The seal of the ACT Legislative Assembly is a circular emblem. It features a central floral or leaf-like design. The words "ACT LEGISLATIVE ASSEMBLY" are inscribed around the perimeter of the seal. The seal is rendered in a light blue, semi-transparent style, positioned in the lower right quadrant of the page.

ACT Legislative Assembly Secretariat
ANNUAL REPORT
2008 – 2009

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TRANSMITTAL CERTIFICATE



*Shane Rattenbury MLA
Speaker
Legislative Assembly for the ACT
Civic Square
London Circuit
CANBERRA ACT 2601*

Dear Mr Speaker,

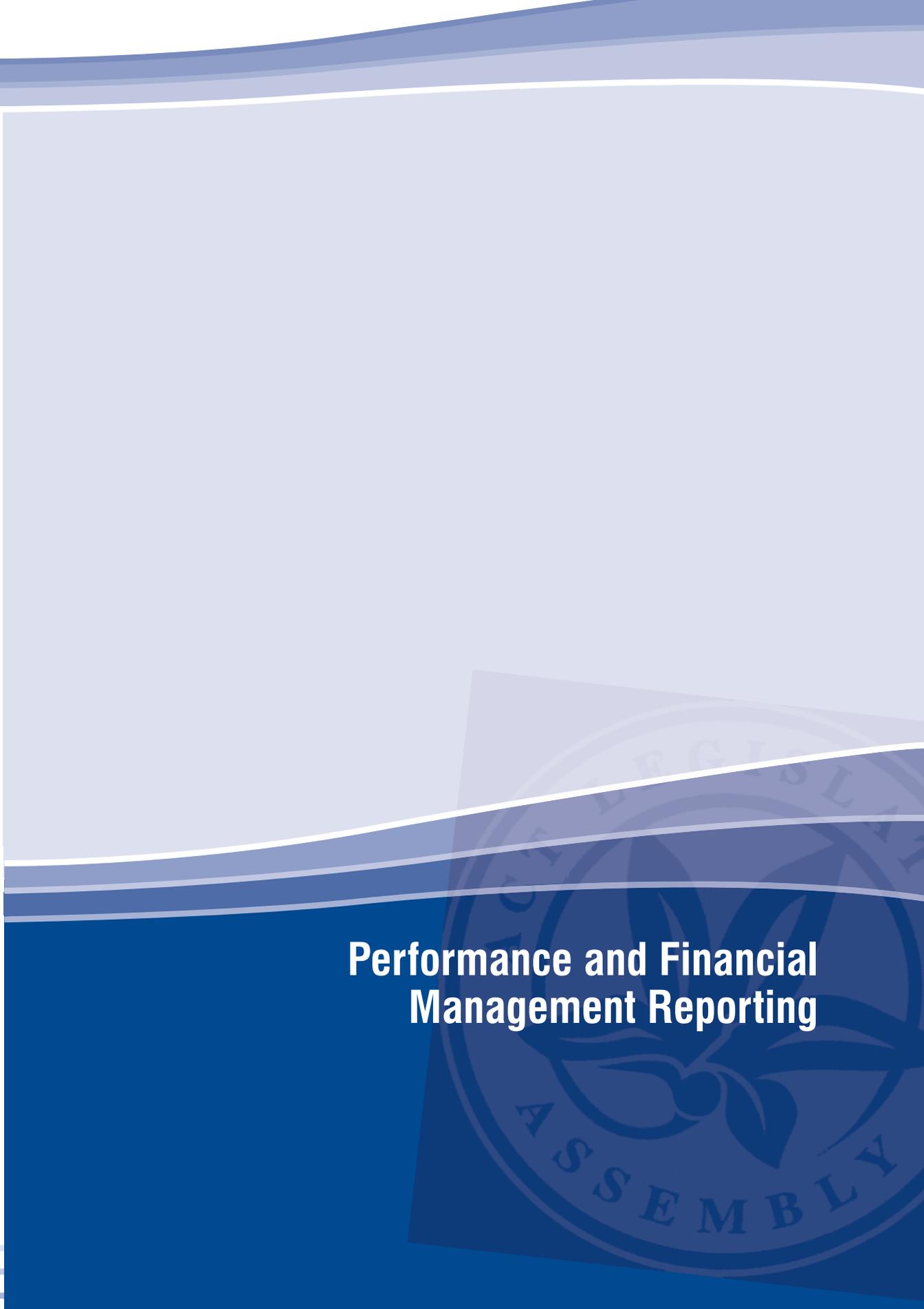
I am pleased to submit to you this annual report on the activities of the ACT Legislative Assembly Secretariat for the period 1 July 2008 to 30 June 2009.

The Legislative Assembly Secretariat is not required to produce an annual report, nor is it required to adhere to the Chief Minister's 2007-2010 Annual Report Directions. However, as is its normal practice, the Secretariat has nevertheless endeavoured to follow these directions where they are relevant and it is appropriate to do so.

I hereby certify that the attached annual report is an honest and accurate account of the operations of the Secretariat during this period.

A handwritten signature in black ink, appearing to read "Tom Duncan".

*Tom Duncan
Clerk
Legislative Assembly for the ACT*



Performance and Financial Management Reporting

THE ORGANISATION

The role of the Secretariat

The Assembly Secretariat, headed by the statutory office of Clerk, provides procedural, policy and administrative services to the Legislative Assembly for the Australian Capital Territory, including business support services to non-executive members and their staff.

The Office of Clerk of the Legislative Assembly is established by section 46 of division 3.8 of the *Public Sector Management Act 1994* (the Act). Pursuant to section 54 of the Act, the staff required to assist the Clerk in the exercise of the Clerk's powers and the performance of the Clerk's functions are officers and employees employed under the Act.

Under section 53A of the Act, those staff and the Clerk are specified as the Legislative Assembly Secretariat.

The Clerk is not subject to the direction of the executive.

Mission

The Secretariat's mission is to enrich and promote a living democracy in the ACT by providing services of excellence to the Legislative Assembly for the Australian Capital Territory.

Values

The values of the Secretariat are:

1. honesty and integrity;
2. impartiality;
3. respect for parliamentary processes, practices and procedures;
4. professionalism;
5. commitment to a fair, flexible, safe and rewarding workplace;
6. client focus;
7. a performance culture – continuously improving what we do and how we do it; and
8. good governance.

Structure

The Secretariat is organised into five separate offices as follows:

- Chamber Support Office;
- Committee Office;
- Hansard and Communications Office;
- Corporate Services Office; and
- Strategy and Parliamentary Education Office.

Chamber Support Office

The Chamber Support Office is responsible for:

- servicing of the Assembly chamber, including the programming of business;
- provision of procedural advice and the publication and custody of the records of the chamber;
- processing of legislation which has passed through the Assembly for publication and notification on the Legislation Register as laws of the ACT;
- provision of attendant and security services for the Assembly;
- servicing of the Standing Committee on Administration and Procedure and the servicing of the Standing Committee on Legal Affairs (Sixth Assembly) and the Standing Committee on Justice and Community Safety (Seventh Assembly) when performing duties as a Scrutiny of Bills and Subordinate Legislation Committee;
- building and facilities management; and
- administration of interparliamentary relations.

Committee Office

The Committee Office provides support services to standing committees and select committees established by the Assembly through:

- co-ordinating inquiry processes;
- providing research and analysis for committee inquiries;
- co-ordinating public consultation;
- drafting committee reports;
- providing procedural advice to committees; and
- supplying administrative support services.

Hansard and Communications Office

The Hansard and Communications Office is responsible for:

- production and publication of accurate and timely transcripts of Assembly debates and evidence given before Assembly committees;
- management of information technology for non-executive members and the Secretariat;
- management of the Assembly's website and the Hansard database service; and
- provision of broadcasting and related technical services, and the development of broadcasting policy for the Assembly and its committees.

Corporate Services Office

The Corporate Services Office is responsible for servicing and advising non-executive members, their staff, the Clerk and Secretariat staff in relation to a range of administrative, financial and human resource issues, including:

- financial and budgetary management;
- employment arrangements;
- workplace management;
- payroll;
- records management;
- administration of members' entitlements; and
- aspects of corporate governance.

Strategy and Parliamentary Education Office

The Strategy and Parliamentary Education Office is responsible for:

- parliamentary education;
- strategic policy;
- risk management and business continuity;
- internal audit;
- fraud and corruption prevention;
- environmental monitoring and policy development;
- the Assembly art program; and
- a range of governance-related initiatives.

Clients and stakeholders

The Secretariat has a number of key client relationships, including:

- non-executive members;
- members' staff;
- ACT government agencies;
- the executive;
- media;
- other parliaments;
- Secretariat staff;
- the ACT community; and
- businesses and contractors.

THE CLERK'S OVERVIEW

Secretariat highlights

During the reporting period an election was held which resulted in a change from majority to minority government. The new configuration of the Assembly has brought with it significant workloads for the organisation, with committee activities increasing, a range of changes to the standing orders being introduced and several other accountability and governance-related initiatives implemented across the Assembly.

Following the election, there was considerable activity for the Secretariat in calculating and processing severance and other termination payments for departing members and their staff and in briefing new members and their staff on the operations of the Assembly and workplace environment issues.

In May 2009 the Assembly celebrated 20 years of self-government in the ACT. As part of celebrations the Secretariat supported a range of activities, including a ceremonial sitting, Assembly open day, conference, and commissioned a major artwork.

The Secretariat undertook a feasibility study into making the audiovisual record of chamber and committee proceedings accessible on demand. A prototype system was developed using the existing webstreaming infrastructure and recording processes and it is expected to be in production by the end of 2009.

Efforts were also made to improve information technology (IT) services to members and their staff. Email and other data storage capacity was increased and a strategy for replacing members' IT office equipment with individual and shared



Artist Elizabeth Paterson and Speaker, Shane Rattenbury MLA, unveil *The Commonplace of Canberra* – a celebration at the Assembly open day.

multifunction devices providing access to colour printing, copying and scanning was approved by the Speaker.

The Standing Committee on Administration and Procedure endorsed the *IT security policy and framework* in July 2008.

A major focus during the year was developing an enhanced occupational health and safety framework for the Secretariat and the conduct of a detailed risk assessment of the organisation's workplace hazards.

An emergency management plan was also finalised during the year, the aim of which is to provide a range of response strategies for various emergency scenarios which could confront the Assembly.

Significant progress was made during the year in enhancing environmental sustainability at the Assembly with the establishment of an environmental sustainability committee, action plan and improved performance monitoring tools. Significant improvements to waste management practices and a reduction in energy and water use were observed during the reporting period.

The Secretariat also continues to make improvements to the building through optimisation of plant and equipment and the introduction of more efficient appliances and systems.

PROCEDURAL HIGHLIGHTS

Inquiry into members' code of conduct

On 5 August 2008 then Speaker, Wayne Berry MLA, as chair of the Standing Committee on Administration and Procedure, presented a report into a review of the members' code of conduct that had been adopted by the Assembly in 2004. The report recommended that the restriction on members employing family members be removed from the code of conduct.

The Speaker dissented from the report, and in his dissenting report recommended that members not be permitted to employ close relatives and that the relevant legislation be amended. He also recommended that he present such a bill in the August 2008 sittings with a view to passing the bill before the conclusion of the Sixth Assembly (the election for the Seventh Assembly was held in October 2008).

On 7 August 2008 then Speaker Berry introduced the Legislative Assembly (Members' Staff) Amendment Bill 2008 the purpose of which was to prevent members from employing close family relatives.

The bill was passed on 21 August 2008, and members are now prohibited from employing close family members (the legislation defines what constitutes a close family member).

Election for the Seventh Assembly

After the election held on 18 October 2008, the Assembly returned eight new members (47 per cent of its membership). The composition of the new Assembly was seven Labor MLAs (down from nine), six Liberal MLAs (down from seven) and four Greens MLAs (up from one).

When the Assembly met for the first time on 5 November 2008, it elected Mr Shane Rattenbury, a new Greens MLA, as its Speaker. The government did not nominate a candidate for the position, although the opposition did. A government MLA, Ms Mary Porter, was elected Deputy Speaker.

The Assembly then elected Mr Jon Stanhope to the position of Chief Minister. This is his third Assembly in the position.



Members of the Seventh Assembly. Second row (from left to right): Joy Burch, Mary Porter, Amanda Bresnan, Caroline Le Couteur, Meredith Hunter, Jeremy Hanson, Alistair Coe, Steve Doszpot, Vicki Dunne – Front row (from left to right): John Hargreaves, Simon Corbell, Katy Gallagher, Shane Rattenbury, Jon Stanhope, Zed Seselja, Brendan Smyth, Andrew Barr.

Appointment of ethics and integrity adviser for Seventh Assembly

On Tuesday 10 February 2009 the Speaker announced that, pursuant to the resolution of the Assembly of 10 April 2008, he had appointed an ethics and integrity adviser for the life of the Seventh Assembly (2009-2012). Mr Stephen Skehill, a former Secretary of the Commonwealth Attorney-General's Department, was appointed to the position.

The adviser is required to report annually on his work and the types of issues that he provides advice on. His first report is due in September 2009.

Select Committee on Estimates 2008-09 – opposition chair and expert assistance

On 2 April 2009 the Assembly resolved in accordance with normal practice that a Select Committee on Estimates be formed to examine the annual Appropriation Bill. The committee was composed of five members: two from the opposition, two from the crossbench and one government member. The Leader of the Opposition was elected chair of the committee.

In the resolution of appointment it was agreed that funds be provided by the Assembly to permit the engagement of additional staff with specific budgetary expertise to provide an analysis of the budget and assist the committee in the preparation of its report.

Subsequently, pursuant to standing order 238, the Speaker appointed Mr Tony Harris, a former Auditor-General of NSW, to assist the committee.

Inquiry into parliamentary budget officer

On Thursday 12 February 2009 the Assembly resolved that the Standing Committee on Administration and Procedure inquire into and report on the merit of appointing a parliamentary budget officer.

The committee is to review whether such an officer would strengthen the capacity of the Assembly to better hold government to account, increase transparency in the fiscal planning framework, and improve scrutiny through the estimates process.

The committee is required to report by the last sitting day in August 2009.

Independent legal arbiter

A new temporary standing order was inserted on Thursday, 12 February 2009, which allowed for documents that are the subject of a dispute between the executive and the legislature to be referred to an independent legal arbiter.

The new temporary order was largely based on the NSW Legislative Council procedure.

OUTLOOK

Planning

During the forthcoming financial year the Secretariat will review its strategic planning framework with a view to developing a strategic plan for 2009-2014.

Collective agreements

The Secretariat expects to be actively involved during 2009-10 in the development of replacement collective agreements for Secretariat staff and for staff of Assembly members.

Implementing Auditor-General recommendations

During 2009-10, the Secretariat will consider any relevant recommendations made by the Auditor-General in her audit of the administration of employment arrangements for MLAs' staff.

Energy efficient building

The Secretariat will continue to implement energy efficiency measures – in particular, lighting and building management systems.

ANZACATT conference

The Secretariat will be organising and hosting at the Assembly the 2010 ANZACATT conference.

Review of the Secretariat's records management program

During 2009-10, the Secretariat will finalise the review into the Secretariat's records management program.

Secure committee drive

The Committee Office will trial a secure electronic document delivery system that will allow committee members to access key documents and draft reports.

Improve public engagement

Providing contributors to public inquiries with the opportunity to give feedback online will help the Committee Office to identify the best approaches to public engagement.

Daily on demand

The 'daily on demand' service will be made available in the 2009-10 and will make the vision and audio of Assembly and committee proceedings available to users throughout the day via the Assembly's website. The system will be an enhancement to the existing webstreaming service in that it will allow a user to download the audiovisual record of a particular speech or business item rather than having to watch it live. The main benefit is that users no longer have to wait for the proof daily *Hansard* to be circulated before they can access proceedings.

Library

The transfer of the Assembly Library into a new Hansard, Communications and Library Office on 1 July 2009 will allow the Secretariat to improve access to Library services. Initially, the Library's intranet will be redeveloped and members will be able to access topical news clips online.

Intranet

A new Assembly intranet providing enhanced search functionality and improved document management capabilities is expected to be launched in the first part of 2009-10.

MANAGEMENT DISCUSSION AND ANALYSIS

The management discussion and analysis relating to the financial report are included as Appendix 17.

FINANCIAL REPORT

The financial statements and associated management discussion and analysis are included as Appendix 17.

STATEMENT OF PERFORMANCE

Section 30A of the *Financial Management Act 1996* requires departments to prepare, following the conclusion of the financial year, a statement of performance setting out the extent to which performance criteria for particular outputs (as set out in the budget papers) were met during the reporting period.

Section 12(2) of the Act specifically exempts from inclusion in the budget papers output and performance-related information for the Legislative Assembly Secretariat, as is required of other departments under subsection 12(1)(b) of the Act.

As a result no outputs, output classes or performance criteria exist for the agency and consequently there is no basis on which the Secretariat can report against the performance information in the manner stipulated in sections 30A to 30D of the Act.

In addition, a specific exemption from the provisions of section 30E applies to the Secretariat.

ANALYSIS OF THE SECRETARIAT'S PERFORMANCE

Outcome 1 – The provision of high quality procedural advice, research and business services leading to the effective functioning of the Assembly and its committees

Chamber Support Office

Procedural services

In 2008-09 the Chamber Support Office provided procedural services to members and their staff, which facilitated the efficient functioning of the business of the Assembly on 38 sitting days at the end of the Sixth Assembly and the beginning of the Seventh Assembly. During this period:

- 63 bills were introduced;
- 23 bills were amended;
- 53 acts were passed and notified on the Legislation Register;
- 333 pieces of subordinate legislation were tabled;
- 351 questions were placed on the *Notice paper*;
- 15 petitions were presented; and
- timely production of procedural documents for each sitting occurred.

The appendices section of the report includes a full range of statistics and trends in relation to the business of the Assembly for 2008-09 and previous years.

Changed sitting hours in the Seventh Assembly (in particular an earlier sitting time of 10 am and question time at 2 pm) impacted on the Chamber Support Office, with production deadlines for the various sitting days' procedural documents being brought forward.



Ceremonial sitting for the 20th anniversary of self-government. From left to right: Tom Duncan, Clerk; Janice Rafferty (Clerk Assistant); Max Kiermaier (Deputy Clerk); and Shane Rattenbury MLA, Speaker.

Secretariat support to Assembly standing committees

The Chamber Support Office provides secretariat support for the Standing Committee on Justice and Community Safety (Standing Committee on Legal Affairs during the Sixth Assembly) in its capacity as the Scrutiny of Bills and Subordinate Legislation Committee. The office, together with the Clerk of the Assembly, also provides secretariat support to the Standing Committee on Administration and Procedure.

Scrutiny of bills

In the latter months of the Sixth Assembly, the Standing Committee on Legal Affairs (performing the duties of a Scrutiny of Bills and Subordinate Legislation Committee) met on four occasions (a total of two hours and 31 minutes), issued three reports and one statement pursuant to standing order 246A. The committee considered:

- 26 bills;
- 101 pieces of subordinate legislation; and
- 12 government responses.

All members of the Sixth Assembly's scrutiny committee retired at the election.

In the Seventh Assembly the Standing Committee on Justice and Community Safety (performing the duties of a Scrutiny of Bills and Subordinate Legislation Committee) met on 10 occasions (a total of six hours and seven minutes), issued eight reports and one statement pursuant to standing order 246A. The committee considered:

- 36 bills;
- 232 pieces of subordinate legislation;
- 26 government responses;
- one private member's response; and
- four regulatory impact statements.

The committee also had its terms of reference amended to include a requirement to report to the Legislative Assembly about human rights issues raised by bills presented to the Assembly pursuant to section 38 of the *Human Rights Act 2004*.

Further, on 26 February 2009 the Assembly passed an amendment to the standing and temporary orders to enable amendments to government bills to be considered and reported on by the scrutiny committee before being moved. The new temporary order reads as follows:

182A. An amendment to be proposed by the Government to its own bill must be considered and reported on by the Scrutiny Committee before it can be moved.

By leave of the Assembly, this standing order may be dispensed with on the grounds that an amendment is:

- (a) urgent; or
- (b) minor or technical in nature; or
- (c) in response to comment made by the Scrutiny Committee.

The committee did not consider or report on any government amendments during the reporting period.

Standing Committee on Administration and Procedure

The Standing Committee on Administration and Procedure met on 17 occasions to set the program for private members' and Assembly business, discuss a range of matters relating to the administration of the Assembly, review certain standing orders, and to commence two inquiries.

In the Sixth Assembly the committee conducted an inquiry into the code of conduct for members which had been in place since August 2005 and which was amended in August 2006 to explicitly state that members should not employ close relatives. This matter was the major subject of the inquiry, as some members believed the issue was being ignored. The committee presented its report (including a dissenting report) to the Assembly on 5 August 2008. Debate on the report was adjourned and lapsed with the expiration of the Sixth Assembly. The report recommended that the statement regarding the employment of close relatives be removed from the code of conduct. Two days later a bill was introduced to amend the *Legislative Assembly (Members' Staff) Act 1989* the aim of which was to prohibit members from employing close family. The bill was passed two weeks later.

The committee also commenced inquiries into the implementation of the Latimer House principles and the possible appointment of a parliamentary budget officer. These inquiries were due to report in August 2009.

Other matters discussed by the committee included: the review of the Assembly Library and its possible transfer to the Secretariat; proposed amendments to standing orders; use of entitlements by members; possible use of laptops in the Assembly chamber by members; a submission to the Remuneration Tribunal; and revised travel guidelines for non-executive members.

Other details of the work of the two committees supported by the Chamber Support Office are contained in Appendix 6.

New members seminar

The Chamber Support Office provided briefings to new members as part of a seminar held in October 2008.

Training for Secretariat staff on parliamentary practice and procedure

ANZACATT conducted its annual professional development seminar for parliamentary staff in January 2009. Two Secretariat staff from the Chamber Support Office attended the seminar, which was held on Norfolk Island and was hosted by the Norfolk Island Legislative Assembly. The theme of the seminar was *Parliamentary privilege*. Topics included the impact of modern communication technologies and the operation of privileges committees. The seminar was attended by staff from all Australian parliaments, as well as parliamentary staff from Canada, Scotland, New Zealand and the United Kingdom.

A segment on parliamentary practice and procedure was delivered by the office as part of a seminar held for new Assembly staff.

Security training of attendant staff

All Legislative Assembly attendant staff are qualified to certificate II level in security operations, and in operational safety and defensive tactics. New staff without this qualification receive training from external providers. Three attendant staff achieved certificate III level qualifications and two of these subsequently gained certificate IV qualifications during the reporting period.

Improved security measures

During the year the Secretariat undertook a number of activities designed to improve security measures.

Installation of electronic access control to members' suites

An electronic access control system was installed in members' suites to replace the key system which was approaching the end of its useful life.

Installation of HID proximity card readers

Approximately 70 per cent of security cards issued by the Secretariat are issued to non-building occupants. The high number of passes provided to non-building occupants has required a high level of resourcing to manage creating, issuing and recovering passes. To improve the management of the access control function, existing proximity readers which were proprietary and could read only Secretariat-issued cards, were progressively replaced by readers capable of reading a number of card formats, including the formats used in security passes issued by other ACT government agencies. The change has allowed the Secretariat to have better control over passes used by departmental officials. The change is also consistent with proposals across the ACT government to adopt a service-wide security access pass which, among other things, would enable ministers to use their Assembly pass to access the various buildings occupied by their agencies.

Comprehensive maintenance contract for security system

The warranty period for the Assembly's upgraded security system ceased to operate in May 2008. To ensure that the system continued to operate effectively a procurement process to engage a contractor to provide ongoing maintenance was finalised in October 2008 when the successful company was engaged.

Finalisation of emergency management plan

The Secretariat's emergency management plan was completed in June 2009. The plan details the responsibilities held by staff and emergency control organisation personnel during various emergency scenarios.

Building management

A priority during the year was to address lighting efficiency issues that were

highlighted in a series of sustainability audits finalised during the reporting period. These are dealt with in greater detail later in section C of this report.

During the year the building management system (BMS) was also upgraded with the latest available software. The BMS is now able to make greater use of outside air temperatures in controlling the heating, ventilation and air conditioning systems (HVAC) and, for instance, can delay engaging the building's boiler or chiller by drawing external air into the building to maintain a comfortable temperature. Similarly, the HVAC systems will shut down earlier in the evening when the BMS determines that a comfortable temperature in the building can be sustained without their operation.

Other notable activities during the year included:

- recarpeting and repainting level 1;
- preparation of budget bids to replace the building's chiller and to upgrade lifts at the members entrance;
- enhancing the building's early fire detection capability through the replacement of thermal fire detectors with indicating smoke detectors;
- implementation of an in-house test-and-tag program for electrical appliances;
- conducting a procurement exercise to engage a preferred electrical services contractor;
- launching an online building fault reporting and work request system;
- completion of a program to capture all of the building's electrical, mechanical and layout drawings in CAD format;
- connection of the building's master clock to a network time server to provide synchronised and accurate time;
- development of a scope of works to repair the building's copper roof;
- assessing the extent of fire barrier penetrations and carrying out associated remedial work;
- improving roof space access through the installation of attic ladders and hand-rails to the roof surface, and certification of personal protection equipment; and
- installation of additional water meters to monitor water usage.

Committee Office

Committees contribute to the work of the ACT Legislative Assembly by inquiring

into and reporting on a broad range of issues. By conducting inquiries the committee system ensures that the executive is accountable to the Legislative Assembly and that members of the community have opportunities to contribute to the governance of the territory.

Committee inquiries can arise from direct referral by the Legislative Assembly, as a result of statutory requirements, or be determined by the committees themselves through self-referral.

Five standing committees were supported by the Committee Office during the Sixth Assembly. An additional standing committee was established at the commencement of the Seventh Assembly. The Committee Office currently supports six standing committees established on 9 December 2008 as follows:

- Standing Committee on Climate Change, Environment and Water;
- Standing Committee on Education, Training and Youth Affairs;
- Standing Committee on Health, Community and Social Services;
- Standing Committee on Justice and Community Safety;
- Standing Committee on Planning, Public Works and Territory and Municipal Services; and
- Standing Committee on Public Accounts.

During the reporting period the Committee Office also supported the inquiry work of the following select committees:

- The Select Committee on Campaign Advertising (established 1 April 2009–ongoing); and
- The Select Committee on Estimates 2009–2010 (established 2 April 2009–ceased 16 June 2009).

The standing committees of the Sixth Assembly which ceased operation on 18 October 2008 were:

- Standing Committee on Education, Training and Young People;
- Standing Committee on Health and Disability;
- Standing Committee on Legal Affairs, which also performed the duties of a Scrutiny of Bills and Subordinate Legislation committee;
- Standing Committee on Planning and Environment; and
- Standing Committee on Public Accounts.

Committee membership

The 2008 election saw eight new members elected to the Legislative Assembly. The Committee Office assisted in providing training to these new members in all matters of committee business.

The composition of all committees reflects the party configuration of the Assembly. Five of the six chairs of the Seventh Assembly committees are non-government members, compared with only two non-government chairs for the five committees of the Sixth Assembly.

The memberships and the chairs of all committees are listed at Appendix 6.

Statutory responsibilities of committees

In addition to inquiry activity, the following committees also manage significant statutory requirements.

The Standing Committee on Justice and Community Safety (in relation to its duties as the Scrutiny of Bills and Subordinate Legislation Committee) is required to examine all bills and proposed subordinate legislation to ensure that the legislation does not unduly trespass on individual rights and liberties and complies with the territory's *Human Rights Act 2004*.

The Standing Committee on Planning, Public Works and Territory and Municipal Services is required to examine all draft variations to the Territory Plan referred by the Minister for Planning.

The Standing Committee on Public Accounts is required to review all reports of the Auditor-General and it monitors reportable contracts of ACT government agencies.

Consideration of statutory appointments

Section 228 of the *Legislation Act 2001* requires ministers to consult with Legislative Assembly committees on proposed appointments to statutory positions on certain boards and advisory bodies. The minister must have regard for any recommendation made by the committee. Appointments cannot be made until the committee has responded or until 30 days have elapsed.

In 2008-09 Legislative Assembly committees considered 221 statutory appointments to a wide range of government bodies.

Committee activity

In the period 1 July 2008 to 30 June 2009 standing and select committees supported by the Committee Office met on 222 occasions, held 61 public hearings and tabled 23 reports.

Table 1: Combined committee statistics for 2008-09 (Sixth and Seventh Assemblies)

Number of meetings	222
Hours met	368 hours 32 minutes

Number of public hearings	61
Hours of public hearings	201 hours 39 minutes
Number of private meetings	149
Hours of private meetings	124 hours 21 minutes
Number of site visits/tours	9
Hours of site visits/tours	24 hours 17 minutes
Number of reports presented	23
Number of statutory appointments considered	221
Number of SO 246A statements made	8

Despite 2008 being an election year and no committees meeting between 18 October and 9 December 2008, committee activity increased during the reporting period, with an extra 15 meetings held, an additional 35 hours and 46 minutes spent meeting and eight more reports presented compared with the previous reporting period. The current reporting period also saw an increase of nearly 70 per cent in Assembly referrals to committees, with 23 referrals¹, compared with 10 referrals for the previous financial year.

A range of statistics for all committee activity for the reporting year is listed at Appendix 7.

A significant function of the committee system is to provide opportunities for members to hear the view of individuals, experts in the field, representatives of groups and organisations as well as ministers and officials from government departments. To monitor this activity, the Committee Office expanded its data collection in 2009 to include the number of witnesses appearing before public hearings of committees. To 30 June 2009, 481 witnesses have appeared before Assembly committees.

¹ This figure includes only one referral from the Sixth Assembly.



Members of the Standing Committee on Health, Community and Social Services at a public hearing. From left to right: Amanda Bresnan, Joy Burch (Deputy Chair), Steve Doszpot (Chair), and Grace Concannon (Committee Secretary).

Government responses to committee reports

The Seventh Assembly saw the introduction of a temporary standing order to ensure the timely receipt of government responses to committee reports. Although the government has previously undertaken to respond to all committee reports within three months, temporary standing order 254A – *Request for explanation concerning government response to committee report* – strengthens that commitment and enables the chair of a committee to seek, without notice, an explanation in the Assembly from the relevant minister regarding the status of the response.

Significant reports

Significant reports tabled during the reporting period concerned:

- ACT fire and emergency services arrangements (legal affairs committee);
- the early intervention and care of vulnerable infants (committee on health and disability);
- closure of the Wanniasa Medical Centre (committee on health and disability);
- vocational education and training to address skills shortages (committee on education, training and young people); and
- inquiry into the Namadgi National Park draft plan of management (committee on planning and environment).

Estimates 2009–2010

The *Select Committee on Estimates 2009-10* was established on 2 April 2009 as a five-person committee. The committee was chaired by an opposition member. Until the beginning of the Sixth Assembly, the estimates committee traditionally had been chaired by a non-government member.

To assist the estimates committee in its inquiry, on 2 April 2009 the Assembly resolved to allow for the engagement of a temporary parliamentary budget officer or an independent expert adviser on budgetary matters. The committee engaged Mr Tony Harris, former NSW Auditor-General and a consultant with extensive experience in economic and budgetary matters.

The estimates committee scheduled a two-week program of public hearings, with ministers and departmental officials as well as community groups appearing. In 2009 the Select Committee on Estimates heard from 192 witnesses during 90 hours of public hearings. The Committee Office processed over 600 questions on notice during this inquiry.

The graduate program

The Committee Office supported the ACT public service graduate program, hosting two graduate administrative assistant placements during the year.

Hansard and Communications Office

Following the election in October 2008 the Hansard and Communications Office focused on providing new and returning members with advice and support about Hansard and IT services available to them.

In response to a number of requests and inquiries from members, the office worked closely with InTACT, the Assembly's outsourced IT service provider, to increase email and document storage for members, and developed a strategy to replace the IT equipment in members' offices at the end of the lease period. The strategy recommended a move to small multifunctional devices in members' offices, with larger shared devices being available for large volume or colour printing and copying. The office also advised the administration and procedure committee on options for using laptops in the Assembly chamber.

An internal audit of the Secretariat's IT security reported in September 2008 and made a number of recommendations. The office is working through those recommendations and reviewing the *IT security policy and framework* to ensure that the Assembly's business needs can be met without compromising the security of the ACT government network.

Hansard staff are working with members to increase the amount of material provided electronically. The task has been assisted by the Speaker's request of members to provide speeches electronically to help speed up transcription and improve accuracy.

The Hansard and Communications Office engaged CanberraNet Pty Ltd in March 2009 to redevelop the Assembly's intranet, following a survey and consultation with members, staff and InTACT. The project was almost completed at the end of June 2009 and the new site is expected to be operational in September 2009. Major improvements will be in classifying and publishing key policy documents and improving the search function.

All members indicated in the Secretariat's annual survey of members' satisfaction that they were 'satisfied' or 'highly satisfied' with the Hansard and broadcasting services provided by the Hansard and Communications Office; however one respondent was less than satisfied with IT services and the perceived constraints created by the outsourced arrangement with InTACT. The office will continue to work with InTACT to try to overcome any shortcomings in the service and will seek to maximise the effectiveness of its limited IT budget.

Corporate Services Office

Assembly general election – October 2008

The most significant issue for the office during the year was the wide range of tasks associated with the conclusion of the Sixth Assembly and the commencement of the Seventh Assembly.

The scale of changes to the membership of the Assembly, and to the associated staff – with four members not seeking re-election and a record eight new members being elected – added a further dimension to the scale of work that needed to be undertaken. Key elements of the office's work during this period were:

- calculating and processing severance and other termination payments for 26 staff;
- briefing members, particularly newly elected members, on their staffing entitlements and developing cost estimates for various staffing proposals (in the period from the commencement of the Seventh Assembly to 30 June 2009, the Secretariat prepared 98 members' employment agreements for a total of 67 staff);
- implementing a reallocation program for members' vehicles, following the changes to the Assembly's membership;
- contributing significantly to two information seminars for new members, as well an induction program for new Assembly staff; and

- contributing to the new *Members' Guide* and associated revision of procedures.

Development of workplace health and safety management systems

Senior staff from the Corporate Services Office continued to support and progress the management of workplace health and safety within the Assembly working environment. As chair and secretary, respectively, of the Assembly's occupational health and safety committee, the Corporate Manager and Assistant Manager, HR and Work Environment, worked to facilitate:

- the completion of an OH&S risk assessment; and
- the development of a draft workplace health and safety and injury management improvement strategy.

Further information outlining activity and achievements in the areas of workplace health and safety are contained in section C of this report.

Review of the Secretariat's records management program

During the year, the office commenced a review of the Secretariat's records management program. The program was initially developed in 2003 and was due for review by 2008. As at the reporting date, the review was close to finalisation and its findings and recommendations will be the subject of management attention in 2009-10.

Further information outlining activity and achievements in the areas of records management are contained in section C of this report.

Audit activity

During the year, the office contributed to a number of internal and external audits and reviews of its activities. In addition to the end of year financial audits undertaken during the year, the office participated in several other audits.

The Secretariat's internal audit committee conducted a review of procurement to provide assurance that the policies and procedures adopted by the organisation complied with mandated quotation thresholds and that these requirements were being observed by those with responsibilities for undertaking procurement activities. Further information on this audit is contained in section B of this report.

The Secretariat engaged accounting firm Walter Turnbull to undertake a taxation compliance review, consistent with the Department of Treasury's taxation management framework. The review concluded that: some errors had occurred in relation to the processing of GST for reimbursements and adjustment notes; strategies to clarify fringe benefits tax processing roles between the Secretariat and the Shared Services Centre (who undertake the Secretariat's financial processing)

should be implemented; and in other respects, the Secretariat was meeting its taxation compliance obligations. The Secretariat has either implemented or is in the process of implementing these recommendations. Some of the report's recommendations were addressed to the Shared Services Centre.

The Auditor-General commenced a performance audit of the administration of employment matters associated with members' staff. As at the reporting date, the audit was close to finalisation and a key issue for 2009-10 will be responding to, and implementing, where agreed, any relevant recommendations.

Strategy and Parliamentary Education Office

Internal audit

The Strategy and Parliamentary Education Office provided secretariat support to the Secretariat's internal audit committee throughout 2008-09 and performed the role of managing the audit function on a day-to-day basis.

Details of the committee's activities are detailed later in this report.

Members' Guide

The Strategy and Parliamentary Education Office, in conjunction with other areas of the Secretariat, co-ordinated the revision and reprinting of the *Members' Guide* during the reporting period.

Seminar for new members

The office was responsible for co-ordinating a series of seminars for new members of the Seventh Assembly in October and November 2008 which involved a range of Secretariat staff and external agencies. The aim of the seminars, which were conducted over a number of days, was to provide a broad range of information about key roles and responsibilities of MLAs.

Seminar for new Assembly staff

The office was responsible for co-ordinating a seminar held on 2 March 2009 aimed at acquainting new staff with a range of information in relation to the working environment at the Assembly and the basic roles and functions of the legislature.

Legislative Assembly Art Advisory Committee

During the reporting period the Strategy and Parliamentary Education Office provided secretariat support to the Legislative Assembly Art Advisory Committee. One of the major projects managed by the office on behalf of the committee was the commissioning of an artwork to celebrate the 20th anniversary of

self-government in the ACT. The artwork, *The Commonplace of Canberra – a celebration*, by Elizabeth Paterson, was unveiled by the Speaker, Shane Rattenbury, at the Assembly open day on 11 May 2009.

During the reporting period the office also commenced a major review of the policies and procedures of the committee to ensure that appropriate arrangements are in place for the management of the Assembly's art collection and the decision-making processes involved in acquiring and maintaining artworks.

The committee met on five occasions during the year.

Risk review

During the reporting period the office undertook a review of the Secretariat's risk profile and revised the organisation's risk register. More information on this activity is contained in section B of this report.

Environmental sustainability audits

The office was responsible for managing an environmental management consultancy which was finalised during the reporting period. A consultant engineering firm undertook a series of environmental sustainability audits of waste management practices and energy and water consumption. More information about this initiative is contained in section C of this report

Environmental sustainability committee and plan

Throughout the reporting period the office provided secretariat support to the Secretariat's environmental sustainability committee and finalised the committee's action plan. More information about this initiative is contained in section C of this report

Environmental monitoring tool

The office also developed an environmental monitoring tool to record a range of environmental performance measures associated with the Assembly's waste management practices, energy use and water use. This is discussed in more detail in section B of this report.

Outcome 2 - Timely, accurate records of the business of the Assembly and its committees

Chamber Support Office

The Chamber Support Office is responsible for producing the official record of Assembly proceedings, the *Minutes of proceedings*. The following is a table showing the historical record of workload, measured by the number of pages produced, in relation to the *Minutes of proceedings*.

Table 2: Minutes of proceedings

Year	Number of pages	Number of sittings	Average number pages per sitting
1988-1989	40	10	4
1989-1990	226	54	4
1990-1991	215	49	4
1991-1992	292	48	6
1992-1993	295	51	6
1993-1994	389	46	9
1994-1995	269	34	8
1995-1996	302	45	7
1996-1997	322	39	8
1997-1998	342	34	10
1998-1999	342	40	9
1999-2000	480	41	12
2000-2001	590	37	16
2001-2002	606	34	18
2002-2003	575	40	14
2003-2004	704	43	16
2004-2005	463	36	13
2005-2006	471	41	12
2006-2007	301	38	8
2007-2008	484	40	12
2008-2009	491	38	13

Hansard and Communications Office

Hansard met all but one of its timeliness targets for Assembly proceedings during the year. The exception was the uncorrected proof transcript, which is usually emailed to members by 10.30 pm on each sitting day. Some late sittings and a one-off unavailability of network services meant that delivery was delayed on a small number of occasions. All committee transcripts were delivered on time.

High levels of accuracy were also achieved, particularly for committee transcripts. Notwithstanding the break for the 2008 election, committee sitting hours increased, although the forecast increase in Assembly sitting hours did not eventuate.

Some minor interruptions to IT and broadcasting services were noted during the year which did not affect the work of the Assembly and there were no reports of interruptions to the work of members, their staff or Secretariat staff. The Assembly IT Manager is working with InTACT to achieve better reporting of outages and service disruptions and to ensure that the current high availability of services continues.

Outcome 3 – Widespread knowledge in the ACT community and ACT government agencies about the roles and functions of their Assembly and its committees

Chamber Support Office

Seminars and presentations

The Secretariat continued its seminar series to ACT public servants on the role of the Assembly. The Chamber Support Office presented several sessions on the legislative process in November 2008. The office also contributed to the introductory seminar of the 2009 series in March 2009 and a seminar on the budget process in May 2009.

The Chamber Support Office also provided speakers and logistical support to a number of functions during the year including: the constitutional convention; interschool parliamentary debates program; Speaker's citizenship nights; and presentations to visiting delegations and other visitors.

Use of reception room and exhibition room

Both the exhibition and reception rooms received a great deal of use during the year. A range of functions were held in these two key public spaces, including citizenship ceremonies, government functions, and community and media events all requiring significant work to schedule.

As can be seen from the table at Appendix 8, the number of requests for the use of both rooms continued to be high.

Committee Office

The Committee Office updated many of its public documents and developed a brochure entitled *Getting involved in public inquiries* to encourage community participation in committee inquiries. The brochure has been widely distributed and is available on the Legislative Assembly website.

The Committee Office also contributed to the public service seminars, seminars for new members and for staff to the Assembly, and presentations to the University of the Third Age. Committee Office staff were also involved in the 20th anniversary celebrations and hosted a display during the Assembly open day.

Hansard and Communications Office

After a full year in production, use of the webstreaming service continued to increase. Most visitors to the service came from within the ACT public service but a steady number of people from outside the ACT public service also accessed proceedings.

Viewers are mainly interested in watching the proceedings of the Assembly, with estimates committee hearings attracting the largest number of viewers watching committee proceedings.

In May 2009 Hansard and Communications participated in the celebrations of 20 years of self-government, including transcribing and publishing the official record of proceedings.

Strategy and Parliamentary Education Office

A major role of the Strategy and Parliamentary Education Office is to promote the work of the ACT Legislative Assembly, a unique parliament and the youngest and smallest mainland legislature in Australia, by offering a broad range of education programs to ACT school and college students. Targeted individualised programs are also offered to the ACT community sector and government and non-government agencies, and visitors from Australia and overseas.

During the year 2,070 people visited the Assembly, including 24 school groups from 15 ACT primary schools, high schools and colleges. All programs were formally evaluated as part of the office's commitment to continuous improvement, and feedback from participants is incorporated into future program development and delivery.

During the reporting period, 96 per cent of participants indicated satisfaction with the education program in formal evaluation surveys that were conducted. Below is a table showing the number of visitors to the Assembly since 2006-07.

Table 3: Visitor numbers

	2006-07	2007-08	2008-09
Number of Visitors	1,864	2,023	2,070
Number of School Groups	21	20	24

Open Day 2009

On Monday 11 May 2009 the ACT Legislative Assembly celebrated 20 years of self-government. On Sunday 10 May 2009 an open day was held at the Assembly to celebrate the anniversary. Four hundred and fifteen people attended the event. The full-day program included tours of the Assembly by MLAs, an art competition involving Canberra Institute of Technology students, information displays, musical performances, the unveiling of a commissioned art work, the sealing of a specially designed time capsule, and the unveiling of a visitors book.

On Sunday 10 May the office also conducted a youth parliament as part of the celebrations. Twenty-two year 11 and 12 students from 11 government and non-government schools and colleges participated in the event. Students were able to experience first hand the workings of a parliamentary session by introducing petitions, debating motions, discussing a matter of public importance, and participating in question time and an adjournment debate. Results from an evaluation survey showed that 100 per cent of the students were either 'highly satisfied' or 'satisfied' with the event.



Launch of the new visitors book and time capsule at the Assembly open day.
From left to right: Meredith Hunter, Mary Porter, Steve Doszpot, and Speaker, Shane Rattenbury.

ACT schools constitutional convention

Conducted each year, the aim of the constitutional convention is to provide year 11 students with a comprehensive understanding of the Australian Constitution and the mechanisms by which changes can be made to it under section 128. During this event a small group of ACT students is selected to participate in the National Schools Constitutional Convention held at Parliament House the following year.

As in previous years, the 2008 event, held on 4 and 5 September, was a co-operative venture between the National Archives of Australia, Old Parliament House, the Department of Education and Training, the Australian Electoral Commission, Elections ACT and the ACT Legislative Assembly. In addition, staff and students from the ANU law faculty delivered lectures and presentations on the powers of the Constitution and the means by which changes to the Constitution can be brought about. Student leaders (year 12 students) who attended the National Schools Constitutional Convention also assisted with this process.

The topic for the convention was 'Australian republic – to be or not to be'? The first day took place at the National Archives and Old Parliament House where students participated in discussions on the Australian Constitution, viewed the original constitutional documents and participated in a role-play on the 1975 dismissal of the Whitlam government.

Day two of the convention occurred at the ACT Legislative Assembly, where, playing the role of constituents of the states and territories, students listened to the 'yes' and 'no' cases for a republic and participated in various debates and seminars on the topic before voting to determine whether a change would be achieved.

Sixty students from ACT government and non-government schools participated in the event. The evaluation survey indicated that, overall, students enjoyed the opportunity to participate in the convention, with 92 per cent of respondents indicating that they were either 'highly satisfied' or 'satisfied' with the event.

Interschool parliamentary debates – 2008-09

Five interschool parliamentary debates were held throughout 2008-09. One program was conducted for year 12 students, two programs were conducted for students from years 8 and 9, and two programs were conducted for year 10 students.

The debates program took place in the Assembly chamber and provided students with an opportunity to practise parliamentary debating skills and to gain a deeper understanding of the roles and functions of the legislature.

The themes for the five debates were 'international issues', 'future concerns', 'school matters', 'social concerns', 'environment and wellbeing' and 'political issues/social concerns'. These topics were selected from a bank of suggestions provided by students who had participated in previous debates. Two hundred and thirty students from 19 ACT government and non-government schools participated in the program.

The Speaker, Deputy Speaker and an Assistant Speaker presided over the debates and provided feedback to students on their performance throughout each session.

Positive responses to an evaluation survey completed by teachers and students highlighted the success of the program.

Speaker's citizenship evenings

The Speaker hosted two citizenship evenings during 2008-09 for 62 new Australian citizens who had previously received their citizenship certificates at ceremonies held in the reception room.

The aim of the evenings is to provide new citizens with an understanding of the workings of the Assembly and the ACT form of government and to introduce them to MLAs. Participants viewed *One of a Kind*, a captioned film about the Assembly, undertook an extensive tour of the building and participated in a question and answer session with the Speaker in the chamber. Ninety-eight per cent of attendees were either 'satisfied' or 'highly satisfied' with the activities.

Work experience students

Eight students undertook work experience placements in various members' offices during the year. Students were drawn from high schools, colleges and the Canberra Institute of Technology. Members and students reported a high degree of satisfaction with these placements.

Seminars and presentations to government and non-government agencies

Four major seminars for ACT public servants were held during 2008-09. The topics covered included: the role of the ACT Legislative Assembly, about Assembly committees, the budget process, and the legislative process. One hundred and thirty six public servants from a wide range of ACT government agencies attended the seminars, with 98 per cent of participants indicating that they were either 'satisfied' or 'highly satisfied' with the program.

During the reporting period, one full-day parliamentary education course was offered by the Strategy and Parliamentary Education Office in co-operation with University of the Third Age.

Twenty two members of University of the Third Age participated in the seminar. The evaluation survey feedback revealed that participants:

- felt that they had gained a greater understanding of the importance of the Assembly;
- had a good understanding of the role of questions without notice and the Hare-Clark electoral system;
- enjoyed the discussion with MLAs; and
- 100 per cent of participants were 'highly satisfied' or 'satisfied' with the seminar.

In addition, three tours and visits to question time were held for graduate administrative assistants and other ACT public servants, with 70 officers taking part.

Student and teacher visits

Eight hundred and sixty eight students from 14 ACT primary and secondary schools visited the Assembly during the year and participated in a range of programs including: mock elections; chamber visits; presentations on the role of the Assembly; role plays in the chamber; and watching Assembly proceedings. Teachers completed evaluation surveys to assess the program, and feedback indicated that the materials provided were relevant and that the programs supported the current civics and citizenship curricula.

Ten teachers from Erindale College also participated in a professional development day during the year.

Community groups

Presentations about the Assembly were made to various community groups including: the University of the Third Age (see above); adults from the Canberra Institute of Technology's Adult Migrant English Program as part of their citizenship program; various ACT Probus clubs; the Weston Creek Scouts; and design students from the Canberra Institute of Technology. In addition, a number of informal tours of the Assembly were conducted for individuals and small groups.

Resources and information

Assembly publications were updated to reflect changes to the configuration of the Assembly, ministry, the crossbench and the opposition after the election on 18 October 2008. A major review of Assembly publications continued to eliminate duplication and to better target audiences.

The brochure, *Know your Assembly*, was translated into Dinka, Farsi, Croatian and Italian and will be printed in the forthcoming period.

The office continues to provide a range of publications on the operation of the Assembly to students, public servants, parliamentary delegations, members of the ACT community and interstate and international visitors.

Canberra Museum and Gallery

The office made arrangements for the Assembly to contribute a range of significant Assembly artefacts to the Canberra Museum and Gallery's exhibition, *An Act of Surrender*, held between February and May 2009.

Outcome 4 – Strong, collegiate relationships with other parliaments

Office of the Clerk

Strengthening parliaments

During the year the Secretariat participated in Strengthening Parliamentary Institutions project run by the Australian National University and funded by the Australian Research Council. Staff from across the Secretariat commenced research for the project on a range of themes including:

- inquiry recommendations: matching quantity to quality;
- reflections of self-government – the promise and the practice;
- continuous improvements in accountability practices;
- participation of the people: public engagement with the Legislative Assembly;

- women representatives in the ACT Legislative Assembly;
- the effect of scrutiny of government statutory appointments;
- the Scrutiny of Bills and Subordinate Legislation Committee and its effect on legislative outcomes; and
- legislation made by the Legislative Assembly and the extent to which private members' bills are passed into law.

Clerk's involvement in interparliamentary relations

Presiding officers and clerks conference

The Clerk, along with the Speaker, attended the 39th Presiding Officers and Clerks Conference held in Adelaide from 5 – 11 July 2008. At the conference the Clerk presented a paper entitled *The Speaker's meeting of committee chairs*. The Clerk also attended a meeting of the Australian region management committee of the Commonwealth Parliamentary Association in his capacity as Secretary/Treasurer of the ACT Branch of the CPA.

Architecture and parliament: how do buildings help shape parliamentary business?

The Clerk gave a presentation to a roundtable discussion marking the 20th anniversary of Parliament House which was held on 22 August 2008 at Parliament House, Canberra. The event was sponsored by the Parliamentary Studies Centre, Australian National University and the Commonwealth Parliament.

Legislative benchmarks and indicators

At the invitation of the Commonwealth Parliamentary Association, the Clerk gave a presentation at a workshop organised by the association and the World Bank. The workshop was held in Brisbane at Griffith University on 21 – 23 September 2008.

42nd professional development seminar of the American Society of Legislative Clerks and Secretaries

The Clerk, in his capacity as former president of ANZACATT and at the invitation of the ANZACATT executive, represented the association at the 42nd professional development seminar of the American Society and Legislative Clerks and Secretaries. The seminar was held in Reno, Nevada, from 1 – 6 October 2008.

Visits to the Tasmanian and NSW parliaments

The Clerk accompanied the Speaker to visit the Tasmanian Parliament from 5 – 6 February 2009 and the NSW Parliament from 2 – 3 June 2009.

Chamber Support Office

Administrative support for the Australasian Study of Parliament Group

The Legislative Assembly continued to provide administrative support for the ACT chapter of the Australasian Study of Parliament Group (ASPG), with a Secretariat staff member undertaking the role of honorary treasurer for the chapter.

One Secretariat staff member and an MLA attended the ASPG annual conference in Brisbane in July 2008. The conference, which had a theme of 'Parliament and the people: participation, representation and engagement', included speakers from academia, politics and staff from federal, state and territory parliaments.

Assistance to annual conference of the Commonwealth Parliamentary Association

The office provides administrative support for the ACT branch of the Commonwealth Parliamentary Association (CPA), including arrangements for the branch's delegate to attend the 54th annual conference of the CPA in Kuala Lumpur, Malaysia, in August 2008, and the 55th conference in Arusha, Tanzania, in October 2009. Support was also provided for the branch's delegates to attend the 29th Regional Conference in Hobart in October 2008.

Australian region representative of the Commonwealth Women Parliamentarians Group of the Commonwealth Parliamentary Association

Ms Karin MacDonald MLA continued to be the Australian region's representative of the Commonwealth Women Parliamentarians Group of the Commonwealth Parliamentary Association until October 2008. The Chamber Support Office was responsible for providing support for Ms MacDonald's attendance at meetings.

Participation in the activities of the Australian and New Zealand Association of Clerks-at-the-Table

ANZACATT has members from each house of parliament in Australia, Norfolk Island and New Zealand, and publishes a half-yearly bulletin entitled *Parliament Matters* and a regular newsletter entitled, *Table Talk*. The association also organises an annual professional development seminar for parliamentary officers of the association, and three Secretariat staff members participated in a January 2009 seminar held on Norfolk Island, the theme of which was parliamentary privilege.

The ACT Legislative Assembly will host the 2010 seminar.

Assistance to the Parliament of Kiribati

The ACT Legislative Assembly is 'twinned' with the Kiribati Parliament under an arrangement agreed to at a conference of presiding officers and clerks in 2007.

In July 2008 the then Speaker (Mr Wayne Berry), the then Deputy Speaker (Mr Steve Pratt) and the Clerk visited Kiribati in July 2008.

In April 2009, two officers from the Secretariat visited Kiribati and provided assistance to members and staff in relation to IT training, website development and arrangements for the July 2009 conference of presiding officers and clerks to be hosted by Kiribati.

The Speaker and Clerk of the Kiribati Parliament accepted an invitation to attend the ACT Legislative Assembly 20th anniversary activities in May 2009.

Committee Office

Throughout the year, Committee Office staff provided briefings and presentations to visiting international delegations from China (February 2009) and Malawi (April 2009).

In April 2009, the Standing Committee on Public Accounts attended the 10th Biennial Conference of the Australasian Council of Public Accounts Committees which was held in New Zealand. The chair of the committee presented a paper entitled *Understanding accountability*, which discussed how accountability can include the consideration of sustainability issues for public accounts committees. Subsequently, sustainability as an accountability matter was included as part of the conference communiqué.

Hansard and Communications Office

The Manager, Hansard and Communications attended the Commonwealth Hansard Editors Association conference held in London and Edinburgh in July 2008. The theme of the conference was 'linking parliament with the people' and it provided a useful forum in which to discuss the contemporary issues of editorial policy, rapid delivery of transcripts, and multimedia access.

In September 2008 the Assembly IT Manager assisted then Speaker Berry in co-hosting with the Commonwealth Parliament, the Australia-New Zealand Parliamentary IT Forum. Mr Speaker Berry's presentation on the evolution of IT in the Assembly was complemented by an address by the General Manager of InTACT on the challenges inherent in providing shared IT services to the Assembly while maintaining its separation from executive government.

A highlight for the Hansard and Communications Office was an invitation to the Hansard Publications Officer to provide assistance to the Deputy Clerk of the Kiribati Parliament. He was able to improve the search function on the parliamentary website and advise interested parliamentarians on the use of internet and email technologies.

Strategy and Parliamentary Education Office

Centre for Democratic Institutions

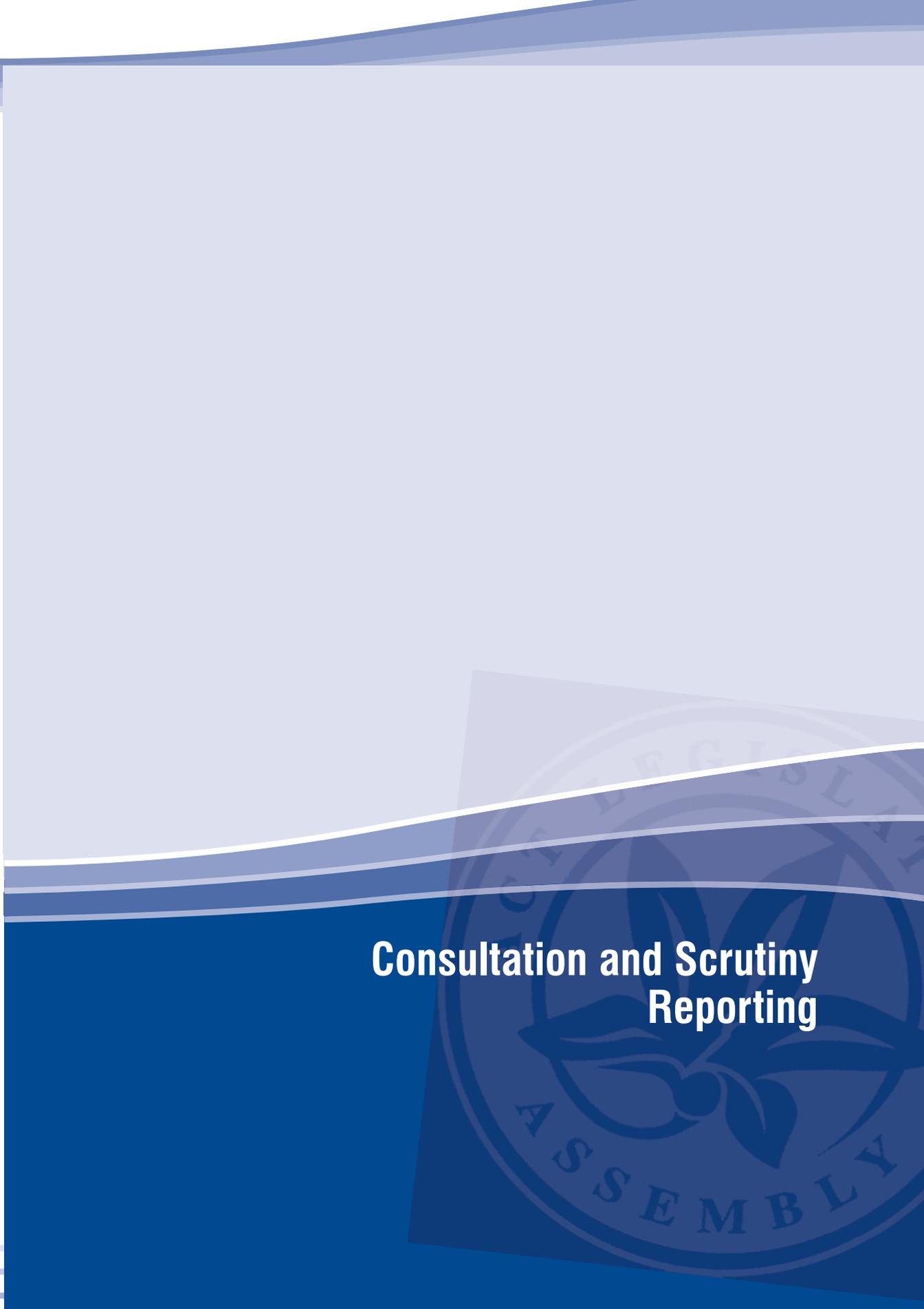
Two seminars were conducted for the ANU Centre for Democratic Institutions. The Centre for Democratic Institutions is a government-funded body that supports the efforts of new democracies in the Asia-Pacific region to strengthen their political systems. It provides training, technical assistance and peer support for parliamentarians and emerging leaders in South-East Asia and the South Pacific, with a particular focus on Indonesia, Timor-Leste, Papua New Guinea, Solomon Islands, Vanuatu and Fiji. Fifty-five people participated in these seminars in 2008 - 2009.

Other visits

During the reporting period the Strategy and Parliamentary Education office also conducted tours or presentations for visiting officials from Jordan, China, Samoa and Malawi. See Appendix 14 for details of visiting delegations.

Parliamentary education conference

The 2008 Parliamentary Education Conference was held from 29 September to 1 October on Norfolk Island. The conference was attended by the Assembly's Assistant Education Officer, who joined other parliamentary educators from federal, state and territory parliaments. This year the conference was also attended by delegates from Niue and the Solomon Islands. The group met for three days to share ideas and learn about issues and developments in parliamentary education, and gained a deeper understanding of some of the challenges facing a small and isolated parliament on an island with a unique history, culture and position as Australia's only external territorial parliament.



**Consultation and Scrutiny
Reporting**

INTERNAL AND EXTERNAL SCRUTINY

Through Assembly committee inquiries, the annual audit program conducted by the Auditor-General and the Secretariat's own internal audit committee, the Assembly Secretariat has been subject to a number of assurance and scrutiny processes throughout the year.

To ensure that agreed recommendations arising from these processes are implemented in a timely and effective manner, the Secretariat maintains a master audit implementation plan which is reviewed on a regular basis by the Secretariat's internal audit committee.

The table below summarises reports on the operations of the Secretariat during the course of the financial year.

Table 4: Reports on the operations of the Secretariat

Name of organisation	Nature of inquiry/ report title	Recommendations	Response to recommendation
Axiom and Associates (on behalf of the internal audit committee)	<i>Audit of Assembly Secretariat's IT security policy framework and associated arrangements</i> September 2008	The report made five recommendations concerning various aspects of the Assembly's IT security policies and procedures.	The Secretariat agreed to all of the recommendations.
RSM Bird Cameron (on behalf of the Secretariat's internal audit committee)	<i>Review of procurement quotation and tender thresholds</i>	The report made one recommendation in relation to the process used to procure artworks.	The Secretariat agreed with the recommendation.
Walter Turnbull	<i>Taxation compliance review</i> June 2009	The report made six recommendations in relation to the various aspects of the Secretariat's compliance with taxation requirements ¹ .	The Secretariat agreed to all of the recommendations.

1. A number of recommendations were made in relation to the Shared Services Centre as part of the Walter Turnbull review.

The Secretariat was not subject to scrutiny by the ACT Ombudsman during the financial year.

LEGISLATIVE ASSEMBLY COMMITTEE INQUIRIES AND REPORTS

The Secretariat was subject to several recommendations by Assembly committees during the reporting period. The recommendations, the Secretariat's responses and the status of implementation are included in the table below.

Table 5: Committee inquiries and reports

Recommendation	Committee and report No.	Response	Implementation
<p>Recommendation 2 The committee recommends that the Government and the Legislative Assembly Secretariat finalise their discussions on creating an appropriate framework within which to apply the Latimer House principles to the ACT and report to the Legislative Assembly before the last sitting day of the Sixth Assembly.</p>	<p>Standing Committee on Public Accounts - Sixth Assembly (report No. 2)</p>	<p>The Speaker advised the Assembly that discussions between the Government and the Legislative Assembly Secretariat were continuing.</p>	<p>The Speaker provided advice to the Assembly on 28 August 2008 on this matter.</p>

Recommendation	Committee and report No.	Response	Implementation
<p>Recommendation 10 The committee recommends that the Legislative Assembly Secretariat, in addition to the replacement of the chiller, also give consideration to the implementation of less energy intensive building cooling options.</p>	<p>Standing Committee on Public Accounts – Seventh Assembly (Report No. 3)</p>	<p>The Assembly was advised that there were various measures under consideration concerning energy efficient cooling options.</p>	<p>The Assembly already has internal venetian blinds installed throughout the building; however, consideration has been given to the implementation of other less energy intensive building cooling options since this recommendation was made.</p> <p>Preliminary investigations indicate that a major funding commitment would be required to install suitable external shading. With a range of initiatives competing for funding, it was determined not to proceed with the installation of external shading during the reporting period. Calibration and optimisation of the HVAC system was undertaken during the reporting period and this work will be ongoing.</p> <p>Installation of tinted window film on selected windows will take place in 2009-10.</p>

Recommendation	Committee and report No.	Response	Implementation
<p>Recommendation 14 The committee recommends that the Legislative Assembly Secretariat's Hansard provide one email address as the key point for email communication, preferably Hansard@parliament.act.gov.au.</p>	<p>Standing Committee on Public Accounts – Seventh Assembly (Report No. 2)</p>	<p>Response not tabled as at 30 June</p>	<p>The Secretariat has established the #LA Hansard distribution list to which members can send electronic material to be accessed by a number of Hansard staff. This is working effectively.</p> <p>The Speaker has requested that members provide Hansard with electronic copies of speeches, questions and answers.</p>
<p>Recommendation 15 The committee recommends that the Legislative Assembly Secretariat in conjunction with InTACT prioritise the provision of increased email storage capacity for the mailboxes of members, members' staff, and members' public mailboxes.</p>	<p>Standing Committee on Public Accounts – Seventh Assembly (Report No. 2)</p>	<p>Response not tabled as at 30 June</p>	<p>Storage capacity has been increased for members' public mailboxes from 1Gb to 2Gb. InTACT advised that email storage from up to two staff from each member's office could be upgraded from 100Mb to 500Mb.</p>
<p>Recommendation 16 The committee recommends that the Legislative Assembly Secretariat, in conjunction with InTACT, give consideration to the feasibility of replacing facsimile machines located in members' offices with access to a multifunction product (MFP) with print, copy, scan, fax and limited colour.</p>	<p>Standing Committee on Public Accounts – Seventh Assembly (Report No. 2)</p>	<p>Response not tabled as at 30 June</p>	<p>MFDs will be deployed across the non-executive members' offices between December 2009 and March 2010.</p>

Recommendation	Committee and report No.	Response	Implementation
<p>Recommendation 6 The committee recommends that future ACT Legislative Assembly estimates committees consider whether the deadline for questions on notice should be extended to three working days after the close of the sitting day which included the relevant portfolio area.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The Assembly was advised that this issue would be placed on the agenda of the Standing Committee on Administration and Procedure.</p>	<p>This remains a matter for future estimates committees.</p>
<p>Recommendation 7 The committee recommends that the Legislative Assembly's Standing Committee on Administration and Procedure review the process and time frames for lodging, responding to and communicating questions taken on and lodged on notice during inquiries by select committees on estimates, and make recommendations to the Assembly by the end of 2009.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The Assembly was advised that this issue would be placed on the agenda of the Standing Committee on Administration and Procedure.</p>	<p>To be considered by the Standing Committee on Administration and Procedure.</p>
<p>Recommendation 10 The committee recommends that the electronic mailbox size across the Legislative Assembly and Secretariat be unlimited.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The Assembly was advised that steps had already been taken to increase storage capacity for public mailboxes of non-executive members (from 1Gb to 2 Gb) and selected staff (from 100Mb to 500Mb).</p>	<p>Further increases in mailbox size may be implemented following an upgrade of the email system which is expected within two years.</p>

Recommendation	Committee and report No.	Response	Implementation
<p>Recommendation 11 The committee recommends that the file server space allocated to the Assembly be significantly increased.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The Assembly was advised that the Secretariat increased file server space available to non-executive members by 134 per cent from 103 Gb to 241 Gb.</p>	<p>As at June 2009 only 37 per cent of this capacity is used; in comparison, at the end of the Sixth Assembly, utilisation was above 90 per cent.</p>
<p>Recommendation 12 The committee recommends that information and communications technology services for non-executive members and their staff be equivalent to those provided for executive members of the Legislative Assembly.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The committee was advised that information would be sought from the executive about service levels and report to the Standing Committee on Administration and Procedure.</p>	<p>To be considered by the Standing Committee on Administration and Procedure.</p>
<p>Recommendation 13 The committee recommends that the Standing Committee on Administration and Procedure review the staffing available to the Legislative Assembly's Committee Office.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The committee was advised that this issue would be placed on the agenda of the Standing Committee on Administration and Procedure.</p>	<p>To be considered by the Standing Committee on Administration and Procedure.</p>

Recommendation	Committee and report No.	Response	Implementation
<p>Recommendation 62 The committee recommends that if the Speaker agrees that the issues raised by Mr Hanson in his letter to the committee dated 4 June 2009 concerning his interaction with the Chief Executive of ACT Health, have substance, and/or the Assembly agrees that a Select Committee on Privileges be established, that the Select Committee also investigate the broader issues of protection of communications made by members of the Legislative Assembly in the course of their employment.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The committee was advised that was a matter for the Assembly to determine.</p>	<p>No action required on behalf of the Secretariat.</p>
<p>Recommendation 63 In the event that the Select Committee is not established, this Committee recommends:</p> <p>... (b) that the Standing Committee on Administration and Procedure inquire into and report on the protections available to members concerning protection of communications made by members of the Legislative Assembly in the course of their employment.</p>	<p>Select Committee on Estimates 2008-09</p>	<p>The committee was advised that this issue would be placed on the agenda of the Standing Committee on Administration and Procedure.</p>	<p>To be considered by the Standing Committee on Administration and Procedure.</p>

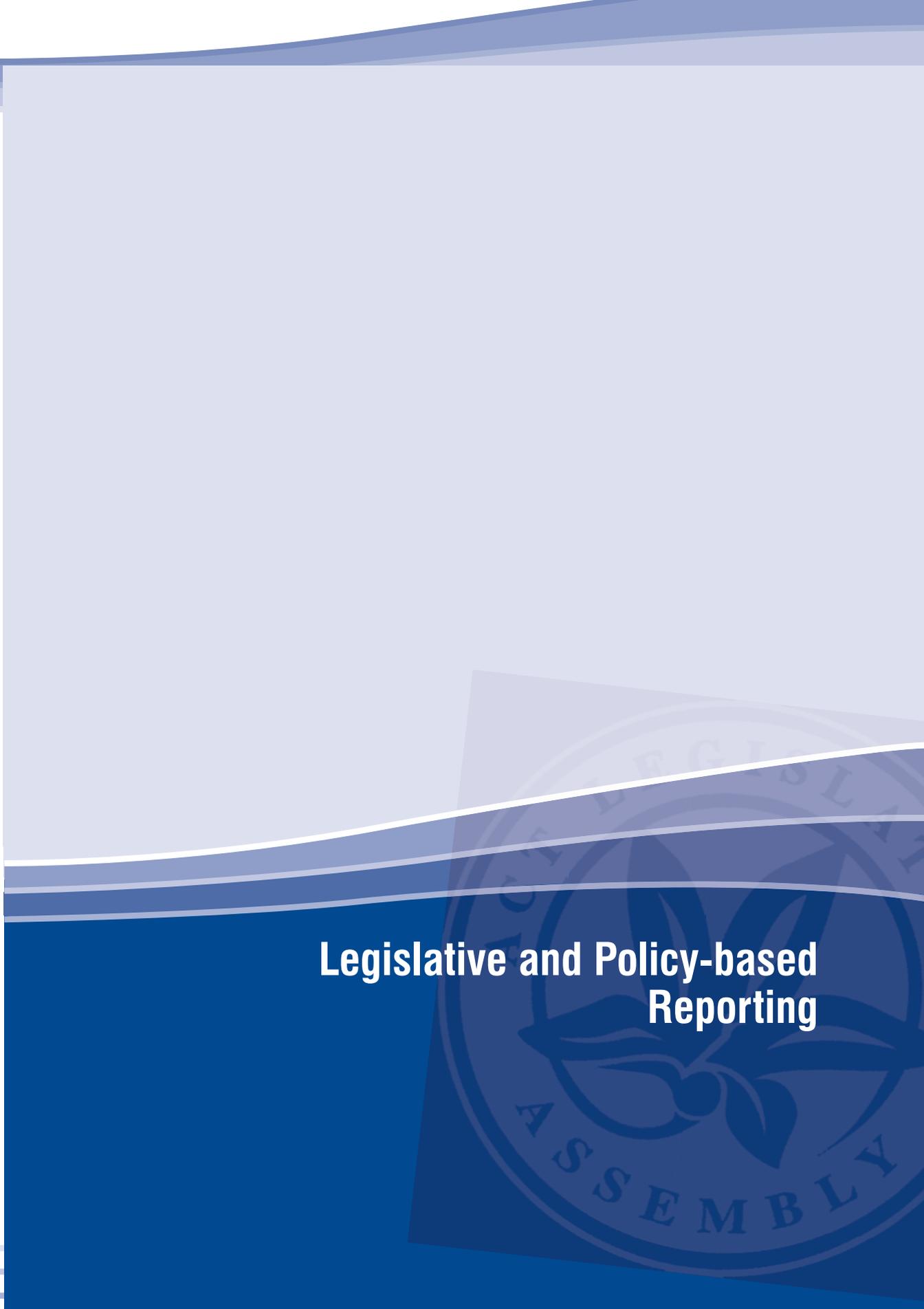
Recommendation	Committee and report No.	Response	Implementation
<p>Recommendation 72 The committee recommends that the Standing Committee on Justice and Community Safety consider, as part of their inquiry into freedom of information legislation, discussion of the issue of cabinet-in confidence designations for documents.</p>	Select Committee on Estimates 2008-09	The committee was advised that this was a matter for the Assembly or the relevant committee.	No action required on behalf of the Secretariat.
<p>Recommendation 75 The committee recommends that the Standing Committee on Public Accounts include social tendering as part of its inquiry into procurement.</p>	Select Committee on Estimates 2008-09	The committee was advised that this was a matter for the Assembly or the relevant committee.	No action required on behalf of the Secretariat.
<p>Recommendation 130 The committee recommends that the Standing Committee on Health, Community and Social Services inquire into the impact of the global financial crisis on the non-government community services sector in the ACT and the ACT government funding it receives.</p>	Select Committee on Estimates 2008-09	The committee was advised that this was a matter for the Assembly or the relevant committee.	No action required on behalf of the Secretariat.

LEGISLATION REPORT

The Secretariat is not responsible under the administrative arrangements for administering particular legislation but does have various levels of responsibility in relation to relevant provisions of the following Acts:

- *Legislative Assembly Precincts Act 2001*;
- *Legislative Assembly (Broadcasting) Act 2001*;
- *Legislative Assembly (Members' Staff) Act 1989* (associated subordinate legislation);
- *Legislation Act 2001*; and
- *Australian Capital Territory Self-Government Act 1988* (Commonwealth)

No legislation relevant to the administration of the Secretariat was enacted during the reporting period.



**Legislative and Policy-based
Reporting**

RISK MANAGEMENT AND INTERNAL AUDIT

The management group, headed by the Clerk, has overall responsibility for the monitoring and reporting of risk management in the Secretariat. The management group meets monthly and has a standing item on its agenda in relation to risk management. Responsibilities of the management group in relation to risk management include:

- implementation and maintenance of the risk management framework across the Secretariat;
- development and maintenance of a system that enables regular reporting of risks and their management by each section;
- monitoring the effectiveness of the risk management framework across the Secretariat;
- providing leadership to the processes underpinning the framework and maintaining a risk-aware and intelligent workforce; and
- making recommendations to the Clerk and/or providing directions and advice on matters arising out of risk management reports, performance reports or other matters that come before them.

The Secretariat's risk management policy sets out a process for identifying and managing risks across the organisation in accordance with AS/NZS 4360:2004. The Secretariat conducts annual risk assessments to examine the risk profile of the organisation – assessing the likelihood and consequence of risks previously identified, in addition to assessing what additional risks might need to be considered as a result of changes in the organisation's operating environment or the addition of new functions or areas of service delivery.

A review of the risk register was completed during the reporting period and the results were reported to the internal audit committee at its November 2008 meeting. The overall risk profile of the organisation was slightly lower in 2008-09 than in the preceding year.

The Secretariat's internal audit committee reports directly to the Clerk of the Assembly and operates under its charter which establishes the role of the committee as being to review and monitor:

- the extent of compliance with applicable laws, regulations and directions, including agency policy;
- the effectiveness of the design, implementation and operation of internal controls;
- the completeness, accuracy and reliability of financial and operating information and underlying records; and

- the efficiency and effectiveness of business and program, or service, delivery processes.

Table 6: Internal audit committee members and meetings

Name	Position	Duration of membership	Meetings attended over the reporting period
Michael Harris	Independent Chair	Since 13 March 2007	3
David Skinner	Member	Since 13 March 2007	3
Val Szychowska	Member	Since 13 July 2007	3

The committee chair issued three memos to the Clerk during the reporting period.

During 2008-09 the audit committee confirmed a three-year audit program, outlining its priorities, using a risk management approach, for the forthcoming period.

During the reporting period the committee conducted audits of procurement and of IT security. A number of recommendations arising from these audits were accepted by the Secretariat and these have been incorporated into the organisation's master audit implementation plan.

The audit committee also reviewed the Secretariat's fraud and corruption prevention plan and findings arising from a risk assessment conducted during the period.

FRAUD PREVENTION

The Secretariat has in place a fraud and corruption prevention plan outlining the Secretariat policies and procedures for preventing, identifying and investigating fraud. The plan also incorporates a risk assessment and action plan. The Secretariat's internal audit committee reviewed the action plan during the reporting period and the plan was revised in April 2009.

Awareness around fraud and corruption issues is maintained through periodic updates in the Assembly's newsletter and the provision of information about fraud and corruption issues through staff induction.

During the reporting period the following managers undertook formal training in fraud investigation:

- Deputy Clerk;
- Manager, Committee Office;
- Corporate Manager;
- Manager, Strategy and Parliamentary Education Office; and
- Assistant Manager, Human Resources.

PUBLIC INTEREST DISCLOSURE

The Secretariat has in place policies and procedures for receiving and investigating public interest disclosures. The details of the procedures are available at both the members and public entrances of the Assembly building as well as on the Assembly's intranet.

The Deputy Clerk and Serjeant-at-Arms is the designated contact officer for public interest disclosures who can be contacted on (02) 6205 0171. Public interest disclosures can also be directed to the Clerk on (02) 6205 0191.

The Secretariat received no public interest disclosures during the reporting period.

FREEDOM OF INFORMATION

Section 7 statement

Organisation

The Legislative Assembly Secretariat is responsible to the Speaker of the Legislative Assembly through the Clerk, who is appointed pursuant to division 3.8 of the *Public Sector Management Act 1994*.

The Clerk has all the powers of a chief executive but is not subject to the direction of the executive. Secretariat staff assisting the Clerk in the exercise of his or her powers and functions are also employed pursuant to the *Public Sector Management Act 1994*.

Powers

Secretariat staff, namely the Serjeant-at-Arms and the Principal Attendant, can exercise powers delegated by the Speaker pursuant to section 9(5) of the *Legislative Assembly Precincts Act 2001*.

The Clerk also has powers under the *Legislative Assembly (Broadcasting) Act 2001* in relation to the broadcasting of proceedings, including the approval of electronic access to the proceedings of the Assembly and the withdrawal of access.

Arrangements for public participation

Avenues for public participation include submissions to inquiries, access to public hearings of committee inquiries and Assembly meetings, citizen's right of reply, petitions, and access to administrative records and general files through freedom of information (FOI) requests.

FOI procedures and contact points

All FOI requests relating to the Legislative Assembly Secretariat should be directed to:

The Clerk
ACT Legislative Assembly
London Circuit
Canberra ACT 2601

Location:	London Circuit, Canberra City, ACT, 2601.
Business hours:	8.30 am – 5.00 pm Monday to Friday.
Postal address:	GPO Box 1020, Canberra, ACT, 2601.
General inquiries:	(02) 620 50439
Committee inquiries:	(02) 620 50127
Hansard inquiries:	(02) 620 50422
Legislation inquiries:	(02) 620 50440

Requests can be delivered to the public entrance of the Assembly building between the hours of 8.30 am and 5.00 pm Monday to Friday. Telephone inquiries should be directed to the Secretariat's general inquiries number, (02) 6205 0439.

Documents available

The Secretariat has broad responsibility for providing advice to government agencies and the public regarding the business of the Assembly and its committees. To facilitate the provision of information the following documents are published by the Secretariat:

- *A brief overview of the business of the Legislative Assembly for the Australian Capital Territory* – concise information on the proceedings and practices used in the Assembly as well as a glossary of terms.

- Annual reports*¹
- *Art cards* - series of postcards with images of artworks from the Assembly's collection.
- *Art catalogue* - booklet featuring artwork from the Assembly's collection, including a list of items in the catalogue, image descriptions and artist biographies for key artworks.
- *Bills list* – an alphabetical listing, by short title, of bills considered by the Assembly. The list details the date of introduction and, where relevant, the date of passage, the act number and particulars in the legislation register. Bills discharged, negatived at the agreement in principle stage, declared urgent and referred to committees are also listed. The list is published on a regular basis.*
- *Bills Volumes* – bound volumes of all bills presented to the Assembly. The volumes include bills, explanatory statements and amendments that have been moved at the detail stage. Available for inspection at the Assembly and Territory libraries. The volumes are published for each Assembly and, from 2006, are available online.
- *Business of the Assembly* – a synopsis of the business undertaken by the Assembly each calendar year. This information is published on an annual basis and online.
- *Committee reports* – reports presented to the Assembly by standing and select committees are listed in *Committees of the Seventh Assembly 2008-09*. Reports presented during the reporting period are listed in Appendix 6 of this report.*
- *Committees of the Seventh Assembly 2008-09* – a list of the committees of the Seventh Assembly giving details of membership, terms of reference, current inquiries and reports presented by each committee. Updated regularly.*
- *Daily Program* – a guide to members indicating the items of business which the Assembly is expected to consider that day. It is published each sitting day.*
- *Debates of the Legislative Assembly for the Australian Capital Territory (Hansard)* – a record of Assembly debates commonly referred to as *Hansard*. The official *Weekly Hansard* is produced approximately three weeks after each sitting week of the Assembly. The proof *Daily Hansard* is produced the day following a sitting of the Assembly.*

- *Digest of proceedings of the Legislative Assembly for the Australian Capital Territory* – a booklet containing subjects and speeches indexes to *Hansard*, lists of sitting days, members and their official positions and party affiliations, bills, matters of public importance, ministerial statements, petitions, and votes. Published annually.
- *Fact sheets* – 13 fact sheets are produced by the Strategy and Parliamentary Education Office, providing a variety of historical, administrative and procedural information in relation to the ACT Legislative Assembly.*
- *Get to know your ACT Legislative Assembly* – a pamphlet that provides a concise overview of the history of the Assembly, the ACT electoral process and general information on the Assembly's sitting days and papers. This pamphlet has been translated into three languages – Arabic, Chinese and Vietnamese – and is available at the public entrance of the Assembly building and on the Assembly website.*
- *Getting involved in public inquiries* – a pamphlet providing information on participating in public inquiries of Assembly committees*. Available from the public entrance of the Assembly and the Committee Office. A range of community groups also have copies of the brochure for distribution.
- Information for persons making submissions to, or appearing as witnesses before, committees of the Legislative Assembly – a pamphlet providing information to persons involved with the committees of the Assembly.*
- *Legislative Assembly for the Australian Capital Territory* – a brochure explaining the history of the Assembly, including a map of the building.
- *Legislative Assembly of the Australian Capital Territory Strategic Plan 2004-2009**.
- *Members of the Seventh Assembly* – a booklet listing the members of the Assembly and giving details of their Assembly service, committee service, party positions, and biographical details. Published for each Assembly.
- *Members of the Seventh Assembly* – a brochure about the members of the Assembly. Includes photographs, roles and a map their electorates.
- *Minutes of proceedings* – the official record of the proceedings of the Assembly. Pamphlet copies are published in proof form immediately following each sitting of the Assembly, with final copies published later. A proof index to the minutes and a proof index to papers tabled in the Assembly are published internally, as are proof bound volumes of the Minutes of proceedings.*

- *Notice Paper* – the official list of all business outstanding before the Assembly and setting out the order of business to be followed. The *Notice Paper* also lists notices of questions (a full list of unanswered questions appears on the first *Notice Paper* each sitting week or fortnight) and contains an information section on Assembly committees. The *Notice Paper* is published each sitting day of the Assembly, with the exception of the first sitting day of an Assembly.*
- *Postcards* – a series of five postcards featuring the Canberra flag, the ACT coat-of-arms, the Mace and the faunal and floral emblems of the ACT are available at the members and public entrances.
- *Sitting pattern* – a calendar highlighting Assembly sitting days. A copy of the 2009 sitting pattern is available from the members and public entrances while in stock. It is always available on the Assembly website.*
- *Standing and Temporary Orders of the Assembly**
- *Student workbooks* - workbooks for primary and secondary students containing information about the Assembly, and educational activities to assist with their studies.
- *Summary of Bills* – the document includes a summary of each bill introduced into the Assembly for the current Assembly to date, the minister or member who introduced the bill and the date of introduction. Published on a regular basis.*
- *Teacher workbooks* - activity pads for teachers to assist in the development of classroom activities.
- *Transcripts of public hearings* of committees of the Assembly are produced following committee hearings. Unedited proofs of committee transcripts are available for inspection at the Committee Office. Proof transcripts are published on the Assembly's website as soon as they are verified by Hansard editors; the finals are published within 20 working days from the date of the hearing.

Copies of the documents listed above are available from the Assembly Secretariat and, where indicated, are available for inspection on the internet. Copies of *Weekly Hansard*, committee reports and *Minutes of proceedings* are placed in some territory libraries.

1. NOTE: Documents identified with an (*) are available on the internet. The web address is: www.parliament.act.gov.au

The Assembly also provides free of charge copies of a range of publications on various aspects of its history, roles and functions to the public, community groups and schools.

Copies of ACT legislation (bills and acts) and delegated legislation (eg regulations and determinations) are at www.legislation.act.gov.au.

Other types of documents that may be available under the *Freedom of Information Act 1989* are general files and administrative records; however, it should be noted that **documents are exempt documents if disclosure would infringe the privileges of the Legislative Assembly or other Australian parliaments.**

Section 8 statement

Section 8 of the FOI Act 1989 applies to documents that are provided by the agency for the use of, or are used by, the agency or its officers in making decisions or recommendations for the purposes of an enactment or scheme administered by the agency, with respect to rights, privileges or benefits, or to obligations, penalties or other detriments, to which persons are or may be entitled or subject.

The Secretariat has one document that would fall under this definition: *Guidelines for Broadcasting the Public Proceedings of the Legislative Assembly and its Committees*. A copy of this document is available on request.

Section 79 statement

During the reporting period the Secretariat received no applications for information pursuant to the FOI legislation.

INTERNAL ACCOUNTABILITY

The Secretariat is managed by the Clerk supported by a management team made up of five managers. Each year the Secretariat develops an action plan setting the organisation's key strategic objectives and initiatives to be pursued over the financial year.

The management team meets each month to review the organisation's progress against its annual action plan and make decisions relating to internal governance and accountability. Standing items on the agenda include risk management and occupational health and safety.

All managers are subject to performance agreements with the Clerk setting out their responsibilities and key work objectives. Agreements are reviewed on a

six-monthly basis to examine how each manager has performed within their areas of responsibility.

The senior management group is made up of (as at 30 June 2009):

- Clerk, Tom Duncan;
- Deputy Clerk and Serjeant-at-Arms, Max Kiermaier;
- Manager, Committee Office, Sandra Lilburn;
- Manager, Hansard and Communications Office, Val Barrett;
- Manager, Corporate Services Office, Ian Duckworth; and
- Manager, Strategy and Parliamentary Education Office, David Skinner.

The key management committees within the Assembly are as follows:

- occupational health and safety committee (recognising the separate employer responsibilities the committee is composed of representatives from the Secretariat, members' offices, and the executive);
- internal audit committee; and
- joint union management consultative committee.

The Clerk is the only Senior Executive Service (SES) officer within the organisation and the determination of the Clerk's remuneration arrangements is made pursuant to the *Remuneration Tribunal Act 1995*.

HR PERFORMANCE

The Secretariat is a small parliamentary support agency, with a core of permanent staff augmented by casual employees who are predominantly engaged for periods when the Assembly sits. While staff employed in the Assembly Secretariat are employed under the *Public Sector Management Act 1994* and form part of the ACT public service, the Secretariat is not a government agency. The Secretariat is headed by the statutory office of Clerk of the Assembly, and the Public Sector Management Act provides that the Clerk is not subject to the direction of the executive. Consequently, the Secretariat aims to follow or mirror, but is not necessarily bound by, HR policies and themes that are determined by the government of the day.

The Secretariat's approach to HR management and workforce planning includes:

- having a strong culture that values honesty and integrity, impartiality, respect for parliamentary practices and procedures, and professionalism;

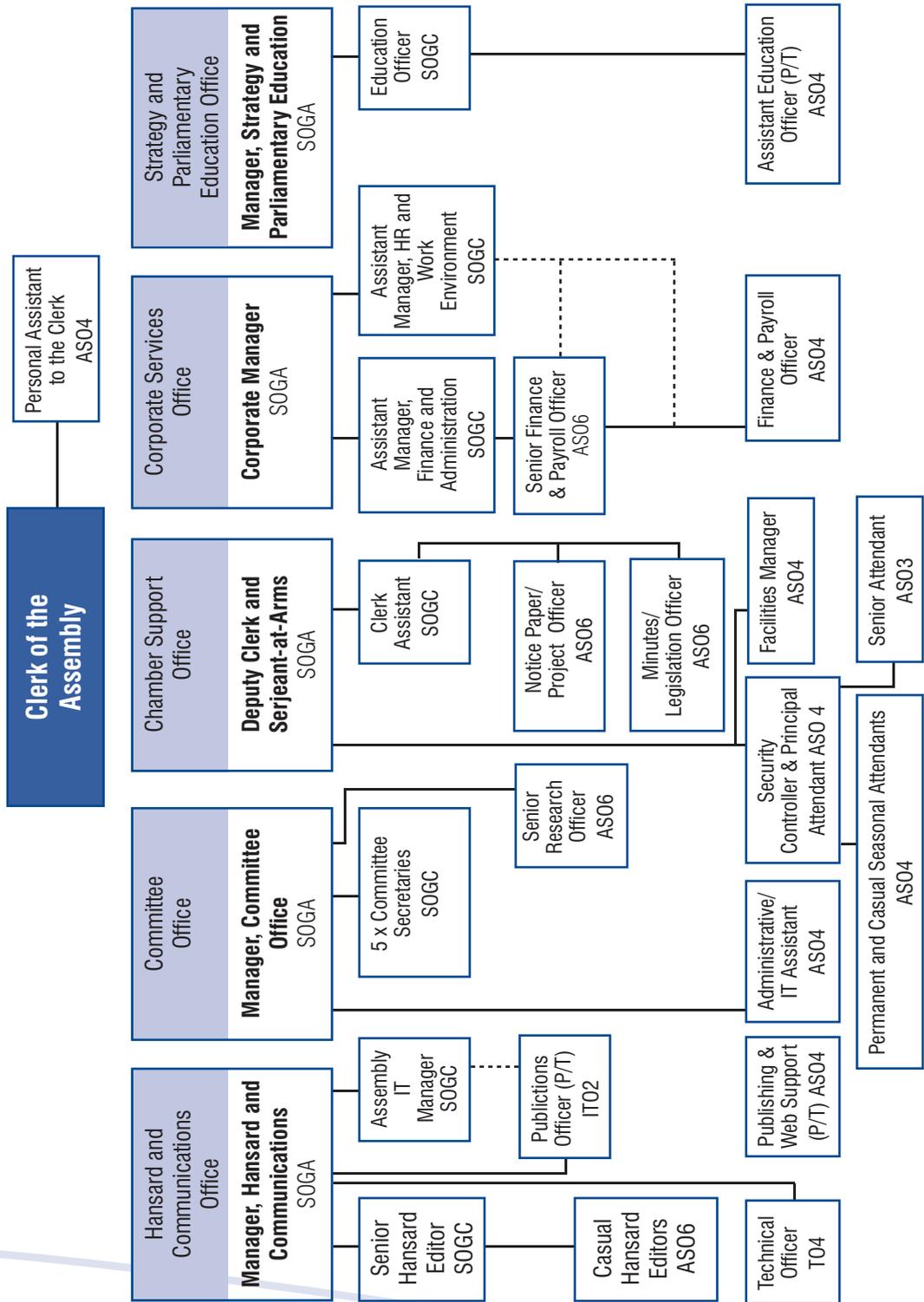
- ensuring that jobs are well designed and appropriately classified;
- operating an annual performance and development program to align work with the Secretariat's strategic plan and annual action plan;
- improving staff skills and performance through developing skills and knowledge;
- supporting flexible working arrangements, including home-based work; and
- providing a safe, healthy work environment.

The Secretariat has adopted and actively promotes a number of measures aimed at attraction and retention of staff. In 2008-09, the rate of staff turnover (ie the percentage of permanent and regular casual staff who depart and are replaced, as a proportion of the average number of those staff in the Secretariat) was 9.7 per cent. This compares to a five-year rate of 11.7 per cent.

The Secretariat's structure includes a number of organisational groups (refer to the Secretariat's organisation chart (following page) that provide procedural, policy and administrative services to the Assembly and its committees, and administrative support to non-executive members and their staff. The parliamentary nature of many of the roles performed means that staff employed in, or with experience in, federal and other state parliamentary departments are an identified potential source of recruitment. The slightly higher remuneration offered in these other jurisdictions can act as a barrier to recruitment, although the Secretariat's working conditions and arrangements and the small size of the Assembly can be a source of attraction.

In terms of workforce forecasting, the introduction of transition to retirement provisions has removed some of the predictability that previously existed in relation to expected staff turnover but, equally, access to those provisions has minimised turnover that would otherwise have occurred. The age profile of the Secretariat's workforce is generally higher than the service-wide average.

On the one hand, there is a fair degree of specialisation in jobs and a relatively flat structure, which has the potential to limit career progression within the Secretariat. On the other hand, there are opportunities for multi-skilling and gaining experience across a broad range of functions. As an example, in response to the Secretariat's business continuity planning, employees from the Strategy and Parliamentary Education Office have been undertaking 'shadowing' roles with Chamber Support staff to provide a broader skill and knowledge base associated with this key function should Chamber Support Office staff need to be relieved. This training also assists the Strategy and Parliamentary Education Office staff in developing their understanding of the Assembly and in developing education programs.



Members' staff employment

A significant element of the Secretariat's human resource management effort relates to the employment of staff by non-executive members under the *Legislative Assembly (Members' Staff) Act 1989* (the LAMS Act).

The employment arrangements for non-executive members are based on a staff salary allocation that is determined by the Chief Minister under the LAMS Act and, as part of those arrangements, the Secretariat monitors and updates those staff salary allocations and prepares and manages the execution of all staff employment agreements.

As noted elsewhere in this report, and as reported in previous years, there is a high turnover of staff in non-executive members' offices and it is common for staff to be employed under a series of employment agreements. This generates a significant volume of work in: the forecasting and reporting of staff salary allocations; the establishment and cessation of staff on and from the payroll system; and the induction and orientation of those staff.

Despite the high number of employment agreements in 2008-09 partly due to the changes associated with the general election in October 2008, at 30 June 2009 a significant number of staff are on 'end of term' agreements which can be expected to reduce the number of employment agreements processed in the out-years.

The Secretariat is also expected to play a role in the collection and reconciliation of attendance records from staff of non-executive members, and this process will involve a significant commitment of resources.

STAFFING PROFILE

The following tables provide a statistical breakdown of the Secretariat's staff

Table 8: Employment type

Permanent	Temporary	Casual
32	4	12

Table 9: FTE and Headcount

	Male	Female	Total
FTE by gender	15	21.7	36.7
Headcount by gender	19	29	48
Percentage of workforce	39.5	60.5	100

Table 10: Classifications

Classification group	Female	Male	Total
Clerk	0	1	1
SOG A	2	3	5
SOG C	10	1	11
ASO 6	10	3	13
ASO 5	0	0	0
ASO 4	5	3	8
ASO 3	0	1	1
ASO 2	2	5	7
ITO 2	0	1	1
TO 4	0	1	1
TOTAL	29	19	48

Table 11: Employment category by gender

Employment category	Female	Male	Total
Casual	8	4	12
Permanent full-time	17	11	28
Permanent part-time	2	2	4
Temporary full-time	2	0	2
Temporary part-time	0	2	2
TOTAL	29	19	48

Table 12: Average length of service by gender by age-group

Average length of service	Female	Male	Total
0-2	9	4	13
2-4	7	1	8
4-6	5	2	7
6-8	3	2	5
8-10	1	1	2
10-12	0	3	3
12-14	0	0	0
14+ years	4	6	10

Table 13: Total Average length of service by gender

Gender	Average length of service (years)
Female	6.1
Male	11.2
TOTAL	8.7

Table 14: Age profile

Age group	Female	Male	Total
<20	0	0	0
20-24	0	0	0
25-29	2	0	2
30-34	1	0	1
35-39	2	1	3
40-44	6	3	9
45-49	6	3	9
50-54	4	2	6
55-59	4	3	7
60-64	3	3	6
65-69	1	2	3
70+	0	2	2

Statistics exclude staff not paid by the ACT public service and people on leave without pay. Staff members who had separated from the ACT public service, but received a payment have been included.



Secretariat staff in Assembly reception room with Speaker, Shane Rattenbury (centre-left), and Clerk, Tom Duncan (centre-right).

LEARNING AND DEVELOPMENT

The Secretariat operates a performance and development scheme that supports the Secretariat's commitment to developing a performance culture and promotes an ethical working environment that is respected by both managers and employees. Learning and development focuses on a process of continually improving individual performance and, through this, the Secretariat's performance.

There is a strong organisational commitment to the value of learning and development activities in assisting staff members to:

- support the Secretariat's goals and strategic priorities;
- perform their jobs more effectively and efficiently; and
- achieve personal career development goals.

The learning and development budget (including OH&S training) for 2008-09 was \$55,700, with actual expenditure of \$67,900 during the reporting period. The profile of learning and development activities provided was diverse, with staff undertaking training in the following areas:

- studies of parliament and parliamentary procedure;
- IT skills;
- occupational health and safety;
- security risk, management and operations;
- suicide awareness and prevention;
- leadership training;
- investigations training; and
- general and job specific training.

Learning and development areas identified as priorities in 2009-10 include:

- parliament and parliamentary procedure;
- mental health awareness; and
- general and job specific training.

During 2008-09, no Secretariat staff participated in whole-of-government learning and development activities such as the Take the Lead program, Future Leaders program, or sponsored training for first-time and front-line managers. However, the Secretariat provided placements for two graduates under the ACTPS graduate administrative assistant program.

WORKPLACE HEALTH AND SAFETY

The Secretariat is committed to promoting and maintaining a high standard of health and safety and wellbeing for all staff, members, contractors and visitors.

However, the Assembly is a unique workplace in relation to occupational health and safety with each member and the Clerk having employer responsibilities in relation their respective employees. An injury prevention agreement, signed by the Chief Minister, the Speaker, the Clerk, and representatives from the relevant workplace unions remains in place, along with an injury prevention policy. As outlined below, these are in the process of being replaced by a new workplace health and safety and injury management strategy.

The Assembly operates under a single 'designated work group'. It has an occupational health and safety committee that meets quarterly. Membership of the committee includes three management representatives, five workplace representatives covering the Secretariat and members' staff, the Health and Safety Representative, and one union representative. Nominations from employees to take on the role of the Assembly's Health and Safety Representative are called for every two years and, in accordance with the relevant legislative provisions, selection is managed by the relevant unions.

During the year, the OH&S committee contributed to the development of an OH&S risk assessment process and the development of an OH&S risk management plan, and will continue to monitor progress against the plan.

The *ACT Public Sector Workplace Health Strategic Plan 2008-12* was released in September 2008. The overall goal of the five-year plan is to achieve ACTPS-wide implementation and maintenance of a systematic continuous improvement approach to the managing workplace health and safety risks, and to reduce the workers compensation premium rate by 0.5 per cent by June 2012 across government.

In response to the requirements in the strategic plan, the Assembly's OH&S committee had developed by 30 June 2009 a draft workplace health and safety and injury management improvement strategy (WHS&IM improvement strategy). In 2009-10, this strategy document will be finalised once a gap analysis is concluded and the outcomes from that analysis are incorporated into the plan. The draft WHS&IM improvement strategy recognises that the Assembly is a small workplace, with no ongoing or new compensation claims. As a result, the Secretariat's premium rate for 2008-09 was 0.45 per cent, well below the ACTPS average of 2.69 per cent.

There were no new compensation claims in 2008-09 and the Assembly had no accidents or dangerous occurrences that required the giving of notices under section 204 of the *Occupational Health and Safety Act 1989*. All plant and equipment is regularly checked in line with statutory requirements.

During 2008-09 the following measures were undertaken to ensure the health, safety and welfare of all staff in the workplace:

- workstation assessments were provided to employees on longer term contracts as required;
- height adjustable desks were purchased for non-executive members' staff;
- regular OH&S hazard audits were conducted;
- the OH&S component of the intranet was updated;
- training on OH&S specific issues, along with general emergency awareness and building evacuation drills was conducted;
- flu vaccinations were provided on-site and reimbursement was paid where staff privately arranged a vaccination;
- health and wellbeing allowance was paid for eligible items or activities;
- eyesight testing and reimbursement for spectacles for visually demanding tasks was provided as required;
- regular articles were included in the Assembly newsletter on OH&S related matters including promoting the Employee Assistance Program; and
- *Healthworks* brochures were distributed to all staff.

In 2008-09, the anchors and personal safety equipment for roof access at the Assembly building were inspected and new handrails were installed. Certification under AS1657-1992 for the walkways and standard AS/NZS 1891.4-2000 for the roof anchors was achieved during the year.

WORKPLACE RELATIONS

During 2008-09 the Secretariat continued to implement the collective agreement for Assembly Secretariat staff, and contributed to the implementation, in conjunction with the Chief Minister's Department, of relevant aspects of the collective agreement for members' staff.

Under each of these agreements, there are joint union management consultative committees that the Secretariat convenes (in the case of Secretariat staff) and participates in (in the case of members' staff).

The Secretariat consultative committee met only once during the year, and its main area of activity was monitoring the progress of a review of after-hours oncall

arrangements for Secretariat staff and for monitoring any high levels of annual leave balances for Secretariat staff.

At 30 June 2009 the Secretariat did not have any staff covered by special employment arrangements.

STRATEGIC ASSET MANAGEMENT

The assets managed by the Secretariat include the Assembly building, leased motor vehicles, the Assembly's art collection, and various items of plant and equipment.

Value and quantity of assets

The value and quantity at 30 June 2009 of each of these classes of assets is included in the following table.

Table 15: value and quantity of assets

	Value	Quantity
Assembly building (Territorial budget)	\$19m	1
Land (Territorial budget)	\$3.8m	1
Leased motor vehicles (Territorial budget)	\$0.316m	10
Leased motor vehicles (Departmental budget)	\$0.056m	2
Assembly art collection (Departmental budget)	\$0.594m	164
Plant and equipment (Departmental budget)	\$0.343m	40 items (some assets are, in fact, a collection of multiple items)

Additions and deletions

The following table shows assets that were added to, and removed from, the Secretariat's assets register during 2008-09.

Table 16: additions and deletions

Asset class	Additions (value)	Disposals (value)
Assembly building (Territorial budget)	Capital upgrade program – see below (\$0.212m)	N/A
Land (Territorial budget)	N/A	N/A
Leased motor vehicles (Territorial budget)	Nine replacement vehicles (\$0.326m)	10 (\$0.196m), due to the expiry of lease term
Leased motor vehicles (Departmental budget)	Two replacement vehicles (\$0.065m)	2 (\$0.029m), due to the expiry of lease term
Assembly art collection (Departmental budget)	One artwork to celebrate the 20 th anniversary of self-government in the ACT(\$0.020m)	0
Plant and equipment (Departmental budget)	Eight (\$0.066m)	0

The Assembly building

Given its significance as an asset, a strategic asset management plan was developed for the Assembly building in 2005-06 and this plan was updated in 2007-08. The plan continued to provide strategic guidance to the Secretariat on the asset management of the building. As reported in previous years, the plan highlights that maintaining the Assembly building as a prominent territory asset will require significant expenditure in future years.

Management of the art collection

During the reporting period a review of policies and procedures associated with the management of the Assembly's art collection was commenced for ratification by the Speaker on the advice of the Legislative Assembly Art Advisory Committee. During the forthcoming period the Secretariat will review asset management arrangements for the collection.

Capital upgrade funding and expenditure

The Secretariat received capital upgrade funding in its 2008-09 budget totalling \$0.212m, which was committed to the following projects:

- recarpeting and repainting for level 1 offices (\$0.167m);
- investigation and development of a scope of works for the replacement of the Assembly building's copper roof (\$0.033m);
- completion of a fire safety survey and rectifying defective fire barriers (\$0.010m); and
- clearing stormwater drains (\$0.002m).

In addition to the 2008-09 capital upgrade funding, the Secretariat received additional funding totalling \$0.251m, through the government's 2008-09 third appropriation, for the purchase of a new main chiller for the Assembly building. As at 30 June 2009, expenditure was slightly lower than anticipated at \$0.223m, leading to savings for the territory of \$0.028m. Installation and commissioning of the chiller has been scheduled in the 2009-10 financial year and the 2008-09 third appropriation included funding of \$0.189m for that purpose.

Asset maintenance and upgrades

The Assembly building is the largest asset managed and maintained by the Secretariat. The notes to the Secretariat's 2008-09 annual financial statements show that the supplies and services expenditure incurred in the financial year and related to building management was \$0.761m. However, these costs include security monitoring and utilities expenses of \$0.277m, leaving \$0.484m devoted to repairs and maintenance of the building. This level of expenditure represents approximately 2.5 per cent of the replacement cost of the building.

During 2008-09 a number of condition audits were conducted on aspects of the building. Under the building services maintenance contract (Spotless Pty Ltd holds the contract) there are annual condition audits provided for major items of plant and equipment. These are used to inform and assist in the management of future maintenance and replacement requirements.

To address issues identified from an occupational health and safety risk assessment, desks for staff employed in MLAs offices were replaced during the year with fully height adjustable desks. The cost of this replacement was \$0.040m.

Assembly members who opt to be provided with a fully maintained vehicle are provided with those vehicles in accordance with the territory's vehicle leasing arrangements. The same arrangements are used to supply a vehicle for the Clerk of the Assembly as part of the Clerk's remuneration package, as well as an office

vehicle for the Secretariat. Under those leasing arrangements, vehicles are covered by a two-year finance lease. During 2008-09, the leases on 12 of those vehicles expired and were replaced with 11 new leased vehicles.

Office accommodation

The gross building area for the Assembly building is 7,547m² and the net lettable area for building valuation purposes is 6,418m². However, significant parts of the net lettable area include floor space that is only used on a periodic or occasional basis or is not occupied by staff. These areas include the Assembly chamber, cabinet room, two committee rooms and a number of function rooms.

For the purposes of establishing a rate of office space utilisation, an area of 3,208m² has been identified as the area that members and staff ordinarily occupy. In terms of the number of members and staff who occupy that space, it was recognised that some fluctuation occurs due primarily to the sitting patterns of the Assembly (ie when additional staff are engaged) and that the peak number was approximately 146.

Accordingly, the office space utilisation rate is 21.4m² per occupant.

GOVERNMENT CONTRACTING

During the year, the Secretariat engaged a number of consultants and contractors to provide works or services that, due to the specialised skills or experience required, were not able to be provided from within the staff resources of the Secretariat.

In engaging these contractors and in its procurement activities generally, the Secretariat adhered to requirements within the *Government Procurement Act 2001*, including the requirement for review of procurement plans and processes by an 'approved procurement unit' for contracts valued at over \$100,000.

Details of the expenditure on those consultants and contractors are listed in the table below.

Table 17: expenditure on government contracting

Type of works/ services or area of skill or expertise	Name of contractor	Amount paid in 2008-09 (excluding GST)	Date contract let
Building works and maintenance			
Manufacture of a new chiller for the Legislative Assembly Building	King Air	\$0.204m*	22 May 2009
Maintenance of building services	Spotless P&F P/L	\$0.135m	31 March 2007
Cleaning services	Berkeley Challenge P/L	\$0.173m	1 May 2007
Electrical services	Affinity Electrical Technologies	\$0.041m	7 October 2008
Provision of swipe card readers for the Legislative Assembly building	SNP Security	\$0.079m	24 November 2008
Provision of thermal smoke detectors throughout the Assembly building	SMI Fitout P/L	\$0.038m	3 December 2008
Recording and broadcasting of proceedings			
Recording and transcription of the proceedings of the Assembly and of public hearings of Assembly committees	CRS WordWave P/L	\$0.105m	26 November 2005
Specialist expertise			
Legal advice to the relevant Assembly standing committee on the scrutiny of bills and subordinate legislation	Mr Peter Bayne	\$0.053m	1 December 2008

Type of works/ services or area of skill or expertise	Name of contractor	Amount paid in 2008-09 (excluding GST)	Date contract let
Legal advice to the relevant Assembly standing committee on the scrutiny of bills and subordinate legislation	Mr Stephen Argument	\$0.034m	1 December 2008
Purchase of goods			
Goods displaying the Assembly logo (eg Neck ties)	Expressions	\$0.023m	1 March, 2009
Whole-of-government contracts			
Provision of stationery/supply of office furniture for non-executive members' offices	Corporate Express Australia Ltd	\$0.060m	Whole-of-government contract
Travel services	American Express	\$0.030m	Whole-of-government contract
Advertising	HMA Blaze	\$0.030m	Whole-of-government contract

* This amount does not include the additional fees paid to Procurement Solutions (\$0.009m) or the small fee paid to external consultants (\$0.010m) in relation to the purchase of the new chiller.

COMMUNITY GRANTS/ASSISTANCE/SPONSORSHIP

During the reporting period the Secretariat provided \$2,000 to the ANU School of Art in support of the *Graduate Materials Award*.

TERRITORY RECORDS

During 2008-09 the Secretariat continued to operate its records management program, in accordance with the *Territory Records Act 2002*. The Secretariat's records management program includes:

- a records management policy approved by the Clerk (who is the Secretariat's principal officer for the purposes of the Act); and
- a set of records management procedures, including an agency specific thesaurus and classification guide.

The following agency specific records disposal schedule is the authority under which Secretariat-specific records are sentenced (ie the formal process of determining the period for which records need to be retained):

Territory Records (Records Disposal Schedule - Legislative Assembly Secretariat Records) Approval 2004 (No 1) [Notifiable Instrument NI2004-177]

During 2008-09, a review of the Secretariat's records management program was commenced and, as at 30 June 2009, was nearing completion. A particular focus of the review is the extent to which the program, which was developed in 2003, complies with the records management standards that have been issued by the Director of Territory Records. The results of the review will be considered by Secretariat management in 2009-10.

The review was assisted by the engagement of an individual with records management expertise. That individual also assisted with other records management activities, including the resolution of a number of technological issues that had arisen with the Secretariat's record-keeping systems; and with training and instruction of agency staff on records management procedures.

HUMAN RIGHTS ACT

Through the Standing Committee on Legal Affairs (Sixth Assembly) and the Standing Committee on Justice and Community Safety (Seventh Assembly), operating in their capacity as scrutiny of bills committees, the Legislative Assembly plays an important role in the operation of the *Human Rights Act 2004*.

Under section 38(1) of the Act, the committee is responsible for reporting to the Assembly on any human rights issues arising from particular bills presented to it.

In particular, the committee reports on any inconsistencies between proposed legislation and the Human Rights Act.

ECOLOGICALLY SUSTAINABLE DEVELOPMENT

The Secretariat has made significant advances in working towards an ecologically sustainable Assembly. During the reporting period, the Secretariat developed an environmental sustainability plan, instituted an environmental sustainability committee and designed and implemented improved mechanisms for measuring environmental outcomes. The Secretariat has also implemented a range of specific initiatives aimed at improving the environmental performance of the organisation.

Environmental audits

In August 2008 the Secretariat received the final report from a consultant engineering firm outlining the results of a series of environmental sustainability audits undertaken during 2007-08.

As part of the audit process, the NABERS (national Australian built environment rating system) tool was employed to assess the Assembly building on a spectrum of performance (one star to five stars, with five stars representing the highest level of performance). The report prepared by the consultant indicated that the Assembly received the following ratings under NABERS:

- four stars for energy use representing 'strong performance';
- three stars for water usage representing 'average' performance; and
- three stars for waste management representing 'average' performance.

The report also made a number of recommendations about how environmental improvements to the Assembly building could best be achieved and these formed the basis of an action plan that was prepared and monitored by the Secretariat's environmental sustainability committee.

Environmental sustainability committee

The Secretariat's environmental sustainability committee was formed in September 2008 following its consideration of findings arising from a series of environmental audits conducted in 2007-08. The committee is chaired by the Clerk and has staff representatives from each section within the Secretariat. The committee meets regularly to consider sustainability initiatives in the areas of energy, water and waste. The committee also monitors implementation of the Secretariat's environmental sustainability action plan.

The committee met on six occasions during the year.

Environmental sustainability action plan

The Secretariat's environmental sustainability action plan was developed in September 2008 and is based on recommendations to emerge from the environmental audits mentioned above. Strategies and actions associated with the recommendations have been divided into the following three categories:

- 1) infrastructure and building improvements;
- 2) monitoring and development of environmental management systems; and
- 3) educational/behavioural changes.

The plan is intended to be an evolving document which will be updated periodically to reflect areas of implementation that have been achieved and to include any new initiatives which are proposed, providing a mechanism for continuous improvement around environmental sustainability issues.

Waste

In May 2009 the Secretariat introduced an improved waste management system across the Assembly building and deployed standardised signage to provide information about what materials should be deposited in the different waste streams used as part of the system (organic materials, waste going to landfill, clean paper, and mixed recyclables). The system was based on the Office Smart program that is being progressively implemented by the ACT Department of Climate Change, Energy and Water across the government and non-government sectors.

The introduction of the new waste management system saw a major reduction in the number and volume of waste receptacles dedicated to landfill waste and a considerable increase in the number and volume of receptacles dedicated to paper, mixed recycling and organic material, as the following table shows.

Table 18: Changes to waste streams by volume and number of bins following introduction of new waste management system

	General waste	Paper recycling	Mixed recycling	Organic
Number of containers May	213	31	27	26
Total volume May	2228 litres	3100 litres	304 l	295l
Number of containers June	57	139	113	30
Total volume June	608 litres	4163 litres	860 litres	443 l
% change in number of bins	73 % decrease	348% increase	319% increase	15% increase
% change in bin volume	73% decrease	34% increase	183% increase	50% increase

While figures for the volume of waste going to landfill are not available for the reporting period, improved reporting systems will allow this information to be reported in 2009-10. Preliminary observations during May and June indicate that there has been a reduction of approximately 50 per cent in the amount of waste going to landfill, with a commensurate increase in the amount of material being recycled.

This represents a substantial achievement in terms of improved waste management outcomes across the Assembly building.

Water

During the reporting period, there was a major decrease in the consumption of water recorded for the Assembly building. This decrease is likely to be attributable to optimisation of the building's cooling tower and a range of water reduction measures introduced in the preceding financial year such as the installation of low-flow shower heads and water efficient flush systems on toilet facilities. The Secretariat also introduced metering on key water appliances to better monitor consumption patterns.

Table 19: Water consumption

	2007-08	2008-09	% change
Water (Lt)	3,564,000	2,896,000	-18.7

Energy

During 2008-09 the Secretariat implemented the following measures to improve energy efficiency across the building, including:

- decommissioning one of the Assembly's domestic hot-water systems (reduced from a capacity of 800lt to 400lt);
- installation of movement-activated and light-level sensitive lighting in five members' suites which had failed;
- replacement of 150-watt metal halide light fittings with 6-watt fittings;
- replacement of 50-watt dichroic light fittings with 5-watt fittings;
- installation of movement activated lighting in all toilet areas;
- reduction in the months of the year in which the boiler is activated; and
- improvements to the HVAC system to maximise use external air during warmer months to cool the building and reduce reliance on the chiller.

Electricity

The Secretariat recorded a significant reduction in the amount of electricity consumed by the building during the reporting period compared with the previous financial year.

Table 20: Electricity consumption

	2007-08	2008-09	% change
Electricity (MJ)	4,046,605	3,823,621	-5.5

Vehicle fleet

The vehicle fleet managed by the Secretariat on behalf of non-executive members also recorded a decline in the amount fuel that was consumed since the last reporting period. There was a high degree of variability in consumption patterns associated with particular vehicles within the fleet. The two main variables affecting the level of consumption of the fleet are: (1) the energy efficiency of individual vehicles; and (2) the distance travelled by individual vehicles.

There is a limited degree to which the Secretariat can effect changes in this area, although it is observed that there is a downward trend in overall consumption for the reporting period.

Table 21: Energy consumed by fleet

	2007-08	2008-09	% change
Energy from fleet (MJ)	1,384,792	1,096,024	-20.9%

Gas

The Assembly building recorded an increase in the amount of gas consumed during the reporting period despite the Assembly's heating system operating for fewer months than in the preceding reporting period. This increase in consumption is under investigation and preliminary investigations indicate that the Assembly building's heating and ventilation system requires further adjustment and calibration.

Table: Gas consumption comparison

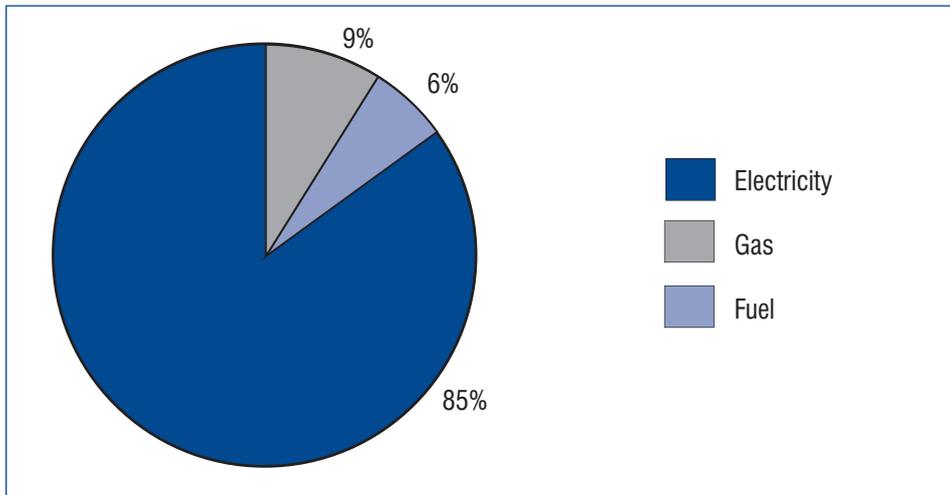
	2007-08	2008-09	% change
Gas (MJ)	1,690,083	1,822,929	+7.9

Emissions

Emissions from the activities associated with the operations of the Assembly building recorded an overall decrease during the reporting period when compared with 2007-08. By far, the largest amount of emissions associated with the Assembly's operations relate to the electricity used to power the Assembly building.

Table 22: Annual emissions comparison

	2007-08	2008-09	% change
Electricity (tonnes Co2)	1,137	1,075	-5.5
Gas (tonnes Co2)	112	121	+7.9
Fuel (tonnes Co2)	97	77	-20.9
Total Emissions (tonnes Co2)	1,346	1,272	-5.4

Figure 1: Breakdown of greenhouse gas emissions (2008-09)

Detailed statistics

The following statistics have been compiled from historical billing data and, in the case of waste, observational estimates.

The Secretariat's recently introduced environmental monitoring arrangements will allow the Secretariat to better assess its performance in terms of reducing the Assembly's environmental footprint.

Table 23: Other indicators

Indicator	Unit	2007-08 result	2008-09 result
General			
Total occupancy – all building occupants	Numeric (FTE)	138	144
Non-executive occupancy – Secretariat, private members and staff	Numeric (FTE)	77	83
Area office space – net lettable area	Square metres (m ²)	5,225	5,225
Area non-office space – net lettable area	Square metres (m ²)	2,065	2,065
Total area floor space – net lettable area	Square metres (m ²)	7,290	7,290

Indicator	Unit	2007-08 result	2008-09 result
Stationary energy use (office)			
Electricity use	Megajoules	4,046,605	3,823,621
Electricity use	kWh	1,124,057	1,062,117
Green power - 100% Renewable Energy	kWh	*	44,159
Landfill gas export energy	kWh	*	157,348
Total renewable energy	kWh	283,257	277,089
Percentage of renewable energy used	Percentage	25	26
Gas use	Megajoules	1,690,083	1,822,929
Total office energy use (gas + electricity)	Megajoules	5,736,688	5,646,550
Energy Intensities			
Energy intensity per person	Megajoules / FTE	41,561	39,193
Energy intensity per area of office space	Megajoules / m ²	1,098	1,081
Energy intensity per area of total floor space	Megajoules / m ²	787	775
Transport Energy			
Total number of vehicles	Numeric	13	23
Transport fuel (petrol)	Litres	40,491	31,804
Transport fuel (diesel)	Litres	0	218
Transport fuel - petrol (conversion)	Megajoules	1,384,792	1,087,697
Transport fuel - diesel (conversion)	Megajoules	0	8,328
Total transport energy use (sum of above)	Megajoules	1,384,792	1,096,024

Indicator	Unit	2007-08 result	2008-09 result
Total transport energy use (conversion)	Gigajoules	1,385	1,096
Water consumption			
Total office water use	Kilolitres	3,564	2,896
Water Intensities			
Water use per person	Kilolitres / FTE	26	20
Water use per area of office space	Kilolitres / m2	0.68	0.55
Water use per area of total floor space	Kilolitres / m2	0.49	0.40
Waste			
Total reams of paper purchased	Reams	*	1,954
Estimate of cardboard recycled	Cubic metres	*	2
Estimate of paper recycled	Cubic metres	*	22
Estimate of mixed recycling	Cubic metres	*	10
Estimate of organic waste	Cubic metres	*	1
Estimate of waste to landfill	Cubic metres	*	22
Resource Efficiency			
Office paper used per person (Secretariat and non-executive)	Reams / FTE	*	23
Greenhouse gas emissions from electricity	Tonnes CO2-e	1,137	1,075
Greenhouse gas emissions from gas	Tonnes CO2-e	112	121

Indicator	Unit	2007-08 result	2008-09 result
Office greenhouse gas emissions (electricity + gas)	Tonnes CO2-e	1,248	1,195
Greenhouse gas emissions from car fleet	Tonnes CO2-e	97	77
Total greenhouse gas emissions (electricity + gas + fleet)	Tonnes CO2-e	1,346	1,272
Greenhouse Gas Intensities			
Office emissions per person	Tonnes CO2-e / FTE	9	8
Office emissions per office area	Tonnes CO2-e / m2	0.257	0.243
Office emissions per total area	Tonnes CO2-e / m2	0.184	0.174
Greenhouse Gas Emissions by Scope			
Direct emissions (scope 1)	Tonnes CO2-e	209	198
Indirect emissions (scope 2)	Tonnes CO2-e	1,137	1,075
Total emissions	Tonnes CO2-e	1,346	1,272

* Data not available

Notes on intensity indicators

- Occupancy has been disaggregated by: (a) total number of building occupants (includes executive members and staff); and (b) non-executive occupants (Secretariat staff + non-executive members and their staff).
- Per person figures are based on total number of building occupants for all intensities with the exception of paper usage. Paper is purchased by the Secretariat for non-executive and Secretariat occupants only
- Area has been disaggregated into (a) office and (b) non-office space (chamber, reception rooms etc). Office space and total floor space have been aggregated for intensity indicators.
- Per person and per area indicators are limited to office emissions.
- The higher number of vehicles in 2008-09 reflects the churn of vehicle leases that occurred during this period rather than an increase in the total number of vehicles administered by the Secretariat at any one time.

Notes on conversions

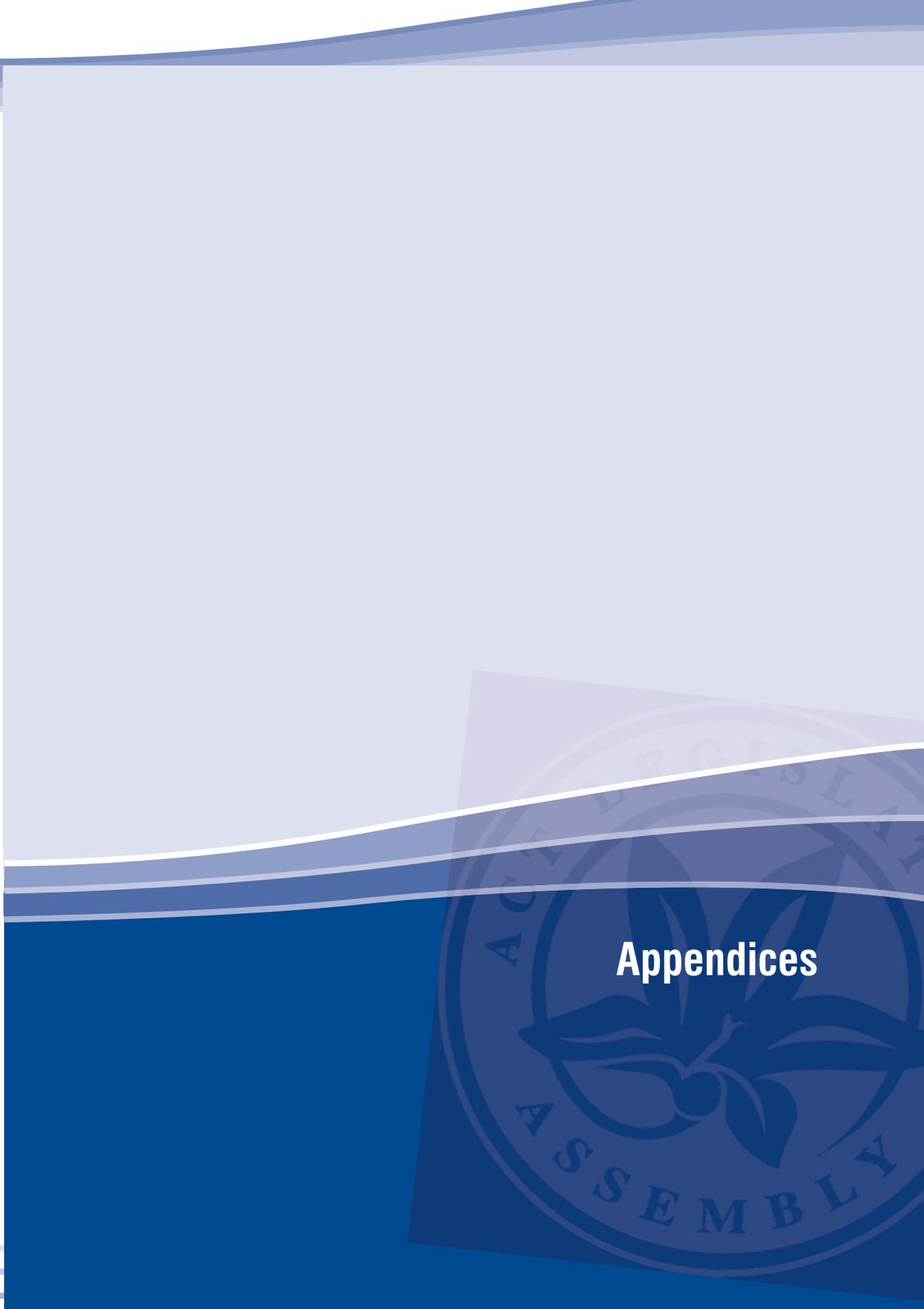
- Fleet supplier provides transport energy usage in KL fuel consumed.
- Fuel usage has been converted from KL to MJ to allow comparison with electricity and gas.
- Conversion rates used are 34.2 for unleaded, 38.4 for diesel.
- Energy used by different fuel types has been summed to obtain total megajoules used for transport.
- Emissions values are taken directly from electricity, gas and fleet invoices (according to conversions calculated by suppliers) as CO₂ coefficients can vary depending on the method of generation or production.
- Electricity has been converted from kWh to MJ to allow comparison with gas usage (1kWh = 3.6 MJ).

Note on renewable energy

- ActewAGL's billing in 2007-08 and part of 2008-09 did not disaggregate its 'Green Power' product from its EDL landfill gas product.

Notes on scopes

- Scope 1 emissions are taken to be direct emissions produced by fleet and natural gas usage in the building.
- Scope 2 emissions are taken to be indirect emissions from electricity drawn from the grid.



Appendices

APPENDIX 1 – SITTING DAYS STATISTICS

Financial year	No. of sitting days	No. of hours*	Average hours per day*	Sittings after 10pm	Average time of rising Tuesday	Average time of rising Wed/Thurs
1988-89	10	55	6	1	6.12 pm	4.12 pm
1989-90	54	353	7	8	9 pm	5.10 pm
1990-91	49	338	7	8	9 pm	5.45 pm
1991-92	48	354	7	12	10 pm	5.42 pm
1992-93	51	356	7	10	9.55 pm	6.48 pm
1993-94	46	324	7	5	9.36 pm	5.30 pm
1994-95	34	249	7	5	9.32 pm	5.42 pm
1995-96	45	314	7	2	Average time of rising 5.33 pm	
1996-97	39	315	8	3	6.34 pm	
1997-98	34	278	8	1	6.32 pm	
1998-99	40	317	8	6	6.43 pm	
1999-00	41	344	8	8	7.11pm	
2000-01	37	306	8	9	6.46pm	
2001-02	34	275	9	4	6.22pm	
2002-03	40	346	9	10	7.08pm	
2003-04	43	414	10	16	8.08pm	
2004-05	36	290	8	5	6.38pm	
2005-06	41	312	8	2	6.04pm	
2006-07	38	292	8	1	6.11pm	
2007-08	40	347	9	7	7.10pm	
2008-09	38	323	9	5	6.40pm	

NB - includes time expended in suspensions and meal breaks.

APPENDIX 2 – STATISTICS ON PROCEEDINGS

Financial year	Sittings – adjournment debate	Sittings – no adjournment debate	Petitions presented and referred to ministers	Votes	Closure of questions agreed to	Matters of public importance discussed
1988-89	6	4	2	4	1	4
1989-90	37	17	31	127	16	25
1990-91	38	11	23	108	18	30
1991-92	30	18	33	119	21	28
1992-93	32	19	34	137	4	41
1993-94	20	26	10	49	-	25
1994-95	21	13	11	57	1	18
1995-96	29	16	46	96	3	10
1996-97	31	8	36	100	-	10
1997-98	24	10	25	76	1	10
1998-99	29	11	20	88	1	10
1999-00	35	6	14	118	2	4
2000-01	18	19	6	128	-	4
2001-02	26	8	23	65	3	15
2002-03	27	13	23	84	0	12
2003-04	39	4	34	132	-	25
2004-05	32	4	6	86	6	20
2005-06	39	2	13	95	7	24
2006-07	35	3	40	77	11	22
2007-08	33	7	25	92	10	21
2008-09	32	6	15	98	4	26

APPENDIX 3 – STATISTICS ON BILLS AND AMENDMENTS

Bills – Sixth and Seventh Assemblies for the reporting period

	Executive	Private members' business	Total
Introduced	44	19	63
Discharged	-	-	-
Withdrawn	-	1	1
Not agreed in principle	2	3	5
Passed	47	6	53
Amended	19	4	23
Still before the Assembly	9	10	19

Amendments moved

Year	Number of amendments		
	Motions	Bills	Total
Feb-June 2001	-	-	427
2002-2002	-	-	488
2002-2003	-	-	472
2003-2004	47	487	534
2004-2005	46	389	435
2005-2006	47	425	472
2006-2007	44	82	126
2007-08	39	497	536
2008-09	90	314	404

APPENDIX 4 – STATISTICS ON BILLS PRESENTED

Financial year	Executive	Private members	Total
1988-89	9	1	10
1989-90	48	11	59
1990-91	71	15	86
1991-92	106	26	132
1992-93	95	25	120
1993-94	94	15	109
1994-95	72	14	86
1995-96	77	15	92
1996-97	91	22	113
1997-98	108	26	134
1998-99	70*	31	101
1999-00	102*	33	135
2000-01	87	24	111
2001-02	47	22	69
2002-03	67	26	93
2003-04	79	27	106
2004-05	64	11	75
2005-06	47	11	58
2006-07	52	8	60
2007-08	47	19	66
2008-09	44	19	63

* In 1998, Assembly standing orders were amended to make provision for executive members' business. At the conclusion of the Fourth Assembly, this provision lapsed. The total figures include two and four bills presented by executive members in 1998 and 1999 respectively.

APPENDIX 5 – STATISTICS ON QUESTIONS WITH AND WITHOUT NOTICE

Financial year	Questions on notice	Questions without notice	Supplementary questions	Average No. asked per sitting*
1988-89	9	131	34	17.4
1989-90	187	684	207	16.5
1990-91	241	685	176	14.5
1991-92	448	490	188	14
1992-93	582	510	163	13.2
1993-94	520	407	173	12.6
1994-95	247	376	206	17
1995-96	210	514	371	19.7
1996-97	163	398	293	17.7
1997-98	68	363	284	11
1998-99	141	352	327	17
1999-00	108	406	332	18
2000-01	122	352	278	17
2001-02	268	370	302	19.7
2002-03	575	425	330	18.8
2003-04	820	410	347	17.6
2004-05	608	356	283	17.8
2005-06	712	399	314	17.4
2006-07	455	366	296	17.4
2007-08	519	378	299	16.9
2008-09	351	401	330	19.2

* includes supplementary questions.

APPENDIX 6 – COMMITTEES – SIXTH AND SEVENTH ASSEMBLIES

Details about Legislative Assembly standing and select committees of the Sixth and Seventh Assemblies are provided below. Apart from the 23 reports presented, committees also tabled nine statements pursuant to standing order 246A.

Where possible, this list includes the date when the government response to each report was tabled.

Committees of the Sixth Assembly

Standing committees

Standing Committee on Administration and Procedure

Membership

Mr Wayne Berry MLA (Chair)

Mrs Jacqui Burke MLA (until 6 June 2006, vice Mr Smyth 13 to 18 November 2007, from 12 February 2008)

Mrs Vicki Dunne MLA (from 6 June 2006 to 14 November 2006)

Dr Deb Foskey MLA (until 12 February 2008)

Ms Karin MacDonald MLA

Mr Richard Mulcahy MLA (from 12 February 2008)

Ms Mary Porter MLA (vice Ms MacDonald 23 May; 29 June to 27 July 2007 and 5 to 10 August 2008)

Mr Brendan Smyth MLA (from 14 November 2006 to 12 February 2008)

Secretary: Mr Tom Duncan

Assistant Secretary: Ms Janice Rafferty

Terms of reference

The Standing Committee on Administration and Procedure was established to inquire and report on matters relating to the management of the Assembly, including the standing orders, and to provide advice to the Speaker on the entitlements, facilities and services provided to members. The committee also arranged the order of private members' business and Assembly business.

Report

Review of Code of Conduct for Members (*tabled 5 August 2008*)

Standing Committee on Education, Training and Young People

Membership

Ms Mary Porter, Chair

Mr Mick Gentleman, Deputy Chair,

Mrs Vicki Dunne (discharged 12 February 2008)

Mr Steve Pratt (appointed 12 February 2008)

Secretary: Dr Sandra Lilburn

Terms of reference

The Standing Committee on Education, Training and Young People was established to examine matters related to early childhood education and care, primary, secondary, post secondary and tertiary education and vocational training, non-government education, youth and family services, technology, arts and culture, sport and recreation.

Inquiry

Vocational education and training (VET) and skills shortages in the ACT
(*self-referred 11 April 2006*)

Reports

Report 7: *Annual and Financial Reports 2006-2007 (tabled 3 July 2008, government response tabled 31 March 2009)*

Report 8: *Vocational Education and Training to Address Skills Shortages (tabled 26 August 2008, government response tabled 25 June 2009)*

Standing Committee on Health and Disability

Membership

Ms Karin MacDonald, Chair

Ms Mary Porter, Deputy Chair

Mrs Jacqui Burke

Secretary: Ms Grace Concannon

Terms of reference

The Standing Committee on Health and Disability was established to examine matters related to hospitals, community, public and mental health, health promotion and disease prevention, disability matters, drug and substance misuse, targeted health programs and community services, including services for older persons and women, housing, poverty, and multicultural and Indigenous affairs.

Inquiries

- The relationship between the health and science sectors in the ACT (*self-referred 30 March 2005*)
- Early intervention and care of vulnerable children in the ACT (*self-referred 13 February 2008*)
- Closure of the Wanniasa Medical Centre (*referred 26 August 2008*)

Reports

Report 7: *Health science in the ACT (tabled 19 August 2008)*

Report 8: *The early intervention and care of vulnerable infants (tabled 28 August 2008, government response tabled 26 February 2009)*

Report 9: *Closure of the Wanniasa Medical Centre (tabled 26 August 2008 government response tabled 31 March 2009)*

Standing Committee on Legal Affairs

Membership

Mr Bill Stefaniak, Chair (reappointed 12 February 2008)

Ms Karin MacDonald, Deputy Chair

Dr Deb Foskey

Mr Zed Seselja (discharged 12 February 2008)

Secretary: Ms Robina Jaffray

Terms of reference

The Standing Committee on Legal Affairs was established to examine matters related to community and individual rights, consumer rights, courts, police and emergency services, corrections including a prison, governance and industrial relations, administrative law, civil liberties and human rights, censorship, company law, law and order, criminal law, consumer affairs and regulatory services. This committee also performed the duties of a scrutiny of bills and subordinate legislation committee.

Inquiries

- Sentencing in the criminal jurisdiction of the ACT (*self-referred 24 February 2005–lapsed 17 October 2008*)
- Fire and emergency services arrangements in the ACT (*self-referred 7 May 2007*)

Reports/statements/issues paper

Report 8: *ACT Fire and Emergency Services Arrangements (tabled 26 August 2008 – government response tabled 16 June 2009)*

Standing Committee on Legal Affairs (performing the duties of a Scrutiny of Bills and Subordinate Legislation Committee)

Membership

Mr Bill Stefaniak, Chair

Ms Karin MacDonald, Deputy Chair

Dr Deb Foskey

Secretary: Mr Max Kiermaier

Assistant Secretary: Ms Anne Shannon

Legal Adviser (Bills): Mr Peter Bayne

Legal Advisor (subordinate legislation): Mr Stephen Argument

Terms of reference

To perform the duties of a scrutiny of bills and subordinate legislation committee and to examine matters related to community and individual rights, consumer rights, courts, police and emergency services, corrections including a prison, governance and industrial relations, administrative law, law and order, criminal law, consumer affairs and regulatory services.

The Standing Committee on Legal Affairs when performing the duties of a scrutiny of bills and subordinate legislation committee shall:

- (a) consider whether any instrument of a legislative nature made under an Act which is subject to disallowance and/or disapproval by the Assembly (including a regulation, rule or by-law):
 - (i) is in accord with the general objects of the Act under which it is made;
 - (ii) unduly trespasses on rights previously established by law;
 - (iii) makes rights, liberties and/or obligations unduly dependent upon non-reviewable decisions; or
 - (iv) contains matter which in the opinion of the Committee should properly be dealt with in an Act of the Legislative Assembly;

- (b) consider whether any explanatory statement or explanatory memorandum associated with legislation and any regulatory impact statement meets the technical or stylistic standards expected by the Committee;
- (c) consider whether the clauses of bills introduced into the Assembly:
 - (i) unduly trespass on personal rights and liberties;
 - (ii) make rights, liberties and/or obligations unduly dependent upon insufficiently defined administrative powers;
 - (iii) make rights, liberties and/or obligations unduly dependent upon non-reviewable decisions;
 - (iv) inappropriately delegate legislative powers; or
 - (v) insufficiently subject the exercise of legislative power to parliamentary scrutiny;
- (d) report to the Assembly on these or any related matter and if the Assembly is not sitting when the Committee is ready to report on bills and subordinate legislation, the Committee may send its report to the Speaker, or, in the absence of the Speaker, to the Deputy Speaker, who is authorised to give directions for its printing, publication and circulation.

Scrutiny reports presented

No. 57 (*published 28 July 2008, tabled 5 August 2008*)

No. 58 (*published 18 August 2008, tabled 19 August 2008*)

No. 59 (*published 25 August 2008, tabled 26 August 2008*)

Standing Committee on Planning and Environment

Membership

Mr Mick Gentleman, Chair,

Ms Mary Porter (elected Deputy Chair, 19 February 2008)

Mrs Vicki Dunne (appointed 12 February 2008)

Mr Zed Seselja (discharged 12 February 2008)

Secretary: Ms Nicola Derigo

Terms of reference

The Standing Committee on Planning and Environment was established to examine matters related to planning, public works and land management, conservation and heritage, transport services, and environment and ecological sustainability. Under planning legislation, this committee had a responsibility to examine all draft variations to the Territory Plan.

Inquiries

- Namadgi National Park Draft Management Plan (*Referred pursuant to section 200(2) of the Land (Planning and Environment) Act 1991, 14 September 2005*)
- Best options for ACT Government investment in maintaining a sustainable water supply in the ACT. (*Referred 7 June 2007*)
- Draft Variation to the Territory Plan No. 281—Molonglo and North Weston (*Referred pursuant to Section 73 of the Planning and Development Act 2007*)
- Draft Variation to the Territory Plan No. 261—North Watson (*Referred pursuant to Section 73 of the Planning and Development Act 2007*)

Reports/statements

Report 34: *Inquiry into the Namadgi National Park Draft Plan of Management (tabled 5 August 2008)*

Report 35: *Variation to the Territory Plan No 261—Part Blocks 2 and 3 and Blocks, Section 75 Watson (released 15 August 2008, tabled 19 August 2008, government response tabled 24 March 2009)*

Report 36: *Draft Variation to the Territory Plan No. 281—Molonglo and North Weston Referred pursuant to Section 73 of the Planning and Development Act 2007 (released 18 August 2008–tabled 19 August 2008–government response tabled 19 August 2008)*

Statement 7: *No further inquiry into water use and management (5 August 2008)*

Standing Committee on Public Accounts

Membership

Dr Deb Foskey, Chair (elected 15 June 2007)

Ms Karin MacDonald, Deputy Chair (elected 15 June 2007)

Mr Brendan Smyth (appointed 12 February 2008)

Mr Richard Mulcahy (discharged 12 February 2008)

Secretary: Mr Hamish Finlay

Terms of reference

The Standing Committee on Public Accounts was established to examine the accounts of the receipts and expenditure of the Australian Capital Territory. It also considered each report of the Auditor General presented to the Assembly. The committee examined matters relating to economic and business development, small business, tourism, market and regulatory reform, public sector management, taxation and revenue and sustainability.

Inquiries

- Review of Auditor-General's Report No 4 of 2005: Courts Administration
- Review of Auditor-General's Report No 1 of 2006: Regulation of Charitable Collections & Incorporated Associations
- Review of Auditor-General's Report No 5 of 2006: Rhodium Asset Solutions Limited (*referred 19 September 2006*)
- Review of Auditor-General's Report No 4 of 2007: Regulation of ACT Liquor Licences

Reports/Statements

Report 14: *Annual and Financial Reports 2006-2007 (tabled 3 July 2008–Speaker's response tabled 28 August 2008–government response tabled 31 March 2009)*

Report 15: *Review of Auditor-General's Report No 4 of 2005: Courts Administration (tabled 5 August 2008)*

Report 16: *Review of Auditor-General's Report No 5 of 2006: Rhodium Asset Solutions Limited (tabled 21 August 2008)*

Report 17: *Review of Auditor-General's Report No 1 of 2006: Regulation of Charitable Collections & Incorporated Associations (tabled 21 August 2008, government response tabled 7 May 2009)*

Report 18: *Review of Auditor-General's Report No 4 of 2007: Regulation of ACT Liquor Licences (tabled 28 August 2008, government response tabled 7 May 2009)*

Statement 24: *Request for a copy of the Strategic and Functional Review of the ACT Public Sector and Services (5 August 2008)*

Statement 25: *Status of inquiries into Auditor-General's reports (28 August 2008)*

Select Committees

Select Committee on Privileges

Membership

Mr Richard Mulcahy (Chair, elected 3 July 2008)

Mr Mick Gentleman (Deputy Chair, elected 3 July 2008)

Mrs Vicki Dunne

Secretary: Mr Tom Duncan

Assistant Secretary: Ms Janice Rafferty

Resolution of appointment and terms of reference

1. A Select Committee on Privileges be established to inquire into and report on the actions of Mr Stefaniak as the Chair of the Standing Committee on Legal Affairs in relation to a letter written to Mr Corbell on 16 June 2008 as part of the Committee's inquiry into ACT fire and emergency services arrangements;
2. The Committee is to consider:
 - a) whether Mr Stefaniak acted without the authority of the Committee when he made the requests to Mr Corbell for certain documents as outlined in his letter of 16 June 2008;
 - b) how Mr Corbell became aware of the fact that the Committee had not authorised the letter; and
 - c) whether this constitutes a breach of privilege by Mr Stefaniak;
3. The Committee shall report by 26 August 2008;
4. The Committee shall be composed of:
 - a) one member nominated by the Government;
 - b) one member nominated by the Crossbench; and
 - c) one member nomination by the Opposition;

to be notified to the Speaker by 4 p.m., Tuesday, 1 July 2008.

Reports

Report 1: Examination of alleged misuse of position by a committee chair and unauthorised dissemination of committee proceedings (*tabled 26 August 2008*)

Committees of the Seventh Assembly

Standing Committees

Standing Committee on Administration and Procedure

Membership

The Speaker (Mr Shane Rattenbury)

Mrs Vicki Dunne (discharged 20 April to 5 May 2009)

Mr Jeremy Hanson (vice Mrs Vicki Dunne 20 April to 5 May 2009)

Ms Amanda Bresnan

Ms Joy Burch

Secretary: Mr Tom Duncan

Assistant Secretary: Ms Janice Rafferty

Terms of reference

- a) Inquire into and report on, as appropriate:
 - i. the Assembly's annual estimates of expenditure;
 - ii. the practices and procedure of the Assembly; and
 - iii. the standing orders of the Assembly;
- b) Advise the Speaker on:
 - i. Members' entitlements including facilities and services;
 - ii. the operation of the transcription service (Hansard);
 - iii. the availability to the public of Assembly documents;
 - iv. the operation of the Assembly library; and
- c) Arrange the order of private Members' business and Assembly business.

Inquiries

- Latimer House principles (referred 11 December 2008)
- Parliamentary budget officer (referred 12 February 2009)

Standing Committee on Climate Change, Environment and Water

Membership

Ms Meredith Hunter (Chair, elected 12 December 2008)

Ms Mary Porter (Deputy Chair, elected 12 December 2008)

Mr Zed Seselja

Secretary: Dr Hanna Jaireth

Terms of reference

To examine matters related to climate change policy and programs, water and energy policy and programs, provision of water and energy services, conservation, environment and ecological sustainability.

Inquiry

- ACT Greenhouse Gas Reduction Targets (referred 11 December 2008)

Report/statement

Report 1: Annual and Financial Reports (Climate Change, Environment and Water) 2007-08 (referred 11 December 2008, tabled 24 March 2009)

Statement 1: Site visit to the Bruce Campus of the Canberra Institute of Technology for the ACT Greenhouse Gas Reduction Targets inquiry (26 March 2009)

Standing Committee on Education, Training and Youth Affairs

Membership

Ms Amanda Bresnan (Chair, elected 16 December 2008)

Ms Joy Burch (Deputy Chair, elected 16 December 2008)

Mr Jeremy Hanson

Secretary: Dr Sandra Lilburn

Terms of reference

To examine matters related to early childhood education and care, primary, secondary, post secondary and tertiary education, non-government education, youth services, technology, arts and culture.

Inquiry

- Inquiry into school closures and reform of the ACT education system (*self-referred 3 February 2009*)
- Needs of ACT students with a disability (*referred 25 June 2009*)
- Education gap (*referred 25 June 2009*)

Report

Report 1: Annual and Financial Reports (Education, Training and Youth Affairs) 2007-08 (*referred 11 December 2008, tabled 7 May 2009*)

Standing Committee on Health, Community and Social Services

Membership

Mr Steve Doszpot (Chair, elected 17 December 2008)

Ms Joy Burch (Deputy Chair, elected 17 December 2008)

Ms Amanda Bresnan

Secretary: Ms Grace Concannon

Terms of reference

Examine matters related to hospitals, community, public and mental health, health promotion and disease prevention, disability matters, drug and substance misuse, targeted health programs and community services, including services for older persons and women, families, housing, poverty, and multicultural and Indigenous affairs.

Inquiry

Inquiry into access to primary health care services (*referred 25 March 2009*)

Report

Report 1: Annual and Financial Reports (Health, Community and Social Services) 2007-08 (*referred 11 December 2008, tabled 5 May 2009*)

Standing Committee on Justice and Community Safety

Membership

Mrs Vicki Dunne (Chair, elected 9 December 2008)

Ms Mary Porter (Deputy Chair, elected 14 January 2009)

Ms Meredith Hunter

Secretary: Mr Hamish Finlay (until May 2009)

Dr Hanna Jaireth

Terms of reference

To perform the duties of a scrutiny of bills and subordinate legislation committee and examine matters related to community and individual rights, consumer rights, courts, police and emergency services, corrections including a prison, governance and industrial relations, administrative law, civil liberties and human rights, censorship, company law, law and order, criminal law, consumer affairs and regulatory services.

Inquiries

- Inquiry into the delay in the commencement of operations at the Alexander Maconochie Centre (AMC) (*self-referred 21 January 2009*)
- Inquiry into the Crimes (Murder) Amendment Bill 2008 (*referred 2 April 2009*)

Report

Report 1: Annual and Financial Reports (Justice and Community Safety) 2007-08 (*referred 11 December 2008, tabled 25 June 2009*)

Standing Committee on Justice and Community Safety (duties of Scrutiny of Bills and Subordinate Legislation Committee)

Secretary: Mr Max Kiermaier

Assistant Secretary: Ms Anne Shannon

Legal Adviser (Bills): Mr Peter Bayne

Legal Advisor (subordinate legislation): Mr Stephen Argument

Terms of reference

The Standing Committee on Justice and Community Safety when performing the duties of a scrutiny of bills and subordinate legislation committee shall:

- a) consider whether any instrument of a legislative nature made under an Act which is subject to disallowance and/or disapproval by the Assembly (including a regulation, rule or by-law):
 - i) is in accord with the general objects of the Act under which it is made;
 - ii) unduly trespasses on rights previously established by law;
 - iii) makes rights, liberties and/or obligations unduly dependent upon non-reviewable decisions; or
 - iv) contains matter which in the opinion of the Committee should properly be dealt with in an Act of the Legislative Assembly;
- b) consider whether any explanatory statement or explanatory memorandum associated with legislation and any regulatory impact statement meets the technical or stylistic standards expected by the Committee;
- c) consider whether the clauses of bills introduced into the Assembly:
 - i) unduly trespass on personal rights and liberties;
 - ii) make rights, liberties and/or obligations unduly dependent upon insufficiently defined administrative powers;
 - iii) make rights, liberties and/or obligations unduly dependent upon non-reviewable decisions;
 - iv) inappropriately delegate legislative powers; or
 - v) insufficiently subject the exercise of legislative power to parliamentary scrutiny;
- d) report to the Legislative Assembly about human rights issues raised by bills presented to the Assembly pursuant to section 38 of the *Human Rights Act 2004*; and
- e) report to the Assembly on these or any related matter and if the Assembly is not sitting when the Committee is ready to report on bills and subordinate legislation, the Committee may send its report to the Speaker, or, in the absence of the Speaker, to the Deputy Speaker, who is authorised to give directions for its printing, publication and circulation.

Scrutiny reports/statement

No. 01 (released 10 December 2008, tabled 11 December 2008)

No. 02 (released 3 February 2009, tabled 10 February 2009)

No. 03 (released 23 February 2009, tabled 24 February 2009)

No. 04 (released 23 March 2009, tabled 24 March 2009)

No. 05 (released 30 March 2009, tabled 31 March 2009)

No. 06 (released 4 May 2009, tabled 5 May 2009)

No. 07 (released 9 June 2009, tabled 16 June 2009)

No. 08 (released 22 June 2009, tabled 23 June 2009)

Statement 1: Road Transport (Third-Party Insurance) Amendment Bill 2008
(21 August 2008)

Statement 2: Unit Titles Amendment Bill 2009 (26 March 2009)

Standing Committee on Planning, Public Works and Territory and Municipal Services

Membership

Ms Mary Porter (Chair, elected 16 December 2008)

Ms Caroline Le Couteur (Deputy Chair, elected 16 December 2008)

Mr Alistair Coe

Secretary: Ms Nicola Derigo

Terms of reference

To examine matters related to planning, land management, proposed capital works projects in the public sector, including works undertaken by territory owned corporations, municipal transport services, heritage and sport and recreation.

Inquiries

- Draft Variation to the Territory Plan No 288 - Lyons Estate Redevelopment and Related Changes to Residential Zones and Multi-Unit Housing Development Code (referred by Section 73 (2) of the Planning and Development Act 2007, 28 January 2009)
- Inquiry into the Crimes (Bill Posting) Amendment Bill 2008 (referred 10 February 2009)
- Inquiry into Live Community Events (referred 25 February 2009)
- RZ3 And RZ4 Residential Redevelopment Policies—Inner North Canberra (referred 25 June 2009)

Report

Report 1: *Annual and Financial Reports (Planning, Public Works and Territory and Municipal Services) 2007-08 (referred 11 December 2008, tabled 16 June 2009)*

Standing Committee on Public Accounts

Membership

Ms Caroline Le Couteur (Chair, elected 16 December 2008)

Mr Brendan Smyth (Deputy Chair, elected 16 December 2008)

Ms Joy Burch

Secretary: Ms Andréa Cullen

Terms of reference

- i) examine
 - a) the accounts of the receipts and expenditure of the Australian Capital Territory and its authorities; and
 - b) all reports of the Auditor-General which have been presented to the Assembly;
- ii) report to the Assembly any items or matters in those accounts, statements and reports, or any circumstances connected with them, to which the Committee is of the opinion that the attention of the Assembly should be directed;
- iii) inquire into any question in connection with the public accounts which is referred to it by the Assembly and to report to the Assembly on that question; and
- iv) examine matters relating to economic and business development, small business, tourism, market and regulatory reform, public sector management, taxation and revenue.

Inquiries

- Review of Auditor-General's Report No. 7 of 2008 - Proposal for a gas-fired power station and data centre (adopted as an inquiry 5 May 2009)
- Review of Auditor-General's Report No. 8 of 2008 - 2007-08 Financial Audits (adopted as an inquiry 5 May 2009)
- Inquiry into ACT Government Procurement (self-referred 7 May 2009)

Reports/statements

Report 1: *Appropriation Bill 2008-09 (No. 3) (referred 26 February 2009, tabled 24 March 2009)(government response tabled 26 March 2009, Speaker's response tabled 26 March 2009)*

Report 2: *Annual and Financial Reports (Public Accounts) 2007-08 (referred 11 December 2008, tabled 7 May 2009)*

Report 3: *Report on the 10th Biennial Conference of the Australasian Council of Public Accounts Committees (ACPAC) (tabled 25 June 2009)*

Statement 1: No further inquiries into the following Auditor-General's reports: No. 7/2007—The Aged Care Assessment Program and the Home and Community Care Program, No. 8/2007—2006-07 Financial Audits, No. 2/2008—Management of Calvary Hospital Agreements and No. 5/2008—Administration of the Freedom of Information Act 1989 (12 February 2009)

Statement 2: Review of Auditor-General's Performance Audit Report No. 8 of 2008: 2007–08 Financial Audits (5 May 2009)

Statement 3: Review of Auditor-General's Performance Audit Report No. 7 of 2008: Proposal for a gas-fired power station and data centre—site selection process (5 May 2009)

Statement 4: No further inquiries into the following Auditor-General's report No. 1/2008— Chris21 Human Resources Management System: Procurement and Implementation (7 May 2009)

Select Committees

Select Committee on Campaign Advertising

Membership

Ms Joy Burch (Chair, elected 7 April 2009)

Mr Shane Rattenbury (Deputy Chair, elected 7 April 2009)

Mr Alistair Coe

Secretary: Dr Sandra Lilburn and Ms Erin Anderson

Resolution of appointment and terms of reference

- (1) the Committee to be composed of
 - a) one Member to be nominated by the Government
 - b) one Member to be nominated by the Opposition; and
 - c) one Member to be nominated by the Greens; to be notified in writing to the Speaker by 4.00 pm on the next sitting day;

- (2) the Committee is to report to the Assembly by 31 August 2009;
- (3) if the Committee is not sitting when the Committee has completed its inquiry, the Committee may send its report to the Speaker, or in the absence of the Speaker, to the Deputy Speaker, who is authorised to give directions for its printing, publishing and circulation; and
- (4) the foregoing provisions of this resolution so far as they are inconsistent with the standing orders, have effect notwithstanding anything contained in the standing orders.

Inquiry

Government Agencies (Campaign Advertising) Bill 2008

Select Committee on Estimates 2009-2010

Membership

Mr Zed Seselja (Chair, elected 6 April 2009)

Ms Caroline Le Couteur (Deputy Chair, elected 6 April 2009)

Ms Amanda Bresnan

Ms Joy Burch

Mr Brendan Smyth

Secretary: Ms Grace Concannon

Resolution of appointment and terms of reference

- (1) a Select Committee on Estimates 2009-10 be appointed to examine the expenditure proposals contained in Appropriation Bill 2009-10 and any revenue estimates proposed by the Government in the 2009-10 Budget;
- (2) the Committee be composed of:
 - a) one Member to be nominated by the Government;
 - b) two Members to be nominated by the Opposition; and
 - c) two Members to be nominated by the Greens; to be notified in writing to the Speaker by 4 pm today;
- (3) a non-Government member shall be elected chair of the committee by the committee;
- (4) that funds be provided by the Assembly to permit the employment of additional staff for the engagement of external expertise to work with the Committee to facilitate the analysis of the Budget and the preparation of the report;
- (5) the Committee is to report by 16 June 2009;

- (6) if the Assembly is not sitting when the committee has completed its inquiry, the committee may send its report to the Speaker or, in the absence of the Speaker, to the Deputy Speaker, who is authorised to give directions for its printing, publishing and circulation; and
- (7) the foregoing provisions of this resolution so far as they are inconsistent with the standing orders, have effect notwithstanding anything contained in the standing orders.

Inquiry

Appropriation Bill 2009-10 (*tabled 16 June 2009*) (*government response tabled 23 June 2009*)

Select Committee on Privileges

Membership

Ms Meredith Hunter (Chair elected on 25 June 2009)

Mr Brendan Smyth (Deputy Chair)

Mr Simon Corbell

Secretary: Mr Tom Duncan

Assistant Secretary: Ms Janice Rafferty

Resolution of appointment and terms of reference

- (1) a Select Committee on Privileges be established to examine whether:
 - (a) a breach of privilege or contempt has been committed by Mr Mark Cormack, Chief Executive of ACT Health, in relation to a letter he sent to Mr Hanson on 25 May 2009; and
 - (b) whether the letter was an appropriate response in the circumstances of Mr Hanson's media release of 21 May 2009;
- (2) the Committee shall report back to the Assembly on 18 August 2009; and
- (3) the Committee shall be composed of:
 - (a) one member nominated by the Government;
 - (b) one member nominated by the Crossbench; and
 - (c) one member nominated by the Opposition; notified to the Speaker by 4 pm on Tuesday, 16 June 2009.

APPENDIX 7 – COMMITTEE ACTIVITY

Overview of committee statistics (2008 – 2009)

Sixth Assembly

Assembly	Name of committee	Committee meetings	Public hearings	Reports presented	SO 246A statements	Statutory appointment considered (no. of appointees)
6th	Administration and Procedure*	6	0	1	-	N/A
6th	Education, Training and Young People	6	1	2	0	12
6th	Health and Disability	11	1	3	0	7
6th	Legal Affairs	6	0	1	0	9
6th	Legal Affairs (performing the duties of Scrutiny of Bills and Subordinate legislation)*	4	0	3	1	0
6th	Planning and Environment	11	3	3	1	3
6th	Public Accounts	9	1	5	2	11
6th	Select Committee on Privilege*	6	2	1	-	-

* These committees are supported by the Chamber Support Office

Seventh Assembly

Assembly	Name of committee	Committee meetings	Public hearings	Reports presented	SO 246A statements	Statutory appointment considered (no. of appointees)
7th	Administration and Procedure*	11	0	0	0	N/A
7th	Climate Change, Environment and Water	14	9	1	1	1
7th	Education, Training and Youth Affairs	13	5	1	0	31
7th	Health, Community and Social Services	9	3	1	0	7
7th	Justice and Community Safety	14	8	1	0	120**
7th	Justice and Community Safety (performing the duties of Scrutiny of Bills and Subordinate legislation)*	10	0	8	1	0
7th	Planning, Public Works and Territory and Municipal Services	13	6	1	0	10
7th	Public Accounts	23	11	3	4	10
7th	Select Committee on Campaign Advertisement	4	0	0	N/A	N/A

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Assembly	Name of committee	Committee meetings	Public hearings	Reports presented	SO 246A statements	Statutory appointment considered (no. of appointees)
7th	Select Committee on Estimates 2009-10	16	12	1	N/A	N/A
7th	Select Committee on Privilege*	1	0	0	N/A	N/A

* These Committees are supported by the Chamber Support Office

** This figure includes 91 appointees to the newly established ACT Civil and Administrative Tribunal (ACAT). ACAT commenced on 1 February 2009 incorporating four divisions and consolidating 16 jurisdictions and tribunals.

Summary of committee statistics (1989 – 2009)

Financial year	Meetings	Scrutiny committee and administration and procedure committee meetings*	Total number of meetings	Public hearings	Reports	Scrutiny committee and administration and procedure committee reports*	Total reports
1989-1990	165	45	210	57	18	11	29
1990-1991	185	54	239	45	16	24	40
1991-1992	90	29	119	23	12	12	24
1992-1993	141	52	193	34	18	28	46
1992-1993	141	52	193	34	18	28	46
1993-1994	144	48	192	53	3	31	34
1994-1995	126	37	163	36	16	18*	34*
1995-1996	113	48	161	61	12	25*	37*
1996-1997	129	40	169	59	11	21*	32
1997-1998	109	45	154	45	35	19	54
1998-1999	-	-	327	-	61	20*	81*
1999-2000	-	-	293	-	57	21	78*
2000-2001	-	-	228	-	41	15	56
2001-2002	-	-	126	-	38	19	57
2002-2003	230	38	268	81	31	19	50
2003-2004	222	41	263	62	40	20	60
2004-2005	152	35	152	38	27	20	47
2005-2006	231	34	265	61	18	15	33
2006-2007	232	36	268	69	21	16	37
2007-08	206	36	243	59	15	17	35
2008-09	221	31	252	61	23	13	36

* Supported by the Chamber Support Office

Consolidated committee statistics

Consolidated Statistical Return (6 th and 7 th Assembly)	1 st Quarter (6 th Assembly)	2 nd Quarter (6 th & 7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings - activity					
Total number of meetings	51	7	81	83	222
Number of private meetings	41	7	45	56	149
Number of public hearings	6	0	31	24	61
Number of site visits/study tours	4	0	5	0	9
Other kinds of meetings	0	0	0	3	3
Hours of meetings					
Hours of committee meetings [total]	55:10	02:55	117:35	188:58	364:38
Hours of private meetings	31:07	02:55	35:03	52:34	121:39
Hours of public hearings	13:28	00:00	68:50	118:09	200:27
Hours of site visits/study tours	10:35	00:00	13:42	0:00	24:17
Hours of other kinds of meetings	0:00	00:00	0:00	18:15	18:15
Inquiry outcomes					
Number of ongoing inquiries	16	7	15	22	60
Number of Witnesses (data only collected from 2009)	n/a	n/a	222	259	481
Number of referrals	1	7	8	7	23

Consolidated Statistical Return (6 th and 7 th Assembly)	1 st Quarter (6 th Assembly)	2 nd Quarter (6 th & 7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Number of reports presented	14	0	2	7	23
Number of statements made under S0246A	3	0	2	3	8
Number of statutory appointments considered	36	6	144	35	221

Individual committee statistics

Standing Committee on Education, Training and Young People (6th Assembly)

Standing Committee on Education, Training and Youth Affairs (7th Assembly)

	1 st Quarter (6 th Assembly)	2 nd Quarter		3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
		6 th Assembly	7 th Assembly			
Type of meetings - activity						
Total number of meetings	6	1	1	8	11	27
Number of private meetings	4	1	1	5	8	19
Number of public hearings	1	0	0	2	3	6
Number of site visits/study tours	1	0	0	1	0	2
Other kinds of meetings	0	0	0	0	0	0
Hours of meetings						
Hours of committee meetings [total]	4:06	0:20	0:23	14:16	12:16	31:21
Hours of private meetings	0:40	0:20	0:23	3:56	3:47	9:06
Hours of public hearings	1:56	0:00	0:00	5:20	8:29	15:45
Hours of site visits/study tours	1:30	0:00	0:00	5:00	0:00	6:30

	1 st Quarter (6 th Assembly)	2 nd Quarter		3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
		6 th Assembly	7 th Assembly			
Inquiry outcomes						
Number of ongoing inquiries	2	0	1	2	4	9
Number of Witnesses	0	0	0	18	29	47
Number of referrals	0	0	1	1	2	4
Number of reports presented	2	0	0	0	1	3
Number of statements made under S0246A	0	0	0	0	0	0
Number of statutory appointments considered	6	6	0	11	20	43

Standing Committee on Health and Disability (6th Assembly)**Standing Committee on Health, Community and Social Services
(7th Assembly)**

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings - activity					
Total number of meetings	13	1	9	3	26
Number of private meetings	11	1	5	3	20
Number of public hearings	1	0	3	0	4
Number of site visits/ study tours	1	0	1	0	2
Other kinds of meetings	0	0	0	0	0
Hours of meetings					
Hours of committee meetings [total]	10:02	0:26	11:32	3:21	25:21
Hours of private meetings	5:42	0:26	2:42	3:21	12:11
Hours of public hearings	3:15	0	6:50	0:00	10:35
Hours of site visits/ study tours	1:05	0	2:00	0:00	3:05
Hours of other kinds of meetings	0:00	0	0:00	0:00	0:00

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Inquiry outcomes					
Number of ongoing inquiries	3	1	2	1	7
Number of Witnesses	0	0	24	0	24
Number of referrals	1	2	1	0	3
Number of reports presented	3	0	0	1	4
Number of statements made under S0246A	0	0	0	0	0
Number of statutory appointments considered	7	0	6	1	14

Standing Committee on Legal Affairs (6th Assembly)**Standing Committee on Justice and Community Safety (7th Assembly)**

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings - activity					
Total number of meetings	7	1	19	4	31
Number of private meetings	6	1	9	4	20
Number of public hearings	0	0	8	0	8
Number of site visits/study tours	1	0	2	0	3
Other kinds of meetings	0	0	0	0	0
Hours of meetings					
Hours of committee meetings [total]	13:16	0:10	30:16	3:54	47:36
Hours of private meetings	6:01	0:10	4:54	3:54	14:59
Hours of public hearings	0:00	0:00	21:25	0:00	21:25
Hours of site visits/study tours	7:15	0:00	3:57	0:00	11:12
Hours of other kinds of meetings	0:00	0:00	0:00	0:00	0:00

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Inquiry outcomes					
Number of ongoing inquiries	2	1	3	4	10
Number of Witnesses	0	0	47	0	47
Number of referrals	0	1	2	1	4
Number of reports presented	1	0	0	1	2
Number of statements made under S0246A	0	0	0	0	0
Number of statutory appointments considered	9	0	119	1	129

Standing Committee on Planning and Environment (6th Assembly)**Standing Committee on Planning, Public Works and Territory and Municipal Services (7th Assembly)**

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings – activity					
Total number of meetings	15	1	10	8	34
Number of private meetings	11	1	6	6	24
Number of public hearings	3	0	4	2	9
Number of site visits/study tours	1	0	0	0	1
Other kinds of meetings	0	0	0	0	0
Hours of meetings					
Hours of committee meetings [total]	12:10	00:31	14:02	5:37	33:32
Hours of private meetings	4:51	00:31	4:31	2:45	12:38
Hours of public hearings	6:34	00:00	9:31	2:52	18:57
Hours of site visits/study tours	0:45	00:00	0:00	0:00	0:45
Hours of other kinds of meetings	0:00	00:00	0:00	0:00	0:00

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Inquiry outcomes					
Number of ongoing inquiries	4	1	4	5	14
Number of Witnesses	0	0	33	9	42
Number of referrals	0	1	3	1	5
Number of reports presented	3	0	0	1	4
Number of statements made under S0246A	1	0	0	0	1
Number of statutory appointments considered	3	0	0	10	13

Standing Committee on Public Accounts (6th and 7th Assembly)

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings					
Total number of meetings	10	1	23	13	47
Number of private meetings	9	1	12	10	32
Number of public hearings	1	0	11	0	12
Number of site visits/study tours	0	0	0	0	0
Other kinds of meetings	0	0	0	3	3
Hours of meetings					
Hours of committee meetings [total]	15:36	00:37	32:48	25:33	74:34
Hours of private meetings	13:53	00:37	12:45	7:18	34:33
Hours of public hearings	1:43	00:00	20:03	0:00	21:46
Hours of site visits/study tours	0:00	00:00	0:00	0:00	0:00
Hours of other kinds of meetings	0:00	00:00	0:00	18:15	18:15

	1 st Quarter (6 th Assembly)	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Inquiry outcomes					
Number of ongoing inquiries	5	1	2	5	13
Number of Witnesses	0	0	85	0	85
Number of referrals	0	1	1	3	5
Number of reports presented	5	0	1	2	8
Number of statements made under S0246A	2	0	1	3	6
Number of statutory appointments considered	11	0	8	2	21

Standing Committee on Climate Change, Environment and Water (7th Assembly)

	1 st Quarter	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings - activity					
Total number of meetings	N/A	1	12	12	25
Number of private meetings	N/A	1	8	5	14
Number of public hearings	N/A	0	3	5	10
Number of site visits/study tours	N/A	0	1	0	1
Other kinds of meetings	N/A	0	0	0	0
Hours of meetings					
Hours of committee meetings [total]	N/A	00:28	14:41	15:28	30:37
Hours of private meetings	N/A	00:28	6:15	2:03	8:46
Hours of public hearings	N/A	00:00	5:41	13:25	19:06
Hours of site visits/study tours	N/A	00:00	2:45	0:00	2:45
Hours of other kinds of meetings	N/A	00:00	0:00	0:00	0:00

	1 st Quarter	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Inquiry outcomes					
Number of ongoing inquiries	N/A	2	2	1	5
Number of Witnesses	N/A	0	15	29	44
Number of referrals	N/A	2	0	0	2
Number of reports presented	N/A	0	1	0	1
Number of statements made under S0246A	N/A	0	1	0	1
Number of statutory appointments considered	N/A	0	0	1	1

Select Committee on Campaign Advertising (7th Assembly)

	1 st Quarter	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings – activity					
Total number of meetings	N/A	N/A	N/A	4	4
Number of private meetings	N/A	N/A	N/A	4	4
Number of public hearings	N/A	N/A	N/A	0	0
Number of site visits/study tours	N/A	N/A	N/A	0	0
Other kinds of meetings	N/A	N/A	N/A	0	0
Hours of meetings					
Hours of committee meetings [total]	N/A	N/A	N/A	1:11	1:11
Hours of private meetings	N/A	N/A	N/A	1:11	1:11
Hours of public hearings	N/A	N/A	N/A	0:00	0:00
Hours of site visits/study tours	N/A	N/A	N/A	0:00	0:00
Hours of other kinds of meetings	N/A	N/A	N/A	0:00	0:00

	1 st Quarter	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Inquiry outcomes					
Number of ongoing inquiries	N/A	N/A	N/A	1	1
Number of Witnesses	N/A	N/A	N/A	0	0
Number of referrals	N/A	N/A	N/A	0	0
Number of reports presented	N/A	N/A	N/A	0	0
Number of statements made under S0246A	N/A	N/A	N/A	0	0
Number of statutory appointments considered	N/A	N/A	N/A	0	0

Select Committee on Estimates 2009-10 (7th Assembly)

	1 st Quarter	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Type of meetings - activity					
Total number of meetings	N/A	N/A	N/A	28	28
Number of private meetings	N/A	N/A	N/A	16	16
Number of public hearings	N/A	N/A	N/A	12	12
Number of site visits/study tours	N/A	N/A	N/A	0	0
Other kinds of meetings	N/A	N/A	N/A	0	0
Hours of meetings					
Hours of committee meetings [total]	N/A	N/A	N/A	121:38	121:38
Hours of private meetings	N/A	N/A	N/A	28:15	28:15
Hours of public hearings	N/A	N/A	N/A	93:23	93:23
Hours of site visits/study tours	N/A	N/A	N/A	0:00	0:00
Hours of other kinds of meetings	N/A	N/A	N/A	0:00	0:00

	1 st Quarter	2 nd Quarter (7 th Assembly)	3 rd Quarter (7 th Assembly)	4 th Quarter (7 th Assembly)	Total
Inquiry outcomes					
Number of ongoing inquiries	N/A	N/A	N/A	1	1
Number of Witnesses	N/A	N/A	N/A	192	192
Number of referrals	N/A	N/A	N/A	0	0
Number of reports presented	N/A	N/A	N/A	1	1
Number of statements made under SO246A	N/A	N/A	N/A	0	0
Number of statutory appointments considered	N/A	N/A	N/A	N/A	N/A

APPENDIX 8 – RECEPTION AND EXHIBITION ROOM STATISTICS

Reception room bookings	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1998-1999	8	10	12	9	4	11	8	10	12	9	4	11	108
1999-2000	12	11	16	16	14	12	3	11	11	3	4	10	123
2000-2001	7	5	7	6	20	18	2	13	15	9	20	19	141
2001-2002	14	18	13	17	17	13	6	10	18	6	17	9	158
2002-2003	16	12	20	13	13	20	1	9	20	15	16	16	171
2003-2004	12	20	23	24	24	19	5	16	21	14	26	21	225
2004-2005	18	35	22	24	22	20	2	18	21	19	29	34	264
2005-2006	20	27	28	33	33	21	3	13	30	26	20	23	277
2006-2007	17	22	25	27	20	22	3	14	32	9	17	24	232
2007-08	13	20	24	17	25	14	18	17	17	21	27	25	238
2008-09	14	22	31	21	22	20	4	15	20	17	26	17	229

Exhibition room bookings	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1998-1999	3	1	4	2	0	1	2	1	2	5	3	4	28
1999-2000	0	2	5	2	2	0	0	0	2	0	6	6	25
2000-2001	4	5	4	2	4	4	1	2	3	7	5	3	44
2001-2002	1	3	9	3	2	0	0	4	6	4	5	7	44
2002-2003	2	0	5	6	9	4	0	6	7	6	5	8	58
2003-2004	4	3	2	6	4	6	1	4	2	4	6	7	49
2004-2005	6	5	7	4	2	2	0	4	7	2	10	13	62
2005-2006	7	9	6	13	7	5	2	8	3	6	17	8	91
2006-2007	5	4	6	3	2	9	1	1	4	2	4	6	47
2007-08	18	9	7	18	6	4	2	3	1	8	18	7	101
2008-09	14	14	19	12	6	10	0	9	6	8	18	8	124

Total bookings reception and exhibition room by year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1998-1999	11	11	16	11	4	12	10	11	14	14	7	15	136
1999-2000	12	13	21	18	16	12	3	11	13	3	10	16	148
2000-2001	11	10	11	8	24	22	3	15	18	16	25	22	185
2001-2002	15	21	22	20	19	13	6	14	24	10	22	16	202
2002-2003	18	12	25	19	22	24	1	15	27	21	21	24	229
2003-2004	16	23	25	30	28	25	6	20	23	18	32	28	274
2004-2005	24	40	29	28	24	22	2	22	28	21	39	47	326
2005-2006	27	36	34	46	40	26	5	21	33	32	37	31	368
2006-2007	22	26	31	30	22	31	4	15	36	11	21	30	279
2007-08	31	29	31	35	31	18	20	20	18	29	45	32	339
2008-09	28	36	50	33	28	30	4	24	26	25	44	25	353

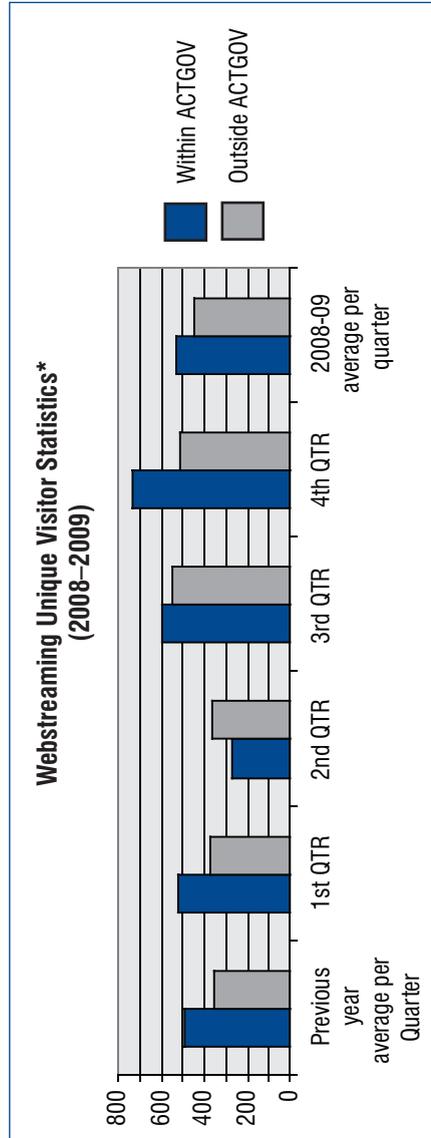
APPENDIX 9 – HANSARD AND COMMUNICATIONS OFFICE STATISTICS

Hansard and Communications Office	2006-07 average per quarter	2007-08 average per quarter	1 st Quarter 2008-09	2 nd Quarter 2008-09	3 rd Quarter 2008-09	4 th Quarter 2008-09	Year Average Per Quarter
Outcome No 2 – Timely, accurate records of the business of the Assembly and its committees (continued)							
Assembly Hansard timeliness							
<ul style="list-style-type: none"> Question time transcript emailed to members by 6.30 pm (Target: 95%) Question time transcript published on Assembly web site by 7pm (Target: 95%) Uncorrected proof transcript emailed to members by 10.30 pm on day of sitting (assuming adjournment by 7 pm) (Target 95%) Proof Daily Hansard published 4 working days after day of sitting (assuming adjournment by 7 pm) (Target 95%) 	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	77.5%	97%*	83% ¹	75% ²	100%	92% ³	88%
	100% (published 4 working days after day of sitting)	100% (published 4 working days after day of sitting)	100%	100%	100%	100%	100%
Official Weekly Hansard (electronic & hardcopy)							
<ul style="list-style-type: none"> Electronic Weekly Hansard published 10 working days after last sitting day of the sitting week (Target 95%) Hard copy Weekly Hansard published 20 working days after last sitting day of the sitting week (Target 95%) 	100% (published 12 working days after last day of sitting) 100%	98% (published 10 working days after last day of sitting) 100%	100%	100%	100%	100%	100%
	100% (published 12 working days after last day of sitting) 100%	98% (published 10 working days after last day of sitting) 100%	83%*	100%	100%	100%	96%

Hansard and Communications Office	2006-07 average per quarter	2007-08 average per quarter	1 st Quarter 2008-09	2 nd Quarter 2008-09	3 rd Quarter 2008-09	4 th Quarter 2008-09	Year Average Per Quarter
Hansard audio replay of question time <ul style="list-style-type: none"> HARS to be available for replay on Assembly website within 45 minutes of question time finishing. 	100%	100%	100%	100%	100%	100%	100%
Committee Hansard timeliness <ul style="list-style-type: none"> Uncorrected proof transcripts of: reference & annual report hearings delivered to committee 3 working days after day of meeting (Target 95%) estimates hearings delivered to committee next working day (Target 95%) Final transcripts: <ul style="list-style-type: none"> Published 20 working days after day of hearing (Target 95%) 	94.4%	100%	100%	N/A	100%	100%	100%
Hansard accuracy <ul style="list-style-type: none"> Number of significant errors reported by clients per 100 pages of proof Daily Hansard Number of significant errors reported by clients per 100 pages of proof committee transcripts produced. 	0.13 of an error per 100 pages 1.4 errors per 100 pages	0.05 of an error per 100 pages 0.79 of an error per 100 pages	0.12 of an error per 100 pages 0.41 of an error per 100 pages	0.43 of an error per 100 pages N/A	0.09 of an error per 100 pages 0.75 of an error per 100 pages	Nil 0.75 of an error per 100 pages	0.16 0.48

* Publication of some final transcripts delayed at direction of committee secretaries

Hansard and Communications Office	2006-07 average per quarter	2007-08 average per quarter	1 st Quarter 2008-09	2 nd Quarter 2008-09	3 rd Quarter 2008-09	4 th Quarter 2008-09	Year Average Per Quarter
Outcome No 3 – Widespread knowledge in the ACT community and ACT Government agencies about the roles and functions of the Assembly and its committees							
Web streaming							
Number of visits to web streaming page:							
• Within ACTGOV	N/A	490	522	270	592	739	531
• Outside ACTGOV	N/A	356	374	361	553	515	451
(see also chart below)							



* The Legislative Assembly uses a tracking service which recognises "unique visitors" by their unique IP addresses. Multiple "hits" from a single IP address over a short interval are counted as only one unique visitor as "hits" are likely to be reloads or browser attempts to reconnect. The Assembly will monitor visitor trends over time as a more reliable way to evaluate site usage.

APPENDIX 10 – MEMBERS OF THE SIXTH AND SEVENTH ASSEMBLIES

Members of the Sixth Assembly

BARR, Mr Andrew
BERRY, Mr Wayne
BURKE, Mrs Jacqui
CORBELL, Mr Simon
DUNNE, Mrs Vicki
FOSKEY, Dr Deb
GALLAGHER, Ms Katy
GENTLEMAN, Mr Mick
HARGREAVES, Mr John
MACDONALD, Ms Karin
MULCAHY, Mr Richard
PORTER, Ms Mary
PRATT, Mr Steve
SESELJA, Mr Zed
SMYTH, Mr Brendan
STANHOPE, Mr Jon
STEFANIAK, Mr Bill

Members of the Seventh Assembly

BARR, Mr Andrew
BRESNAN, Ms Amanda
BURCH, Ms Joy
COE, Mr Alistair
CORBELL, Mr Simon
DOSZPOT, Mr Steve
DUNNE, Mrs Vicki
GALLAGHER, Ms Katy
HANSON, Mr Jeremy
HARGREAVES, Mr John
HUNTER, Ms Meredith
LE COUTEUR, Ms Caroline
PORTER, Ms Mary
RATTENBURY, Mr Shane
SESELJA, Mr Zed
SMYTH, Mr Brendan
STANHOPE, Mr Jon

Appendix 11 – Office holders of the Sixth and Seventh Assemblies

Office Holders of the Sixth Assembly

SPEAKER	Mr Wayne Berry
DEPUTY SPEAKER	Mr Steve Pratt
ASSISTANT SPEAKERS	Mrs Vicki Dunne Mr Mick Gentleman

Office Holders of the Seventh Assembly

SPEAKER	Mr Shane Rattenbury
DEPUTY SPEAKER	Ms Mary Porter
ASSISTANT SPEAKERS	Ms Joy Burch Mrs Vicki Dunne Ms Caroline Le Couteur

APPENDIX 12 – MINISTRIES - SIXTH AND SEVENTH ASSEMBLIES

Eighth Stanhope Ministry (18 April 2007)

Jon Stanhope Chief Minister
 Treasurer
 Minister for Business and Economic Development
 Minister for Indigenous Affairs
 Minister for the Environment, Water and Climate Change
 Minister for the Arts

Katy Gallagher Deputy Chief Minister
 Minister for Health
 Minister for Children and Young People
 Minister for Disability and Community Services
 Minister for Women

Simon Corbell Attorney-General
 Minister for Police and Emergency Services

John Hargreaves Minister for Territory and Municipal Services
 Minister for Housing
 Minister for Multicultural Affairs

Andrew Barr Minister for Education and Training
 Minister for Planning
 Minister for Tourism, Sport and Recreation
 Minister for Industrial Relations

Ninth Stanhope Ministry (10 November 2008)

Jon Stanhope Chief Minister
 Minister for Transport
 Minister for Territory and Municipal Services
 Minister for Business and Economic Development
 Minister for Indigenous Affairs
 Minister for the Arts and Heritage

Katy Gallagher Deputy Chief Minister
 Treasurer
 Minister for Health
 Minister for Community Services
 Minister for Women

Simon Corbell	Attorney-General Minister for the Environment, Climate Change and Water Minister for Energy Minister for Police and Emergency Services
John Hargreaves	Minister for Disability and Housing Minister for Ageing Minister for Multicultural Affairs Minister for Industrial Relations Minister for Corrections
Andrew Barr	Minister for Education and Training Minister for Children and Young People Minister for Planning Minister for Tourism, Sport and Recreation

APPENDIX 13 – REMUNERATION OF MLAS

ACT Remuneration Tribunal Determination 1 of 2008, which was effective from 1 July 2008 provided that the basic rate of salary for all Members of the Legislative Assembly shall be \$112,648 per annum.

The Determination also provided that a member holding any of the following offices would be entitled to the corresponding additional salary as shown in the following table:

Chief Minister	\$123,913
Deputy Chief Minister	\$90,118
Minister	\$78,854
Leader of the Opposition	\$78,854
Presiding Officer	\$61,957
Deputy Leader of the Opposition	\$50,692
Deputy Presiding Officer	\$16,898
Government Whip	\$11,266
Presiding Member of a committee, which is concerned with public affairs, rather than domestic affairs of the Legislative Assembly.	\$11,266
Opposition Whip	\$11,266

APPENDIX 14 – VISITS BY MEMBERS AND PARLIAMENTARY OFFICERS FROM OTHER LEGISLATURES, DELEGATIONS AND OTHER VISITS

Date	Name	Place of origin
3 September 2008	Rt Hon John McFall MP (<i>Delegation Leader</i>), Mr Laurence Robertson MP, Lord Faulkner of Worcester, Lord Snape of Wednesbury—Commonwealth Parliamentary Association, United Kingdom Branch	United Kingdom
15 –19 September 2008	Australian Leadership Awards Program—Mr Avinash Kumar	Fiji
14 October 2008	Ms Simea Avei-Meafou, Assistant Electoral Commissioner	Samoa
14 November 2008	Study Program—Eleven Government officials	Jordan
13 February 2009	Australia China Cultural Exchange Centre—Seventeen participants	China
2-3 April 2009	Study Program—Eight Government officials	Malawi
5 June 2009	Special Visits Program—Mr Taam Biribo	Kiribati
19 June 2009	Study Program—Mrs T Norovdondog, Head of the Research, Analysis and Public Relations Centre, Mrs Ts Bolormaa, Officer of the Research, Analysis and Public Relations Centre, Mr Buyan-Munkh, Assistant to the Speaker of the Great Hural	Mongolia

APPENDIX 15 – LAMS ACT STATISTICS

Number of staff employment agreements processed

Year	No of LAMS contracts	No of non-executive members	Average contracts/member
1999-2000	63	12	5.25
2000-2001	50	12	4.17
2001-2002 (pre-election)	47	12	3.92
2001-2002 (post-election)	67	13	5.15
2001-2002 total	114	12.5	9.12
2002-2003	149	12.5	11.92
2003-2004 (prior to new staff structure)	61	12	5.08
2003-2004 (translation to new staff structure)	33	12	2.75
2003-2004 (following new staff structure)	50	12	4.17
2003-2004 total	144	12	12.00
2004-2005 (pre-election)	26	12	2.17
2004-2005 (post-election)	107	12	8.92
2004-2005 total	133	12	11.08
2005-2006	87	12	7.25
2006-2007	120	12	10.0
2007-08	102	12	8.5
2008-09 (pre-election)	16	12	1.33
2008-09 (post-election)	98	12	8.17
2008-09 total	114	12	9.5

Number of non-executive MLAs staff employed at each classification at 30 June 2009

Classification	Number of staff	Full-time equivalent
Senior Adviser Level 2	3	3
Senior Adviser Level 1	8	7.8
Adviser Level 2	9	8.5
Adviser Level 1 (Upper)	8	7.47
Adviser Level 1 (Lower)	9	7.73
TOTAL	37	34.5

APPENDIX 16 – ACTIVITY OF THE ASSEMBLY BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION

Administrative Support for the Assembly Branch of the Commonwealth Parliamentary Association 2008-09

The Australian Capital Territory Legislative Assembly Branch of the Commonwealth Parliamentary Association met once during the year. The key matters discussed by the Branch included:

- nominations from the Branch to attend conferences and seminars;
- reports from members' attendance at conferences;
- twinning arrangements with the Parliament of Kiribati;
- proposed agenda items for future conferences;
- Australian Region representative on the Commonwealth Women's Group.

During the year the ACT Branch was represented at the following events:

- attendance of the Branch's delegate and the Commonwealth Women's Group representative at the 28th Small Countries Conference and the 54th General Conference in Kuala Lumpur, Malaysia, 2-10 August 2008;
- attendance of two Branch delegates at the 29th Commonwealth Parliamentary Association Australian and Pacific Regional Conference – Hobart 7 -11 October 2008.

On the resolution of the ACT Branch of the Association it has been agreed that the expenditure incurred from the Assembly's budget for each CPA Conference and Seminar be included in the Assembly's annual report. Some members undertook travel to various CPA events using the allowances made available through study travel. Direct net expenditure associated with the seminars and conferences attended during 2008-09 has been as follows:

- 29th Commonwealth Parliamentary Association Australian and Pacific Regional Conference, Hobart from 7-11 October 2008 (Mr Berry and Ms MacDonald) \$6159.40 ; and
- 28th Small Countries and the 54th General Conference in Kuala Lumpur, Malaysia from 2 -10 August 2008, (Ms MacDonald) \$5809.53

In addition, the Association membership subscription for the Branch for the year was \$15,431.27.

APPENDIX 17 – FINANCIAL STATEMENTS AND MANAGEMENT DISCUSSION AND ANALYSIS

Management Discussion and Analysis for the Legislative Assembly Secretariat for the year ended 30 June 2009

The following management discussion and analysis is intended to accompany the Secretariat's financial statements and to provide a high level overview of the financial results and position of the Secretariat and its business during the year. It also makes observations about the main trends and factors that are likely to affect the Secretariat's future development, performance and position.

General Overview

Objectives

The Legislative Assembly Secretariat, headed by the statutory office of the Clerk of the Assembly is a small agency staffed under the *Public Sector Management Act 1994* with an objective to provide procedural, policy and administrative advice and services to the Assembly and its Members.

The Secretariat's Strategic Plan 2004-2009 was the Secretariat's first formal strategic plan since the early 1990s and is serving its purpose of providing a strategic focus to the agency and, in particular, its management team, in achieving the following four outcomes:

1. The provision of high quality procedural advice, research, and business services leading to the effective functioning of the Assembly and its committees.
2. Timely, accurate records of the business of the Assembly and its committees.
3. Widespread knowledge in the ACT community and ACT Government agencies about the roles and functions of the Assembly and its committees.
4. Strong, collegiate relationships with other parliaments.

During 2009-10, the Secretariat plans to develop a successor to the 2004-09 strategic plan.

Risk Management

The Secretariat continues to manage the array of risks confronting it through an ongoing program of assessment, treatment and review. A register of significant risks is maintained which is updated and reviewed annually. None of those identified risks have a significant financial management exposure.

The Secretariat's internal audit committee continues to play an important role in regularly reviewing the risk management program of the organisation and providing assurance to the Clerk of the Assembly in relation to a number of governance and financial processing functions.

As outlined in Notes 23 and 47 to the Secretariat's 2009 financial statements, the Secretariat has assessed and evaluated its risk exposure in the areas of "interest rates", "credit", "liquidity" and "price" and has concluded that all of these risks were either relatively minor or non-existent and did not require detailed management strategies to control.

An emerging risk that Secretariat management will consider in the 2009-10 financial year concerns the risk of running future operating deficits in the departmental budget and, in particular, the potential effect that Treasury's revised methodology for calculating employee benefits will have on the Secretariat's operating result in years to come. The impact of this revised methodology is discussed at various stages of this report. Given that this change only took place in late June 2009, Secretariat management has not had the opportunity to fully consider the matter at the time of the finalisation of this discussion and analysis.

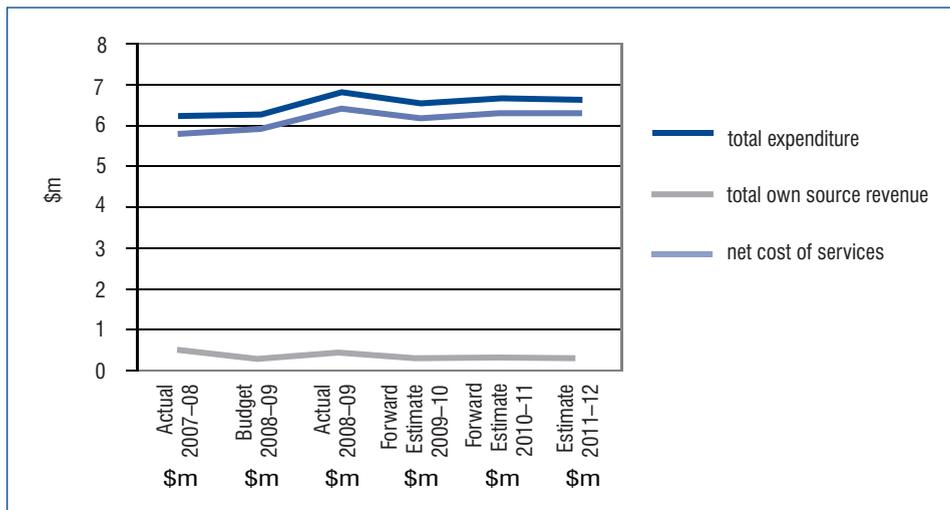
The following financial information is based on audited financial reports for 2007-08 and 2008-09 and the forward estimates contained in Budget Paper Number 4 for 2009-10.

Financial Performance

Net Cost of Services

The Secretariat's net cost of services is summarised in the following table and illustrated in the graph below:

	Actual 2007-08 \$m	Budget 2008-09 \$m	Actual 2008-09 \$m	Forward Estimate 2009-10 \$m	Forward Estimate 2010-11 \$m	Forward Estimate 2011-12 \$m
Total expenditure	6.225	6.247	6.755	6.514	6.640	6.657
Total own source revenue	0.418	0.280	0.312	0.275	0.275	0.275
Net cost of services	5.807	5.967	6.443	6.239	6.365	6.382



Comparison to 2008-09 Budget and 2007-08 Actual Net Cost of Services

The Secretariat's net cost of services for 2008-09 of \$6.443m was \$.476m higher than the 2008-09 Original Budget and \$.636m higher than the equivalent cost in 2007-08. These increases were predominantly due to the following:

- an increase to the liability for employee benefits and the related expense (\$.230m). An underlying increase in the Secretariat's leave liabilities occurred during the year and one of the main factors contributing to this increase was the recognition of prior service for a number of staff. When staff have been employed in other public sector employment (including Local, State/Territory and Commonwealth), that employment is recognised for the purposes of long service leave liabilities and upon recognition of such prior service, has the effect of increasing the Secretariat's long service leave liabilities. However, the overall increase in leave liabilities was also due to a revision in the ACT Treasury methodology used to estimate the liability for employee benefits. In previous reporting periods, under the methodology, the employee benefits liability was estimated by recognising a 100% long service leave liability for employees with 5 or more years of service and 0% for employees with less than 5 years of service. Under the revised methodology, the probability that an employee will reach the minimum service period of 7 years is estimated for each completed year of service. The revised methodology also now recognises all applicable on-costs for annual and long service leave liabilities that are expected to be taken as leave;
- expenses incurred in addressing security and safety measures within the Assembly building (\$.104m);
- the expenses associated with the marking of the 20th Anniversary of self-Government in the ACT (\$.060m); and
- the additional expense associated with a determination of the Remuneration Tribunal following a review of the remuneration payable to the Clerk of the Assembly (\$.039m).

The above factors contributed to the difference between actual 2008-09 net cost of services and both the 2008-09 budget and the 2007-08 actual costs. The additional factor that relates solely to the difference between the actual costs for 2008-09 and 2007-08 is the increase in employee expenses due to the 4% pay increase paid to staff during the year.

Future Trends

The Secretariat's net cost of services is projected to grow in line with normal indexation parameters. However, the change in methodology of estimating the employee benefits liabilities, which was implemented in June 2009, will have the effect of increasing the Secretariat's net cost of services. Because the changed methodology was only issued in late June 2009,

- the impact is not reflected in the budget papers for 2009-10 and, consequently, in the forward estimate figures in the above table; and

- management had not had the opportunity, at the time this discussion and analysis was finalised, to consider the impact of the increased deficit and the strategies that should be adopted to address it. This will be an area for management attention during 2009-10.

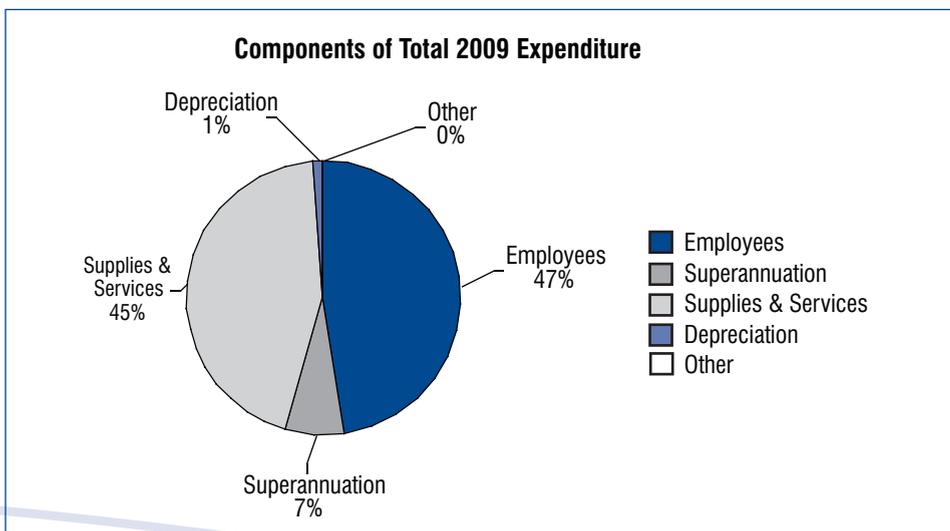
Total Expenditure

The Secretariat's total actual and budgeted expenditure for 2008-09, and the total actual expenditure for 2007-08, are shown in the following table:

Expenditure Type	Actual 2008-09 \$m	Budget 2008-09 \$m	Actual 2007-08 \$m
Employees	3.185	2.960	3.004
Superannuation	0.472	0.453	0.486
Supplies & Services	3.031	2.782	2.663
Depreciation	0.062	0.052	0.052
Other	0.005	0	0.020
TOTAL	6.755	6.247	6.225

Components of Expenditure

The components of the Secretariat's 2008-09 actual expenditure are illustrated in the following chart:



Employee expenses, particularly when combined with superannuation expenses (which are reported separately in budget papers and financial statements) accounted for \$3.657m, or 54%, of the Secretariat's total expenditure. Supplies and Services expenses was the other significant component, representing 45% of total expenditure.

The two most significant contributors to the Secretariat's supplies and services expenses were:

- building management (\$.761m, or 25%); and
- information technology (\$.607m, or 20%).

The significant building management costs reflect the Assembly's occupancy of the Territory owned Assembly Building and the Secretariat's management of that building, on behalf of the Territory.

Comparison to Budget

The Secretariat's total expenditure of \$6.755m in 2008-09 was \$.508m higher than the budgeted expenditure.

To avoid repetition, the main causes of the higher than budgeted expenditure include each of the items discussed in the previous section on increased net cost of services. In addition to those factors, and because the net cost of services excludes resources received free of charge, the increase of \$.044m in the cost of resources provided to the Secretariat free of charge (predominantly the drafting of bills for non-Executive Members by the Parliamentary Counsel's Office) was the other significant factor in the increase.

Comparison to 2007-08 Actual Expenditure

The Secretariat's total expenditure of \$6.755m in 2008-09 was \$.530m higher than the equivalent expenditure in 2007-08.

Again, to avoid repetition, the main causes of the increase in expenditure compared to 2007-08 include each of the items discussed in the previous section on increased net cost of services. In addition to those factors, and because the net cost of services excludes other revenue, the decrease of \$.116m in other revenue (due to the inclusion in the 2007-08 actual revenue of an insurance settlement) was the other significant factor in the decrease.

Future Trends

The Secretariat's expenditure is budgeted to increase in line with normal indexation parameters over the next three years. However, the change in methodology of estimating the employee benefits liabilities which was implemented in June 2009, will have a negative effect on the Secretariat's projected deficit. As outlined above, this will be the subject of management consideration during the coming year.

Total Own Source Revenue

The following table shows a break down of the Secretariat's Own Source Revenue for 2008-09 (both budgeted and actual) as well as the actual 2007-08 amounts. The table also shows proportion that each individual amount represented of total own source revenue:

Expenditure Type	Actual 2008-09 \$m	Proportion of Total 2008-09 Own Source Revenue	Budget 2008-09 \$m	Actual 2007-08 \$m
Resources Received Free of Charge	0.253	81%	0.209	0.232
Interest	0.023	7%	0.031	0.036
Other Revenue	0.034	11%	0.040	0.150
Other Gains	0.002	1%	0	0
Total	0.312	100%	0.280	0.418

Comparison to Budget

The Secretariat's Own Source Revenue for 2008-09 (\$.312m) exceeded the budgeted amount by \$.032m.

This increase was due to an increase in the amount of legal services provided free of charge by the ACT Department of Justice and Community Safety (predominantly the drafting of bills for non-Executive Members by the Parliamentary Counsel's Office). These costs fluctuate most years and can be hard to reliably predict.

Comparison to 2007-08 Actual Own Source Revenue

The Secretariat's Own Source Revenue decreased by \$.106m from \$.418m in 2007-08.

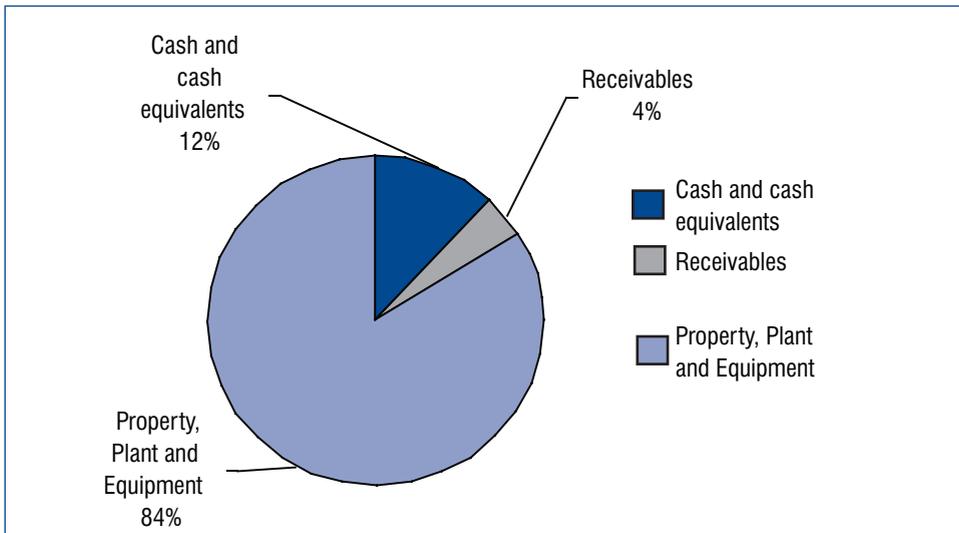
The decrease is mainly attributable to an inflated amount shown in the 2007-08 reporting period as Other Revenue included receipt of an insurance claim paid in respect of damage sustained to the Assembly Building following the February 2007 hail storm.

Financial Position

Total Assets

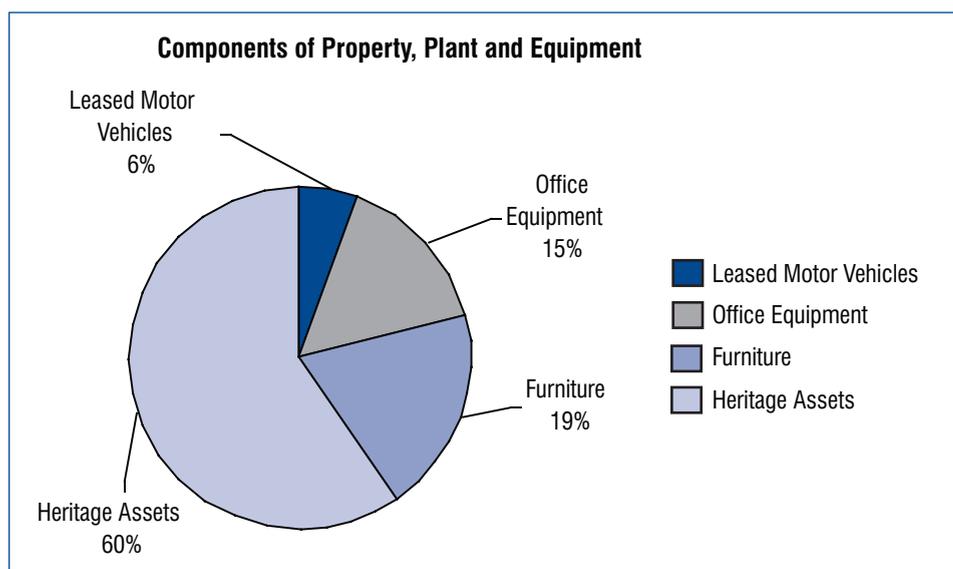
The value of the Secretariat's Total Assets at 30 June 2009 was \$1.185m and the composition and proportions of this total amount are shown respectively in the following table and chart:

Asset category	Value \$m
Current	
▪ Cash and cash equivalents	0.143
▪ Receivables	0.049
Non-Current	
▪ Property, Plant and Equipment	0.993
TOTAL	1.185



The major portion of Assets of \$.993m is property plant and equipment. The composition and proportion of the total of this class of asset is shown in the following table and chart:

Leased Motor Vehicles	Office Equipment	Furniture	Heritage Assets (Artwork)
\$56,044	\$152,600	\$190,797	\$593,500



Comparison to Budget

The following table shows the composition of the Secretariat's Total Asset position as at 30 June 2009 compared to 2008-09 budget and as at 30 June 2008:

Asset category	Value at 30 June 2009 \$m	Budget 2009 \$m	Value at 30 June 2008 \$m
Current			
- Cash and cash equivalents	0.143	0.647	.452
- Receivables	0.049	0.033	.049
- Other Assets		0.004	
Non-Current			
- Property, Plant and Equipment	0.993	0.670	.932
TOTAL	1.185	1.354	1.433

The Total Asset position of \$1.185m at 30 June 2009 was \$.169m lower than the budget amount due to a decrease in the cash resources of the Secretariat. As at 30 June, 2008, the Secretariat held a cash balance in the Territory Banking Account - cash enhanced portfolio of \$.444m. However, as at 30 June, 2009, the cash balance was \$.123m. Secretariat management regularly review the level of investment and planned for a reduction in the cash balance through a number of significant, non-recurrent projects that were consistent with the Secretariat's strategic priorities. These included the 20th Anniversary celebrations and enhanced security and safety measures for the building.

The lower cash and cash equivalents figure is offset by the increase of \$.323m in property plant and equipment, which reflects the valuation of property, plant and equipment at fair value after the preparation of the 2008-09 Budget.

Comparison to 2007-08 Actual Values

As shown in the above table, the decrease of \$.248m from the 30 June 2008 Total Asset value was mainly attributable to the decrease in the cash resources of the Secretariat. To avoid repetition, the main causes of the decrease are the operating deficit in the current reporting period and the expenditure discussed in the previous section.

Total Liabilities

The following table shows the composition of the Secretariat's Total Liabilities as at 30 June 2009, compared to 2008-09 budget and as at 30 June 2008:

	Actual 2009 \$m	Original Budget 2009 \$m	Actual 2008 \$m
Current			
- Payables	.122	.264	.127
- Finance Leases	.014	.018	.035
- Employee Benefits	.926	.785	.967
Non-Current Liabilities			
- Finance Leases	.041	.028	-
- Employee Benefits	.296	.138	.010
Total Liabilities	1.400	1.233	1.139

Current and non-current employee benefits totalled \$1.222m and accounted for 87.3% of Total Liabilities. The comparison of the employee benefits liabilities between actual 2009 and both the original budget and the actual 2008 amount shows the effect of the change in methodology of estimating employee benefits (as discussed previously). This accounting treatment reflects the potential for each staff member's leave entitlements to be paid out if they resign or retire but, in practice, the prospect of all staff leaving the organisation within 12 months is extremely unlikely.

Comparison to Budget

As shown in the above table, there was an increase in employee liabilities, resulting from the change in methodology discussed previously, which is the main reason that Total Liabilities were \$.223m more than originally budgeted.

Comparison to 07-08 Actual Amounts

As shown in the above table, the increase in Total Liabilities from 2008 to 2009 is mainly due to the change in methodology of estimating employee benefits as discussed earlier. Also contributing to the increase in Total Liabilities was the change in total finance leases. All existing finance leases as at 30 June 2008 expired during 2008-09 and new leases have been entered into.

Territorial Statement of Revenues and Expenses

Total Income

The majority of Territorial income is in the form of a Payment for Expenses on Behalf of the Territory (EBT). This income meets the cost of salaries and related employment entitlements for the 12 non-Executive MLA's and their staff.

In 2008-09, the EBT payment was \$5.403m, which was \$.429m higher than budgeted, mainly due to:

- an additional \$.333m that was included in the 2nd Appropriation to cover increased resources for non-Executive Members that the ACT Government agreed to provide following the 2008 Election; and
- an additional \$.128m paid as a Treasurer's advance to, cover higher than anticipated employment termination expenses associated with the 2008 Election.

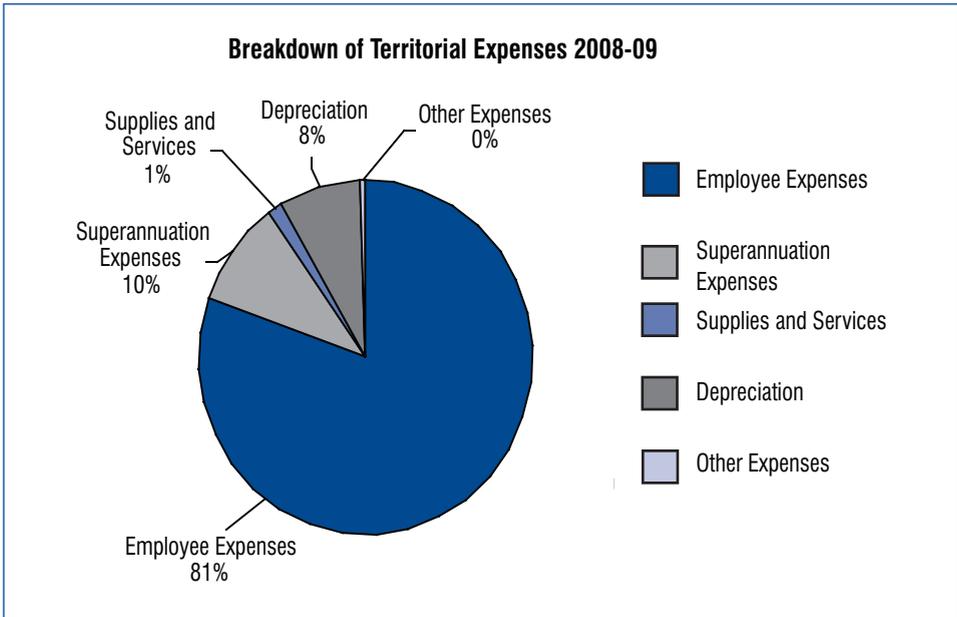
Further details of the increase in budgeted expenses are discussed below.

Total Expenditure

Total Territorial Expenditure for 2008-09 was \$5.707m, which was \$.041m more than budgeted and \$.648m more than equivalent expenses in 2007-08. In both cases, the increase was mainly due to increased employee expenses resulting from the higher than anticipated employment termination expenses associated with the 2008 Election.

Employee expenses represented 80.4% of total expenditure and 90.4% if combined with superannuation expenses. This reflects the fact that the Secretariat’s Territorial budget exists to provide for the 12 non-Executive Assembly Members and their staff.

Employee Expenses \$m	Superannuation Expenses \$m	Supplies and Services \$m	Depreciation \$m	Other Expenses \$m	TOTAL \$m
4.587	0.573	0.067	0.456	0.024	5.707





ACT AUDITOR-GENERAL'S OFFICE



A09/38

Mr Tom Duncan
Clerk of the Legislative Assembly
ACT Legislative Assembly
Legislative Assembly Building, Civic Square
London Circuit
CANBERRA CITY ACT 2601



Dear Mr ^{Tom}Duncan

AUDIT REPORT ON THE FINANCIAL REPORT OF THE LEGISLATIVE ASSEMBLY SECRETARIAT FOR THE YEAR ENDED 30 JUNE 2009

The Audit Office has completed the audit of the financial report of the Legislative Assembly Secretariat for the year ended 30 June 2009.

I am pleased to attach the audited financial report together with the **unqualified** audit report.

I have provided a copy of each of these reports to the Speaker of the Legislative Assembly, Mr Shane Rattenbury MLA.

Yours sincerely

Tu Pham
Auditor-General
10 August 2009

- c.c. Mr Ian Duckworth, Corporate Manager, Legislative Assembly Secretariat
Mr Michael Harris, Chair, Internal Audit Committee, Legislative Assembly Secretariat
Mr David Skinner, Manager, Strategy and Parliamentary Education, Legislative Assembly Secretariat
Mr David Morgan, Senior Manager, Budget Strategy and Reporting Branch, Department of Treasury



ACT AUDITOR-GENERAL'S OFFICE



INDEPENDENT AUDIT REPORT

LEGISLATIVE ASSEMBLY SECRETARIAT

To the Members of the ACT Legislative Assembly

Report on the financial report

I have audited the financial report of the Legislative Assembly Secretariat (the Secretariat) for the year ended 30 June 2009. The financial report is comprised of the following financial statements and accompanying notes:

Departmental financial statements – operating statement, balance sheet, statement of changes in equity, cash flow statement and statement of appropriation.

Territorial financial statements – statement of income and expenses on behalf of the Territory, statement of assets and liabilities on behalf of the Territory, statement of changes in equity on behalf of the Territory, cash flow statement on behalf of the Territory and Territorial statement of appropriation.

Responsibility for the financial report

The Clerk of the Secretariat is responsible for the preparation and fair presentation of the financial report. This includes responsibility for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error and for the accounting policies and estimates used in the preparation of the financial report.

The auditor's responsibility

My responsibility is to express an independent audit opinion on the financial report of the Secretariat based on my audit as required by the *Financial Management Act 1996*.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial report is free of material misstatement.

I formed the audit opinion by performing audit procedures to obtain evidence about the amounts and disclosures in the financial report. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial report, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.

Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to provide assurance on the appropriateness of budget information included in the financial report or to evaluate the prudence of decisions made by the Secretariat.

Electronic presentation of the audited financial report

Those viewing an electronic presentation of this financial report should note that the audit does not provide assurance on the integrity of information presented electronically and does not provide an opinion on any other information which may have been hyperlinked to or from this report. If users of the report are concerned with the inherent risks arising from the electronic presentation of information, they are advised to refer to the printed copy of the audited financial report to confirm the accuracy of this electronically presented information.

Independence

I followed applicable independence requirements of Australian professional ethical pronouncements in conducting the audit.

Audit opinion

In my opinion, the financial report of the Secretariat for the year ended 30 June 2009:

- (i) is presented in accordance with the *Financial Management Act 1996*, Accounting Standards and other mandatory financial reporting requirements in Australia; and
- (ii) presents fairly the financial position of the Secretariat as at 30 June 2009 and the results of its operations and its cash flows for the year then ended.

This audit opinion should be read in conjunction with the above information.

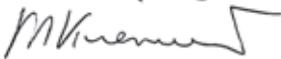


Tu Pham
Auditor-General
10 August 2009

**Legislative Assembly Secretariat
Financial Report
For the Year Ended 30 June 2009**

Statement of Responsibility

In my opinion, the financial report is in agreement with the Legislative Assembly Secretariat's accounts and records and fairly reflects the financial operations of the Legislative Assembly Secretariat for the year ended 30 June 2009 and the financial position of the Legislative Assembly Secretariat on that date.



Max Kiermaier
Acting Clerk
Legislative Assembly Secretariat

16 July 2009

**Legislative Assembly Secretariat
Financial Report
For the Year Ended 30 June 2009**

Statement by the Chief Finance Officer

In my opinion, the financial report has been prepared in accordance with generally accepted accounting principles, and is in agreement with the Legislative Assembly Secretariat's accounts and records and fairly reflects the financial operations of the Legislative Assembly Secretariat for the year ended 30 June 2009 and the financial position of the Legislative Assembly Secretariat on that date.



Lisa Bennett
Chief Finance Officer
Legislative Assembly Secretariat
16 July 2009

Legislative Assembly Secretariat

DEPARTMENTAL FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2009

**Legislative Assembly Secretariat
Operating Statement
For the Year Ended 30 June 2009**

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Income				
Government Payment for Outputs	4	5,932	5,878	5,764
Interest	5	23	31	36
Resources Received Free of Charge	6	253	209	232
Other Revenue	7	34	40	150
Other Gains	8	2	-	-
Total Income		<u>6,244</u>	<u>6,158</u>	<u>6,182</u>
Expenses				
Employee Expenses	9	3,185	2,960	3,004
Superannuation Expenses	10	472	453	486
Supplies and Services	11	3,031	2,782	2,663
Depreciation	12	62	52	52
Other Expenses	13	5	-	20
Total Expenses		<u>6,755</u>	<u>6,247</u>	<u>6,225</u>
Operating (Deficit)		<u>(511)</u>	<u>(89)</u>	<u>(43)</u>

The above Operating Statement should be read in conjunction with the accompanying notes.

**Legislative Assembly Secretariat
Balance Sheet
As at 30 June 2009**

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Current Assets				
Cash and Cash Equivalents	16	143	647	452
Receivables	17	49	33	49
Other Assets		-	4	-
Total Current Assets		192	684	501
Non-Current Assets				
Property, Plant and Equipment	18	993	670	932
Total Non-Current Assets		993	670	932
Total Assets		1,185	1,354	1,433
Current Liabilities				
Payables	19	123	264	127
Finance Leases	20	14	18	35
Employee Benefits	21	926	785	967
Total Current Liabilities		1,063	1,067	1,129
Non-Current Liabilities				
Finance Leases	20	41	28	-
Employee Benefits	21	296	138	10
Total Non-Current Liabilities		337	166	10
Total Liabilities		1,400	1,233	1,139
Net (Liabilities)/Assets		(215)	121	294
Equity				
Accumulated (Deficit)	22	(738)	(237)	(227)
Asset Revaluation Reserve	22	270	105	268
Other Reserves	22	253	253	253
Total Equity		(215)	121	294

The above Balance Sheet should be read in conjunction with the accompanying notes.

**Legislative Assembly Secretariat
Statement of Changes in Equity
For the Year Ended 30 June 2009**

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Total Equity at the Beginning of the Reporting Period		294	210	40
<i>Accumulated (Deficits)</i>				
Operating (Deficit)	22	(511)	(89)	(43)
Increase in the Asset Revaluation Reserve	22	2	-	163
Total Income and Expense Recognised Directly in Equity for the Reporting Period		(509)	(89)	120
Transactions Involving Equity Holders Affecting Accumulated (Deficits)				
Capital Injections	22	-	-	134
Total Transactions Involving Equity Holders Affecting Accumulated (Deficits)		-	-	-
Total Equity at the End of the Reporting Period		(215)	121	294

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**Legislative Assembly Secretariat
Cash Flow Statement
For the Year Ended 30 June 2009**

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Cash Flows from Operating Activities				
Receipts				
Government Payment for Outputs		5,932	5,878	5,764
Interest Received		23	31	36
Other		34	204	33
Goods and Services Input Tax Credits from the Australian Taxation Office		283	-	247
Goods and Services Tax Collected from Customers		4	-	90
Total Receipts from Operating Activities		6,276	6,113	6,169
Payments				
Employee		2,941	2,913	3,329
Superannuation		472	453	-
Supplies and Services		2,783	2,570	2,535
Goods and Services Input Tax Credits Remitted to the Australian Taxation Office		5	-	256
Good and Services Tax Paid to Suppliers		284	-	4
Other		4	164	-
Total Payments from Operating Activities		6,489	6,100	6,124
Net Cash (Outflows)/Inflows from Operating Activities	27	(213)	13	46
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		41	-	238
Total Payments from Investing Activities		41	-	238
Net Cash (Outflows) from Investing Activities		(41)	-	(238)

**Legislative Assembly Secretariat
Cash Flow Statement - Continued
For the Year Ended 30 June 2009**

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Cash Flows from Financing Activities				
Receipts				
Capital Injections		-	-	134
Proceeds from Sale of Motor Vehicles under a finance lease		2	-	-
Total Receipts from Financing Activities		2	-	134
Payments				
Repayment of Finance Lease Liabilities		57	-	11
Total Payments from Financing Activities		57	-	11
Net Cash (Outflows)/Inflows from Financing Activities		(55)	-	123
Net (Decrease)/Increase in Cash and Cash Equivalents Held		(309)	13	(70)
Cash and Cash Equivalents at the Beginning of the Reporting Period		452	634	521
Cash and Cash Equivalents at the End of the Reporting Period	27	143	647	452

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

**Legislative Assembly Secretariat
Departmental Statement of Appropriation
For the Year Ended 30 June 2009**

	Original Budget 2009 \$'000	Total Appropriated 2009 \$'000	Appropriation Drawn 2009 \$'000	Appropriation Drawn 2008 \$'000
Departmental				
Government Payment for Outputs	5,878	5,951	5,932	5,764
Capital Injections	-	-	-	134
Total Departmental Appropriation	<u>5,878</u>	<u>5,951</u>	<u>5,932</u>	<u>5,898</u>

The above Departmental Statement of Appropriation should be read in conjunction with the accompanying notes.

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Cash Flow Statement. This amount also appears in this financial report, in the Cash Flow Statement of the Legislative Assembly Secretariat.

The *Total Appropriated* column is inclusive of all appropriation variations occurring after the Original Budget.

The *Appropriation Drawn* is the total amount of appropriation received by the Legislative Assembly Secretariat during the year. This amount appears in this financial report, in the Cash Flow Statement of the Secretariat.

Variances between 'Original Budget' and 'Total Appropriated'

Government Payment for Outputs

The Total Appropriated Government Payment for Outputs was \$73,000 higher than the Original Budget due to the following new initiatives funded in the 2008-09 Budget Second Appropriation:

- additional committee resources; and
- additional supplies and services expenses for non-Executive Members staff funded in the Territorial Appropriation.

Variances between 'Total Appropriated' and 'Appropriation Drawn'

Government Payment for Outputs

The Appropriation Drawn is \$19,000 less than the Total Appropriated due to a projected decrease in appropriation funded superannuation expenses at 30 June 2009 and the Treasury policy that agencies return to the budget any savings in these expenses.

**Legislative Assembly Secretariat
DEPARTMENTAL NOTE INDEX**

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* Notes 1 - 3 apply to both the Departmental and Territorial Financial Statements

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 1 OBJECTIVES OF THE LEGISLATIVE ASSEMBLY SECRETARIAT

Operations and Principal Activities of the ACT Legislative Assembly Secretariat

The *Australian Capital Territory (Self Government) Act 1988* [Commonwealth] established the Australian Capital Territory as a body politic under the crown. The Act stipulates that there shall be a Legislative Assembly for the ACT consisting of 17 Members and gives the Assembly power to make laws for the peace, order and good government of the Territory. Provisions of the Act also govern the constitution of the Assembly, its procedures and obligations.

The Legislative Assembly Secretariat Appropriation Unit is administered by the Clerk of the Assembly, a statutory office established under the *Public Sector Management Act 1994* and the Clerk is assisted by the officers of the Legislative Assembly Secretariat. The role of the Secretariat is to:

- support and assist the Legislative Assembly by the provision of procedural and administrative services, including Hansard reports of proceedings;
- produce records and documents relating to Assembly and Committee proceedings;
- meet the research and administrative needs of Standing and Select Committees;
- assist Members in the performance of their parliamentary and electoral duties by the provision of advice and research and a range of administrative services; and
- foster contact with other Australian parliaments and parliaments overseas.

Payments were made to the Legislative Assembly Secretariat Appropriation Unit for:

- the delivery of Departmental services; and
- expenses paid on behalf of the Territory for salaries and administrative expenses associated with non-Executive Members and staff.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements (financial report) for ACT Government Departments. The Legislative Assembly Secretariat (the Secretariat) is designated a Department under Section 4 of the FMA.

The FMA and the *Financial Management Guidelines*, requires a Department's financial statements (financial report) to include:

- (i) an Operating Statement for the year;
- (ii) a Balance Sheet at the end of the year;
- (iii) a Statement of Changes in Equity for the year;
- (iv) a Cash Flow Statement for the year;
- (v) a Statement of Appropriation for the year;
- (vi) a summary of the significant accounting policies adopted for the year; and
- (vii) such other statements as are necessary to fairly reflect the financial operations of the Secretariat during the year and its financial position at the end of the year.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(a) Basis of Accounting - continued

This general-purpose financial report has been prepared to comply with 'Generally Accepted Accounting Principles' (GAAP) as required by the FMA. The financial report has been prepared in accordance with:

- (i) Australian Equivalents to International Financial Reporting Standards (AIFRS), comprising accounting standards and accounting interpretations issued by the Australian Accounting Standards Boards and the former Urgent Issues Group; and
- (ii) ACT Accounting Policies.

The financial report has been prepared using the accrual basis of accounting, which recognises the effects of transactions and events when they occur. The financial report has also been prepared according to the historical cost convention, except for assets which were valued in accordance with the (re)valuation policies applicable to the Secretariat during the reporting period. It is important to note that the policies outlined in Note 2 and 3 apply to both the Departmental and Territorial financial reports.

This financial report is presented in Australian dollars, which is the Secretariat's functional currency.

The Secretariat is an individual reporting entity.

(b) Departmental and Territorial Items

The Secretariat produces Departmental and Territorial financial reports. The Departmental financial report includes income, expenses, assets and liabilities over which the Secretariat has control. The Territorial financial report includes income, expenses, assets and liabilities that the Secretariat administers on behalf of the Territory, but does not control.

The purpose of the distinction between Departmental and Territorial is to enable an assessment of the Secretariat's performance against the decisions it has made in relation to the resources it controls, while maintaining accountability for all resources under its responsibility.

The basis of accounting described in paragraph (a) above applies to both Departmental and Territorial financial reports except where specified.

(c) The Reporting Period

The financial report states the financial performance, changes in equity and cash flows of the Secretariat for the year ending 30 June 2009 together with the financial position of the Secretariat as at 30 June 2009.

(d) Comparative Figures

Budget Figures

To facilitate a comparison with the Budget Papers, as required by the *Financial Management Act 1996*, budget information for 2008-09 has been presented in the financial report. Budget numbers in the financial report are the original budget numbers that appear in the Budget Papers.

Prior Year Comparatives

Comparative information has been disclosed in respect of the previous period for all amounts reported in the financial report, except where an Australian Accounting Standard does not require comparative information to be disclosed.

Where the presentation or classification of items in the financial report is amended, the comparative amounts have been reclassified where practical. Where a reclassification has occurred, the nature, amount and reason for the reclassification is provided.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(e) Rounding

All amounts in the financial report have been rounded to the nearest thousand dollars (\$'000). Use of “-” represents zero amounts or amounts rounded down to zero.

(f) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. All revenue is recognised to the extent that it is probable that the economic benefits will flow to the Secretariat and the revenue can be reliably measured. In addition, the following specific recognition criteria must also be met before revenue is recognised:

Interest

Interest revenue is recognised using the effective interest rate method.

(g) Resources Received and Provided Free of Charge

Resources received free of charge are recorded as revenue and expenditure in the Operating Statement at fair value. The revenue is separately disclosed under resources received free of charge, with the expense being recorded in the line item to which it relates. Goods and services received free of charge from ACT Government agencies are recorded as resources received free of charge, whereas goods and services received free of charge from entities external to the ACT Government are recorded as donations. Services that are received free of charge are only recorded in the Operating Statement if they can be reliably measured and would have been purchased if not provided to the Secretariat free of charge.

Resources provided free of charge are recorded at their fair value in the expense line items to which they relate.

(h) Repairs and Maintenance

The Secretariat undertakes major cyclical maintenance on the Legislative Assembly Building. Where the maintenance leads to an upgrade of the asset, and increases the service potential of the existing building, the cost should be capitalised. Maintenance expenses which do not increase the service potential of the asset are expensed.

(i) Current and Non-Current Items

Assets and liabilities are classified as current or non-current on the face of the Balance Sheet and in the relevant notes. Assets are classified as current where they are expected to be realised within 12 months after the reporting date. Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or the Secretariat does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date. Assets or liabilities which do not fall within current classification are classified as non-current.

(j) Impairment of Assets

Except in any reporting period where the Secretariat has obtained an external fair value assessment, the Secretariat assesses, at each reporting date, whether there is any indication that an asset may be impaired. The Secretariat also reviews assets for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. Any resulting impairment losses for land, buildings, plant and equipment and heritage assets, are recognised as a decrease in the available Asset Revaluation Reserve, relating to these classes of assets. Where the impairment loss is greater than the available balance in the Asset Revaluation Reserve for the relevant class of asset, the difference is expensed in the Operating Statement. Any impairment losses for motor vehicles under a finance lease are recognised in the Operating Statement as this asset class is held at cost.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(j) Impairment of Assets - continued

An impairment loss is the amount by which the carrying amount of an asset (or a cash-generating unit) exceeds its recoverable amount. The recoverable amount is the higher of 'fair value less cost to sell' and its 'value in use'. An asset's 'value in use' is its depreciated replacement cost, where the asset would be replaced if the Secretariat were deprived of it. Non-financial assets, which have previously been impaired, are reviewed for possible reversal of impairment at each reporting date.

(k) Cash and Cash Equivalents

For the purposes of the Cash Flow Statement and the Balance Sheet, cash includes cash at bank, cash on hand and demand deposits. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Cash equivalents include short-term investments held in the Cash Enhanced Portfolio with the Territory Banking Account. Investments in the Cash Enhanced Portfolio are measured at fair value.

(l) Receivables

Accounts receivable are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

Trade receivables arise in the normal course of selling services to other agencies and to the public. Trade receivables are payable within 30 days after the issue of an invoice or the services have been provided under a contractual arrangement.

The Secretariat's trade receivables mainly relate to room hire and seminars. Hirers and attendees comprise other ACT Government agencies and community groups. All trade receivables are assessed for impairment, however due to the immaterial nature of the income received from room hire and seminars and the historically low rate of unpaid debts, the Secretariat determines no allowance for impaired receivables.

(m) Acquisition and Recognition of Property, Plant and Equipment

Property, plant and equipment is initially recorded at cost. Cost includes the purchase price, directly attributable costs and the estimated cost of dismantling and removing the item (where, upon acquisition, there is a present obligation to remove the item).

Where property, plant and equipment is acquired at no cost, or minimal cost, the Secretariat records it at fair value as at the date of acquisition.

Where the payment for property, plant and equipment is deferred beyond normal credit terms, the Secretariat measures the difference between its cash price equivalent and the total payment as interest over the period of credit. The discount rate used to calculate the cash price equivalent is an asset specific rate.

The Secretariat capitalises property, plant and equipment with a minimum value of \$2,000.

(n) Measurement of Property, Plant and Equipment after Initial Recognition

Property, plant and equipment comprises the following classes of assets - land and buildings, heritage assets, plant and equipment and motor vehicles under a finance lease. All property, plant and equipment (excluding motor vehicles under a finance lease) are measured at fair value. Motor vehicles under a finance lease are recorded at cost.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(n) Measurement of Property, Plant and Equipment after Initial Recognition - continued

Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction. Fair value is measured using market based evidence available for that asset (or a similar asset), as this is the best evidence of an asset's fair value. Where the market price for an asset cannot be obtained because the asset is specialised and is rarely sold, and where the asset would be replaced if the Secretariat were to be deprived of the asset, depreciated replacement cost is used as fair value. Where the asset would not be replaced, the fair value is the asset's selling price, less costs to sell.

Fair value for land and buildings is measured using current prices in a market for similar properties in a similar location and condition. Fair value for some heritage assets is measured using depreciated replacement cost. For other heritage assets, fair value is determined using a market price where there is a market for the same or similar item.

Land, buildings, plant and equipment, and heritage assets are revalued at least every 3 years. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place. Any accumulated depreciation relating to buildings and heritage assets at the date of revaluation is written-back against the gross carrying amount of the asset, and the net amount is restated to the revalued amount of the asset.

(o) Depreciation of Non-Current Assets

Non-current assets with a limited useful life are systematically depreciated over their useful lives in a manner that reflects the consumption of their service potential. The useful life commences when an asset is ready for use. When an asset is revalued, it is depreciated over its remaining useful life.

Land and some heritage assets have an unlimited useful life and are therefore not depreciated.

Depreciation for non-current assets is determined as follows:

Class of Asset	Depreciation Method	Useful Life (Years)
Buildings	Straight Line	50
Plant and Equipment	Straight Line	3-20
Motor Vehicles under a Finance Lease	Straight Line	2

The useful lives of all major assets held by the Secretariat are reassessed on an annual basis.

(p) Payables

Payables are a financial liability and are measured at the fair value of the consideration received when initially recognised and at amortised cost subsequent to initial recognition, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after an invoice date.

Payables include Trade Payables, Accrued Expenses and Other Payables.

Trade Payables represent the amounts owing for goods and services received prior to the end of the reporting period, unpaid at the end of the reporting period, and relating to the normal operations of the Secretariat.

Accrued Expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period and where an invoice has not been received by period end.

Other Payables are those unpaid invoices that do not directly relate to the normal operations of the Secretariat.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(q) Leases

The Secretariat has entered into finance leases and operating leases.

Finance Leases

The finance leases effectively transfer to the Secretariat substantially all the risks and rewards incidental to ownership of the assets under a finance lease. The title may or may not eventually be transferred. Finance leases are initially recognised as an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, each being determined at the inception of the lease. The discount rate used to calculate the present value of the minimum lease payments is the interest rate implicit in the lease. Assets under a finance lease are depreciated over the shorter of the asset's useful life and lease term. Each lease payment is allocated between interest expense and reduction of the lease liability. Lease liabilities are classified as current and non-current.

Operating Leases

The Secretariat holds operating leases with InTACT.

Operating leases do not effectively transfer to the Secretariat substantially all the risks and rewards incidental to ownership of the asset under an operating lease. Operating lease payments are recorded as an expense in the Operating Statement on a straight-line basis over the term of the lease.

(r) Employee Benefits

Employee benefits include wages and salaries, annual leave and long service leave and applicable on-costs. On-costs include annual leave, long service leave, superannuation and other costs incurred when employees take annual and long service leave. These benefits accrue as a result of services provided by employees, up to the reporting date, that remain unpaid. They are recorded as a liability and as an expense.

Wages and Salaries

Accrued wages and salaries are measured at the amount that remains unpaid to employees at the end of the reporting period.

Annual and Long Service Leave

Annual leave and long service leave that falls due wholly within the next 12 months is measured based on the amount of remuneration anticipated to be paid when the leave is taken. Annual leave and long service leave that does not fall due wholly within the next 12 months is measured at the present value of estimated future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At each reporting date, the estimated future payments are discounted using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows. In 2008-09, the discount factor used to calculate the present value of these future payments is 90.5% (95% in 2007-08)

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of 7 years qualifying service, the probability that employees will reach the required minimum period has been taken into account in estimating the provision for long service leave and the applicable on-costs.

The provision for annual leave and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while in-service, the probability that employees will take annual and long service leave while in service has been taken into account in estimating the liability for on-costs.

Annual and long service leave liabilities are classified as current liabilities in the Balance Sheet where the Secretariat does not have an unconditional right to defer the settlement of the liability for at least 12 months. However, where there is an unconditional right to defer settlement of the liability for at least 12 months, annual leave and long service leave have been classified as a non-current liability in the Balance Sheet.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(s) Superannuation

The Secretariat makes a superannuation payment to the Territory Banking Account each year, to cover its superannuation liability for the Commonwealth Superannuation Scheme (CSS) and the Public Sector Superannuation Scheme (PSS). This payment covers the CSS/PSS employer contribution but does not include the productivity component. The productivity component is paid directly to Comsuper by the Secretariat. The CSS and PSS are defined benefit superannuation plans meaning that the defined benefits received by employees are based on the employee's years of service and average final salary.

The Secretariat has also made superannuation payments directly to superannuation funds for those members of the public sector who are part of superannuation accumulation schemes. This includes the Public Sector Superannuation Scheme Accumulation Plan (PSSAP) and schemes of employee choice.

Superannuation employer contribution payments for the CSS and PSS are calculated by taking the salary level at an employee's anniversary date and multiplying it by the actuarially assessed nominal CSS or PSS employer contribution rate for each employee of the Secretariat. The productivity component payments are calculated by taking the salary level, at an employee's anniversary date, and multiplying it by the employer contribution rate (approximately 3%) for each employee of the Secretariat. Superannuation payments for the PSSAP are calculated by taking the salary level, at an employee's anniversary date, and multiplying it by the appropriate employer contribution rate for each employee of the Secretariat. Superannuation payments for fund of choice arrangements are calculated by taking an employee's salary each pay and multiplying it by the appropriate employer contribution rate.

The Secretariat does not carry a superannuation liability in its Balance Sheet as the Superannuation Provision Account carries the total Territory superannuation liability for the CSS and PSS, and Comsuper and the external schemes recognise the superannuation liability for the PSSAP and other schemes respectively.

The ACT Government is liable for the reimbursement of the emerging costs of benefits paid each year to members of the CSS and PSS in respect of their ACT Government service after 1 July 1989. These reimbursement payments are made from the Superannuation Provision Account.

(t) Equity Contributed by the ACT Government

Contributions made by the ACT Government, through its role as owner of the Secretariat, are treated as contributions of equity.

(u) Insurance

The Secretariat insures all of its major risks through the ACT Insurance Authority. The excess, payable under this arrangement, varies depending on each class of insurance held by the Secretariat.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(v) Significant Accounting Judgements and Estimates

In the process of applying the accounting policies listed in this note, the Secretariat has made the following judgements and estimates that have the most significant impact on the amounts recorded in the financial report:

- (a) *Fair Value of Assets:* The Secretariat has made a significant judgement regarding the value of its assets. Land and buildings have been recorded at the market value of similar properties as determined by an independent valuer. In some circumstances, buildings that are purpose built may in fact realise more or less in the market. Some heritage assets have been recorded at fair value based on depreciated replacement cost as determined by officer valuation. This valuation uses significant judgement and estimates to determine the fair value, including the appropriate indexation figure and quantum of assets held.
- (b) *Employee Benefits:* The Secretariat has made a significant estimate in the calculation of its employee benefits. The estimated liability for employee benefits requires a consideration of the future wage and salary levels, experience of employee departures and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable. Further information on this estimate is provided in Note 2(r) Employee Benefits and Note 3 Change in Accounting Estimates and Impact of Accounting Standards Issued but Not Yet Applied.
- (c) *Estimation of Useful Lives of Property, Plant and Equipment:* The Secretariat has made a significant estimate in determining the useful lives of its property, plant and equipment. The estimation has been based on valuations provided by independent valuers. The useful lives are assessed on an annual basis and any adjustments are made when considered necessary.

Further disclosure concerning an asset's useful life can be found at Note 2 (o) - Depreciation of Non-Current Assets

NOTE 3 CHANGE IN ACCOUNTING ESTIMATES, AND IMPACT OF ACCOUNTING STANDARDS ISSUED BUT NOT YET APPLIED

Change in an Accounting Estimate

Revision of the Methodology used to Estimate the Liability for Employee Benefits

This year, the Department of Treasury engaged an actuary to review the methodology used by ACT Government agencies to estimate annual and long service leave liabilities. Following this review, this methodology was revised as follows:

- (i) As disclosed in Note 2(r) Employee Benefits, the estimated future payments for annual and long service leave (including applicable on-costs) that do not fall due within the next 12 months are measured at present value. The estimated future payments are discounted using market yields on Commonwealth Government bonds at the reporting date with terms to maturity that match, as closely as possible, the estimated future cash flows. The rate used to calculate the present value of these estimated future payments has been revised from 95% to 90.5% mainly due to a change in the long-term yields from Commonwealth Government bonds. The revision to the discount rate has resulted in an increase to the liability for employee benefits and the related expense.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 3 CHANGE IN ACCOUNTING ESTIMATES, AND IMPACT OF ACCOUNTING STANDARDS ISSUED BUT NOT YET APPLIED - CONTINUED

Revision of the Methodology used to Estimate the Liability for Employee Benefits - Continued

- (ii) As disclosed in Note 2(r) Employee Benefits, the long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the minimum period of 7 years required qualifying service, the probability that employees will reach the minimum period of qualifying service has been taken into account in estimating the provision for long service leave and the related on-costs.

In previous reporting periods, under the methodology used by ACT Government agencies, this liability was estimated by recognising a 100% liability for employees with 5 or more years of service and 0% for employees with less than 5 years of service. This methodology has been replaced by another methodology, whereby the probability that an employee will reach the minimum service period of seven years is estimated for each completed year of service. The use of this revised methodology has resulted in an increase to the liability for employee benefits and the related expense.

- (iii) As disclosed in Note 2(r) Employee Benefits, employee benefits include wages and salaries, annual leave, long service leave and applicable on-costs.

In previous reporting periods, all applicable on-costs were not included in the estimated annual and long service leave liabilities due to an omission. The inclusion of these on-costs in the current reporting period has resulted in an increase to the liability for employee benefits and the related expense.

The above revisions and corrections to the liability for employee benefits has resulted in an increase in the estimate of employee benefits and the related expense of approximately \$230,255 in Departmental and \$23,256 in Territorial in the current reporting period.

Impact of Accounting Standards Issued but yet to be Applied

The following new and revised accounting standards and interpretations have been issued by the Australian Accounting Standards Board but do not apply to the current reporting period. These standards and interpretations are applicable to future reporting periods. The Secretariat does not intend to adopt these standards and interpretations early. It is estimated that the effect of adopting the below pronouncements, when applicable, will have no material financial impact on the Secretariat in future reporting periods:

- (a) AASB 3 Business Combination (application date 1 July 2009);
- (b) AASB 8 Operating Segments (application date 1 Jan 2009);
- (c) AASB 101 Presentation of Financial Statements (application date 1 Jan 2009);
- (d) AASB 123 Borrowing Costs (application date 1 Jan 2009);
- (e) AASB 127 Consolidated and Separate Financial Statements (application date 1 July 2009);
- (f) AASB 1039 Concise Financial Reports (application date 1 Jan 2009);
- (g) AASB 2007-3 Amendments to Australian Accounting Standards arising from AASB 8 [AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 and AASB 1038] (application date 1 Jan 2009);

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

**NOTE 3 CHANGE IN ACCOUNTING ESTIMATES, AND IMPACT OF ACCOUNTING
STANDARDS ISSUED BUT NOT YET APPLIED - CONTINUED**

Impact of Accounting Standard Issued but yet to be Applied - Continued

- (h) AASB 2007-6 Amendments to Australian Accounting Standards arising from AASB 123 [AASB 1, AASB 101, AASB 107, AASB 111, AASB 116 and AASB 138 and Interpretations 1 & 12] (application date 1 Jan 2009);
- (i) AASB 2007-8 Amendments to Australian Accounting Standards arising from AASB 101 (application date 1 Jan 2009);
- j) AASB 2007-10 Further Amendments to Australian Accounting Standards arising from AASB 101 (application date 1 Jan 2009);
- k) AASB 2008-1 Amendments to Australian Accounting Standard - Share-based Payments: Vesting Conditions and Cancellations [AASB 2] (application date 1 Jan 2009);
- l) AASB 2008-2 Amendments to Australian Accounting Standards – Puttable Financial Instruments and Obligations arising on Liquidation [AASB 7, AASB 101, AASB 132, AASB 139 and Interpretation 2] (application date 1 Jan 2009);
- m) AASB 2008-3 Amendments to Australian Accounting Standards arising from AASB 3 and AASB 127 [AASBs 1, 2, 4, 5, 7, 101, 107, 112, 114, 116, 121, 128, 131, 132, 133, 134, 136, 137, 138 and 139 and Interpretations 9 and 107] (application date 1 July 2009);
- n) AASB 2008-5 Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 7, 101, 102, 107, 108, 110, 116, 118, 119, 120, 123, 127, 128, 129, 131, 132, 134, 136, 138, 139, 140, 141, 1023 and 1038] (application date 1 Jan 2009);
- o) AASB 2008-6 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 1 and AASB 5] (application date 1 July 2009);
- p) AASB 2008-7 Amendments to Australian Accounting Standards – Cost of an Investment in a Subsidiary, Jointly Controlled Entity or Associate [AASB 1, AASB 118, AASB 121, AASB 127 and AASB 136] (application date 1 Jan 2009);
- q) Int 15 Agreements for the Construction of Real Estate [AASB 118] (application date 1 Jan 2009);
- r) AASB 2008-8 Amendments to Australian Accounting Standards - Eligible Hedged Items [AASB 139] (application date 1 July 2009);
- s) AASB 2008-9 Amendments to AASB 1049 for Consistency with AASB 101 (application date 1 Jan 2009);
- t) AASB 2008-11 Amendments to Australian Accounting Standard – Business Combinations Among Not-for-Profit Entities [AASB 3] (application date 1 July 2009); and
- u) AASB 2008-13 Amendments to Australian Accounting Standards arising from AASB Interpretation 17 – Distributions of Non-cash Assets to Owners [AASB 5 and AASB 110] (application date 1 July 2009).

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 4 GOVERNMENT PAYMENT FOR OUTPUTS

Government Payment for Outputs is revenue received from ACT Government to fund the costs of delivering outputs. The ACT Government pays Government Payment for Outputs appropriation on a fortnightly basis.

	2009 \$'000	2008 \$'000
Revenue from the ACT Government		
Government Payment for Outputs ¹	5,932	5,764
Total Government Payment for Outputs	<u>5,932</u>	<u>5,764</u>

¹ The increase in Government Payment for Outputs is mainly due to indexation and the cost of an additional Committee Office resource funded in the 2008-09 Budget Second Appropriation.

NOTE 5 INTEREST

	2009 \$'000	2008 \$'000
Revenue from within the ACT Government		
Interest Revenue from the Territory Banking Account ¹	20	29
Total Interest Received from within the ACT Government	<u>20</u>	<u>29</u>
Revenue from Non-ACT Government Entities		
Other Interest Revenue ²	3	7
Total Interest Revenue from Non-ACT Government Entities	<u>3</u>	<u>7</u>
Total Interest Revenue	<u>23</u>	<u>36</u>

¹ The decrease in interest received from the Territory Banking Account in 2009 is mainly due to the Secretariat utilising its cash resources throughout the reporting period.

² The decrease in interest revenue from other sources reflects the lower bank interest rate received throughout the reporting period, but also reflects, as disclosed in 2008, the higher than normal funds being held in the bank account during the period when the Secretariat's financial processing and banking responsibilities were being transferred to the Shared Services Centre.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 6 RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge relate to goods and/or services being provided free of charge from other agencies within the ACT Government.

	2009 \$'000	2008 \$'000
Revenue from within the ACT Government		
Legislative Drafting and Legal Services ¹	253	232
Total Resources Received Free of Charge	253	232

¹ The increase from 2007-08 is due to increased legislative drafting requirements by non-Executive Members.

NOTE 7 OTHER REVENUE

Other Revenue arises from the core activities of the Secretariat.

	2009 \$'000	2008 \$'000
Revenue from Non-ACT Government Entities		
Venue Hire ¹	14	17
Seminars ¹	10	17
Other Revenue ¹	10	116
Total Other Revenue	34	150

¹ In the 2007-08 reporting period, venue hire and seminars were included in 'Other Revenue'. However, for comparison purposes, these amounts have been disclosed separately in the 2008-09 reporting period. The decrease in Total Other Revenue is due to the inflated 2007-08 Other Revenue amount resulting from an insurance claim made in that year.

NOTE 8 OTHER GAINS

	2009 \$'000	2008 \$'000
Gains from the Sale of Assets ¹	2	-
Total Other Gains	2	-

¹ The gain is due to a motor vehicle under a finance lease, at the end of its lease term, realising higher sale proceeds than its residual value.

Legislative Assembly Secretariat
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NOTE 9 EMPLOYEE EXPENSES

	2009	2008
	\$'000	\$'000
Wages and Salaries	2,681	2,588
Annual Leave ¹	288	180
Long Service Leave ²	172	193
Comcare Premium ³	6	30
Other Employee Benefits and On-Costs	38	13
Total Employee Expenses	<u>3,185</u>	<u>3,004</u>

At the end of the 2008-09 reporting period, the Secretariat had 48 employees [36.7 Full-Time Equivalent] (42 employees [34 Full-Time Equivalent staff] at the end of the 2007-08 reporting period).

¹The increase in the annual leave expense is mainly due to the inclusion of on-costs in the estimate of the annual leave liability. Refer to Note 3: Change in Accounting Estimates and Impact of Accounting Standards Issued But Not Yet Applied for further details on this change.

²The increase in the long service leave expense is mainly due to the change in the methodology used to estimate the long service leave liability. Refer to Note 3: Change in Accounting Estimates for further details on this change.

³The decrease in the Secretariat's Comcare premium is due to fewer insurance claims.

NOTE 10 SUPERANNUATION EXPENSES

The Secretariat receives funding for superannuation payments as part of the Government Payment for Outputs. The Secretariat then makes payments on a fortnightly basis to the Territory Banking Account for its portion of the Territory's CSS and PSS superannuation liability. The productivity benefit for these schemes is paid directly to Comsuper.

The Secretariat makes superannuation payments direct to Comsuper to cover the superannuation liability for employees that are in the new Public Sector Superannuation Scheme Accumulation Plan (PSSAP).

Superannuation payments are also made to external providers as part of the new employee fund of choice arrangements.

	2009	2008
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account	339	317
Productivity Benefit	48	51
Superannuation Payment to Comsuper (for the PSSAP) ¹	40	90
Superannuation to External Providers ¹	45	28
Total Superannuation Expenses	<u>472</u>	<u>486</u>

¹ The decrease in the Superannuation Payment to Comsuper (PSSAP) and the increase in the Superannuation to External Providers is mainly due to the PSSAP scheme being closed to new members and as a result, more new employees contribute to External Providers.

**Legislative Assembly Secretariat
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NOTE 11 SUPPLIES AND SERVICES

	2009 \$'000	2008 \$'000
Building Management	761	720
Information Technology Running Costs	607	614
Legal Services and Legislative Drafting	253	232
Recording and Transcription ¹	120	91
Staff Training and Services	163	149
Consultants ²	196	146
Accounting and Audit Fees	58	58
Outsourced Financial Processing ³	216	88
Insurance Premium	115	111
Travel	82	88
Printing and Stationery ⁴	103	73
Financial Management and Information System ⁵	-	60
Telephone ⁶	77	62
Hospitality and Functions ⁷	65	15
Discretionary Office Allocation for Non-Executive Members ⁸	76	65
Other Expenses	139	90
Total Supplies and Services	3,031	2,663

Additional categories have been added for the 2008-09 reporting period. To allow comparison, the figures for the previous year have also been restated.

¹ The increase is due to an increased number of public hearings of Assembly committees and longer sitting periods.

² The increase is mainly due to engaging external Consultants in relation to Environmental Sustainability, Building Maintenance and Taxation.

³ Outsourced financial processing is a new classification in 2009, recognising the materiality of these expenses. The equivalent expense in 2008 was \$88,000 and was included in Accounting and Audit Fees. However, in 2009, due to their size, these expenses have been disclosed separately. The increase is due to the outsourced financial processing being moved to the Shared Services Centre in February 2008 and consequently the 2008 figure only representing partial year expenses.

⁴ The increase is mainly due to publication of the "*Companion to the Standing Orders of the Legislative Assembly of the Australian Capital Territory*" associated with the 20th Anniversary of Self-Government in the ACT.

⁵ Due to the Secretariat outsourcing its financial processing to the Shared Services Centre, this expense is no longer incurred.

⁶ The increase is mainly due to indexation and changes necessary after the 2008 Election.

⁷ Hospitality and Functions is a new classification in 2009, recognising the materiality of these expenses. The equivalent expense in 2008 was \$15,000 and was included in 'Other Expenses' in the 2008 report. The increase is mainly due to expenses associated with the marking of the 20th Anniversary of self-Government in the ACT.

⁸ Discretionary Office Allocation is a new classification in 2009, recognising the materiality of this expense. The equivalent expense in 2008 was \$65,000 and was included in 'Other Expenses'.

Legislative Assembly Secretariat
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NOTE 12 DEPRECIATION

	2009	2008
	\$'000	\$'000
Depreciation		
Plant and Equipment ¹	62	52
Total Depreciation	<u>62</u>	<u>52</u>

¹ The increase is mainly due to the purchase of additional assets during the 2008-09 reporting period.

NOTE 13 OTHER EXPENSES

	2009	2008
	\$'000	\$'000
Asset Revaluation Decrement ¹	2	20
Net Loss on Disposal of Assets ²	3	-
Total Other Expenses	<u>5</u>	<u>20</u>

¹ The difference in the revaluation decrement from 2008 to 2009 is mainly due to the fact that in 2008 a more significant reduction occurred because of a change in valuation method of plant and equipment from cost to fair value.

² The loss is due to motor vehicles under a finance lease, at the end of the lease term, realising lower sale proceeds than residual values.

NOTE 14 ACT OF GRACE PAYMENTS, WAIVERS AND WRITE-OFFS

Under Section 130 of the *Financial Management Act 1996* the Treasurer, may, in writing, authorise Act of Grace payments be made by the Secretariat. Act of Grace payments are a method of providing equitable remedies to entities or individuals that may have been unfairly disadvantaged by the Government, but have no legal claim to the payment.

There were no Act of Grace payments made during the reporting period pursuant to Section 130 of the *Financial Management Act 1996*. (2008: Nil).

Under Section 131 of the *Financial Management Act 1996* the Treasurer may, in writing, waive the right to payment of an amount payable to the Territory. There were no waivers made during the reporting period pursuant to Section 131 of the *Financial Management Act 1996*.

A waiver is the relinquishment of a legal claim to a debt over which the Secretariat has control. The write-off of a debt is the accounting action taken to remove a debt from the books but does not relinquish the legal right of the Secretariat to recover the amount. The write-off of debts may occur for reasons other than waivers. There were no write-offs made during the reporting period.

**Legislative Assembly Secretariat
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NOTE 15 AUDITOR'S REMUNERATION

Auditor's remuneration consists of financial audit services provided to the Secretariat by the ACT Auditor-General's Office.

	2009 \$'000	2008 \$'000
Audit Services		
Audit Fees Paid to the ACT Auditor-General's Office	25	24
Total Audit Fees	<u>25</u>	<u>24</u>

No other services were provided by the ACT Auditor-General's Office.

NOTE 16 CASH AND CASH EQUIVALENTS

The Secretariat holds a number of bank accounts with the Commonwealth Bank as part of the whole-of-government banking arrangements. The Secretariat also held short-term investments with the Territory Banking Account in the Cash Enhanced Portfolio throughout the year. The investment earned an average floating interest rate of 5% (average of 6.75% in 2008). These funds are able to be withdrawn upon request and as such meet the definition of a cash equivalent.

	2009 \$'000	2008 \$'000
Cash at Bank	18	7
Cash on Hand	2	1
Investments with the Territory Banking Account - Cash Enhanced Portfolio ¹	123	444
Total Cash and Cash Equivalents	<u>143</u>	<u>452</u>

¹ The decrease is mainly due to cash being used to fund a number of non-recurrent projects, including enhanced security and safety measures within the building and expenses associated with the marking of the 20th anniversary of self-Government.

NOTE 17 RECEIVABLES

	2009 \$'000	2008 \$'000
Current Receivables		
Trade Receivables	9	10
	<u>9</u>	<u>10</u>
Net GST Receivable	40	39
Total Current Receivables	<u>49</u>	<u>49</u>
Total Receivables	<u>49</u>	<u>49</u>

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 17 RECEIVABLES - CONTINUED**Aging of Receivables**

	Not Overdue \$'000	Past Due		Total \$'000
		Less than 30 Days \$'000	30 to 60 Days \$'000	
2009				
Not Impaired¹				
Receivables	47	2	-	49
2008				
Not Impaired				
Receivables	9	39	1	49

¹ 'Not Impaired' refers to Net Receivables (that is, Gross Receivables less Impaired Receivables)

Classification of ACT Government/Non-ACT Government Receivables	2009 \$'000	2008 \$'000
Receivables with Other ACT Government Agencies		
Net Trade Receivables	5	2
Total Receivables with Other ACT Government Agencies	<u>5</u>	<u>2</u>
Receivables with Non-ACT Government Entities		
Net Trade Receivables ¹	4	8
Net GST Receivable ¹	40	39
Total Receivables with Non-ACT Government Entities	<u>44</u>	<u>47</u>
Total Receivables	<u>49</u>	<u>49</u>

¹ In 2008 Net GST Receivables was included in Net Trade Receivables, however in 2009, the Net GST Receivables have been disclosed separately and, accordingly, the 2008 amounts have been restated.

**Legislative Assembly Secretariat
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NOTE 18 PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment includes the following classes of assets – plant and equipment, motor vehicles under a finance lease and heritage assets. Property, plant and equipment does not include assets held for sale or investment property.

Plant and Equipment includes office and computer equipment, and furniture and fittings.

Motor Vehicles under a Finance Lease includes all leases entered into by the Secretariat from 2006-07 onwards.

Heritage assets are defined as those non-current assets that the ACT Government intends to preserve indefinitely because of their unique historical, cultural or environmental attributes. A common feature of heritage assets is that they cannot be replaced and they are not usually available for sale or for redeployment. Heritage assets held by the Secretariat include artwork.

	2009 \$'000	2008 \$'000
Plant and Equipment		
Plant and Equipment at Fair Value ¹	345	330
Less: Accumulated Depreciation	(2)	(2)
Total Written Down Value of Plant and Equipment	<u>343</u>	<u>328</u>
Motor Vehicles under a Finance Lease		
Motor Vehicles under a Finance Lease at Cost ²	65	51
Less: Accumulated Depreciation	(9)	(17)
Total Written Down Value of Motor Vehicles under a Finance Lease	<u>56</u>	<u>34</u>
Heritage Assets		
Heritage Assets at Fair Value ³	594	571
Total Written Down Value of Heritage Assets	<u>594</u>	<u>571</u>
Total Written Down Value of Property, Plant and Equipment	<u>993</u>	<u>933</u>

Valuation of Non-Current Assets

¹ Nigel Spoljaric, Certified Practising Valuer, Auctioneers and Valuers Association of Australia member, Plant and Machinery Valuer, Pickles Auctions, valued the Secretariat's plant and equipment as at 30 June 2009. For additions to the asset register in the 2008-09 reporting period, cost less depreciation was used to approximate fair value.

² The increase is due to existing vehicles reaching the end of their two year lease term and new motor vehicles under a finance lease being acquired.

³ Andrew Whitehead, Auctioneers and Valuers Association of Australia/Australian and Antique Art Dealers Association member, valued the Secretariat's Heritage assets as at 30 June 2009.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 18 PROPERTY, PLANT AND EQUIPMENT - CONTINUED

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2008-09

	Plant and Equipment \$'000	Motor Vehicles under a Finance Lease \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	327	34	571	932
Additions ¹	66	65	20	151
Revaluation Increment/(Decrement) ²	(2)	-	3	1
Depreciation	(48)	(14)	-	(62)
Disposals	-	(29)	-	(29)
Carrying Amount at the End of the Reporting Period	343	56	594	993

¹ Additions consist mainly of office furniture purchased for non-Executive Members and their staff, motor vehicles under a finance lease and an artwork commission associated with the 20th Anniversary of self-Government in the ACT.

² Plant and Equipment was valued lower than the carrying amount. Artwork was valued higher than the carrying amount.

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2007-08

	Plant and Equipment \$'000	Motor Vehicles under a Finance Lease \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	182	45	384	611
Additions-	206	-	24	230
Revaluation Increment	-	-	163	163
Depreciation	(41)	(11)	-	(52)
Revaluation (Decrement) recognised in the Operating Result	(19)	-	-	(19)
Carrying Amount at the End of the Reporting Period	328	34	571	933

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 19 PAYABLES

	2009 \$'000	2008 \$'000
Current Payables		
Trade Payables	31	25
Accrued Expenses	88	100
Other Payables	4	2
Total Current Payables	<u>123</u>	<u>127</u>
Total Payables	<u>123</u>	<u>127</u>
Payables are aged as follows:		
Not Overdue	123	127
Total Payables	<u>123</u>	<u>127</u>
Classification of ACT Government/Non-ACT Government Payables		
Payables with Other ACT Government Agencies		
Trade Payables	20	-
Accrued Expenses	24	35
Total Payables with Other ACT Government Agencies	<u>44</u>	<u>35</u>
Payables with Non-ACT Government Entities		
Trade Payables	11	25
Accrued Expenses	64	65
Net GST Payable	4	2
Total Payables with Non-ACT Government Entities	<u>79</u>	<u>92</u>
Total Payables	<u>123</u>	<u>127</u>

**Legislative Assembly Secretariat
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NOTE 20 FINANCE LEASES

The Secretariat holds two finance leases, both of which have been taken up as a finance lease liability and as a leased asset. These leases are for motor vehicles. The interest rate implicit in these leases varies from 4.2% to 6.9%, with a two-year term. These leases have no terms of renewal or purchase options, nor escalation clauses.

	2009 \$'000	2008 \$'000
Current Finance Leases		
Secured		
Finance Leases ¹	14	35
Total Current Finance Leases	14	35
Non-Current Finance Leases		
Secured		
Finance Leases ^{1,2}	41	-
Total Non-Current Finance Leases	41	-
Total Finance Leases	55	35

Secured Liability

The Secretariat's finance leases are effectively secured because, if the Secretariat defaults, the assets under finance leases revert to the lessor.

Finance Leases

Finance Lease Commitments are payable as follows:

Within one year	17	36
Later than one year but not later than five years ²	42	-
Minimum Lease Payments	59	36
Less: Future Finance Lease Charges	(4)	(1)
Amount Recognised as a Liability	55	35
Add: Lease incentive involved with non-cancellable operating lease	-	-
Total Present Value of Minimum Lease Payments	55	35

The present value of the minimum lease payments is as follows:

Within one year	14	35
Later than one year but not later than five years ²	41	-
Total Present Value of Minimum Lease Payments	55	35

¹ All existing finance leases as at 30 June 2008 have expired during the 2008-09 reporting period and new leases have been entered into.

² Includes residual payments.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 21 EMPLOYEE BENEFITS

	2009	2008
	\$'000	\$'000
Current Employee Benefits		
Annual Leave ¹	345	246
Long Service Leave ²	466	627
Accrued Salaries	115	94
Total Current Employee Benefits	<u>926</u>	<u>967</u>
Non-Current Employee Benefits		
Long Service Leave ²	296	10
Total Non-Current Employee Benefits	<u>296</u>	<u>10</u>
Total Employee Benefits	<u>1,222</u>	<u>977</u>

	2009	2008
	\$'000	\$'000
<i>For Disclosure Purposes Only</i>		
Estimate of when Leave is Payable		
Estimated Amount Payable within 12 Months		
Annual Leave	345	163
Long Service Leave	50	63
Accrued Salaries	115	94
Total Employee Benefits Payable within 12 Months	<u>510</u>	<u>320</u>
Estimated Amount Payable after 12 Months		
Long Service Leave	712	574
Annual Leave	-	83
Total Non Current Employee Benefits Payable after 12 Months	<u>712</u>	<u>657</u>
Total Employee Benefits	<u>1,222</u>	<u>977</u>

¹ The increase in the annual leave liability is due to the inclusion of on-costs. Refer to Note 3: Change in Accounting Policy and Accounting Estimates for further details on this change.

² The increase in the total long service leave liability is due to the change in the methodology used to estimate this liability. Refer to Note 3: Change in Accounting Estimates and Impact of Accounting Standards Issued but Not Yet Applied for further details on this change. Despite the overall increase in total long service leave liabilities and the change in methodology used, the decrease in current long service liabilities is partly due to the departure from the Secretariat of staff who had significant long service leave entitlements which the Secretariat had classified as current.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 22 EQUITY

	2009	2008
	\$'000	\$'000
Total Equity at the End of the Reporting Period		
Accumulated (Deficits)	(738)	(227)
Asset Revaluation Reserve	270	268
Other Reserves	253	253
Total Equity	<u><u>(215)</u></u>	<u><u>294</u></u>

Movements in Equity during the Reporting Period**Accumulated (Deficit)**

Balance at the Beginning of the Reporting Period	(227)	(318)
Operating (Deficit)	(511)	(43)
Capital Injection	-	134
Balance at the End of the Reporting Period	<u><u>(738)</u></u>	<u><u>(227)</u></u>

Asset Revaluation Reserve

The Asset Revaluation Reserve is used to record the increments and decrements in the value of property, plant and equipment held by the Secretariat.

Balance at the Beginning of the Reporting Period	268	105
Increment in Heritage Assets due to Revaluation	2	163
Total Increase in the Asset Revaluation Reserve	<u>2</u>	<u>163</u>
Balance at the End of the Reporting Period	<u><u>270</u></u>	<u><u>268</u></u>
Other Reserves		
Balance at the Beginning of the Reporting Period	253	253
Balance at the End of the Reporting Period	<u><u>253</u></u>	<u><u>253</u></u>

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 23 FINANCIAL INSTRUMENTS

Details of the significant policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability, are disclosed in Note 2 'Summary of Significant Accounting Policies' to the Financial Report.

Interest Rate Risk

Interest rate risk is the risk that the fair value or the future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

A significant portion of the Secretariat's financial assets consist of cash and cash equivalents. As these are held in floating interest arrangements, the Secretariat is exposed to movements in the amount of interest it may earn on cash and cash equivalents.

The Secretariat invests surplus funds in the Cash Enhanced Portfolio with the Territory Banking Account and these funds are managed in accordance with the *Financial Management Act 1996*. Secretariat management has reduced the level of cash held in investment and, at 30 June, the cash and cash equivalents represents approximately 12% of the Secretariat's total assets.

The Secretariat operates its bank accounts with a debit balance and consequently is not exposed to the incursion of overdraft interest.

Sensitivity Analysis

The Secretariat's operations are not significantly dependent on interest earned from cash and cash equivalents and accordingly a sensitivity analysis of the interest rate risk has not been undertaken.

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

The Secretariat's credit risk is limited to the amount of the financial assets it holds which is made up of cash, investments and receivables. The Secretariat's exposure to credit risk arises from the potential default of a counter party on their contractual obligations, resulting in financial loss to the Secretariat.

Virtually all of the Secretariat's receivables are received from the Australian Taxation Office or from other ACT Government agencies. Accordingly, the credit risk on these receivables is very low and the value of the remaining receivables is assessed as not material.

Cash and cash equivalent accounts are held with high credit quality financial institutions. Cash at bank is held with the Commonwealth Bank and cash not immediately required for operations is invested with the Territory Banking Account. The Territory Banking Account coordinates the investment of this money with various fund managers. These fund managers have the discretion to invest this money in a variety of different investments, within certain parameters.

Despite the relatively small amounts involved, the Secretariat also manages credit risk for receivables by actively pursuing settlement of any outstanding amounts. The Secretariat expects to collect all financial assets that are not past due or impaired. There have been no changes in risk exposure or processes for managing risk since last year. Credit risk is monitored on a regular basis.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 23 FINANCIAL INSTRUMENTS - CONTINUED

Liquidity Risk

Liquidity risk is the risk that the Secretariat will be unable to meet its financial obligations as they fall due.

The Secretariat's main financial obligations relate to the payment of employee benefits and the purchase of supplies and services. Salaries are paid on a fortnightly basis and purchases of supplies and services are paid within 30 days of receiving the goods or services.

The main source of cash to pay these obligations is appropriation from the ACT Government which is paid on a fortnightly basis during the year. In addition to the receipt of fortnightly appropriation drawdowns, the Secretariat also maintains a short-term investment in the Cash Enhanced Portfolio of the Territory Banking Account and can call on these funds to meet any short term obligations. The Secretariat manages its liquidity risk through forecasting appropriation drawdown requirements to enable payment of anticipated obligations.

The Secretariat's current liabilities include all long service leave that could fall due within 12 months. Historically, the Secretariat has been able to manage these liabilities as they emerge.

The Secretariat's exposure to liquidity risk is considered insignificant based on experience from prior years and the current assessment of risk.

Price Risk

Price risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices, whether these changes are caused by factors specific to the individual financial instruments or its issuers, or factors affecting all similar financial instruments traded in the market.

The Secretariat is not exposed to any significant price risk as its financial assets, consisting of cash and cash equivalents and receivables, are not affected by movements in market price.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 23 FINANCIAL INSTRUMENTS - CONTINUED**Fair Value of Financial Assets and Liabilities**

The carrying amounts and fair values of financial assets and liabilities at the end of the reporting period are:

	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	2009	2009	2008	2008
	\$'000	\$'000	\$'000	\$'000
Financial Assets				
Cash and Cash Equivalents	143	143	452	452
Receivables	49	49	49	49
Total Financial Assets	<u>192</u>	<u>192</u>	<u>501</u>	<u>501</u>
Financial Liabilities				
Payables	123	123	127	127
Finance Leases	55	55	35	35
Total Financial Liabilities	<u>178</u>	<u>178</u>	<u>162</u>	<u>162</u>

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 23 FINANCIAL INSTRUMENTS - CONTINUED

The following tables set out the Legislative Assembly Secretariat's maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 30 June 2009 and 30 June 2008. All financial assets and liabilities which have a floating interest rate or are non-interest bearing will mature in 1 year or less. All amounts appearing in the maturity analysis are shown on an undiscounted cash flow basis.

2009

	Note	Floating Interest Rate \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
			1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
Financial Assets							
Cash and Cash Equivalents	15	123	-	-	-	143	
Receivables	16	-	-	-	49	49	
Total Financial Assets		123	-	-	69	192	
Weighted Average Interest Rate		5.0%				-	
Financial Liabilities							
Payables	19	-	-	-	123	123	
Finance Leases	20	-	17	42	-	59	
Total Financial Liabilities		-	17	42	123	182	
Weighted Average Interest Rate			5.6%				
Net Financial Assets/(Liabilities)		123	(17)	(42)	(54)	10	

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 23 FINANCIAL INSTRUMENTS - CONTINUED

2008

	Note	Floating Interest Rate \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
			1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
Financial Assets							
Cash and Cash Equivalents	15	444	-	-	-	8	
Receivables	16	-	-	-	-	49	
Total Financial Assets		444	-	-	-	57	
Weighted Average Interest Rate		6.5%					
Financial Liabilities							
Payables	19	-	-	-	-	127	
Finance Leases	20	-	36	-	-	-	
Total Financial Liabilities		-	36	-	-	127	
Weighted Average Interest Rate		6.5-6.8%					
Net Financial Assets/(Liabilities)		444	(36)	-	-	(70)	

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 23 FINANCIAL INSTRUMENTS - CONTINUED

	2009 \$'000	2008 \$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability		
Financial Assets		
Loans and Receivables	49	49
Financial Liabilities		
Financial Liabilities measured at Amortised Cost	182	163

The Secretariat does not have any financial assets in the 'Available for Sale' category or the 'Held to Maturity' category and as such these categories are not included above. Also, the Secretariat does not have any liabilities in the 'Financial Liabilities at Fair Value through Profit and Loss' category and as such this category is not included above.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 24 COMMITMENTS

	2009	2008
	\$'000	\$'000
Other Commitments		
Other commitments contracted at the reporting date that have not been recognised as liabilities, are payable as follows:		
Within one year ¹	481	393
Later than one year but not later than five years ¹	473	104
Total Other Commitments	954	497

¹ The increases are due to the renewal of a number of contracts during the reporting period that were all classified as within one year in 2008 and also the engagement of additional Contractors during the reporting period.

Operating Lease Commitments

Operating leases are held with InTACT for the supply and maintenance of information and communications technology equipment.

Non-cancellable operating lease commitments are payable as follows:

Within one year ¹	87	99
Later than one year but not later than five years ¹	63	106
Total Operating Lease Commitments	150	205

All amounts shown in the commitment note are inclusive of GST.

¹ The decreases are mainly due to a significant number of leases for computing equipment expiring during the 2009-10 reporting period.

NOTE 25 CONTINGENT LIABILITIES AND CONTINGENT ASSETS**Contingent Liabilities**

There were no contingent liabilities or contingent assets as at 30 June 2009 (2008: Nil).

Contingent Assets

There were no contingent assets as at 30 June 2009 (2008: Nil).

NOTE 26 GUARANTEES**Guarantees**

There were no guarantees or undertakings as at 30 June 2009 (2008: Nil).

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 27 CASH FLOW RECONCILIATION

(a) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Cash Flow Statement to the Equivalent Items in the Balance Sheet.

	2009 \$'000	2008 \$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	143	452
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement	143	452

(b) Reconciliation of Net Cash (Outflows)/Inflows from Operating Activities to the Operating Result

Operating (Deficit)	(511)	(43)
Add/(Less) Non-Cash Items		
Revaluation Decrement Recognised in the Operating Statement	(2)	20
Depreciation of Property, Plant and Equipment	62	52
Add/(Less) Items Classified as Investing or Financing		
Gain on Disposal of Non-Current Assets	(2)	-
Loss on Disposal of Non-Current Assets	3	-
Cash Before Changes in Operating Assets and Liabilities	(450)	29
Changes in Operating Assets and Liabilities		
(Increase) in Receivables	-	(41)
Decrease in Other Assets	-	3
Increase/(Decrease) in Payables	(5)	(106)
Increase in Employee Benefits	241	161
Net Changes in Operating Assets and Liabilities	237	17
Net Cash Inflows/(Outflows) from Operating Activities	(213)	46
(c) Non-Cash Financing and Investing Activities		
	65	-
Acquisition of Motor Vehicles by means of Finance Leases	65	-

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 28 EVENTS OCCURRING AFTER BALANCE DATE

There were no events occurring after balance date which would affect the financial report as at 30 June 2009 (2008: Nil).

Legislative Assembly Secretariat

TERRITORIAL FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2009

**Legislative Assembly Secretariat
Statement of Income and Expenses on Behalf of the Territory
For the Year Ended 30 June 2009**

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Income				
Payment for Expenses on Behalf of the Territory	30	5,403	4,974	4,903
Other Gains	31	4	-	-
Total Income		<u>5,407</u>	<u>4,974</u>	<u>4,903</u>
Expenses				
Employee Expenses	32	4,587	4,483	4,067
Superannuation Expenses	33	573	600	628
Supplies and Services	34	67	91	82
Depreciation	35	456	492	282
Other Expenses	36	24	-	-
Total Expenses		<u>5,707</u>	<u>5,666</u>	<u>5,059</u>
Operating (Deficit)		<u>(300)</u>	<u>(692)</u>	<u>(156)</u>

The above Statement of Income and Expenses on Behalf of the Territory should be read in conjunction with the accompanying notes.

Legislative Assembly Secretariat
Statement of Assets and Liabilities on Behalf of the Territory
As at 30 June 2009

	Note	Actual	Original	Actual
	No.	2009	Budget	2008
		\$'000	\$'000	\$'000
Current Assets				
Cash and Cash Equivalents	38	47	38	43
Receivables	39	16	9	7
Total Current Assets		63	47	50
Non-Current Assets				
Property, Plant and Equipment	40	23,116	20,442	24,262
Capital Works in Progress	41	222	-	-
Total Non-Current Assets		23,338	20,442	24,262
Total Assets		23,401	20,489	24,312
Current Liabilities				
Payables	42	29	104	6
Finance Leases	43	92	115	264
Employee Benefits	44	218	561	321
Total Current Liabilities		339	780	591
Non-Current Liabilities				
Finance Leases	43	226	234	-
Employee Benefits	44	6	85	-
Total Non-Current Liabilities		232	319	-
Total Liabilities		571	1,099	591
Net Assets		22,830	19,390	23,721
Equity				
Contributed Equity	45	440	212	360
Accumulated Funds	45	11,796	10,904	11,736
Asset Revaluation Reserve	45	10,594	8,274	11,625
Total Equity		22,830	19,390	23,721

The above Statement of Assets and Liabilities on Behalf of the Territory should be read in conjunction with the accompanying notes.

**Legislative Assembly Secretariat
Statement of Changes in Equity on Behalf of the Territory
For the Year Ended 30 June 2009**

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Total Equity and the Beginning of the Reporting Period	45	23,721	19,870	20,166
<i>Accumulated Funds</i>				
Operating (Deficit)	45	(300)	(692)	(156)
<i>Reserves</i>				
Decrease in the Asset Revaluation Reserve	45	(1,031)	-	3,351
Total Income and Expense Recognised Directly in Equity for the Reporting Period		(1,331)	(692)	3,195
<i>Transactions Involving Equity Holders Affecting Accumulated Funds</i>				
Capital Injections	45	440	212	360
Total Transactions Involving Equity Holders Affecting Accumulated Funds		440	212	360
Total Equity at the End of the Reporting Period	45	22,830	19,390	23,721

The above Statement of Changes in Equity on Behalf of the Territory should be read in conjunction with the accompanying notes.

Legislative Assembly Secretariat
Cash Flow Statement on Behalf of the Territory
For the Year Ended 30 June 2009

	Note No.	Actual 2009 \$'000	Original Budget 2009 \$'000	Actual 2008 \$'000
Cash Flows from Operating Activities				
Receipts				
Expenses on Behalf of the Territory		5,403	4,974	4,903
Goods and Services Input Tax Credits from the Australian Taxation Office		60	-	-
Other		7	19	54
Total Receipts from Operating Activities		5,470	4,993	4,957
Payments				
Employee Payments		5,257	4,880	4,621
Supplies and Services		51	91	179
Good and Services Tax Paid to Suppliers		69	20	53
Total Payments from Operating Activities		5,377	4,991	4,853
Net Cash Inflows from Operating Activities	46	93	2	104
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		432	212	340
Total Payments from Investing Activities		432	212	340
Net Cash (Outflows) from Investing Activities		(432)	(212)	(340)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		440	212	360
Proceeds from Sale of Motor Vehicles under a finance lease		4	-	-
Total Receipts from Financing Activities		444	212	360
Payments				
Repayment of Finance Lease		77	-	84
Loss on Sale of Motor Vehicles under a finance lease		24	-	-
Total Payments from Financing Activities		101	-	84
Net Cash Inflows from Financing Activities		343	212	276
Net Increase in Cash and Cash Equivalents Held		4	2	39
Cash and Cash Equivalents at the Beginning of the Reporting Period		43	36	5
Cash and Cash Equivalents at the End of the Reporting Period	46	47	38	44

**Legislative Assembly Secretariat
Territorial Statement of Appropriation
For the Year Ended 30 June 2009**

	Original Budget 2009 \$'000	Total Appropriated 2009 \$'000	Appropriation Drawn 2009 \$'000	Appropriation Drawn 2008 \$'000
Territorial				
Expenses on Behalf of the Territory	4,974	5,435	5,403	4,903
Capital Injections	212	463	440	360
Total Territorial Appropriation	5,186	5,898	5,843	5,263

The above Territorial Statement of Appropriation should be read in conjunction with the accompanying notes.

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Cash Flow Statement in the Budget Papers. This amount also appears in the Cash Flow Statement of the Secretariat.

The *Total Appropriated* column is inclusive of all appropriation variations occurring after the Original Budget.

The *Appropriation Drawn* is the total amount of appropriation received by the Secretariat during the year. This amount appears in the Cash Flow Statement of the Secretariat.

Variances between 'Original Budget' and 'Total Appropriated'

The Total Appropriated Expenses on Behalf of the Territory was \$461,000 higher than the Original Budget due to the 2008-09 Budget Second Appropriation increases (\$333,000) in salary allocations for non-Executive Members agreed to by the Chief Minister and provision for increases in non-Executive Member's salary determined by the Remuneration Tribunal. A Treasurer's Advance (\$128,000) was also received to meet higher than anticipated staff termination expenses resulting from the Election in October 2008.

The Total Appropriated Capital Injection was \$251,000 higher than the Original Budget due to additional funding received for the purchase of the new main chiller for the Legislative Assembly building.

Variances between 'Total Appropriated' and 'Appropriation Drawn'

The Appropriation Drawn is \$32,000 less than the Total Appropriated due to superannuation savings required to be returned to the Department of Treasury.

The Total Appropriated Capital Injection was \$23,000 less than the Appropriation Drawn due to the cost of the main chiller for the Legislative Assembly building being lower than anticipated.

**Legislative Assembly Secretariat
TERRITORIAL NOTE INDEX**

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Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009

NOTE 29 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – TERRITORIAL

All of the Secretariat's accounting policies are contained in Note 2 'Summary of Significant Accounting Policies'. The policies outlined in Note 2 apply to both the Departmental and Territorial financial reports.

NOTE 30 PAYMENT FOR EXPENSES ON BEHALF OF THE TERRITORY - TERRITORIAL

Under the *Financial Management Act 1996*, funds can be appropriated for expenses incurred on behalf of the Territory. The Secretariat receives this appropriation to fund a number of expenses incurred on behalf of the Territory, the main one being the payment of remuneration and related entitlements to non-Executive members and their staff.

	2009 \$'000	2008 \$'000
Payment for Expenses on Behalf of the Territory ¹	5,403	4,903
Total Payment for Expenses on Behalf of the Territory	5,403	4,903

¹ The increase was mainly due to employment termination expenses associated with the 2008 Election and increased staff salary expenditure due to the revised composition of the Assembly after the 2008 Election. These increases were addressed by an increase in Expenses on Behalf of the Territory of \$333,000 in the Second Appropriation. A Treasurer's advance of \$128,000 was received during the year to meet these higher than anticipated expenses.

NOTE 31 OTHER GAINS - TERRITORIAL

	2009 \$'000	2008 \$'000
Gain from Sale of Assets ¹	4	-
Total Other Gains	4	-

¹ The increase is due to the profit on sale of two motor vehicles under a finance lease which expired during the 2008-09 reporting period.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009

NOTE 32 EMPLOYEE EXPENSES – TERRITORIAL

	2009	2008
	\$'000	\$'000
Salaries and Wages	3,919	3,695
Annual Leave Expense ¹	167	138
Long Service Leave Expense	49	49
Termination Payments ²	326	43
Other Employee Benefits and On-Costs	126	141
Total Employee Expenses	4,587	4,067

At the end of the 2009 financial year, non-Executive Members employed 34.5 Full Time Equivalent staff on behalf of the Territory. Additionally, there are 12 non-Executive Members. (31 Full Time Equivalent staff were reported in 2008 plus the 12 non-Executive Members).

¹The increase is mainly due to the inclusion of on-costs in the estimate of the Annual Leave liability. Refer to Note 3: Change in Accounting Estimates and Impact of Accounting Standards Issued by Not Yet Applied for further details on this change.

²The increase is due to employment termination expenses associated with the 2008 Election.

NOTE 33 SUPERANNUATION EXPENSES – TERRITORIAL

The Secretariat received funding for superannuation payments as part of the Payment for Expenses on Behalf of the Territory. The Secretariat then makes payments on a fortnightly basis to the Territory Banking Account for its portion of the Territory's CSS and PSS superannuation liability (for non-Executive Members' staff), as well as a payment for the Territory's superannuation liability for non-Executive Members. The Secretariat has also made superannuation payments to external providers as part of employee fund of choice arrangements and to employment agencies for the superannuation contribution that the Secretariat is required to make for the contract staff employed from time to time by non-Executive Members.

The number of staff employed by non-Executive Members of the Legislative Assembly on behalf of the Territory and the average salary of these employees determines the superannuation expense paid to the Territory Banking Account. Note that the Secretariat does not carry a superannuation liability. The superannuation liability of all Departments and Territory Authorities is reported in the Superannuation Provision Account's financial report.

	2009	2008
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account ¹	276	424
Superannuation Contributions paid to External Providers ¹	297	204
Total Superannuation Expenses	573	628

¹The decrease in superannuation contributions to the Territory Banking Account and the increase in superannuation contributions to external providers is due to the significant change in staff as a result of the 2008 Election. A significant proportion of former staff were members of PSS/CSS schemes which attracted higher employer contributions. Replacement staff access fund of choice superannuation arrangements with an employer contribution of between 9% and 16%.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 34 SUPPLIES AND SERVICES – TERRITORIAL

	2009 \$'000	2008 \$'000
Travel ¹	22	57
Consultants ²	45	25
Total Supplies and Services	<u>67</u>	<u>82</u>

¹ The decrease is due to reduced expenditure on study travel by non-Executive Members. In accordance with Remuneration Tribunal Determinations, non-executive Members are entitled to undertake travel for the purpose of undertaking studies or investigations of matters relating to his or her duties and responsibilities as a member.

² The increase is due to a larger amount of non-Executive Members' staff salary allocations being spent on consultants and contractors during the year. When these members engage consultants and contractors, they are required to fund those expenses from the staff salary allocations determined by the Chief Minister under the *Legislative Assembly (Members Staff) Act 1989*.

NOTE 35 DEPRECIATION - TERRITORIAL

	2009 \$'000	2008 \$'000
Buildings ¹	380	203
Motor Vehicles under a Finance Lease	76	79
Total Depreciation	<u>456</u>	<u>282</u>

¹ The increase in depreciation reflects the increased valuation of the Assembly Building in the 2007-08 reporting period.

NOTE 36 OTHER EXPENSES - TERRITORIAL

	2009 \$'000	2008 \$'000
Loss on Disposal of Assets ¹	24	-
Total Other Expenses	<u>24</u>	<u>-</u>

¹ The increase reflects the loss on sale of motor vehicles under a finance lease, due to the majority of Territorial motor vehicles being exchanged this year.

NOTE 37 ACT OF GRACE PAYMENTS, WAIVIERS AND WRITE-OFFS – TERRITORIAL

There were no Act of Grace payments made during the reporting period pursuant to Section 130 of the *Financial Management Act 1996*. (2008: Nil)

There were no waivers or write-offs made during the reporting period. (2008: Nil)

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 38 CASH AND CASH EQUIVALENTS - TERRITORIAL

	2009 \$'000	2008 \$'000
Cash at Bank	47	43
Total Cash and Cash Equivalents	47	43

Under whole-of-government banking arrangements, interest is not earned on the Territorial Bank Account.

NOTE 39 RECEIVABLES – TERRITORIAL

	2009 \$'000	2008 \$'000
Current Receivables		
Net Goods and Services Tax Receivable	16	7
Total Current Receivables	16	7
Total Receivables	16	7

Aging of Receivables

	Not Overdue \$'000	Past Due Less than 30 Days \$'000	Total \$'000
2009			
Not Impaired¹			
Receivables	-	16	16
2008			
Not Impaired¹			
Receivables	7	-	7

¹ 'Not Impaired' refers to Net Receivables (that is, Gross Receivables less Impaired Receivables). No receivables are assessed as being impaired as these receivables only relate to Goods and Services Tax receivable from the Australian Taxation Office.

	2009 \$'000	2008 \$'000
Classification of ACT Government/Non-ACT Government Receivables		
Receivables with Non-ACT Government Entities		
Net GST Receivable	16	7
Total Receivables with Non-ACT Government Entities	16	7
Total Receivables	16	7

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 40 PROPERTY, PLANT AND EQUIPMENT - TERRITORIAL

Property, plant and equipment includes the following classes of assets – land and buildings, and motor vehicles under a finance lease . Property, plant and equipment does not include assets held for sale or investment property.

	2009 \$'000	2008 \$'000
Land and Buildings		
Land at Fair Value ¹	3,800	5,000
Total Land Assets	<u>3,800</u>	<u>5,000</u>
Buildings at Fair Value ¹	19,000	19,000
Total Written Down Value of Buildings	<u>19,000</u>	<u>19,000</u>
Total Land and Written Down Value of Buildings	<u>22,800</u>	<u>24,000</u>
Motor Vehicles under a Finance Lease		
Motor Vehicles under a Finance Lease at Cost ²	364	388
Accumulated Depreciation	(48)	(126)
Total Written Down Value of Motor Vehicles under a Finance Lease	<u>316</u>	<u>262</u>
Total Written Down Value of Property, Plant and Equipment	<u>23,116</u>	<u>24,262</u>

¹ Land and Buildings were valued by Richard Swinbourne LFAP, Capital Valuers Pty Ltd, Certified Practising Valuer, as at 30 June 2009.

² The decrease is mainly due to the reduction in the number and value of leased vehicles as at 30 June 2009.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009

NOTE 40 PROPERTY, PLANT AND EQUIPMENT - TERRITORIAL - CONTINUED

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2008-09

	Land	Buildings	Motor Vehicles under a Finance Lease	Total
	\$'000	\$'000	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	5,000	19,000	262	24,262
Additions	-	211	326	537
Revaluation Decrement recognised Directly in Equity	(1,200)	-	-	(1,200)
Revaluation Increment recognised Directly in Equity	-	169	-	169
Depreciation	-	(380)	(76)	(456)
Disposals	-	-	(196)	(196)
Carrying Amount at the End of the Reporting Period	3,800	19,000	316	23,116

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2007-08

	Land	Buildings	Motor Vehicles under a Finance Lease	Total
	\$'000	\$'000	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	3,250	17,075	341	20,666
Additions	-	528	-	528
Revaluation Increment recognised Directly in Equity	1,750	1,600	-	3,350
Depreciation	-	(203)	(79)	(282)
Carrying Amount at the End of the Reporting Period	5,000	19,000	262	24,262

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009

NOTE 41 CAPITAL WORKS IN PROGRESS – TERRITORIAL

	2009	2008
	\$'000	\$'000
The following capital works projects had not been completed at the end of the reporting period:		
Building Works in Progress ¹	222	-
Total Capital Works in Progress	<u>222</u>	<u>-</u>

Reconciliation of Assets under Construction

The following shows the movement of assets under construction from the beginning to end of 2008-09

Carrying Amount at the Beginning of the Reporting Period	-	187
Additions	433	340
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment ²	(211)	(527)
Carrying Amount at the End of the Reporting Period	<u>222</u>	<u>-</u>

¹ Building Works in Progress relate to the purchase and installation of the new main chiller for the Legislative Assembly building. This project is scheduled to be completed in the 2009-10 reporting period.

² Includes projects such as building fabric restoration, fire safety survey and rectifying defective fire barriers and sprinklers, investigating and developing a scope of works for the copper roof replacement.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009

NOTE 42 PAYABLES - TERRITORIAL

	2009	2008
	\$'000	\$'000
Current Payables		
Trade Payables	-	1
Other Payables	-	3
Accrued Expenses ¹	29	2
Total Current Payables	<u>29</u>	<u>6</u>
Total Payables	<u>29</u>	<u>6</u>
Payables are aged as follows:		
Not Overdue	29	6
Total Payables	<u>29</u>	<u>6</u>
Classification of ACT Government/Non-ACT Government Payables		
Payables with Other ACT Government Agencies		
Trade Payables	-	1
Other Payables	-	3
Accrued Expenses	4	1
Total Payables with Other ACT Government Agencies	<u>4</u>	<u>5</u>
Payables with Non-ACT Government Entities		
Accrued Expenses	25	1
Total Payables with Non-ACT Government Entities	<u>25</u>	<u>1</u>
Total Payables	<u>29</u>	<u>6</u>

¹ The increase is mainly due to invoices for motor vehicles under a finance lease being accrued in June 2009 because they were not received in time for end of year processing. Late in the 2008-09 reporting period, the ACT Government entered into an arrangement with a new fleet manager and these new arrangements led to a slight delay in receiving invoices for the new lease fees and charges.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 43 FINANCE LEASES - TERRITORIAL

The Secretariat holds 10 finance leases on behalf of the Territory, all of which have been taken up as a finance lease liability and leased asset. These leases are for non-Executive Member's motor vehicles. The interest rates implicit in these leases vary from 6.5% to 8.0% with a two-year term. These leases have no terms of renewal or purchase options, nor escalation clauses.

	2009 \$'000	2008 \$'000
Current Finance Leases		
Secured		
Finance Leases ¹	92	264
Total Current Secured Finance Leases	<u>92</u>	<u>264</u>
Non-Current Finance Leases		
Secured		
Finance Leases ¹	226	-
Total Non-Current Secured Finance Leases	<u>226</u>	<u>-</u>
Total Finance Leases	<u><u>318</u></u>	<u><u>264</u></u>

Secured Liability

The Secretariat's finance leases are effectively secured because, if the Secretariat defaults, the assets under the finance leases revert to the lessor.

Finance Lease Commitments are payable as follows:

Within one year	103	272
Later than one year but not later than five years ²	231	-
Minimum Lease Payments	<u>334</u>	<u>272</u>
Less: Future Finance Lease Charges	(16)	(8)
Amount Recognised as a Liability	<u><u>318</u></u>	<u><u>264</u></u>
Total Present Value of Minimum Lease Payments	<u><u>318</u></u>	<u><u>264</u></u>

The present value of the minimum lease payments are as follows:

Within one year ¹	92	264
Later than one year but not later than five years ²	226	-
Total Present Value of Minimum Lease Payments	<u><u>318</u></u>	<u><u>264</u></u>

¹ The majority of existing finance leases as at 30 June 2008 have expired during the 2008-09 reporting period and new leases have been entered into.

² Includes residual payments.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 44 EMPLOYEE BENEFITS - TERRITORIAL

	2009	2008
	\$'000	\$'000
Current Employee Benefits		
Annual Leave	138	222
Long Service Leave ¹	-	47
Accrued Salaries	80	52
Total Current Employee Benefits	<u>218</u>	<u>321</u>
Non-Current Employee Benefits		
Long Service Leave ¹	6	-
Total Non-Current Employee Benefits	<u>6</u>	<u>-</u>
Total Employee Benefits	<u>224</u>	<u>321</u>

*For Disclosure Purposes Only***Estimate of when Leave is Payable****Estimated Amount Payable within 12 Months**

Annual Leave	138	222
Long Service Leave ¹	-	47
Accrued Salaries	80	52
Total Employee Benefits Payable within 12 Months	<u>218</u>	<u>321</u>

Estimated Amount Payable after 12 Months

Long Service Leave	6	-
Total Non Current Employee Benefits Payable after 12 Months	<u>6</u>	<u>-</u>
Total Employee Benefits	<u>224</u>	<u>321</u>

¹ Long service leave benefits shown are for the staff employed by non-Executive Members. Under their employment arrangements, those staff have the option of receiving an allowance instead of the accrual of long service leave. Virtually all staff opt for this allowance. Accordingly, the total value of the benefit is also shown, for disclosure purposes, as the estimated amount payable. The decrease in current long service leave is mainly due to the departure of non-Executive Members staff following the October 2008 Election.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009

NOTE 45 EQUITY - TERRITORIAL

	2009	2008
	\$'000	\$'000
Total Equity at the End of the Reporting Period		
Contributed Equity	440	360
Accumulated Funds	11,796	11,736
Asset Revaluation Reserve	10,594	11,625
Total Equity	<u><u>22,830</u></u>	<u><u>23,721</u></u>
Movements in Equity during the Reporting Period		
Contributed Equity		
Balance at the Beginning of the Reporting Period		
Capital Injections ¹	440	360
Balance at the End of the Reporting Period	<u><u>440</u></u>	<u><u>360</u></u>
Accumulated Funds		
Balance at the Beginning of the Reporting Period	12,096	11,892
Operating (Deficit)	(300)	(156)
Balance at the End of the Reporting Period	<u><u>11,796</u></u>	<u><u>11,736</u></u>
Asset Revaluation Reserve		
The Asset Revaluation Reserve is used to record the increments and decrements in the value of property, plant and equipment held by the Secretariat.		
Asset Revaluation Reserve		
Balance at the Beginning of the Reporting Period	<u>11,625</u>	<u>8,274</u>
Decrement in Land due to Revaluation	(1,200)	1,750
Increment in Buildings due to Revaluation	169	1,601
Total Decrease in the Asset Revaluation Reserve	<u>(1,031)</u>	<u>3,351</u>
Balance at the End of the Reporting Period	<u><u>10,594</u></u>	<u><u>11,625</u></u>
Total Equity	<u><u>22,830</u></u>	<u><u>23,721</u></u>

¹ Capital injection funds were provided to upgrade the Assembly Building and to purchase a new main chiller.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 46 CASH FLOW RECONCILIATION - TERRITORIAL

(a) Reconciliation of Cash and Cash Equivalents at the end of the reporting period in the Cash Flow Statement on behalf of the Territory to the equivalent items in the Statement of Assets and Liabilities on Behalf of the Territory.

	2009 \$'000	2008 \$'000
Total Cash Disclosed on the Statement of Assets and Liabilities on Behalf of the Territory	47	43
Cash at the End of the Reporting Period as Recorded in the Cash Flow Statement	<u>47</u>	<u>43</u>

(b) Reconciliation of Net Cash Inflows from Operating Activities to the Operating (Deficit)

Operating (Deficit)	(300)	(156)
Add/(Less) Non-Cash Items		
Depreciation	456	282
Add/(Less) Items Classified as Investing or Financing		
Net Gain on Disposal of Non-Current Assets	(4)	-
Loss on Disposal of Non-Current Assets	24	-
Cash Before Changes in Operating Assets and Liabilities	<u>176</u>	<u>126</u>
Changes in Operating Assets and Liabilities		
(Increase) in Receivables	(9)	-
(Decrease) in Payables	23	(98)
(Decrease)/Increase in Employee Benefits	(97)	74
Net Changes in Operating Assets and Liabilities	<u>(83)</u>	<u>(24)</u>
Net Cash Inflows from Operating Activities	<u>93</u>	<u>102</u>

(c) Non-Cash Financing and Investing Activities

Acquisition of Motor Vehicles by means of Finance Leases	326	-
	<u>326</u>	<u>-</u>

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
For the Year Ended 30 June 2009**

NOTE 47 FINANCIAL INSTRUMENTS - TERRITORIAL

Details of the significant policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability, are disclosed in Note 2 'Summary of Significant Accounting Policies' to the financial report.

Interest Rate Risk

Interest rate risk is the risk that the fair value or the future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Secretariat does not hold cash and receivables from its Territorial operations in interest-bearing arrangements. Finance leases are in fixed interest arrangements for their two-year term.

Sensitivity Analysis

A sensitivity analysis has not been undertaken for the interest rate risk of the Secretariat, as it has been determined that the possible impact on profit and loss or total equity from fluctuations in interest rate is immaterial.

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

The Secretariat's credit risk is limited to the amount of the financial assets it holds which comprises cash at bank and receivables. The Secretariat's Territorial cash at bank is held by the Commonwealth Bank which is a high credit quality financial institution. The Secretariat's Territorial receivables consist almost entirely of a GST Receivable from the Australian Taxation Office, which means there is little risk of credit default. The Secretariat expects to collect all financial assets that are not past due.

Liquidity Risk

Liquidity risk is the risk that the Secretariat will be unable to meet its financial obligations as they fall due.

The Secretariat's main financial obligations relate to the payment of employee benefits and the purchase of supplies and services. Salaries are paid on a fortnightly basis and purchases of supplies and services are paid within 30 days of receiving the goods or services.

The main source of cash to pay these obligations is appropriation from Government which is paid on a fortnightly basis during the year. The Secretariat manages its liquidity risk through forecasting appropriation drawdown requirements to enable payment of anticipated obligations.

Historically, the Secretariat has been able to manage its liabilities as they emerge.

The Secretariat's exposure to liquidity risk is considered insignificant based on experience from prior years and the current assessment of risk.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Report
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NOTE 47 FINANCIAL INSTRUMENTS - TERRITORIAL - CONTINUED

Price Risk

Price risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices, whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Secretariat is not exposed to any significant price risk as its financial assets, consisting of cash and cash equivalents and receivables, are not affected by movements in market price.

Fair Value of Financial Assets and Liabilities

The carrying amounts and fair values of financial assets and liabilities at balance date are:

	Carrying Amount 2009 \$'000	Fair Value 2009 \$'000	Carrying Amount 2008 \$'000	Fair Value 2008 \$'000
Financial Assets				
Cash and Cash Equivalents	47	47	43	43
Receivables	16	16	7	7
Total Financial Assets	<u>63</u>	<u>63</u>	<u>50</u>	<u>50</u>
Financial Liabilities				
Payables	29	29	6	6
Finance Leases	318	318	264	264
Total Financial Liabilities	<u>347</u>	<u>347</u>	<u>270</u>	<u>270</u>

**Legislative Assembly Secretariat
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NOTE 47 FINANCIAL INSTRUMENTS - TERRITORIAL - CONTINUED

The following tables set out the Legislative Assembly Secretariat's maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 30 June 2009 and 30 June 2008. All financial assets and liabilities which have a floating interest rate or are non-interest bearing will mature in 1 year or less. All amounts appearing in the maturity analysis are shown on an undiscounted cash flow basis.

2009

	Note	Floating Interest Rate \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
			1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
Financial Assets							
Cash and Cash Equivalents	38	-	-	-	-	47	47
Receivables	39	-	-	-	-	16	16
Total Financial Assets		-	-	-	-	63	63
Financial Liabilities							
Payables	42	-	-	-	-	29	29
Finance Leases	43	-	103	231	-	-	334
Total Financial Liabilities		-	103	231	-	29	362
Weighted Average Interest Rate			6.14%	6.14%			
Net Financial (Liabilities)/Assets		-	(103)	(231)	-	34	(299)

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NOTE 47 FINANCIAL INSTRUMENTS - TERRITORIAL - CONTINUED

2008

	Note	Fixed Interest Maturing In:				Non-Interest Bearing \$'000	Total \$'000
		Floating Interest Rate \$'000	1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
Financial Assets							
Cash and Cash Equivalents	38	-	-	-	-	43	43
Receivables	39	-	-	-	-	7	7
Total Financial Assets		-	-	-	-	50	50
Financial Liabilities							
Payables	42	-	-	-	-	6	6
Finance Leases	43	-	272	-	-	-	272
Total Financial Liabilities		-	272	-	-	6	278
Weighted Average Interest Rate		6.70%					
Net Financial (Liabilities)/Assets		-	(272)	-	-	44	(228)

Legislative Assembly Secretariat
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NOTE 47 FINANCIAL INSTRUMENTS - TERRITORIAL - CONTINUED

	2009	2008
	\$'000	\$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability		
Financial Assets		
Loans and Receivables	16	7
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost	362	270

The Secretariat does not have any financial assets in the 'Available for Sale' category or the 'Held to Maturity' category and as such these categories are not included above. Also, the Secretariat does not have any financial liabilities in the 'Financial Liabilities at Fair Value through Profit and Loss' category and as such this category is not included above.

NOTE 48 COMMITMENTS - TERRITORIAL**Capital Commitments**

Capital commitments contracted at reporting date that have not been recognised as liabilities are as follows:

Capital Commitments - Property, Plant and Equipment

	2009	2008
	\$'000	\$'000
Payable:		
Within one year ¹	61	-
<i>Total Capital Commitments - Property, Plant and Equipment</i>	61	-
Total Capital Commitments	61	-

¹ The Legislative Assembly Secretariat has entered into a contract on behalf of the Territory for the construction of a new chiller for the Legislative Assembly Building. It is anticipated that the chiller will be installed in the 2009-10 reporting period.

All amounts shown in the commitment note are inclusive of GST.

Commitments to finance leases are disclosed in Note 43 Finance Leases - Territorial.

**Legislative Assembly Secretariat
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**NOTE 49 CONTINGENT LIABILITIES AND CONTINGENT ASSETS -
TERRITORIAL**

There were no contingent liabilities or contingent assets as at 30 June 2009 (2008: Nil).

NOTE 50 EVENTS OCCURRING AFTER BALANCE DATE - TERRITORIAL

There were no events occurring after balance date which would affect the financial report as at 30 June 2009 (2008: Nil).