blacktown Community Transport Inc	\$170,148.00		\$35,771.00		
Bland Community Transport Group Inc	\$32,032.00				
Blind & Vision Impaired Support Group (NSW Far North Coast) Inc					\$7,020.00

APPENDIX 7: CONTINUED

Organisation	HACC	HACC N/R	CTP	CTP N/R	AAS
Boggabri Old People's Welfare Committee Inc	\$3,182.00				
Botany Neighbourhood Centre Inc	\$79,754.00		\$3,934.00		
Bungree Aboriginal Association Inc	\$84,610.00				
Central Sydney Community Transport Group Inc	\$104,752.00				
Cessnock Community Transport Inc	\$62,011.00		\$114,542.00		
Clarence Community Transport	\$179,053.00		\$51,039.00		\$11,936.00
Coastwide Community Transport Inc	\$354,200.00		\$25,855.00		
Coffs Harbour Bellingen & Nambucca Community Transport Inc	\$200,424.00	\$20,000.00	\$55,841.00		\$46,462.00
Community Transport Group of Port Stephens Inc	\$184,390.00		\$64,263.00		
Community Transport Warren Inc	\$18,854.00				
Cootamundra Community Centre Inc	\$14,327.00				
Cowra Information & Neighbourhood Centre	\$19,492.00		\$30,255.00		
Dapto Neighbourhood Centre Inc			\$24,593.00		
Deniliquin Council for Social Development Inc	\$30,981.00		\$12,989.00		
Disabled Alternative Road Travel Services	\$167,987.00				
Dubbo Community Services & Information Services Inc	\$151,972.00		\$7,810.00		
Dungog & District Neighbourcare Inc	\$55,934.00		\$2,901.00		\$3,700.00
Ettinger House Inc					\$53,618.00
Far West HACC Services Inc	\$63,965.00		\$14,472.00		
Griffith Community and Regional Transport Service Inc	\$85,885.00		\$29,643.00		
Guriwal Aboriginal Corporation	\$52,861.00				
Gwydir HACC Services Inc	\$70,723.00		\$13,148.00		
Hastings-Macleay Community Transport Service Inc	\$222,398.00	\$9,141.00	\$9,314.00		
Highlands Community Centre Inc	\$39,001.00		\$55,646.00		
Holdsworth Street Community Centre Inc	\$79,538.00				
Holroyd Community Transport Group Inc	\$85,354.00		\$88,098.00		
Hornsby Ku-ring-gai Community Aged/ Disabled Transport Service Inc	\$229,611.00	\$6,500.00			
Inner West Community Transport Inc	\$228,021.00	\$25,000.00			
Inverell HACC Services Inc	\$68,092.00		\$5,226.00		
Kalianna Enterprises Inc	\$129,718.00		\$17,287.00		
Lake Cargelligo & District Care for the Aged Association Inc	\$23,189.00		\$5,331.00		
Leichhardt Community Transport Group Inc	\$118,617.00	\$25,000.00	\$46,617.00		
Lithgow Community Transport (Translinc) Inc	\$99,671.00		\$23,205.00		
Liverpool District Combined Senior Citizens Progress Association Inc			\$20,043.00		
Lockhart & Districts Aged Care Association Inc	\$9,701.00		\$8,581.00		
Lower North Shore Community Transport Inc	\$288,338.00	\$27,600.00	\$25,538.00		
Maitland Community Transport Inc	\$152,214.00		\$47,913.00		
Manly-Warringah Pittwater Community Transport Inc	\$194,366.00	\$2,200.00	\$28,067.00		
Manning Valley & Area Community Transport Group Inc	\$176,231.00		\$88,529.00		

APPENDIX 7: CONTINUED

Organisation	HACC	HACC N/R	CTP	CTP N/R	AAS
Marrickville–Canterbury Community Transport Assoc Inc	\$231,476.00				
Meeting House Association Inc	\$30,437.00				
Mercy Community Services	\$60,940.00		\$24,150.00		
Mountains Community Transport Inc	\$239,118.00		\$11,157.00		\$24,670.00
Narrabri HACC Community Inc	\$56,250.00		\$24,891.00		
Nepean Community Transport Inc	\$227,975.00	\$51,000.00	\$15,728.00		
Newlake Community Transport Group Inc	\$236,230.00				
Northern Rivers Community Transport Inc	\$168,010.00	\$2,500.00	\$51,711.00		\$4,517.00
Northern Rivers Social Development Council					\$65,500.00
Orange Community Transport Inc	\$104,046.00				
Oxley Community Transport Service Inc	\$136,122.00		\$72,430.00		
Parkes & District Information and Neighbourhood Centre Inc	\$98,956.00		\$32,825.00		
Parramatta Community Transport Association Inc	\$160,657.00				
Peak Hill Community Bus Committee Inc	\$13,651.00				
Randwick–Waverley Community Transport Group Inc	\$247,850.00				
Ryde–Hunters Hill Community Transport Association Inc	\$167,542.00				
Rylstone Community Transport Group Inc	\$3,061.00				
Scotland Island Residents Association Inc			\$11,629.00		
Shoalhaven Community Transport Service Inc	\$164,557.00		\$85,739.00		
Singleton HACC Services Inc	\$80,431.00				
South Sydney Community Transport Inc	\$123,595.00		\$50,801.00		
South West Community Transport Inc	\$569,615.00		\$15,121.00		
St George Community Transport Project Inc	\$283,805.00		\$29,736.00		
Sutherland Shire Community Transport Inc	\$224,590.00		\$22,099.00		
Tenterfield HACC Committee Inc	\$112,911.00				
Tumut/Brungle Local Aboriginal Land Council			\$8,640.00		
Tweed Bryon Ballina Community Transport Project Inc	\$262,494.00		\$31,713.00		\$34,627.00
Upper Clarence Valley Health and Welfare Council Inc	\$3,172.00				
Upper Hunter Community Transport Inc	\$146,962.00		\$22,612.00		\$36,905.00
Volunteer Drivers Scheme Inc	\$81,219.00		\$44,250.00		
Weddin Community Services Inc	\$40,803.00		\$8,721.00		
Wee Waa Community Transport Service			\$8,417.00		
Western Region Community Transport Forum Inc	\$16,047.00				
Westlakes Community Care Inc	\$89,618.00		\$35,514.00		
Wyong Community Transport	\$336,062.00		\$20,520.00		
Young Community Transport Service Inc	\$37,123.00		\$10,788.00		
TOTALS	\$9,820,947.00	\$248,941.00	\$1,700,290.00		\$288,955.00

HACC Home and Community Care Program (Community Transport Component)
 CTP NSW Community Transport Program

AAS Area Assistance Scheme Pick-Up
 N/R Non-Recurrent Expenditure

**APPENDIX 8:
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, to 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 enquires.
- 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 9:
Number Of Employees (Effective Full Time)**

<u>Year</u>	<u>EFT</u>
2000/2001	278

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 10:

Chief and Senior Executive Service (As at 30 June 2001)

CHIEF AND SENIOR EXECUTIVE SERVICE POSITIONS AND LEVELS

Level	2000/2001
Level 1	1
Level 2 – (four acting)	5
Level 3	1
Level 4	0
Level 5 – (acting)	1
Level 6	2
Level 7	1
Chief and Senior Executive Service	2000/2001
Female Executives – (two acting)	3

PRINCIPAL OFFICERS (AS AT 30 JUNE 2001)

Grade	Name
SES 1	Isabelle Meyer PhD, MA, BA (Hons) Acting Principal Policy Officer
SES 2	Paul Hayes BA Acting Director, Cabinet & Executive Services
SES 2	Barry Barford Dip Bus, MCIT, SFCDA, DipCD Acting Director, Special Projects
SES 2	John Newman BEc, DipEd, DipT&CP Acting Director, Metropolitan & Strategic Planning
SES 2	John Hopman BMechEng (Hons), MBA, FIE Aust Acting Director, Transport Masterplanning & Infrastructure
SES 2	Bev Lange Acting Director, Transport Communications
SES 3	John Hall MechEngDip, Grad Cert SafetySc Executive Director Transport Safety Bureau
SES 5	Christine Thomas M Public Health, BSSc Acting Executive Director, Portfolio Corporate Business & Customer Service
SES 6	Allan Cook BBus (Accounting), Transport Admin Cert (Hons), FCPA Acting Executive Director, Transport Finance & Asset Management
SES 6	John Rogan BA, LLB (Hons), BCom, CPA, MPA Acting Deputy Director General & Executive Director Industry Reform
SES 7	Michael Deegan BCom Director General

Note: The Department is undergoing a functional realignment which has resulted in the creation/deletion of a number of Senior Executive Service positions that have now been advertised. It is planned that these positions will be filled in July 2001 and become fully functional.

SENIOR EXECUTIVE REMUNERATION AND PERFORMANCE PAY FOR PERMANENT SES OFFICERS LEVEL 5 AND ABOVE

Name:	Michael Deegan
Position:	Director General
Period in position:	Appointed 15 November 2000
Level:	SES Level 7
Total value of remuneration package (excluding performance pay):	\$274,800.00
Dollar value of remuneration paid as performance pay:	Nil
Summary of criteria for determining performance pay:	Not applicable

APPENDIX 11:

Human Resources and Industrial Relations Policies and Practices

The Department is committed to achieve its strategic goals by developing workplace structures and cultures that support all staff. This includes greater emphasis in training and career developmental opportunities and reviewing flexible working practices to promote a balance between work and non-work commitments.

The proposed re-establishment (in July 2001) of an in-house Employee Relations Unit will be an important initiative in supporting staff and managers.

Workplace, management and departmental-wide meetings that continue to be held on a regular basis are key forums for promoting harmonious working relationships between staff and managers. The Joint Consultative Committee is the key forum for achieving workplace reforms and is made up of management and staff representatives.

This collaborative approach has been successful in the recent re-alignment of staff and functions.

APPENDIX 12:

Occupational Health and Safety

The Department is committed to providing a safe and healthy working environment for staff and to ensure that effective Occupational Health and Safety policies and practices are developed and implemented. The Department's Occupational Health and Safety Committee plays a key role in promoting OH&S issues.

The Workplace Committee comprises of staff-elected representatives and management representatives. The Committee meets monthly and occupational issues are dealt with promptly.

Achievements for the OH&S Committee:

- Reconstituted OH&S Committee.
- Health and Safety Awareness campaign including promoting Kidney Awareness week.
- Contact made with workers compensation insurer and organised more regular review of claims and estimates.
- Conducted disability re-adjustment in workplace.
- Workplace inspection audits.
- Disseminating manual handling information to staff during office relocations.
- Planned strategy to address emergency evacuation procedures for fire wardens.

The Department's occupational health and safety performance for 2000/2001 is detailed below:

Number of work-related injuries:	2
Number of work-related illnesses:	0
Total time lost due to work-related injuries or illnesses	12.7 weeks
Number of worker's compensation claims	8
Number of prosecutions reported during the last financial year	0
Prosecutions under the Occupational Health and Safety Act 1983	0

APPENDIX 13:

Code Of Conduct

The Code of Conduct is included with job application packs, discussed at Induction and is available to staff via the Staff Resources Folder. The Code of Conduct reinforces the Department's expectation for ethical practice that all staff are accountable for in the performance of their duties.

APPENDIX 14: Disability Plan

Under the NSW Disability Services Act, 1993, the Department of Transport is the co-ordinating authority for action planning within the Transport Portfolio. The Department lodged its draft Action Plan with the Department of Ageing, Disability and Home Care in November 2000 and commenced a process by which action plans for State Transit and State Rail will be incorporated in a portfolio-wide disability action planning process. This will also include private public transport operators and the NSW Taxi Council.

The Department continues to identify 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 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.

APPENDIX 15: Equal Employment Opportunity

The Department's commitment to EEO has been demonstrated in all aspects of employment practice including recruitment/promotional opportunities, job evaluation, and access to training and development opportunities. As part of the consultative process for the Enterprise Agreement and Memorandum of Understanding, the Department's EEO policies and practices have been reviewed with a view for recommended enhancements.

Some EEO achievements include:

- Internal advertising for DTO 6 and below
- Ongoing support for the Spokeswomen's Program
- Target group members participated in workshops to develop the Department's Business Plans
- Target group members participation in Skillmax and Migrant Work Experience programs

The Department is aware of the need to increase Aboriginal and Torres Strait Islander people representation throughout the Department. To address this, the Department is finalising funding and employment details for a Aboriginal Employment Officer to work on projects to improve transport outcomes for Aboriginal people, particularly those living in rural and regional NSW.

APPENDIX 16:
Staff by Level and Employment Basis

Employment Basis	SUBGROUP AS PERCENT OF TOTAL STAFF AT EACH LEVEL					SUBGROUP AS ESTIMATED PERCENT OF TOTAL STAFF AT EACH LEVEL				
	TOTAL STAFF (No.)	Respondents	Men	Women	Aboriginal People and Torres Strait Islanders Minority Groups	People from Racial, Ethnic, Ethno-Religious	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	
<\$26,765	6	83%	0%	100%	0%	20%	40%	20%	20%	
\$26,676 – \$35,202	10	70%	0%	100%	0%	14%	14%	0%	0%	
\$35,203 – \$39,354	22	55%	18%	82%	0%	67%	58%	8%	8%	
\$39,355 – \$49,799	81	77%	30%	70%	0%	26%	21%	8%	8%	
\$49,800 – \$64,400	74	76%	55%	45%	0%	27%	18%	9%	7%	
\$64,401 – \$80,499	46	85%	76%	24%	0%	10%	13%	13%	3%	
>\$80,499 (non-SES)	38	58%	82%	18%	0%	9%	9%	0%	0%	
>\$80,499 (SES)	11	55%	73%	27%	0%	0%	0%	17%	17%	
TOTAL:	288	70%	42%	58%	0%	22%	22%	9%	8%	

Employment Basis	SUBGROUP AS PER CENT OF TOTAL STAFF IN EACH CATEGORY					SUBGROUP AS ESTIMATED PERCENT OF TOTAL STAFF AT EACH EMPLOYMENT CATEGORY				
	TOTAL STAFF (No.)	Respondents	Men	Women	Aboriginal People and Torres Strait Islanders Minority Groups	People from Racial, Ethnic, Ethno-Religious	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	217	77%	55%	45%	0%	25%	21%	8%	5%	
	19	74%	0%	100%	0%	7%	14%	14%	14%	
Temporary Full-Time	39	54%	41%	59%	0%	14%	29%	10%	5%	
	2	100%	50%	50%	0%	50%	0%	0%	0%	
Contract SES	11	55%	73%	27%	0%	0%	0%	17%	17%	
	0	0%	0%	0%	0%	0%	0%	0%	0%	
Casual	33	0%	79%	21%	0%	0%	0%	0%	0%	
TOTAL:	321	60%	50%	50%	0%	16%	11%	8%	7%	

Note: Total staff numbers increased by 21 persons following the establishment of the Taxi & Hire Car Bureau and the addition of staff and functions from the Olympic Roads and Transport Authority.

APPENDIX 17: **Ethnic Affairs Priorities Statement**

Ethnic affairs considerations have been fully integrated within the Department's business planning process. The purpose of the Department's Ethnic Affairs Priorities Statement (EAPS) is to improve service delivery and information to customers from ethnic communities.

APPENDIX 18: **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 2000/2001 period, the Department of Transport initiated actions to give effect to the goals of the 'Action Plan'.

To improve the health and quality of life of women in NSW, the Department:

- Continued the implementation of Action for Transport 2010, which features a number of projects to improve public transport accessibility for women. Planning for the Parramatta Rail Link and the Western Sydney Transitway Network is well underway, cross-regional bus routes have been implemented and specific policies have been implemented to encourage earlier provision of bus services in developing areas.
- Continues 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 administrative and logistic 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. The Transport Safety Advisory Committee 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.
- Maintained the same number of women representatives 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.
- Continued to support a number of projects to improve the safety of public transport users which, as significant users of public transport, are important for women. These include improving 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.

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

- Actively supports the Premier's Spokeswomen's program with three elected Spokeswomen located in the Newcastle, Wollongong and Sydney and Western Region Offices and the nomination of a Women's Liaison Officer. A particular initiative of the Department's Spokeswomen's program in the 2000/2001 financial year was the development of a formal mentoring program. One of the main objectives of the program was to provide career development information, training and support to all staff in the Department. The program provided opportunities for women in the Department to improve their skills through the roles of both mentor and mentoree.

- The Department also provides support to the women's professional association Women in Transport (WIT). Women in Transport 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 has:

- Participated in the Department for Women's 'Getting More Women On Boards' Forums.

APPENDIX 19: Fraud and Corruption Prevention Program

The Department has in place policies and practices to assist employees make the most appropriate and ethical decisions in regard to the prevention of fraudulent and corrupt activity. This is achieved through a variety of ways including promoting the Code of Conduct and providing information to staff on internal and external contacts for support and information regarding making a disclosure.

Staff are informed of the Department's obligations under the Independent Commission Against Corruption Act, Ombudsman Act and the Protected Disclosures Act through the application and monitoring of the Fraud and Corruption Prevention Strategy.

APPENDIX 20: Disposal of Property

Nil return.

APPENDIX 21: Legislation Administered by the Minister [as at 30 June 2001]

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
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
Road Transport (Driver Licensing) Act 1998 No 99
Tow Truck Industry Act 1998 No 111
Transport Administration Act 1988 No 109 (jointly with Minister for Roads).

In managing the properties vested with the Marine Ministerial Holding Corporation, the Department of Transport was also responsible for environmental planning and development approval under the *Environmental Planning and Assessment Act 1979*.

The *Marine Safety Act 1998* was assented to on 26 November 1998 but has not yet been proclaimed.

APPENDIX 22: 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 23: Corporate Governance

The NSW Department of Transport reports to the Minister for Transport. An Executive Committee that meets weekly and consists of the Director General and the Senior Executive of the Department is responsible for implementing the Department's strategic directions and operational management. 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.

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 2002. 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 control procedures, financial management, purchasing functions, contracts and consultancy and scheme procedures.

As part of the Internal Audit Plan, Deloitte Touche Tohmatsu conducted an audit review of the Finance Branch in 2000–2001 for the purpose of gaining reasonable assurance that internal controls were adequate. The review indicated a satisfactory level of internal control procedures within the branch.

APPENDIX 24: Account Payment Performance

AGED ANALYSIS AT THE END OF EACH QUARTER

Quarter	Current – (within due date)	Less than 30 days overdue	Between 30 days and 60 days overdue	Between 60 days and 90 days overdue	More than 90 days overdue
September	1,267,360				
December	650,470				
March	231,021		95,000		
June	691,224				

ACCOUNTS PAID ON TIME WITHIN EACH QUARTER

	Total Accounts Paid On Time		Total Amount Paid	
	Target %	Actual %	\$	\$
September	100	100.0	488,037,396	488,037,396
December	100	99.5	542,123,973	544,487,103
March	100	99.5	462,562,182	464,666,361
June	100	99.8	706,567,187	707,662,259
				2,204,853,119

APPENDIX 25: 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 electricity from franchise electricity retailers.

Planning

Local energy coordinators have been appointed for each regional office. Energy use will be a major consideration when determining 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 that 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.

Future Direction

The Department commissioned an energy audit of its 227 Elizabeth Street office. The results of this have been included on part of the tender documentation for the refurbishment of this office. It is expected that this project will be completed by January 2002.

APPENDIX 26: Annual Report Costs

Printing costs for the 2000/2001 Annual Report: 1000 copies at \$15.85 each.

APPENDIX 27: Judicial Decisions

Oliveri Transport Services Pty Ltd v The Director-General of the Department of Transport and anor, SC 50028/00, 14 February 2001 (unreported). Proceedings concerning Passenger Transport Act 1990. Subsequently reversed on appeal.

Caska v Director General of the New South Wales Department of Transport [2001] NSWSC 205, 28 March 2001 (unreported). Proceedings concerning the Passenger Transport Act 1990. Appeal brought by a taxi driver against a decision of a Magistrate to confirm the Department's decision to cancel his driver's authority. Proceedings Dismissed with costs.

APPENDIX 28: **Subordinate Legislation**

Parking Space Levy Regulation 1997 amended by Parking Space Levy Amendment Act 2000 no 27 (commenced 1 July 2000)

Passenger Transport (General) Regulation 2000 no 533 (commenced 1 September 2000)
Passenger Transport (Bus Services) Regulation 2000 no 531 (commenced 1 September 2000)
Passenger Transport (Ferry Services) Regulation 2000 no 532 (commenced 1 September 2000)

Transport Administration (General) Regulation no 547 (commenced 1 September 2000)
Transport Administration (Staff) Regulation no 548 (commenced 1 September 2000)

Rail Safety Amendment (Monorail) Regulation 2001 (commenced 9 February 2001).

APPENDIX 29: **Privacy Act**

Under Section 33(3)(a) and (b) of the Privacy & Personal Information Protection Act the following information is provided for inclusion in the Department's Annual Report.

In the year 1 July 2000 to 30 June 2001 the Department did not receive any applications for reviews under the Act.

The Department developed a privacy management plan, as required by the Act. A copy of the plan was sent to the Privacy Commissioner. No specific privacy codes of practice were identified as necessary to modify the application of the information protection principles or the public register provisions.

APPENDIX 30: **Risk Management and Insurance**

The Department's major risks are the security of its assets, operational and administrative risks and occupational health and safety. 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 workers' 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 31: **Major Assets**

Major assets are:

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

The Department does not own real property assets.

**APPENDIX 32:
Contracting and Market Testing Policy**

During 2000/2001, the following services were contracted out:

Human Resources Management
Records Management
Help Desk
Network Maintenance

The Department will be reviewing these contracts in terms of performance and value for money in 2001/2002.

**APPENDIX 33:
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 and the Department of Transport Website.

**APPENDIX 34:
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 Transport Information Management System (TIMS), ITIS and Integrated Ticketing.

**APPENDIX 35:
Response to Matters Raised by the Auditor-General**

The Audit Office conducted a performance review of the Department during the year. It tabled its report 'Management of Road Transport Regulation' in Parliament on 6 September 2000. Resulting from the Audit the Department was re-structured and strengthened in order to address many of the Audit Report recommendations, and to strengthen its ability to meet Government transportation objectives.

NSW Department of Transport Index

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NSW Department of Transport Locations

Offices of the Department of Transport are located:

TRANSPORT SERVICES AND ENQUIRIES

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Facsimilie: (02) 9268 2900
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General Enquiries:

Telephone (02) 9268 2800

TTY (for people with hearing impairments):

(02) 9268 2244

Email: mail@transport.nsw.gov.au

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CONTRACTS & COMPLIANCE OFFICE - PARRAMATTA

Level 1, 16-18 Wentworth St
PARRAMATTA NSW 2150
Telephone: (02) 9891 8900
Toll Free: 1800 227 774
Facsimilie: (02) 9891 8999

Transport Infoline:

(Bus, train and ferry information):

Telephone: 131 500

Website: www.131500.com.au

CONTRACTS & COMPLIANCE OFFICE - WOLLONGONG

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

Freedom of Information:

Telephone: (02) 9268 2886

Media Enquiries:

Telephone: (02) 9268 2800

Air Transport Council:

Telephone: (02) 9268 2800

CONTRACTS & COMPLIANCE OFFICE - NEWCASTLE

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

Bus Operator Accreditation

Renewal:

Telephone: 1800 227 774

Taxi Operator Accreditation

Renewal:

Telephone: (02) 9689 8888

TAXI AND HIRE CAR BUREAU

Level 5, 6 Parkes St
PARRAMATTA NSW 2150
Telephone: (02) 9689 8888
Toll Free: 1800 049 971
Facsimilie: (02) 9689 8813

Taxi Complaints:

Telephone: 1800 648 478

Taxi Transport Subsidy Scheme:

Telephone: 1800 623 724

TTY (for people with hearing impairments):

(02) 9689 8899

All offices are open between 8.30am and 4.30pm for personal access by the public without appointment. Offices are staffed between 7.30am and 5.30pm and appointments may also be made on a needs basis during these hours.

Wheelchair Accessible Taxis:

Telephone: (02) 9689 8888