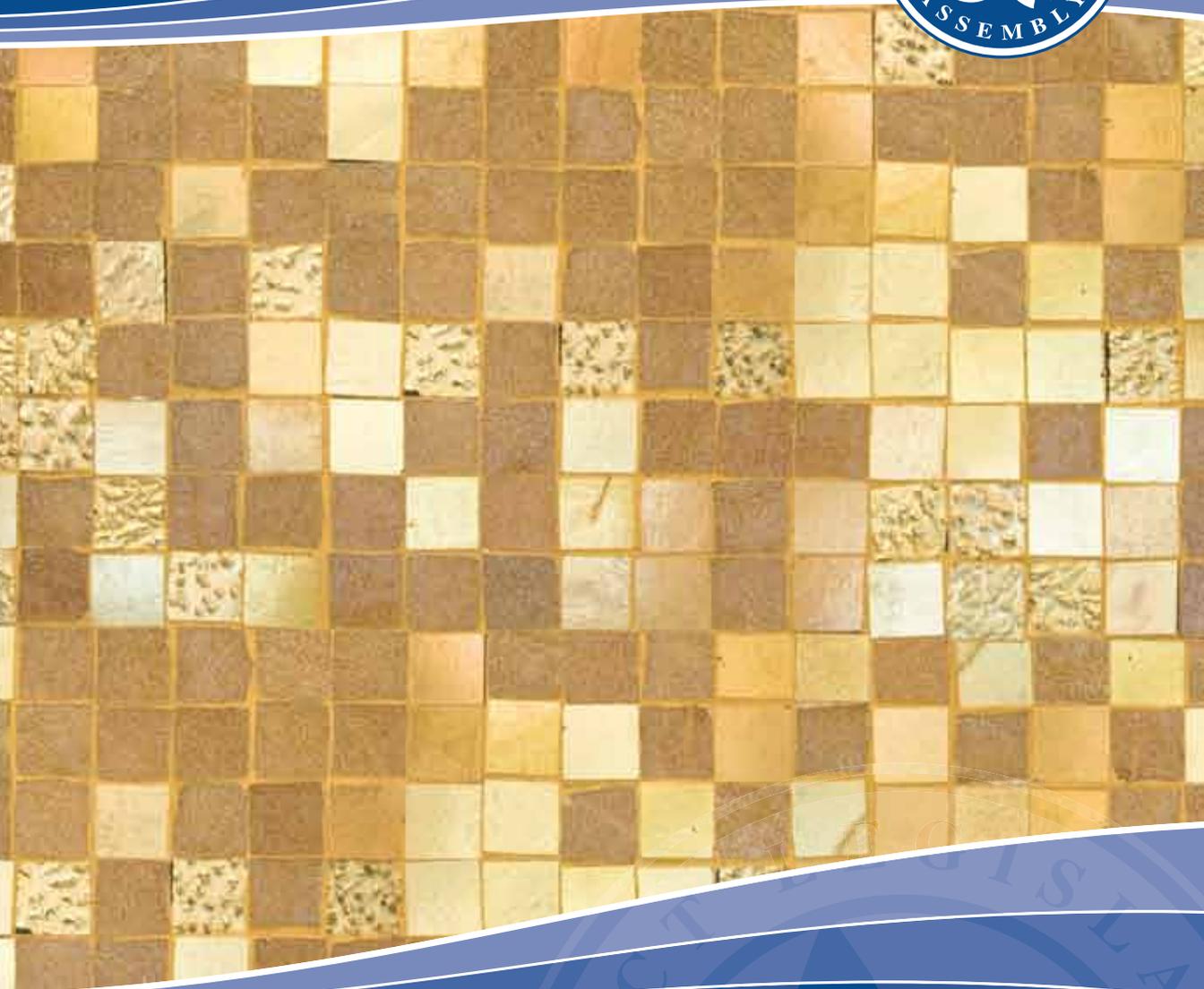


Legislative Assembly for the ACT



ACT Legislative Assembly Secretariat

ANNUAL REPORT

2009-2010

Legislative Assembly for the ACT



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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 2009 to 30 June 2010.

The Secretariat is not required to comply with the *Annual Reports (Government Agencies) Act 2004* or the associated reporting directions. This report does, however, adhere to the spirit of the legislation and reporting directions where appropriate.

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 blue ink, appearing to read "M Kiermaier".

Max Kiermaier
Acting Clerk
Legislative Assembly for the ACT
September 2010





SECTION A –
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 who are 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.

Pursuant to section 46(3) of the act, the Clerk is not subject to the direction of the executive.

The Secretariat's purpose

The Secretariat's purpose is established in its *Strategic plan 2009-2014* as being:

To assist the Legislative Assembly in fulfilling its responsibilities to the people of the ACT by providing high-quality services, support and advice.

The Secretariat's approach

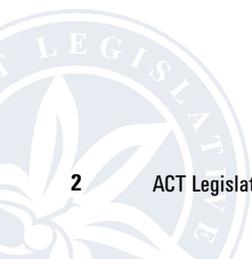
As part of the Secretariat's *Strategic plan 2009-2014*, the Secretariat identified a specific 'approach' it would take in delivering its services to meet the needs of its clients. This approach is set out below.

Professionalism

We are knowledgeable, non-partisan and ethical in delivering high-quality services to support the Legislative Assembly.

Personal respect

We always treat our clients and each other with respect.





Improvement

We find practical ways to improve quality, value for money and personal effectiveness in everything we do.

Collaboration

We build partnerships with each other and our clients to find the best way of meeting their needs.

Innovation

We seek to shape the future by sharing ideas, valuing individual and team contributions and welcoming innovation.

Secretariat's goals

The Secretariat identified the following five goals as part of its *Strategic plan 2009-2014*:

1. To improve services to the Assembly and its committees.
2. To enhance accountability and governance arrangements.
3. To build more effective mechanisms for public engagement.
4. To work towards an environmentally sustainable Assembly.
5. To maintain a highly skilled, satisfied and committed workforce.

Structure

The Secretariat is organised into five separate offices as follows:

- Chamber Support Office;
- Committee Office;
- Hansard, Communications and Library 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 Justice and Community Safety when performing its 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, Communications and Library Office

The Hansard, Communications and Library Office is responsible for:

- producing and publishing accurate and timely transcripts of Assembly debates and evidence given before Assembly committees;
- producing a daily audiovisual replay of Assembly proceedings;
- managing information technology for non-executive members and the Secretariat and developing ICT policies;
- managing the Assembly's website and the Hansard database service;
- providing broadcasting and related technical services, and developing broadcasting policy for the Assembly and its committees; and
- providing library information and reference services.



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.

ASSEMBLY PROCEEDINGS

The Assembly Secretariat supports all facets of the Assembly's operations, allowing members and the institution to perform a range of accountability, representative and legislative functions effectively. The following section of the report outlines the Assembly's activities in the chamber and committees during the reporting period.

Procedural highlights

A number of advancements took place in Assembly practice and procedure during the year, and these are set out below.

Reports on Parliamentary Budget Officer and the Latimer House principles

On Wednesday 20 August 2009, the Speaker, as Chair of the Standing Committee on Administration and Procedure, presented two reports. The first was in relation to a parliamentary budget officer and the second concerned the Latimer House principles (which had been adopted by the Assembly as a continuing resolution in late 2008).

The report on the parliamentary budget officer made three recommendations, the main one of which was that the Speaker be empowered to appoint an independent parliamentary budget officer to assist the Select Committee on Estimates which is formed each year to examine the annual appropriation bill, and that other committees may also request the Speaker to appoint a person with suitable financial skills or seek secondments from the ACT public service to assist on inquiries that require expert financial advice or assistance. The government responded to the report on 17 November 2009, agreeing with the majority of the recommendations, with the exception of the recommendation in relation to secondments of public servants. To support its position, the Government cited advice from the acting Public Service Commissioner that:

... the active participation in the development of a report commenting on and possibly criticising the government's chief financial planning document undermines the effectiveness and impartiality of the ACT public service. To this end the government does not support the secondment of ACT public service staff to the Legislative Assembly to assist in the financial scrutiny of the government's budget.

In relation to the report on the Latimer House principles, the committee recommended that, following consultation with the Standing Committee on Administration and Procedure, the Speaker appoint a suitably qualified person to undertake a review mid-term every Assembly (every four years and two years prior to any election) of the application of the Latimer House principles across the three arms of government, and that any such review be tabled in the Assembly.

Reform of question time

During the reporting period, the Speaker sought to alter the conduct of question time proceedings by adopting a practice which had been used in the UK House of Commons. On 27 August 2009, Mr Rattenbury moved a motion to amend standing orders to enable the following changes to the question time procedure:

- following the asking of a question and a supplementary question, the Speaker may allow two further supplementary questions from other non-executive



members provided the questions are relevant to the original questions or the answers given;

- the time to answer the first question be reduced from five minutes to four minutes, and the answer to the first supplementary question be reduced from five minutes to two minutes;
- each of the two additional supplementary questions be answered within two minutes; and
- the new standing order take effect from the September 2009 sittings.

The government, opposition and the crossbench all supported the motion, with the government indicating that it would like to review the new procedure after a year in operation.

The procedure commenced at the sitting on 15 September 2009. The effect of the new procedure is that, instead of just two questions being asked on any topic, four questions can be asked, and questions initially asked by a government backbencher can now be followed up by questions on the same topic by an opposition or crossbench MLA. It has also had the effect of doubling the number of questions asked each day – a maximum of 44 questions can now be asked, instead of a maximum of 22 questions under the previous arrangements.

Declarations of members' interests and travel and other entitlements published on Assembly website

On 10 December 2009, Mr Rattenbury moved a motion to amend the continuing resolution in relation to declarations of members' interests. The effect of the amendment, which was passed unanimously, required that all such declarations be published on the Assembly website, with alterations being published on a six-monthly basis. The Speaker also indicated that he intended to instruct the Secretariat to publish details of non-executive MLAs' study travel on the website as well as details of the use of all entitlements administered by the Speaker.

The details of executive and non-executive members' travel, declarations of interest and details of non-executive members' entitlements are available at <http://www.parliament.act.gov.au/members/finances.asp>.

Amendment to broadcasting guidelines

On 11 February 2010, the Assembly amended guidelines governing the broadcasting of parliamentary proceedings. The guidelines have been revised to simplify the process for obtaining permission to record proceedings for later broadcast and to make the guidelines for camera operators less restrictive. Panning shots along the benches are now permitted and the prohibition on filming the public galleries was changed to institute a requirement not to focus a



camera on a person sitting in a public gallery. The requirement not to take footage of conversations between members who are not part of the proceedings was also clarified.

The continuing resolution relating to the guidelines was streamlined and no longer contains the guidelines but it authorises the Speaker to make further guidelines pursuant to section 5(2) of the *Legislative Assembly (Broadcasting) Act 2001* and sets out the requirements relating to permission to broadcast. Media organisations, which previously needed to seek the Speaker's permission each sitting week, are now granted permission for a calendar year provided they agree to abide by the guidelines. The resolution authorises the Speaker, or a committee chair, to withdraw permission to broadcast if the guidelines are breached.

Conflict of interest – advice by Ethics and Integrity Adviser

On 25 March 2010, the Assembly passed a resolution seeking the advice of the Ethics and Integrity Adviser in relation to conflicts of interest that may arise for members in relation to the activities of staff, and more general advice on issues that could arise from members' interests, direct or indirect, in territory licences, contracts and leases. The Speaker tabled the advice of the adviser on 6 May 2010, in which it was observed that standing order 156 was more or less identical to section 15 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) and that his advice was therefore directed towards this section in the statute rather than the operation of the standing orders.

The advice cautioned against a too-literal interpretation of section 15 which otherwise would mean that ministers could not respond to questions in relation to contracts they had entered into on behalf of the territory and that members who were leaseholders could not participate in budget debates where an increase in rates was proposed.

The Ethics and Integrity Adviser concluded:

- The section operates where the member is a party to a contract with the territory in a personal capacity, not where they are a party on behalf of the territory.
- The section operates where a member, while not a party to a contract with the territory, has an interest of a nature recognised by law and is held in a personal capacity and not on behalf of the territory. It does not apply where the interest is simply a matter of curiosity or of a political connection.
- The contract or interest must be materially related to the subject matter of Assembly discussion or voting.
- To be materially related, the interest must be such as to give rise to reasonably held apprehension that the member's participation in proceedings may be



biased by concern for personal gain or avoidance of personal loss. A mere concern that the member may be motivated by political views is not sufficient.

- The contract or interest cannot be too remotely related to the subject matter being discussed, and it will be too remote if there is no reasonable apprehension that it will provide an operative motivation for the member participating in Assembly discussion.

The Ethics and Integrity Adviser also noted that section 15 has no counterpart in the states and that similar provisions in the Northern Territory and Norfolk Island self-government legislation make it clear that the interest must relate to a contract under which goods or services are to be supplied to the territory. Further, under the Australian Constitution, members and senators are precluded from holding office if they have ‘any direct or indirect pecuniary interest in any agreement with the Public Service of the Commonwealth otherwise than as a member and in common with other members of an incorporated company’. It would appear then that Assembly members are subject to limitations over and above those applying in other Australian jurisdictions.

Chamber proceedings

In 2009-10, the Secretariat provided procedural services to members and their staff, which facilitated the efficient functioning of the business of the Assembly on 41 sitting days. During this period:

- 72 bills were introduced;
- 25 bills were amended;
- 66 acts were passed and notified on the Legislation Register;
- 338 pieces of subordinate legislation were tabled;
- 751 questions were placed on the *Notice Paper*;
- 10 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 2009-10 and previous years.

Assembly committees

Committees contribute to the work of the ACT Legislative Assembly by inquiring into and reporting on a broad range of issues. Through the conduct of inquiries, the committee system aims to ensure that executive government is accountable to the Legislative Assembly and that members of the community have opportunities to participate in the governance of the territory.



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

The Secretariat currently supports the following seven standing committees that were established on 9 December 2008:

- Standing Committee on Administration and Procedure;
- 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.

The Standing Committee on Justice and Community Safety also meets as a Scrutiny of Bills and Subordinate Legislation Committee.

The following select committees were also either established or reported during the reporting period:

- Select Committee on Campaign Advertising (established 1 April 2009 – ceased 27 August 2009);
- Select Committee on Estimates 2010–2011 (established 11 February 2010 – ceased 22 June 2010);
- Select Committee on Privileges *Possible improper influence of a member* (established 16 June 2009 – ceased 22 August 2009); and
- Select Committee on Privileges *Evidence of Mr Mark Sullivan to the Select Committee on Estimates 2009–10* (established 23 February 2010 – ceased 11 May 2010).

Committee membership

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

In November 2009, membership of committees changed significantly following a change in the ministry. The membership and chair of all committees are listed at Appendix 9.

Statutory responsibilities of committees

In addition to inquiry activity, three committees also meet significant statutory requirements.

The Standing Committee on Justice and Community Safety (in relation to its duties as a Scrutiny of Bills and Subordinate Legislation Committee) is required to examine all bills and subordinate legislation to ensure that the legislation does not unduly trespass on individual rights and liberties and, in the case of bills, 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, under its resolution of appointment, examines all reports of the Auditor-General which have been presented to the Assembly and monitors reportable contracts of ACT Government agencies.

Committee activity

In the period 1 July 2009 to 30 June 2010, standing and select committees met on 264 occasions, held 74 public hearings and tabled 21 reports in the Legislative Assembly.

Table 1: Committee statistics

Combined Committee statistics for 2009-2010 (Seventh Assembly)	
Number of meetings	264
Hours met	385 hours 25 minutes
Number of public hearings	74
Hours of public hearings	245 hours 43 minutes
Number of private meetings	183
Hours of private meetings	129 hours 8 minutes
Number of site visits/tours/other meetings	7
Hours of site visits/tours/other meetings	10 hours 24 minutes
Number of reports presented	21
Number of statutory appointments considered	106
Number of SO246A statements made	10



This reporting period saw a 20 per cent increase in the number of meetings held, from 221 to 264. This included an additional 13 public hearings and 34 private meetings conducted in the previous year. There was a slight decrease in the number of reports tabled from 23 to 21.

A significant function of the committee inquiry process is to provide opportunities for members to hear the views of individuals, experts in the field, representatives from groups and organisations as well as ministers and officials from government departments. To monitor this activity, the Secretariat enhanced its data collection to record the number of witnesses appearing before public hearings of committees and the number of submissions received. For this reporting period committees heard evidence from 682 witnesses and received 245 submissions.

A statistical analysis of all committee activity for the reporting year is listed at Appendix 10.

Government responses to committee reports

The Seventh Assembly saw the introduction of a temporary standing order, 254A – *Request for explanation concerning government response to committee report*, to ensure the timely receipt of government responses to committee reports. Government responses were received for all the reports tabled in this reporting period; however, two were only partial responses. Excluding the six annual and financial reports, 10 reports received a government response within the three-month time frame, one within four months, one within five months and one within seven months.

Consideration of statutory appointments

In the financial year 2009–2010, committees considered 106 statutory appointments to a wide range of government bodies. Section 228 of the *Legislation Act 2001* requires that ministers consult with Legislative Assembly committees on proposed appointments to statutory positions on certain boards and advisory bodies. A 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.

Significant reports

Significant reports tabled during the reporting period included:

- ACT greenhouse gas reduction targets - Interim report (Standing Committee on Climate Change, Environment and Water)
- School closures and the reform of the ACT education system (Standing Committee on Education, Training and Youth Affairs)

- The educational achievement gap in the ACT (Standing Committee on Education, Training and Youth Affairs)
- Access to primary health care services (Standing Committee on Health, Community and Social Services)
- Crimes (Bill Posting) Amendment Bill 2008 (Standing Committee on Planning, Public Works and Territory and Municipal Services)
- Government Agencies (Campaign Advertising) Bill 2008 (Select Committee on Campaign Advertising)
- Proposal for a gas-fired power station and data centre - Review of Auditor-General's Report No. 7 of 2008 (Standing Committee on Public Accounts)

Estimates 2010–2011

The Select Committee on Estimates 2010-2011 was established on 11 February 2010, significantly earlier than in previous years. The early establishment of the committee allowed greater time to finalise the hearing program with ministers and to engage a specialist adviser to assist the committee in analysing the budget and preparing its report for the Assembly. ACIL Tasman was engaged by the committee to provide expert budgetary advice. This was the second year that an estimates committee had the benefit of receiving specialist advice.

For the first time in the history of the Assembly, a crossbench member was elected Chair of the five-person committee.

Estimates committees generally schedule a two-week program of public hearings with ministers and departmental officials, with an additional day for community groups. In 2010, the Select Committee on Estimates extended the hearing schedule by 1½ days to enable more community groups to appear. During the public hearings the committee heard from 269 witnesses (an increase of 77 on the previous year) over 102.5 hours of public hearings (an increase of 12.5 hours on the previous year). The Committee Office processed 812 questions on notice during this inquiry (a 33.6 per cent increase on the previous year and a 67.2 per cent incremental increase since 2005).

Despite a requirement by estimates committees to provide answers to questions within five working days, answers are not always received before the committee tables its report and is subsequently dissolved. To formalise the management of unanswered questions, in May 2010 the Assembly adopted a temporary standing order, 253A, stating that outstanding questions on notice be provided to the Clerk within 30 days from the tabling of the estimates report, for tabling by the Speaker.

Independent performance audit of the operations of the ACT Auditor-General and the ACT Audit Office

As allowed by section 29 of the Auditor-General Act, in 2009 the Chair of the Standing Committee on Public Accounts requested that an independent auditor undertake a performance audit of the ACT Auditor-General. This was the first time that the public accounts committee had, on its own motion, made such a request.

This is only the second time that an independent performance audit has been conducted of the operations of the ACT Auditor-General, the first following a 1998 motion of the Assembly calling on the then public accounts committee to make the request.

Scrutiny of bills

The Standing Committee on Justice and Community Safety Committee (performing the duties of a Scrutiny of Bills and Subordinate Legislation Committee) met on 15 occasions (a total of 15 hrs 10 mins) and issued 16 reports. The committee considered:

- 77 bills;
- 338 pieces of subordinate legislation;
- 83 government responses;
- two private members' responses; and
- seven regulatory impact statements.

In addition, the committee looked at, and reported on, government amendments to three executive bills.

A trial was also instituted during the year whereby members could voluntarily submit amendments to bills to the committee for consideration. No amendments were submitted during the period.

In July, the committee attended the 2009 Australia-New Zealand Scrutiny of Legislation Conference at Parliament House, Canberra. The conference was jointly hosted by the Senate Standing Committee on Scrutiny of Bills and the Senate Standing Committee on Regulations and Ordinances. The theme of the conference was *Scrutiny and Accountability in the 21st Century*. Mr Stephen Argument (Legal Adviser - Subordinate Legislation) co-presented the first session – *Legislative Scrutiny: Are the ANZACS still the leaders?*

Standing Committee on Administration and Procedure

The Standing Committee on Administration and Procedure met on 21 occasions. The committee's main task was to set the program for private members' and



Assembly business but it also discussed matters relevant to the administration of the Assembly and reviewed proposed amendments to certain standing orders. The committee also concluded two inquiries, one into the implementation of the Latimer House principles and the other into the possible appointment of a parliamentary budget officer.

The committee presented its reports on both inquiries to the Assembly on 20 August 2009. The government tabled its response to the former on 25 March and to the latter on 17 November 2009.

Other matters discussed by the committee included members' entitlements, volunteers working in members' offices, the use of Assembly facilities, committee office staffing and the Assembly's business relationship with InTACT.

INTERPARLIAMENTARY ACTIVITIES

Commonwealth Parliamentary Association

The Secretariat provides administrative support for the ACT Branch of the Commonwealth Parliamentary Association (CPA), including arrangements for the Branch's delegates attendance at the 55th annual conference of the CPA in Arusha, Tanzania, in October 2009. Support was also provided for the Branch's delegate to attend the 18th Regional Seminar in Wellington, New Zealand, in November 2009.

Australian Region Commonwealth Women Parliamentarians (CWP) Steering Committee

In June 2010, Ms Mary Porter AM MLA was elected to succeed Mrs Vicki Dunne MLA as the ACT Branch's representative on the Australian Region Commonwealth Women Parliamentarians (CWP) Steering Committee.

Kiribati twinning arrangement

Under the Commonwealth Parliamentary Association (CPA) 'twinning program', the ACT Legislative Assembly is 'twinned' with the Kiribati parliament. As part of this arrangement, the Assembly undertook the following support activities.

- At the request of the United Nations Development Program (UNDP), under the auspices of its Kiribati parliament support project, the ACTLA arranged for a former Clerk (Mr Mark McRae) to spend six weeks in October/November 2009 in Kiribati to assist the parliament's rules review committee with its standing orders.

- 
- Two staff of the Kiribati parliament (the Parliamentary Librarian and the IT and Research Assistant) were placed at the Assembly for a training attachment in November 2009, under the CPA Education Trust Fund.
 - In December 2009, the Assembly facilitated the visit by an officer from the Office of Parliamentary Counsel to conduct a legislative drafting workshop in Kiribati. Again, this was a UNDP sponsored program.
 - In February 2010, members of the Kiribati public accounts committee, together with the Kiribati Auditor-General and Accountant-General, visited the Assembly and undertook a two-day program of briefings and appointments.
 - In February 2010, the Clerk of the Kiribati parliament requested advice in running a Youth Parliament. The Secretariat's education section, via email, provided detailed guidance and template materials.
 - As part of Kiribati's 2009-10 assistance under the CPA Education Trust Fund, and with the generous agreement of the Assembly's Hansard transcription provider, Merrill Legal Solutions (MLS), a technical officer from MLS travelled to Kiribati in April 2010 to ascertain the feasibility of supplying and installing Hansard recording equipment similar to that used by the Assembly. MLS also indicated that it was willing to pay part of the cost of supplying an FTR digital recording system and to donate the FTR software and licences, an audio mixer and other ancillary equipment. The officer reported that the proposal was feasible and offered options for Kiribati to consider. Kiribati has since indicated its preferred option and is seeking Education Trust Fund money to implement it.

National Assembly of Vietnam

The Standing Committee on Public Accounts also met with the National Assembly of Vietnam's Committee for Financial and Budgetary Affairs as part of a study visit hosted by the Commonwealth Parliament of Australia in February 2010. The main purpose of the study tour was to investigate Australian methods by which budget committees hold governments to account for fiscal policy.

Other activities

The Assembly also hosted a number of other parliamentary delegations during the reporting period. A full list is included at Appendix 19.



THE CLERK'S OVERVIEW

During the year, the Secretariat has performed to a high standard across all areas of its operations and has been fully occupied during the reporting period in supporting the Assembly's activities.

The Secretariat assumed responsibility for the Assembly Library during the year, which has brought the Legislative Assembly Library into line with all other Australian parliamentary libraries in having the parliament, rather than the executive, administering this function.

During the year, the Secretariat developed and adopted a new strategic plan which recast the approach it would take and the goals it would seek to achieve in serving the needs of the Assembly and its members.

Work continued on improving environmental sustainability outcomes, and there were solid achievements in terms of improved recycling rates and reduced energy consumption and greenhouse gas emissions associated with the Assembly's operations.

The introduction of the Daily on Demand service, which is available through the Assembly website, was a significant advancement in how the proceedings of the Assembly are made available to the community. This was recognised by the Australian Government's 2010 Excellence in eGovernment awards, in which the Secretariat was a finalist.

The Secretariat conducted an online survey which sought to ascertain community preferences for participating in the work of Assembly committees and the best methods for publicising new inquiries and committee reports. The findings will be used to enhance the arrangements for community participation in the forthcoming period.

During the year, the Secretariat undertook a detailed analysis of the delivery of its financial processing function and the costs and benefits associated with continuing to outsource elements of the function to Shared Services. This analysis culminated in a decision to bring this service back under the administration of the Secretariat and this is scheduled to occur early in 2010-11.

The Secretariat hosted the 2010 ANZACATT professional development seminar, the pre-eminent professional development forum for parliamentary officers in the Australasian region.

In the forthcoming period, the Secretariat will continue working towards improved service delivery and to build on its achievements in governance, environmental sustainability, developing a highly skilled and satisfied workforce, and public engagement.



SECRETARIAT OUTLOOK

The Secretariat will continue to work towards the achievement of its major goals as outlined in the *Strategic Plan 2009-2014* in the forthcoming period, with particular areas of focus set out below.

Review of the Latimer House principles

Following a recommendation made by the Standing Committee on Administration and Procedure, a priority for the Secretariat during the forthcoming period will be the conduct of a review of the operation of the Latimer House principles in the ACT. The review, which will be undertaken by an independent expert, will assess the performance of the parliament, the executive and the judiciary against these principles.

Supporting the chamber

The Secretariat will continue to make improvements to its processes and procedures for the provision of services and support for the operation of the chamber. A particular challenge will be the redevelopment of the Document Production System (DPS) to function in a new IT operating environment to be installed across the ACT public service. A system allowing the electronic distribution of tabled papers will also be developed.

Re-establishment of the financial processing function

From September 2010, the Secretariat will be withdrawing its financial processing function from the territory's Shared Services agency and will be re-establishing this function internally through the installation of an in-house financial management system and the restructuring of the Corporate Services Office.

Digital television

The analog television service will be switched off in the Canberra region in the first half of 2012. During 2010-11 the Hansard, Communications and Library Office will conduct a feasibility study into options for digital television within the Assembly, including replacing its ageing broadcasting infrastructure.

IT services

The desktop computers and laptops in members' offices are near their end of life and will be replaced during 2010-11. The standard operating environment on all



computers and laptops will be upgraded to Microsoft Windows 7 and Microsoft Office 2007.

The Secretariat expects that improvements by InTACT to email and data storage due to be completed in 2010-11 will result in greater storage capacity without increasing storage costs.

The Secretariat will also prepare an information and communications technology (ICT) strategic plan to align with the Secretariat's strategic goals. Particular attention will be paid to sustainability issues associated with ICT service delivery.

Compliant records management program

During the current reporting period, the Secretariat experienced difficulties in recruiting a suitably experienced individual to address the findings and recommendations of a compliance review of the records management program that was completed in the current reporting period. During 2010-11, this will be a high priority for the Secretariat.

Facilities management

A number of projects are planned for 2010-11 to restore and replace elements of the building plant and fabric. These works include external façade work, painting and the replacement of water expansion tanks and pumps. Work will also be undertaken on occupational health and safety improvements and improved environmental measures.

Audit program

The focus of the Assembly's audit program for the forthcoming reporting period will be on travel arrangements and entitlements and long service leave. The committee will also commence the development of a new three-year forward program.

Learning and development

Learning and development areas identified as priorities in 2010-11 include:

- parliament and parliamentary procedure;
- dealing with distressed clients; and
- general and job-specific training.

Work of the community engagement working group

Through the work of a newly established community engagement working group, the Secretariat will develop an action plan to better focus its efforts on providing information to members of the public on Assembly proceedings, educating them about the roles and functions of the institution and encouraging more widespread participation in the work it undertakes.

FINANCIAL REPORT AND MANAGEMENT DISCUSSION AND ANALYSIS

The Secretariat's financial report and management discussion and analysis is included at Appendix 23.

ANALYSIS OF THE SECRETARIAT'S PERFORMANCE

In the following section of the report, the Secretariat has set out its achievements and an assessment of performance¹ against the five goals identified in its *Strategic plan 2009-2014*. The goals were developed by management and staff as part of a planning process which sought to better reflect areas of focus for the Secretariat beyond the day-to-day work it undertakes to support the legislature.

The Secretariat monitors and assesses its performance in a number of ways, including through:

- feedback provided to the organisation through an annual survey of members;
- measurement of timeliness standards across a wide range of activities associated with the chamber support and building management functions;
- measurement of quality, accuracy and timeliness standards for the production of transcripts of proceedings (both for committees and the chamber);
- measurement of timeliness standards for Daily on Demand and audio replay of question time services;
- measurement of timeliness standards for meeting library requests;
- ad hoc feedback provided through the Standing Committee on Administration and Procedure on service issues as they arise;

¹ Section 12 (2) of the Financial Management Act 1996 exempts the Legislative Assembly Secretariat from having to include output and performance-related information in the budget papers 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 under sections 30A to 30D of the Act. The Secretariat is specifically exempted from requirements set out in s30E of the Act.

- undertaking surveys of visitors who come to the Assembly as part of the education program to gauge satisfaction levels; and
- measurement of environmental performance in terms of waste generation, waste recovery, and water and energy consumption.

This information is presented below and in relevant appendices. Noteworthy initiatives and activities which have contributed to the achievement of the Secretariat's five goals are also outlined in some detail.²

Goal 1—Improve services to the Assembly and its committees

While the services and support provided by the Secretariat to the Assembly have traditionally been of a high standard, in developing the Secretariat's *Strategic plan 2009-2014* there was a strong view expressed by staff and the senior management team that working to constantly improve service delivery across the different functions performed by the organisation was of primary importance, and this is reflected in the adoption of the above goal.

Supporting the chamber

The Secretariat continued to provide high levels of service in supporting the operation of the chamber during the reporting period. Performance against a number of timeliness standards is included at Appendix 7.

Review of financial processing function

During the reporting period, the Secretariat conducted a cost-benefit analysis of its outsourced financial processing arrangements which were put in place in 2008-09 with the territory's Shared Services agency. The analysis identified that the Secretariat had been unable to harvest the savings equivalent to the expense it agreed to pay to have those services delivered by Shared Services. In particular, the analysis confirmed that, under the outsourced arrangements, the Secretariat was required to perform certain processing tasks to prepare accounts for payment that were largely duplicated when processed by Shared Services. It also identified a number of areas where there were practical constraints in the Secretariat's ability to extract transaction data, perform inquiries and compile management reports from the whole-of-government accounting system.

² The Secretariat also compiles a large amount of quantitative information associated with activity levels for the different services it provides which, although not directly related to performance, does give an indication of workload fluctuations.



The analysis examined the likely cost of an alternative arrangement involving the re-establishment of an in-house financial management function using an accounting system that is widely used in small to medium-sized businesses and is used by several other small territory agencies. Importantly, the analysis identified that certain business risks that the Secretariat had expected to be mitigated by the outsourcing of the function had, in fact, largely remained.

Consequently, the analysis concluded that, without increasing the overall level of business risk, significant resource savings could be made if the Secretariat re-established its own financial processing function. Consequently, the Shared Services agency was notified in May 2010 that the Secretariat would be withdrawing from those arrangements in early 2010-11.

Building and facilities management

During the reporting period, the Secretariat undertook a number of other notable activities as part of the building and facilities management function, including:

- preparation of budget bids to restore the external façade of the building, paint the second floor and undertake remedial fire penetration works;
- recarpeting and repainting ground floor;
- replacement of all wall clocks to provide synchronised and accurate time across the building;
- parquetry reconstruction;
- making improvements to roof space access;
- pavement rectification work on London Circuit;
- internal refurbishment of the boiler;
- changing all filters on the building's heating, ventilation and air conditioning system;
- resealing windows on the 1st and 2nd floors; and
- the application of solar film to courtyard windows.

During the year, 100 per cent of requests for assistance with building or facilities related issues were responded to within one day.

There were a number of contractual delays to the commencement of a project to upgrade lift services at the members' entrance, with work commencing in July 2010.



Transition of Assembly Library

On 1 July 2009, following a review of the ACT Government and Assembly Library and the ACT Heritage Library, which reported in March 2008, responsibility for the administration of the Assembly Library transferred to the Secretariat. The Assembly Library continues to provide services for the ACT public service through an agreement with the ACT Library and Information Service (ACTLIS). At the end of the reporting period, the Assembly and ACTLIS were negotiating the provisions of a service level agreement to formalise the arrangement.

The transition has at no time adversely affected the Library's clients, and strong demand for the reference, information and current awareness service continues. A TV news monitoring service was made available to Assembly clients on the intranet and has been well received. All respondents to the Secretariat's survey of members and ministers reported high levels of satisfaction with all services provided by the Library.

Detailed performance information on library and referral services is included at Appendix 14.

IT services

Some members were less than satisfied with the range and standard of information technology equipment provided to them. The Secretariat is constrained in its ability to meet all the expectations of individual members, as it can only offer items from a standard range of equipment offered by InTACT, the whole-of-government information technology service provider. InTACT maintains strict control of the ACT Government network on which all government agencies and the Assembly rely, and not all applications or devices can be installed. The Assembly IT Manager continued to work closely with InTACT and the Secretariat's Corporate Services Office in an attempt to provide alternative solutions to meet members' business needs.

The rollout in December 2009 of new shared multifunction devices, capable of high-speed colour printing and photocopying, and the replacement in March 2010 of printers and faxes in individual offices with monochrome multifunction devices were successfully implemented.

Activity data on IT and communications services is included at Appendix 13.

Intranet service

A new intranet site, LAdotNET, was rolled out on 30 April 2010. The new site offers an improved search capability and is able to be customised by individual users. The site has been generally well received, although some users reported that they had not familiarised themselves with all its features. The Hansard,



Communications and Library Office will continue to provide ongoing guidance and assistance to maximise the site's effectiveness.

Hansard services

The Secretariat continued to provide timely and accurate transcripts of Assembly and committee proceedings (see Appendix 10). A high level of satisfaction by members and ministers with the speed and accuracy of *Hansard* transcripts and the provision of broadcasting services was again recorded through feedback provided in the survey of members. Positive comments about the new Daily on Demand service were also received, particularly when members and staff were able to access the audiovisual record of proceedings before the proof *Daily Hansard* was available.

Further savings in printing costs were achieved by encouraging members to rely on the electronic versions of *Hansard*.

Legislative Assembly Art Advisory Committee

During the reporting period, the Secretariat provided administrative support to the Legislative Assembly Art Advisory Committee. Headed by the Speaker, the committee is comprised of MLAs, representatives for the ACT arts community and a Secretariat manager.

A major review of the policies and procedures with respect to the management of the Assembly's art collection was completed and endorsed by the committee.

In addition, the committee agreed to a three-year plan for the acquisition of artworks.

The committee also approved the loan of the artwork, *An Auspicious Symbol* by Neil Roberts, for exhibition at the Canberra Museum and Gallery's exhibition, *Up in the Air*, to be held from 20 June to 10 October 2010.

Two additional artworks were purchased in the reporting period. They are *Still Life 248* by Jude Rae and *In Distance 2009* by Jessica Loughlin. The committee suggested that all new works purchased should be accessible to the public for viewing. A space on the ground floor, London Circuit was identified for this purpose.

The committee met on three occasions during the year.

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.

The number of requests for the use of both rooms during the year continued to be high (detailed statistics are included at Appendix 11).

Members survey

Each year, the Secretariat undertakes a survey of MLAs to gauge levels of client satisfaction. This year, eight members, including two executive members, completed the survey. Members were able to assess performance across a range of services provided by the organisation and could indicate whether they were 'satisfied', 'highly satisfied', 'dissatisfied' or 'highly dissatisfied'.

The survey revealed generally high levels of satisfaction; however, there were some areas of service delivery where members expressed dissatisfaction. Given the small sample size, some of the results need to be treated with a degree of caution (in several cases only two or three members supplied a response). The Secretariat will consider the feedback provided through the survey and examine opportunities for improvement.

The results of the survey are outlined in the following table.

Table 2: Members survey results

Area of service delivery ^x	Percentage of members either 'satisfied' or 'highly satisfied'
Office of the Clerk	
Timeliness of assistance and advice with respect to the Declaration of Members' Interests	100%
Quality and timeliness of advice on parliamentary practices, procedures, standing orders, and legislation	100%
Quality and timeliness of secretariat support to the Administration and Procedure Committee	100%
Quality and timeliness of secretariat support and advice for the CPA	87.5%
Professionalism and impartiality in responding to inquiries	100%

^x The Secretariat does not provide HR, financial management or IT services to members of the executive.

Area of service delivery	Percentage of members either 'satisfied' or 'highly satisfied'
Supporting the chamber	
Timeliness and accuracy of chamber documents:	
▪ Notice Paper	100%
▪ Daily Program	100%
▪ Minutes of Proceedings	100%
Timeliness and accuracy of procedures in the chamber	100%
Distribution of documentation within the Assembly	100%
Professionalism and impartiality in responding to inquiries	100%
Services provided in relation to Questions on Notice	100%
Advice and assistance in relation to petitions	100%
Timeliness and accuracy of television captioning	100%
Quality and timeliness of secretariat support to the Standing Committee on JACS when performing its duties as a Scrutiny of Bills and Subordinate Legislation Committee	83%
Attendant Services	
Standard of services provided in the chamber	87.5%
Quality of service provided in relation to security	100%
Quality of service in greeting and processing of visitors to the Legislative Assembly building	93.75%
Timeliness in relation to delivery and collection of mail	100%
Timeliness in the issuing of stationery	100%
Standard of service in relation to room bookings	100%
Professionalism and impartiality in responding to inquiries	100%
Facilities and building services	
Timeliness of general maintenance requests within the Assembly precincts	100%
Assembly building cleaning/housekeeping services	81.25%

Area of service delivery	Percentage of members either 'satisfied' or 'highly satisfied'
Assembly precinct's gardens and grounds maintenance	100%
Professionalism and impartiality of staff responding to inquiries	100%
Timeliness of general maintenance requests within the Assembly precincts	100%
Professionalism and impartiality of staff responding to inquiries	100%
Hansard and transcription services	
Timeliness and accuracy of Hansard transcripts, including:	
▪ Uncorrected proof transcript	100%
▪ Question time proof	100%
▪ Proof daily Hansard	100%
▪ Committee transcripts	100%
Professionalism and impartiality in response to inquiries	100%
IT services	
IT support and advice services including:	
▪ Ease in obtaining IT support and assistance	100%
▪ Timeliness of IT support provided	100%
▪ Standard of IT support provided	100%
▪ Professionalism and impartiality in responding to inquiries	100%
Standard of IT equipment and applications provided	75%
Range of IT equipment and applications provided	67%
Broadcasting and electronic publishing services	
▪ Quality of sound amplification in the Legislative Assembly chamber and committee rooms	85.7%
▪ Quality of real time sound and vision reticulation of Legislative Assembly debates and committee hearings	100%
▪ Quality of support for broadcasting and multimedia systems, including television sets and VCRs	100%
Professionalism and impartiality in responding to inquiries	100%

Area of service delivery	Percentage of members either 'satisfied' or 'highly satisfied'
Quality and timeliness of Daily on Demand service	100%
Usability of Assembly websites, including:	
▪ LAdotNET (new intranet site) - http://ladotnet	50%
▪ Assembly website - http://www.parliament.act.gov.au	100%
▪ Hansard website - http://www.hansard.act.gov.au	100%
Library and information services	
Library opening hours (Library opening hours allow me to access information when I require it)	100%
Reference and information services including:	
▪ Quality of information provided	100%
▪ Timeliness of information provided	100%
▪ Professionalism and impartiality in responding to inquiries	100%
Current awareness services, including:	
▪ Range of media items delivered to clients	100%
▪ Timeliness of delivery	100%
Ease of locating resources: (Library intranet and catalogue are easy to find and use)	100%
Education services	
The seminar services and information provided by Strategy and Parliamentary Education Office	100%
The usefulness of the Members' Guide	100%
The usefulness of the Secretariat's annual report	100%
The usefulness of the Assembly newsletter	100%
Professionalism and impartiality in responding to inquiries	100%
Services provided to support committees	
The organisation of committee activities (meetings, hearings, inspections, study tours)	100%

Area of service delivery	Percentage of members either 'satisfied' or 'highly satisfied'
The quality of background research and advice (this may include summaries of evidence, oral and written briefings, issues papers etc)	100%
Timeliness in providing committee material (agendas and meeting material, background research material), including television captioning of committee proceedings	100%
The quality of procedural advice	100%
The quality of draft reports	100%
The timeliness in responding to committee requests, including draft reports and correspondence	100%
Professionalism and impartiality of responding to requests for assistance	100%
Finance and administration services	
Timeliness of processing Members' payments (e.g. Members' allowances, travel allowances etc)	100%
Presentation, content, accuracy and frequency of members' entitlements reports	100%
Professionalism and impartiality in dealing with requests for assistance	100%
Timeliness and quality of support in relation to fleet management and maintenance of vehicles	100%
HR services	
Timeliness/ accuracy of processing salaries (including requests for changes to pay details)	100%
Administration of employment arrangements for members' staff	100%
Timeliness of responses to inquiries made	100%
Professionalism and impartiality of staff in responding to inquiries	100%

Goal 2—Enhance accountability and governance arrangements

The Secretariat continued to build on the governance and accountability framework that it has developed over the last six years with strategic planning, reporting activities, the audit program and business continuity planning all being further developed.

Audit arrangements

The Secretariat's internal audit committee continued implementation of its three-year audit program, conducting audits in relation to asset management and recruitment practices. More detailed information on the Secretariat's internal audit arrangements is included later in this report.

Clerk's financial instructions

The annual review of the Clerk's financial instructions and procedures was completed in January 2010, with the main changes focusing on procurement thresholds, revised asset management arrangements for the Secretariat's art and library collections, and clarification of Secretariat staff travel requirements.

Business resumption planning

The Secretariat finalised its business resumption plan which established a range of detailed business resumption responses to provide assurance that the organisation is capable of meeting the needs of its primary clients – MLAs and the Legislative Assembly for the Australian Capital Territory – under a range of circumstances. The plan contemplates a range of potential disruption scenarios confronting the Secretariat and sets out a series of strategies aimed at overcoming such disruptions and ensuring business continuity.

A number of exercises to test the assumptions in the plan were also conducted to ensure that planned responses are adequate for ensuring continued service availability should a major disruption to the operations of the Assembly occur.

Strategic planning

The Secretariat undertook a strategic planning exercise involving all staff from across the organisation, which led to the development of a new strategic plan for 2009-2014. The plan sets out a high-level strategic framework which identifies:

- the Secretariat's primary purpose as a parliamentary support agency;
- the approach the Secretariat will take in delivering its services;

- 
- the major goals it seeks to work towards over the period of the plan;
 - individual priorities which, if achieved, over the life of the plan will demonstrate that the organisation has made in-roads in meeting its goals; and
 - the main areas of service delivery undertaken by the Secretariat.

A copy of the Secretariat's strategic plan is available on the Assembly website at <http://www.parliament.act.gov.au/secretariat-information/strategic-plan.asp>.

Individual sections within the Secretariat were also involved in preparing business plans setting out specific initiatives directed towards achieving the Secretariat's major goals and priorities.

Risk management

The Secretariat continued its risk management program during the year, with sections continuing to monitor individual risks. A number of amendments were made to the organisation's risk management policy and a review of the organisation's risk register was finalised. More detailed information on risk management is included later in this report.

Secretariat budget development process

During the reporting period, the Secretariat assisted the Speaker, through the provision of analysis, advice and support, in the development of revised arrangements and processes for the setting of the Assembly Secretariat's annual budget. Building on the existing arrangements for the setting of the Secretariat's annual budget that are governed by section 20 of the *Financial Management Act 1996*, the Secretariat's 2010-11 budget was developed with an increased focus on the Latimer House principles. These principles were developed under the auspices of the Commonwealth Heads of Government and are intended to assist in recognising and upholding the independence and separation of the parliament, the judiciary and the executive under the Westminster system of government.

IT audit implementation

Progress was made on implementing the recommendations of an audit on the Assembly Secretariat's IT security policy framework and associated arrangements. At the time of reporting, the IT security policy and framework was being reviewed and recruitment action was underway to engage a temporary resource to assist in the review. The audit recommendations largely related to ensuring that there are no gaps in information technology security policy as a result of the Secretariat's shared responsibility with InTACT.



Induction manual

Following a review of the information provided to new staff, an induction manual was developed for both Secretariat staff and for the staff of members. The new manual provides an enhanced level of information, guidance and reference for new staff.

Goal 3—Build more effective mechanisms for public engagement

The Secretariat facilitates public engagement with the Assembly and its committees across a range of areas. Engagement activities form part of the organisation's key institutional functions, such as the opportunities provided for community involvement through committee public inquiries (outlined earlier in the report) through to the information-sharing capabilities associated with the Assembly's internet presence. The Secretariat also operates a dedicated education program which actively promotes the roles and functions of the Assembly to school and community groups, with members and staff from across the Secretariat playing an important part in delivering these activities.

Public participation in the committee inquiry process

To improve committee engagement with the community, the Secretariat sought feedback about committee activities through an online survey. Since May 2009, over 100 people have completed the survey. Close to half (46 per cent) of the respondents reported no previous involvement in a committee inquiry, citing reasons such as limited awareness of the work of committees and of individual inquiries, as well as time constraints. The survey also focused on community preferences for models of participation and the best methods for publicising new inquiries and committee reports. A summary of the findings is being prepared and will be used to inform future Committee Office activity.

Public engagement through the web

The Daily on Demand service builds on the Secretariat's success in taking the work of the Assembly to the ACT public and provides more convenient and timely opportunities for the public to access Assembly proceedings. The webstreaming service is only available live and the *Daily Hansard* is not usually published until up to two days after the proceedings. Daily on Demand allows people to view proceedings at a time of their choice and select the particular business item or speech in which they are interested. If there is sufficient demand the Secretariat



will consider extending the service to committee hearings. Daily on Demand was a finalist in the Australian Government's 2010 Excellence in eGovernment awards.

Statistics on the usage of the Secretariat's web services are at Appendix 13.

The committees section of the website was also updated to include more information on committee inquiry pages, with key inquiry milestones and additional information on participating in committee inquiries.

Education program

Throughout the reporting period, 1777 people visited the Assembly as part of the education program, with all programs being evaluated through a satisfaction survey. The feedback from all participants is incorporated into future program development and delivery. During the reporting period, 96.6 per cent of participants indicated satisfaction with the education program in formal evaluation surveys that were conducted.

A table showing the number of visitors to the Assembly since 2006-07 and a detailed breakdown of all activities taken during the current reporting year is included at Appendix 22.

ACT schools constitutional convention

The schools constitutional convention has been conducted in the ACT since 2000 and is a collaborative venture undertaken by the ACT Legislative Assembly, the Australian Electoral Commission and the ACT Electoral Commission, the Museum of Australian Democracy at Old Parliament House, the National Archives of Australia, the ACT Department of Education and Training and the Australian National University College of Law.

The aim of the 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. The topic for the 2009 convention was '*Australian republic – to be or not to be?*' and 72 students from ACT government and non-government schools participated in the event. At the event, five ACT students were selected to participate in the National Schools Constitutional Convention held at the Museum of Australian Democracy at Old Parliament House the following year.

The two-day event held at the National Archives, Museum of Australian Democracy and the ACT Legislative Assembly featured role plays, discussion groups, viewing of the original constitutional documents and lectures and presentations on the powers of the Constitution and the means by which changes to the Constitution can be brought about. Student leaders from ACT schools (year



12 students) who attended the National Schools Constitutional Convention in 2009 assisted with all of the above activities.

The ANU College of Law provides significant input to the program, with a number of eminent academics providing detailed information on the role of the Constitution and the referendum process.

In addition, current students from the college assist year 11 students with discussions and deliberations around whether Australia should or should not become a republic. The result of the 2009 convention was that a double majority was achieved, the result being that the Constitution should be changed to enable Australia to become a republic.

A survey of satisfaction following the convention revealed that 98 per cent of students were either 'highly satisfied' or 'satisfied' with the event.

Interschool parliamentary debates

The interschool parliamentary debates program provides students from years 8 to 12 with the opportunity to practise parliamentary debating skills in the chamber of the ACT Legislative Assembly. The fact that the event takes place in the chamber assists participants to understand what members experience throughout a sitting day, as well as increase their understanding of the roles and functions of the legislature.

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

The themes for the five debates were 'school matters', 'youth matters and social concerns', 'political issues', 'future concerns' and 'environmental issues'. These topics were selected from the suggestions provided by students who had participated in previous debates in 2009. Two hundred and twenty-five students from 18 ACT government and non-government schools participated in the programs.

The Speaker, Deputy Speaker and Assistant Speakers presided over the debates and provided feedback to students on their debating skills and how well particular arguments were presented. Students and teachers completed a satisfaction survey which showed that 100 per cent of participants were either 'highly satisfied' or 'satisfied' with the event.

Speaker's citizenship evenings

The Speaker hosted three citizenship evenings during the year for 55 new Australian citizens who had previously received their citizenship certificates.



The aim of the evenings is to provide new citizens with an introduction to the workings of the ACT Legislative Assembly. Participants also have the opportunity to meet MLAs and to view *One of a Kind*, a captioned film about the Assembly. In addition, participants undertake an extensive tour of the building and participate in a question and answer session with the Speaker in the chamber. The results of a satisfaction survey undertaken at the conclusion of the event revealed that 100 per cent of attendees were either 'satisfied' or 'highly satisfied' with the event.

Work experience students

Fourteen students undertook work experience placements in members' offices during the reporting period. Students were accepted from high schools, colleges and the Canberra Institute of Technology. Informal feedback suggests that 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 the reporting period. The topics covered in the seminars included the role of the ACT Legislative Assembly, the importance of Assembly committees, the budget process and the legislative process. One hundred and sixteen 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, two full-day parliamentary education courses were offered by the Secretariat in co-operation with University of the Third Age.

Thirty-three participants from the University of the Third Age took part in the seminars. Qualitative feedback from a participant survey revealed that participants:

- felt that they had gained a greater understanding of the importance of the Assembly and its relationship with the ACT community;
- had a good understanding of the role of questions without notice, Assembly proceedings and the Hare-Clark electoral system; and
- were 'highly satisfied' or 'satisfied' with the seminar (100 per cent of respondents).

In addition, tours and visits to question time were held throughout the reporting period for graduate administrative assistants, ACT public servants and delegations from Australia and overseas, with 187 people taking part.



Student and teacher visits

School visits are an important component of the education program. Sixteen school groups visited the Assembly during the year – 13 ACT primary schools, high schools and colleges. Three school groups from the USA visited the Assembly as part of the People to People Ambassador Program – a program that builds relationships between young people in Australia and the USA. Seven hundred and seventy-two participants took part in different programs, including mock elections, chamber visits, presentations on the role of the Assembly, role plays in the chamber, and watching Assembly proceedings. Teachers completed satisfaction surveys to assess the program and 100 per cent satisfaction was recorded. As in previous years, feedback also indicated that the materials provided were relevant and that the programs supported the current civics and citizenship curricula.

Fifteen teachers from ACT high schools and colleges 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, and various ACT Probus and Rotary clubs.

Other visits

One seminar for 20 participants was conducted for the ANU Centre for Democratic Institutions.

See Appendix 19 for details of visiting delegations.

Goal 4—Work towards an environmentally sustainable Assembly

Since September 2008, the Secretariat has pursued a more integrated approach to managing environmental sustainability issues through its environmental sustainability committee. The committee, which is made up of representatives from across the organisation, is responsible for implementing an environmental sustainability action plan which contains specific areas of action in relation to:

- infrastructure/building improvements;
- monitoring and development of environmental management systems; and

- educational/behavioural changes.

A range of detailed statistics setting out the environmental performance of the Assembly is included later in this report under the heading 'Ecologically sustainable development'.

Improving environmental performance through improved facilities management

A project to install a new chiller was finalised in the reporting period and was fully operational by August 2009. The new chiller is more energy efficient than the unit it replaced, achieving approximately 10 to 12 percent energy consumption savings.

A program to improve the energy efficiency of lighting in the building was continued with smart lighting (light sensitive and movement activated) installed throughout the first and second floor corridors.

During the year, the Secretariat commenced a program to replace 'variable air valve controllers' in the heating, ventilation and air conditioning (HVAC) system, which will enhance the climate control capabilities of the building and provide a better balance between the thermal comfort of building occupants and the energy efficiency of the system.

A digital controller was also installed on the building's boiler unit which optimises the burn rate of the plant to maximise efficiency and reduce gas consumption in addition to lowering direct emissions from the combustion process.

Signage was placed on all 'after hours' climate control switches across the building to inform occupants that activating the HVAC system from an 'after hours' switch turns on the entire system.

The exhibition and reception rooms were taken off the whole-of-building climate control program in the building management system (BMS) so that, when not in use, these rooms are not climate controlled.

During the reporting period, reflective window film was installed on the western courtyard windows to reduce thermal transfer in the warmer months. This will be evaluated in the forthcoming period.

The Secretariat also investigated potential areas of improvement that could be made to the Assembly's BMS which is used to monitor different aspects of the building's plant and equipment with a view to automating data collection in relation to energy and water consumption. At the time of reporting, the investigation of these improvements had not concluded.



Facilities Manager, Rick Hart, following the successful installation of the building's new chiller

Environmental reporting

During the reporting period, the Secretariat finalised processing arrangements for updating its environmental monitoring system which captures details from gas, electricity, water, stationery and waste management billing information. The Secretariat monitors energy, water and paper consumption associated with the Assembly's activities in addition to the amount of waste that is being generated and recycled. These statistics form the basis of reporting in the section on 'ecologically sustainable development' which appears later in this report.

IT equipment replacement

The office equipment replacement strategy, in which office printers and faxes were replaced with a single multifunction device that also supports photocopying, and which also saw the three shared photocopiers replaced by two multifunction devices, helped to reduce the Secretariat's carbon footprint. Computers are returned to InTACT for disposal when they reach their end of life. Printers are returned to Ricoh, which disposes of them through its machine recycling program.

Reducing paper

Further successful efforts were made to reduce the number of printed copies of *Hansard*. The number of printed copies of *Weekly Hansard* reduced by 61 per cent and the number of bound volumes reduced by 18 per cent.

Paper-based versions of the *Minutes of proceedings* are no longer distributed to members' offices or to members in the chamber. *Minutes of Proceedings* can be accessed on the Assembly website.

The establishment of a secure common drive for the electronic distribution of committee papers has improved services to committee members while reducing the need for printing a range of documents which were previously circulated in a paper-based form.

Waste management accreditation

During the year, the Secretariat achieved certification from ACTSmart Office, an ACT Government program aimed at improving the efficiency and effectiveness of waste management arrangements in both the public and private sectors. Since the introduction of improved waste management arrangements in the first part of 2009, the Assembly has experienced increased recycling rates and a reduction in the amount of waste going to landfill. Detailed statistics on waste generation and waste recovery are included later in this report.

Goal 5—Maintain a highly skilled, satisfied and committed workforce

The Secretariat maintains a highly skilled, satisfied and committed workforce in a number of ways, including:

- encouraging staff participation in professional development exercises such as training courses, formal tertiary study, conferences and liaison and relationship-building with staff from other parliaments;
- engagement and collaboration with academia;
- promoting flexible working arrangements which allow staff to balance the demands of their work with their personal lives; and
- encouraging staff to work across different areas of the Secretariat to learn more about a wider range of tasks associated with different parts of the organisation.

More details about the Secretariat's learning and development activities are included later in the report.

Conferences

The Secretariat contributed to or participated in a number of significant conferences and seminars during the reporting period, including:

- Parliamentary Educators Conference, Melbourne, October 2009;
- Australasian Study of Parliament Group, Hobart, September 2009;
- Association of Parliamentary Libraries of Australasia conference, Adelaide, July 2009;
- Australia and New Zealand Parliamentary Information Technology forum, Hobart, September 2009;
- Australasian and Pacific Hansard Editors conference, Adelaide, January 2010;
- Australia New Zealand Association of Clerks at-the-Table professional development seminar, ACT Legislative Assembly, January 2010; and
- ANZACATT Parliamentary Law, Practice and Procedure, Tasmania, July 2009.

In addition, the Secretariat played a key role in developing the program for the 2010 Australasian Study of Parliament Group conference to be held in August 2010.

Shadowing Chamber Support Office staff

Officers from the Strategy and Parliamentary Education Office were involved in shadowing key Chamber Support Office staff to learn more about activities undertaken in supporting the chamber during sitting weeks. This provided benefits in terms of both business continuity and professional development.

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 IV qualifications during the reporting period and all attendants successfully completed online training in threat identification with x-ray screening devices.

All attendants have current senior first aid qualifications.

Casual editors

Casual editors are able to work flexibly to fit in with their personal and family arrangements. An internal audit of recruitment practices recommended some minor improvements to the advertising process for the casual editors register and these were implemented. The Secretariat is well served by engaging the skills of



experienced editors and was able during the year to provide transcription services on a fee for service basis for two outside organisations: the Australian National University's Parliamentary Studies Centre and the Aboriginal and Torres Strait Islander Elected Body.

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 the Secretariat developed and coordinated the January 2010 seminar which was held at the ACT Legislative Assembly. The seminar attracted 95 delegates, including staff from all Australian parliaments, as well as parliamentary staff from Canada, Papua New Guinea,, Scotland, Sri Lanka and the United Kingdom.

The theme for this year's seminar was *Strengthening, securing and promoting parliament*. Topics included the twinning arrangements between parliaments, the role of committees, extra-parliamentary watchdogs, parliamentary education and balancing security with openness.

A development day for Asia-Pacific Serjeants-at-Arms and Black Rods was also held during the three-day seminar.

The sharing of professional experiences and knowledge about the institution of parliament was evident throughout seminar proceedings, and feedback from delegates has indicated that they found this year's event very relevant and useful.

Australasian Study of Parliament group

The Secretariat 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.

Strengthening Parliamentary Institutions project

Staff from across the Secretariat continued to engage with the Australian National University as a part of the Australian Research Council funded project *Strengthening Parliamentary Institutions*. The Secretariat is involved in developing papers which examine the unique characteristics of the Assembly and how these characteristics have the capacity to strengthen parliamentary democracy. Topics for the project include:

- *Inquiry recommendations: matching quantity to quality;*
- *Reflections on self-government – the promise and the practice;*
- *Continuous improvements in accountability practices: examples from a small parliament;*
- *Participation of the people: public engagement with the Legislative Assembly;*
- *Call for a division: Women representatives in the ACT Legislative Assembly;*
- *The effect of scrutiny of government statutory appointments;*
- *The Scrutiny of Bills and Subordinate Legislation Committee – the quiet achiever?; and*
- *Legislation made by the Legislative Assembly.*

More information on professional development is included later in this report.



SECTION B –
CONSULTATION AND
SCRUTINY REPORTING



INTERNAL AND EXTERNAL SCRUTINY

During the reporting period, the Secretariat was subject to scrutiny from the Auditor-General and the Secretariat's internal audit committee. Table 3 includes the reports and recommendations associated with this scrutiny and the Secretariat's responses.

Table 3: Reports on the operations of the Secretariat

Name of organisation and nature of inquiry/report title	Recommendations	Response to recommendation
Effective People (on behalf of the Secretariat's internal audit committee) <i>Compliance audit of recruitment practices</i> February 2010	The report made seven recommendations concerning various aspects of the Secretariat's recruitment practices	The Secretariat either 'agreed', 'noted' or 'partly agreed' to all recommendations. All recommendations that were 'agreed to' or 'partly agreed to' were completed at the time of reporting.
RSM Bird Cameron (on behalf of Secretariat's internal audit committee) <i>Review of asset Management</i> October 2009	The report made four recommendations in relation to the Secretariat's asset management arrangements	The Secretariat 'supported' three recommendations and 'noted' one recommendation. All supported recommendations were completed at the time of reporting.
ACT Auditor-General Report No 5 of 2009 - Administration of employment issues for staff of members of the Legislative Assembly	1. The Chief Minister's Department and the Secretariat should consider the merit of consolidating the processing of human resources functions within one organisational unit.	The recommendation was not supported by the Secretariat or the Chief Minister's Department
	2. The Chief Minister's Department and the Secretariat should report regularly, say monthly, to Ministers and non-executive members respectively on key areas of compliance within the employment framework, such as the lodgement of timesheets, seeking specific attention to any areas of non-compliance.	The Secretariat reports quarterly to non-executive members

Name of organisation and nature of inquiry/report title	Recommendations	Response to recommendation
<p>ACT Auditor-General Report No 5 of 2009 – Administration of employment issues for staff of members of the Legislative Assembly. Continued</p>	<p>3. The Secretariat and the Chief Minister’s Department should:</p> <p>(i) review the practices of paying termination benefit to MLA’s staff at the end of each Assembly term;</p> <p>(ii) clarify the circumstances under which staff employed under the LAMS Act should be eligible for termination payment; and</p> <p>(iii) incorporate results of the review into these matters when renegotiating the MLA Staff Collective Agreement (the current Agreement nominally expires on 31 March 2010).</p>	<p>The Secretariat clarified with the Auditor-General that this matter is beyond the jurisdiction of the Secretariat to address. However, advice provided by the Chief Minister during the reporting period was that the matter would be addressed through the process of developing a replacement staff collective agreement)</p>
	<p>4. The Secretariat should:</p> <p>(i) inform staff that the deeming period does not apply to the staff of MLAs who retire on election day; and</p> <p>(ii) disseminate this information in all relevant guidelines and general information.</p>	<p>The Secretariat accepted this recommendation</p>
	<p>5. The Secretariat and the Chief Minister’s Department should use formal exit checklists to ensure that staff and employers are aware of the need to submit final timesheets, and attend to other matters prior to the end of employment.</p>	<p>The Secretariat identified that it had existing procedures that largely addressed this recommendation but that it would modify those procedures further.</p>
	<p>6. The Secretariat and, if necessary, the Chief Minister’s Department should request Members to certify that volunteers are not performing the work of paid staff, or occupy vacant paid staff positions, as recommended by the Administration and Procedures Committee report of August 2004.</p>	<p>Revised volunteer guidelines were introduced including provisions addressing this recommendation</p>

Name of organisation and nature of inquiry/report title	Recommendations	Response to recommendation
ACT Auditor-General Report No 5 of 2009 – Administration of employment issues for staff of members of the Legislative Assembly. Continued	7. (i) MLAs should ensure that volunteer engagement agreements are consistent with templated volunteer agreements which include relevant documents such as a copy of the Assembly’s IT usage policy and a statement of the rights and responsibilities of managers and volunteers; and (ii) The Secretariat should prepare guidance to assist MLAs in this issue.	Revised volunteer guidelines were introduced including provisions addressing this recommendation

The Secretariat was not the subject of scrutiny by the ACT Ombudsman during the reporting period.

LEGISLATIVE ASSEMBLY COMMITTEE INQUIRIES AND REPORTS

The Secretariat was the subject of several recommendations made 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 4: Committee inquiries and reports

Recommendation	Committee and report No.	Response	Implementation
The Committee recommends that the ACT Legislative Assembly Secretariat make a further offer to non-Executive members of the ACT Legislative Assembly, and their staff, for increased email storage capacity.	Standing Committee on Public Accounts— <i>Report on Annual and Financial Reports 2008-09–March 2010, Report 7</i>	The Assembly IT Manager visited key staff in members’ offices early in 2010 and reminded them of the availability of increased storage capacity. In April 2010 InTACT advised of a project to upgrade the email system which will remove limits on email storage capacity.	The project had not been implemented at the time of reporting.

Recommendation	Committee and report No.	Response	Implementation
<p>The committee recommends that the Speaker write to the chief executive officers of all ACT government departments and Territory-owned corporations and remind them of the obligations of witnesses before Assembly committees particularly with regard to matters relating to claims of public interest immunity and that Chief Executive Officers ensure that their staff are properly informed of their obligations.</p>	<p>The Select Committee on Privileges <i>Evidence of Mr Mark Sullivan to Estimates Committee 2009-10</i></p>	<p>The Speaker agreed to this recommendation.</p>	<p>The Speaker has written to all CEOs along the lines recommended.</p>
<p>The committee recommends that the Legislative Assembly adopt a resolution clarifying its position with regard to claims of public interest immunity from answering questions or providing documents made by witnesses, stating that claims of immunity must be made by ministers or the appropriate senior officer of other public agencies and Territory-owned corporations and that details of the harm that might be caused by providing the information must be included in the claim.</p>	<p>The Select Committee on Privileges <i>Evidence of Mr Mark Sullivan to Estimates Committee 2009-10</i></p>	<p>The Speaker agreed to raise this matter with the Standing Committee on Administration and Procedure</p>	<p>The Speaker placed this matter on the agenda of the Standing Committee on Administration and Procedure</p>
<p>The Committee recommends that the annual reports of all reporting entities include at least two consecutive years comparative data on the ecologically sustainable development reporting measures.</p>	<p>Standing Committee on <i>Public Accounts—Report on Annual and Financial Reports 2008-09—March 2010, Report 7</i></p>	<p>No response was provided at the time as the Secretariat is not a reporting agency under the <i>Annual Reports (Government Agencies) Act 2004</i></p>	<p>The Secretariat complies with this recommendation</p>

Recommendation	Committee and report No.	Response	Implementation
<p>The Committee recommends that reporting entities take steps to educate staff on how to identify secure paper waste with the aim to encouraging greater recycling of non-secure paper waste.</p>	<p>Standing Committee on Public Accounts—<i>Report on Annual and Financial Reports 2008-09—March 2010, Report 7</i></p>	<p>No response was provided at the time as the Secretariat is not a reporting agency under the <i>Annual Reports (Government Agencies) Act 2004</i></p>	<p>Education of building occupants about waste management arrangements is undertaken on a regular basis</p>
<p>The Committee recommends that reporting entities take active measures within their accommodation settings to identify a balance between employee comfort and energy savings.</p>	<p>Standing Committee on Public Accounts—<i>Report on Annual and Financial Reports 2008-09—March 2010, Report 7</i></p>	<p>No response was provided at the time as the Secretariat is not a reporting agency under the <i>Annual Reports (Government Agencies) Act 2004</i></p>	<p>Energy efficiency and employee comfort are continuously evaluated by the Facilities Manager in making adjustments to the climate control system of the Assembly building.</p>
<p>The Committee recommends that the Standing Committee on Administration and Procedures investigate and advise the Assembly on:</p> <ul style="list-style-type: none"> ▪ the effectiveness of the select committee model; and ▪ the adequacy of procedural guidelines for estimates inquires and ▪ whether amendments to standing orders or a more detailed referral motion are warranted in the future. 	<p>Select Committee on Estimates 2010-11</p>	<p>The Speaker agreed to place this matter on the agenda of the relevant committee.</p>	<p>At the time of reporting this matter was still under consideration.</p>

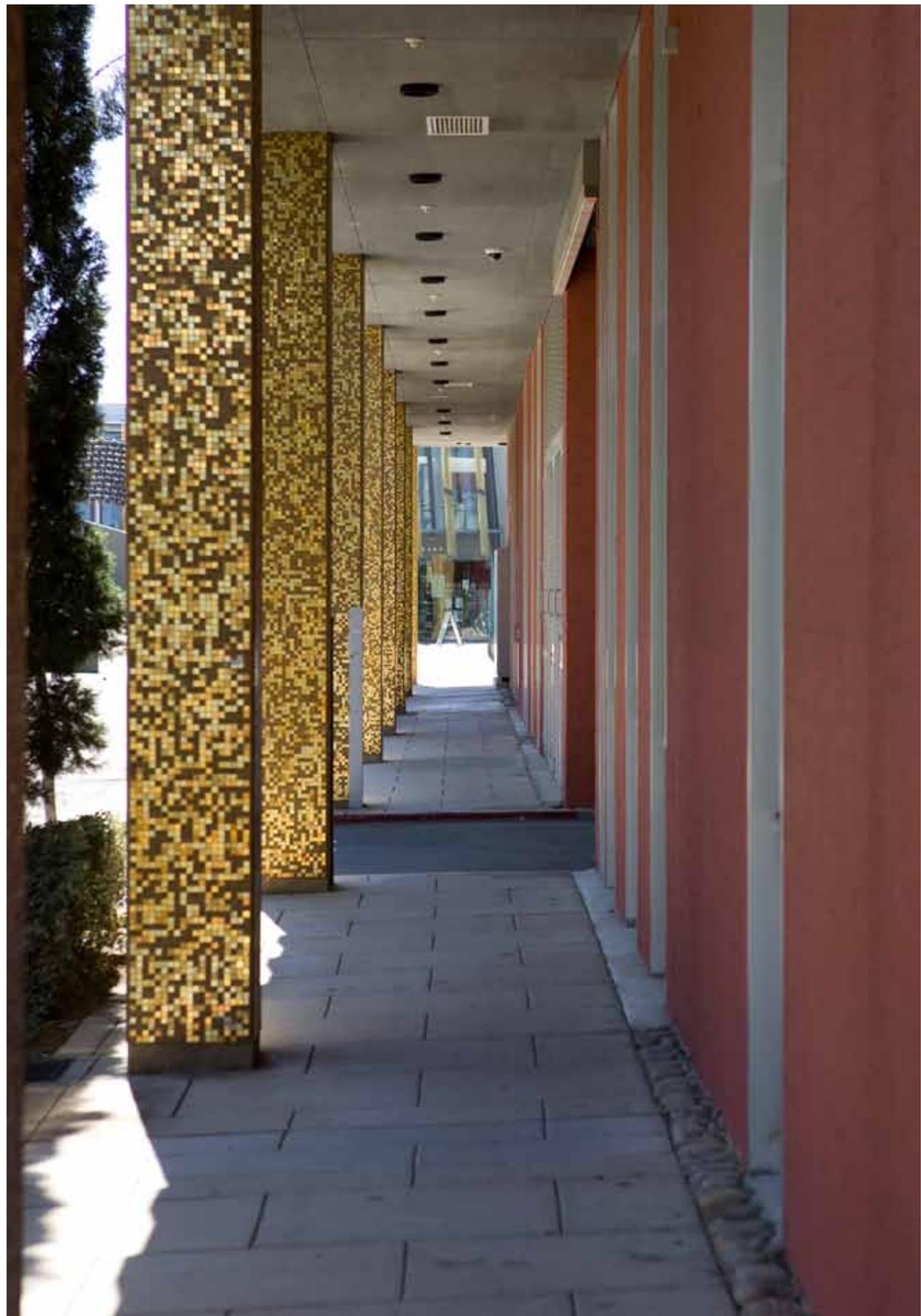


LEGISLATION REPORT

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

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

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





SECTION C –
LEGISLATIVE AND POLICY-
BASED REPORTING





RISK MANAGEMENT AND INTERNAL AUDIT

Risk management

The management group, headed by the Clerk, has overall responsibility for the monitoring of, and reporting on, 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 risk across the organisation in accordance with AS/NZS 4360:2004. The Secretariat conducts periodic 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. Where major new initiatives or proposed changes to the service delivery arrangements are proposed, risks are also assessed.

A review of the Secretariat's risk register was finalised during the period which found that:

- 15 risks had lower risk scores than in 2008-09;
- two risks had higher risk scores than in 2008-09; and
- five new risks were identified.

The Secretariat will review its compliance with the new international risk management standard (AS/NZS ISO 31000:2009) during the forthcoming reporting period.

Internal audit

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 5: 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
Janice Rafferty	Member	Since 6 November 2009	2

During the year, the committee amended its charter to change the term of membership from two to three years and added a member to provide a greater range of input into the audit function and to expand the professional development opportunities associated with participation in this important area of governance.

The committee conducted audits of recruitment and of asset management. A number of recommendations arising from these audits were accepted by the Secretariat, were incorporated into the organisation's master audit implementation plan and have since been completed as at the end of the reporting period.

The committee Chair issued three memos to the Clerk during the year.



FRAUD PREVENTION

The Secretariat has in place a fraud and corruption prevention plan outlining the Secretariat's policies and procedures for preventing, identifying and investigating fraud. The plan also incorporates a risk assessment and action plan. 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 there was one reported instance of possible fraud. This matter was investigated and found to be an issue associated with weaknesses in procedures for approving and processing a certain class of entitlement, rather than an intentionally fraudulent activity. Additional controls were introduced to address the vulnerabilities that were identified.

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:

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 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 9 of this report.
- *Committees of the Seventh Assembly 2009-10*^{*} – 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

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

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.
- *Discretionary Office Allocation expenditure** Contains information on the use by MLAs of the discretionary office allocation.
- 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.
- *Members' declarations of interest** - contains statements of registrable interest as declared by members.

- *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*.
- *Non-executive members' travel summary** - contains information on the use of travel entitlements by members.
- *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 2010 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.

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 (e.g. 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 *Freedom of Information 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 section-level business plans setting out the organisation's initiatives to be pursued over the financial year.

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

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 2010):

- Acting Clerk, Max Kiermaier;
- Acting Deputy Clerk and Serjeant-at-Arms, Janice Rafferty;
- Manager, Committee Office, Sandra Lilburn;
- Manager, Hansard and Communications and Library 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 comprised 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 around Assembly sitting periods. While staff employed in the Assembly Secretariat are employed under the *Public Sector Management Act 1994* (the act) 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 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 frameworks determined by the government of the day for implementation by agencies.

As discussed elsewhere in this report, the Assembly and Government Library was formally transferred to the Secretariat on 1 July 2009. This involved the transfer of a staff structure of five staff and, on the basis of the Library performing an information management function, the Library was positioned under the management of the Hansard and Communications Office. The transfer of the Library also served to further broaden and diversify the staffing of the Secretariat. An organisation chart showing the structure of the Secretariat at the reporting date is included on the following page.

CLERK OF THE ASSEMBLY

Personal Assistant to the Clerk ASD4

<p>Hansard, Communications & Library Office Manager, Hansard, Communications & Library SOGA</p>	<p>Assembly IT Manager SOGC</p>	<p>Assembly Librarian SPOC</p>	<p>Senior Hansard Editor SOGC</p>	<p>Publications Officer (P/T) 1102</p>	<p>Senior Librarian P02</p>	<p>Casual Hansard Editors AS06</p>	<p>Technical Officer T04</p>	<p>Librarian P01</p>	<p>Publishing and Web Support Officer (P/T) AS04</p>	<p>Library Officer (P/T) AS04</p>	<p>Customer Service Officer AS02</p>
<p>Chamber Support Office Deputy Clerk & Sergeant-at-Arms SOGA</p>	<p>Clerk Assistant SOGC</p>	<p>Notice Paper & Projects Officer AS06</p>	<p>Legislation Officer AS06</p>	<p>Facilities Manager AS04</p>	<p>Security Controller & Principal Attendant AS04</p>	<p>Senior Attendant AS03</p>	<p>Sessional Attendants AS02</p>	<p>3 X Attendants AS02</p>			
<p>Strategy & Parliamentary Education Office Manager, Strategy & Parliamentary Education SOGA</p>	<p>Education Officer SOGC</p>	<p>Assistant Education Officer (P/T) AS04</p>									
<p>Committee Office Manager, Committee Office SOGA</p>	<p>5 X Committee Secretaries SOGC</p>	<p>Senior Research Officer AS06</p>	<p>Administrative/IT Assistant AS04</p>								
<p>Corporate Services Office Corporate Manager SOGA</p>	<p>Assistant Manager, Finance & Administration SOGC</p>	<p>Assistant Manager, HR & Work Environment SOGC</p>	<p>Senior Finance & Administration Officer (P/T) AS06</p>	<p>Finance & Payroll Officer AS04</p>							



During the reporting period, the Secretariat's approach to human resource management featured prominently in the development of the Secretariat's *Strategic plan 2009-2014*. The plan, which is discussed earlier in this report, identified five goals to be achieved over the coming five years. Two of the five goals of the plan were particularly relevant to the management of the human resources function. The first goal was to 'maintain a highly skilled, satisfied and committed workforce', with the use of the term 'maintain', reflecting that the Secretariat's workforce was already regarded as having these characteristics. The second goal was to 'improve services to the Assembly and its committees'.

In support of the achievement of those goals, the plan identified a series of priorities, and those with a relationship to the Secretariat's human resource management were as follows:

- Reinforce status as an employer of choice.
- Align professional development opportunities with identified needs.
- Develop mechanisms for assessing staff satisfaction.
- Identify and recognise exceptional staff performance.
- Continuously improve the management of workplace health and safety.
- Give practical effect to work life balance in policies and procedures.
- Enhance research and analytical capabilities.
- Enhance procedural expertise across the Secretariat.
- Improve capacity to digitise and manage records and reduce reliance on paper-based records management.

While these priorities will be addressed over a five-year period, many were the subject of work undertaken during the reporting period.

Details of how professional development opportunities were aligned with identified needs and how workplace health and safety arrangements within the Assembly were subject to continuous improvement are discussed in later sections of this report.

Through the Secretariat's consultative committee, a model for reward and recognition was considered, with staff expressing a strong view that they valued feedback on performance but they favoured a less formal approach: one that was more integrated with day-to-day operations.

During the reporting period, action was taken to recruit additional research capacity for the Committee Office and, by the end of the reporting period, a records manager had been recruited.



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 around a staff salary allocation that is determined by the Chief Minister under the LAMS Act. 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 terms of firstly, the forecasting and reporting of staff salary allocations; secondly, the establishment and cessation of staff on and from the payroll system; and, thirdly, the induction and orientation of those staff.

The Secretariat reported in 2008-09 that the number of employment agreements it was involved in processing during that year was artificially high due to the changes associated with the election held in October 2008. It forecast that, due to a significant number of staff being employed under 'end of term' agreements, the number of agreements requiring processing could be expected to reduce in the outyears. This forecast proved reliable, as the number of agreements in the current reporting period reduced to 71 – the lowest level since the 2000-01 reporting period.

The Secretariat will continue to be involved in the collection and reconciliation of attendance records from staff of non-executive members, including quarterly reporting to non-executive members.

STAFFING PROFILE

The following tables provide a statistical breakdown of the Secretariat's staffing profile.

Employment type

The methodology for reporting employment numbers within ACT agencies is determined by the Chief Minister's Department. A key feature of that methodology is that the numbers to be reported are based on the staff paid during the final pay period of the financial year. Accordingly, those numbers are reported in the tables below.

Through the application of this methodology, a potential difficulty arises in presenting the Secretariat's casual staff numbers. The Secretariat employs casual staff on a seasonal basis throughout the year, predominantly around the sitting periods of the Assembly. Because of the fluctuating use of casual staff, the methodology will often not reflect the casual staff numbers employed across the reporting period, which is a more accurate representation.

As can be seen from table 6, the Secretariat employed six casual staff in the final pay period of June 2010, and the hours performed equated to a full-time equivalent of 2.9. However, across the reporting period, the Secretariat employed 14 casual staff, and the hours they performed equated to a full-time equivalent of 4.5.

Table 6: Headcount for final pay period of June 2010

	Permanent	Temporary	Casual	Total
Headcount	38	1	6	45
FTE	36.2	1	2.9	40.1

The qualification outlined above applies equally to the reporting of gender, length of service and age profile but, to ensure consistency with the staff numbers included in the State of the Service Report issued by the Chief Ministers' Department, the following tables report only those staff employed in the final pay period of June 2010.

Table 7: Gender breakdown (final pay period June 2010)

	Female	Male	Total
FTE by gender	24.5	15.6	40.1
Headcount by gender	27	18	45
Percentage of workforce	60%	40%	

**Table 8: Employment category by gender
(final pay period June 2010)**

Employment Category	Female	Male	Total
Casual	2	4	6
Permanent full-time	21	11	32
Permanent part-time	4	2	6
Temporary full-time	0	1	1
Temporary part-time	0	0	0
TOTAL	27	18	45

**Table 9: Average length of service by age group
(final pay period June 2010)**

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

Table 10: Total average length of service by gender

Gender	Average length of service (years)
Female	6.96
Male	10.56
Total	8.20

Table 11: Age profile paid employees (final pay period June 2010)

Age Group	Female	Male	Total
<20	0	0	0
20-24	0	0	0
25-29	3	0	3
30-34	1	0	1
35-39	1	1	2
40-44	6	2	8
45-49	6	5	11
50-54	3	2	5
55-59	5	2	7
60-64	2	3	6
65-69	0	1	1
70+	0	1	1

The 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.

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 valued by both managers and employees. Learning and development focuses on a process of continually improving individual performance and, through this, the overall performance of the organisation.

The Secretariat has a strong organisational commitment to learning and development activities which assist 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 2009-10 was \$40,000 and the Secretariat recorded an actual expenditure of \$31,610. One of the reasons for the lower than budgeted expenditure was the fact that the annual Australia and New Zealand Association of Clerks at-the-Table (ANZACATT) Professional Development Seminar was hosted by the Assembly, whereas in other years, staff travelled interstate to attend.

The profile of learning and development activities provided was diverse, with staff undertaking training in the following areas:

- parliament and parliamentary procedure;
- professional development conferences;
- administrative law;
- information technology skills;
- occupational health and safety;
- project management; and
- job specific training.

During 2009-10, two staff participated in studies assistance programs.

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 to their respective employees. In recognition of these unique arrangements, a workplace injury prevention policy statement – signed by the Chief Minister, the Speaker, other party leaders and the Clerk – governs the overall workplace health and safety arrangements in the Assembly work environment.

The Assembly workplace has instituted a work 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 perform the role of the Assembly's health and safety representatives were sought in accordance with the *Work Safety Act 2008* and the appointments were ratified by the work safety committee.

During the year the work safety committee undertook the following activities:

- review of work safety policies, plans and other material, in light of the introduction of the Work Safety Act;

- adoption of a workplace health and safety and injury management improvement strategy; and
- workplace hazard inspections in all work areas;

During the reporting period:

- there was one compensation claim;
- the Assembly recorded no accidents or dangerous occurrences that involved the issuing of notices under sections 166, 167 or 170 of the *Work Safety Act 2008*; and
- all plant and equipment was regularly checked, in line with statutory requirements.

The following measures were undertaken to ensure workplace health, safety and welfare at work of all staff:

- strategies were put in place to raise and promote awareness of preventing the spread of influenza;
- influenza vaccinations were performed on-site (or reimbursement was made available where privately arranged);
- standard operating procedures were developed for a range of manual handling activities;
- stand and stretch 'Office Gym' software was installed on PCs;
- an update of the work safety site of the intranet was performed;
- workstation assessments were provided to employees on longer term contracts as required;
- regular workplace health and safety hazard audits were performed;
- training on specific workplace health and safety issues, along with general emergency awareness and building evacuation drills, was conducted;
- the health and wellbeing allowance was paid to staff who lodged eligible claims in accordance with the guidelines;
- a program of eyesight testing (including reimbursement of the cost of spectacles for visually demanding tasks) was continued;
- regular articles appeared in the Assembly newsletter on OH&S related matters, including promoting the employee assistance program service; and
- a Healthworks brochure was circulated to all staff.



WORKPLACE RELATIONS

During the reporting period, the union collective agreements for both Secretariat staff and the staff of Assembly members reached their nominal expiry date.

Under arrangements agreed between the government and the relevant public sector unions, and consistent with the approach taken with previous agreements, in the first instance these parties aimed to negotiate on a range of matters that would be common to all agency agreements.

By the end of the reporting period, a memorandum of understanding (MOU) had been agreed between the government and bargaining representatives concerning the principles and processes for finalising ACT public service agency agreements. The MOU also provided for a 2.5 per cent salary increase applicable from 1 July 2010 and a sign-on bonus of \$650 for eligible employees.

Finalisation of these agreements will be a priority for 2010-11, as will be the commencement of negotiations for a replacement agreement in mid-2011.

During the reporting period, one special employment arrangement was approved to address the specialist requirements of a particular position and prevailing market forces.

STRATEGIC ASSET MANAGEMENT

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

VALUE AND QUANTITY OF ASSETS

At 30 June 2010, the value and quantity of each of those classes of assets was as follows:

Table 12: Assets

	Value	Quantity
Assembly building (Territorial budget)	\$19m	1
Land (Territorial budget)	\$3.8m	1
Leased motor vehicles (Territorial budget)	\$0.268m	10
Leased motor vehicles (Departmental budget)	\$0.020m	1
Assembly art collection (Departmental budget)	\$0.648m	166
Assembly Library collection (Departmental budget)	\$0.254m	Various
Plant and equipment (Departmental budget)	\$0.300m	45 items (some assets are 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 2009-10.

Table 13: Asset additions and deletions

Asset Class	Additions (Value)	Disposals (Value)
Assembly building (Territorial budget)	Capital upgrade program - see below (\$0.217m)	N/A
Land (Territorial budget)	N/A	N/A

Asset Class	Additions (Value)	Disposals (Value)
Leased motor vehicles (Territorial budget)	3 (\$0.104m), replacement vehicles	2 (\$0.067m), due to the expiry of lease term)
Leased motor vehicles (Departmental budget)	0	1 (\$0.029m), due to the vehicle being no longer required)
Assembly art collection (Departmental budget)	2 (\$0.017m)	0
Assembly Library Collection (Departmental budget)	Various (\$0.254m), due to the transfer of the Assembly and Government Library from TAMS 1 July 2009)	0
Plant and equipment (Departmental budget)	5 (\$0.045m)	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

In response to an internal audit recommendation which was made in relation to the management of the Assembly's art collection, the Secretariat developed asset management guidelines for more effectively managing this major asset which was most recently valued at \$648k. The Assembly Art Advisory Committee adopted these guidelines during the reporting period.

Management of the Library collection

Following an agreement between the Speaker and the executive, responsibility for the Assembly and Government Library transferred from the Department of



Territory and Municipal Services to the Assembly Secretariat from 1 July 2009. The Library provides reference services for members and Assembly staff, as well as ACT Government staff.

Effective 1 July 2009, the Library collection was transferred to the Secretariat with a fair value of \$0.165m. During 2009-10, additions to the Library collection totalled \$0.003m. As at 30 June 2010, the Library was revalued at a fair value of \$0.254m.

Capital upgrade funding and expenditure

The Secretariat received capital upgrade funding in its 2009-10 budget totalling \$0.217m, which was committed to the following projects:

- recarpeting and repainting ground level offices and refurbishing parquetry (\$0.106m);
- external paving and improving roof space access (\$0.020m); and
- installing energy efficient lighting and window film and resealing windows (\$0.058m).

In addition to the 2009-10 capital upgrade funding, the Secretariat received additional funding totalling \$0.189m, through the Government's 2008-09 third appropriation, for the installation of a new main chiller for the Legislative Assembly building. On completion, the chiller was installed for \$0.098m, leading to savings for the territory of \$0.091m.

In 2009-10, the Secretariat also received funding of \$0.285m for an upgrade to the lifts within the Legislative Assembly building. Unfortunately, this project did not progress as planned and the funding has been rolled over into 2010-11.

Asset maintenance and upgrades

The Assembly building is the largest asset managed and maintained by the Secretariat. The notes to the Secretariat's 2009-10 annual financial statements show that supplies and services expenditure of \$0.630m incurred in the financial year related to building management. However, these costs include security monitoring and utilities expenses of \$0.221m, leaving \$0.409m devoted to repairs and maintenance of the building.

During 2009-10, a number of condition audits were conducted on aspects of the building, which found that aspects of the building fabric required attention. The Secretariat is discussing these findings with an architectural firm to ascertain the most cost-effective means of addressing the issues that were identified and to ensure the building's long-term viability.



Assembly vehicles

Assembly members who opt to be provided with a fully maintained vehicle are provided with such a vehicle in accordance with the territory's vehicle leasing arrangements. The same arrangement is used to supply an office vehicle for the Secretariat. Under these leasing arrangements, vehicles are covered by a finance lease. During 2009-10, one vehicle lease expired and was replaced with a new leased vehicle and one vehicle was returned early after it was identified as surplus to the Secretariat's needs.

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 used only on a periodic or occasional basis or is not occupied by staff. Such areas include the Assembly chamber, two committee rooms and a number of function rooms.

For the purposes of establishing a rate of office space utilisation, 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 (i.e. when additional staff are engaged) and that the peak number is approximately 152.

Accordingly, the office space utilisation rate is 21.1m² 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 its procurement activities generally, the Secretariat adhered to the provisions of 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 is contained in the following table.

Table 14: Contractors

Type of works/services or area of skill or expertise	Name of contractor	Amount paid in 2009-10 (incl. GST)	Date Contract let
Building works and maintenance			
Installation of a new chiller for the Legislative Assembly Building	King Air	\$0.082m*	22 May 2009
Maintenance of building services	Spotless P&F P/L	\$0.144m	13 March 2007
Cleaning services	Berkeley Challenge P/L	\$0.180m	16 September 2005
Electrical services	Affinity Electrical Technologies	\$0.022m	7 October 2008
Provision of swipe card readers for the Legislative Assembly building	SNP Security	\$0.015m	19 November 2008
Repainting program	Prowd Painters	\$0.038m	6 November 2009
Sand and resurface parquet floors	Country and Heritage Timber Floors	\$0.021m	24 September 2009
Recarpeting program	Hoods Carpet Court	\$0.025m	22 July 2009
Install energy efficient lighting	Affinity Electrical	\$0.039m	3 February 2010
Install master clocks	Oztime Technologies	\$0.025m	17 June 2010
Recording and broadcasting of proceedings			
Recording and transcription of the proceedings of the Assembly and of public hearings of Assembly committees	Merrill Legal Solutions	\$0.134m	28 November 2005
Support and maintenance of webstreaming and daily on demand systems	Sand Consulting Pty Ltd	\$0.066m	30 March 2010
Specialist expertise			
Legal advice to the relevant Assembly standing committee on the scrutiny of bills and subordinate legislation	Mr Peter Bayne	\$0.060m	22 January 2009

Type of works/services or area of skill or expertise	Name of contractor	Amount paid in 2009-10 (incl. GST)	Date Contract let
Legal advice to the relevant Assembly standing committee on the scrutiny of bills and subordinate legislation	Mr Stephen Argument	\$0.042m	3 February 2009
Ethics and Integrity Adviser for members of the Legislative Assembly	Mr Stephen Skehill	\$0.013m	22 January 2009
Specialist advice to the Legislative Assembly's Select Committee on Estimates 2010-11 regarding the territory budget	ACIL Tasman Pty Ltd	\$0.027m	3 May 2010
Curatorial Adviser	Dr Jenny McFarlane	\$0.015m	1 April 2009
Consultancy to chair the Legislative Assembly Secretariat's internal audit committee	Teamic Pty Ltd	\$0.006m	25 March 2009
SRTech Pty Ltd	Redevelopment of Assembly Intranet	\$0.040m	23 March 2009
Whole-of-government contracts			
Provision of stationery/supply of office furniture for non-executive members' offices	Corporate Express Australia Ltd	\$0.070m	whole of govt contract
Travel services	American Express	\$0.039m	whole of govt contract
Advertising	Adcorp Australia Ltd	\$0.028m	whole of govt contract

*This amount does not include the additional charges paid to Procurement Solutions (\$0.007m) or the fees paid to external consultants (\$0.019m) in relation to the purchase of the new chiller.

COMMUNITY GRANTS/ASSISTANCE/ SPONSORSHIP

The Secretariat did not issue any grants or provide any assistance or sponsorship during the year.

TERRITORY RECORDS

The Secretariat's 2008-09 annual report included details of a review of the Secretariat's records management that had been conducted during that reporting period, with a particular focus on the extent to which the program was compliant with the Records Management Standards issued by the Director of Territory Records.

An identified priority during 2009-10 was the engagement of expertise to assist in developing and implementing strategies and actions that addressed identified areas of non-compliance.

The Secretariat experienced considerable difficulties in identifying a suitably experienced individual to perform this role. It was not until June 2010 that the role was able to be filled and, by the end of the reporting period, work in this important area had only just begun. Progressing this work will remain a key priority for 2010-11.

HUMAN RIGHTS ACT

Through the Standing Committee on Justice and Community Safety, operating in its capacity as a scrutiny of bills committee, 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

As outlined earlier in the report, the Secretariat has made considerable progress in achieving a more environmentally sustainable Assembly. Compared with 2008-09, there have been significant reductions in waste generation and energy consumption (and associated emissions) during the reporting period.

Gas

The Assembly used 14.7 percent less natural gas for heating the Assembly building during the year compared with the previous reporting period. This saw a corresponding reduction of 16.9 tonnes of greenhouse gas emissions.



The reduction is attributable to installation of a new, more efficient, control system on the boiler unit and reducing the amount of time that the HVAC system is activated.

Electricity

The Secretariat achieved an 11 percent reduction in the amount of electricity consumed by the building compared with the preceding financial year. This equates to a reduction of 118 tonnes in greenhouse gas emissions.

The decrease is attributable to the continuing introduction of smart lighting, ongoing installation of low-wattage light globes, more efficient use of the HVAC system and the introduction of other energy savings measures.

Waste

The waste management practices introduced by the Secretariat towards the end of the previous reporting period have brought about a significant reduction in the amount of waste going to landfill. In 2008-09, the Assembly generated 129.6 cubic meters of waste which went to landfill. In the current period, only 67.6 cubic meters went to landfill.

There has also been a corresponding increase in the amount of material recovered for recycling over the preceding reporting period. In 2008-09, 62 cubic metres of material were recovered for recycling while in the current period, 114.4 cubic metres were recovered.

Fleet

There was a substantial decline in the amount of fuel consumption associated with the Assembly car fleet during the reporting period with a reduction of 216.1 gigajoules of energy on the 2008-09 financial year. This equates to a reduction of 18.8 tonnes of greenhouse gas emissions associated with the fleet's operation.

The variance is largely attributable a slight reduction in the number of vehicles administered by the Secretariat at any one time during the year and a greater number of low-emissions vehicles compared with the previous year.

Water

There was a slight reduction in the amount of water utilised by the Assembly during the period with 71,000 litres less consumption. However, during the year the building's cooling tanks required flushing on a number of occasions which resulted in additional consumption that was not anticipated. The Secretariat would expect a further reduction in water consumption during the forthcoming period.

Table 15: Trend gas and electricity consumption

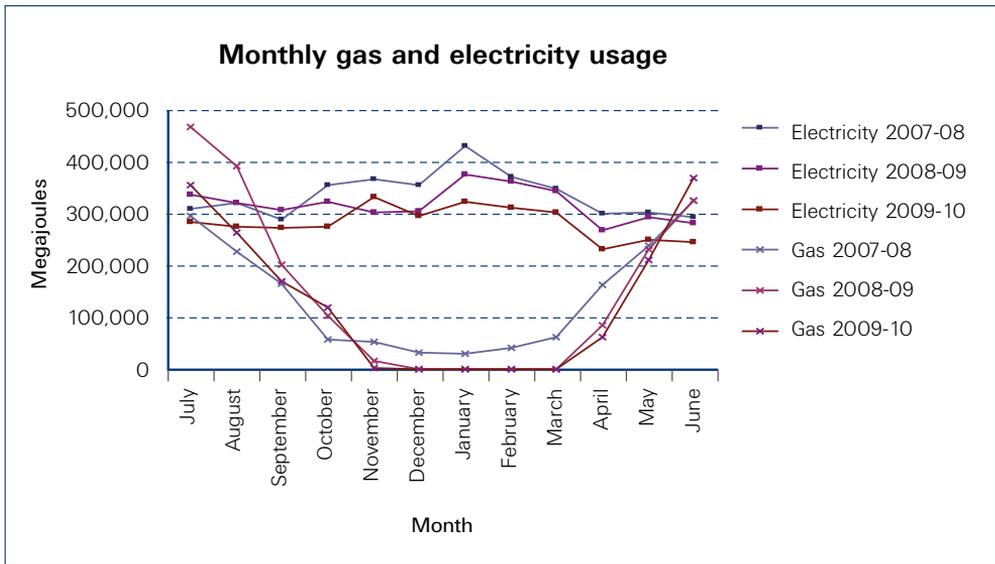


Table 16: Emissions by source

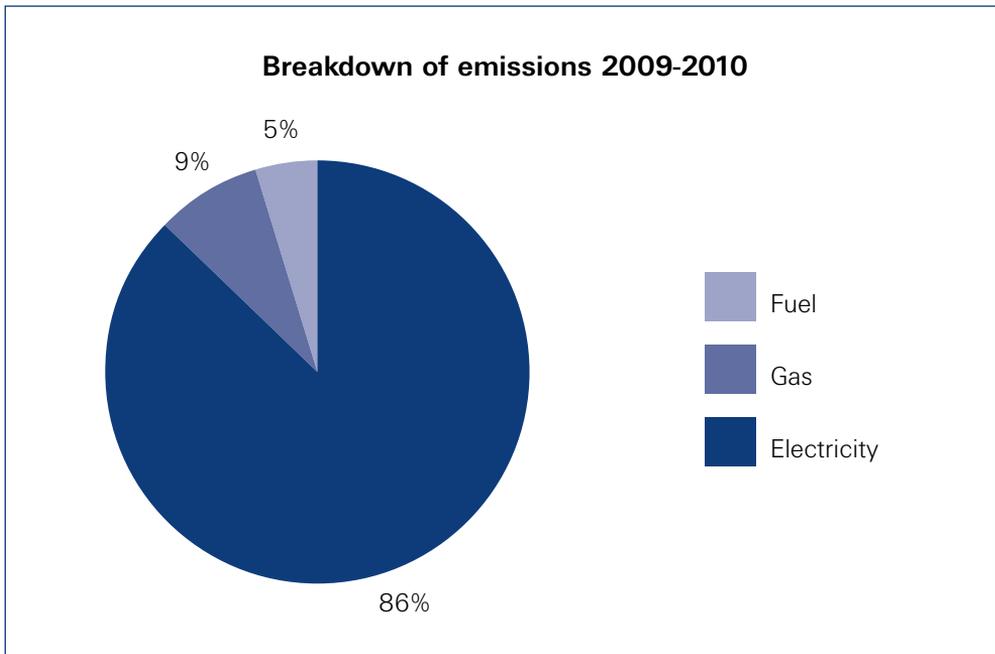


Table 17: Trend consumption

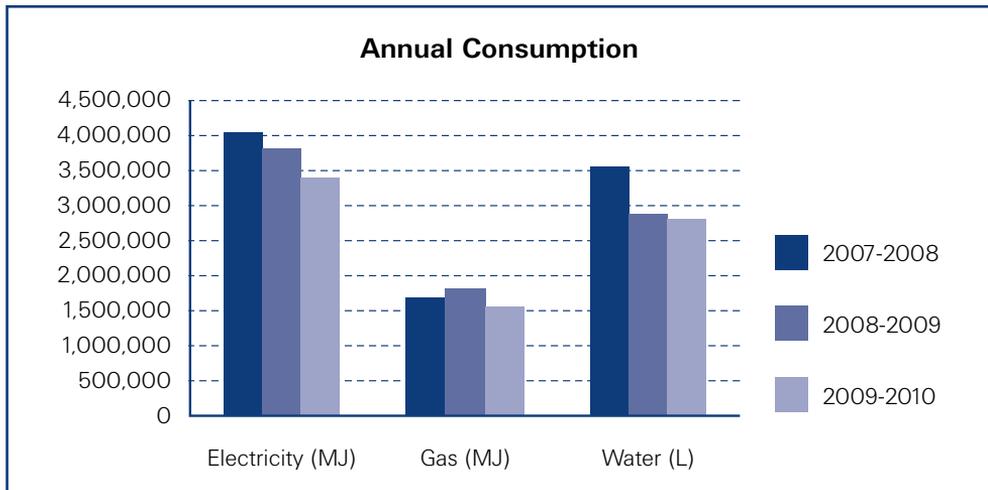


Table 18: Detailed environmental performance statistics

Indicator	Unit	2007-2008 result	2008-2009 result	2009-2010 result	Variance between 2008-09 and 2009-10	Percentage variance between 2008-09 and 2009-10
General						
1. Total occupancy – all building occupants	Numeric (FTE)	138	144	144	0	0
2. Non-executive occupancy – secretariat, private members and staff	Numeric (FTE)	77	83	91.5	8.3	9.9
3. Area office space – net lettable area* ²	Square metres (m ²)	3208	3208	3208	0	0
4. Area non-office space – net lettable area	Square metres (m ²)	4339	4339	4339	0	0

Indicator	Unit	2007-2008 result	2008-2009 result	2009-2010 result	Variance between 2008-09 and 2009-10	Percentage variance between 2008-09 and 2009-10
5. Area office space + frequently used spaces (chamber, committee rooms, reception and exhibition rooms etc)* ²	Square metres (m ²)	6418	6418	6418	0	0
6. Total area floor space – net lettable area	Square metres (m ²)	7547	7547	7547	0	0
Stationary energy use (office)						
7. Electricity use	Megajoules	4046605	3823621	3402868	-420754	-11
8. Electricity use	kWh	1124057	1062117	945241	-116876	-11
9. Green power - 100% Renewable Energy	kWh	na	44159	130470	86311	195.4
10. EDL - Landfill gas export energy	kWh	na	157348	167630	10282	6.5
11. Total green power + EDL energy	kWh	283257	277089	298100	21011	7.5
12. Percentage of green power	Percentage	na	4	14	10	69.8
13. Percentage of green + EDL energy used	Percentage	25	26	32	5	20.8
14. Gas use	Megajoules	1690083	1822929	1553617	-269312	-14.7
15. Total office energy use (gas+ electricity)	Megajoules	5736688	5646550	4956485	-690066	-12.2
16. Total office energy use (gas+ electricity)	Gigajoules	5737	5647	4956	-690	-12.2

Indicator	Unit	2007-2008 result	2008-2009 result	2009-2010 result	Variance between 2008-09 and 2009-10	Percentage variance between 2008-09 and 2009-10
Energy Intensities						
17. Energy intensity per person	Megajoules / FTE	41561	39193	34420	-4773	-12.17
18. Energy intensity per area of office space	Megajoules / m2	1788	1760	1545	-215	-12.2
19. Energy intensity per area of office space + frequently used spaces	Megajoules / m2	894	880	772	-108	-13.9
20. Energy intensity per area of total floor space	Megajoules / m2	760	748	657	-91	-12.2
Transport Energy						
21. Total number of vehicles	Numeric	13	23	13	-10	-43.4
22. Transport fuel (Petrol)	Litres	40491	31804	22008	-9796	-30.8
23. Transport fuel (Diesel)	Litres	0	218	3317	3099	1421.5
24. Transport fuel (LPG)	Litres	0	0	0	0	0
25. Transport fuel (CNG)	Litres	0	0	0	0	0
26. Transport fuel (Aviation)	Litres	0	0	0	0	0
27. Transport fuel - Petrol (conversion)	Megajoules	1384792	1087697	752674	-335023	-30.80
28. Transport fuel - Diesel (conversion)	Megajoules	0	8371	127373	119002	1421.5

Indicator	Unit	2007-2008 result	2008-2009 result	2009-2010 result	Variance between 2008-09 and 2009-10	Percentage variance between 2008-09 and 2009-10
29. Total transport energy use (sum of above)	Megajoules	1384792	1096068	880046	-216022	-19.7
30. Total transport energy use (conversion)	Gigajoules	1385	1096	880	-216	-19.7
Water consumption						
31. Total office water use	Kilolitres	3564	2896	2825	-71	-2.4
Water Intensities						
32. Water use per person	Kilolitres / FTE	25.82	20.10	19.61	-0.48	-2.4
33. Water use per area of office space	Kilolitres / m ²	1.11	0.90	0.88	-0.02	-2.4
34. Water use per area of office space + frequently used spaces	Kilolitres / m ²	0.82	0.67	0.65	-0.02	-2.4
35. Water use per area of total floor space	Kilolitres / m ²	0.47	0.38	0.37	-0.01	-2.4
Waste						
36. Total reams of paper purchased	Reams	Not available	1954	2021	67	3.4
37. Estimate of cardboard recycled	Cubic metres	Not available	34	33	-1	-4
38. Estimate of paper recycled	Cubic metres	Not available	362	121	-241	-66.5
39. Estimate of mixed recycling	Cubic metres	Not available	62	114	52	84.6

Indicator	Unit	2007-2008 result	2008-2009 result	2009-2010 result	Variance between 2008-09 and 2009-10	Percentage variance between 2008-09 and 2009-10
40. Estimate of organic waste	Cubic metres	Not available	12	12	0	0
41. Estimate of waste to landfill	Cubic metres	Not available	130	68	-62	-47.8
Resource Efficiency						
42. Office paper used per person (Secretariat and non-executive)	Reams / FTE	Not available	23.4	22.08	-1.39	-5.94
43. Estimate of cardboard recycled per person	m3 / FTE	Not available	0.23	0.22	-0.009	-3.79
44. Estimate of paper recycled per person	m3 / FTE	Not available	2.51	0.842	-1.670	-66.49
45. Estimate of mixed recycling per person	m3 / FTE	Not available	0.43	0.794	0.364	84.70
46. Estimate of organic waste per person	m3 / FTE	Not available	0.087	0.087	0	0
47. Estimate of landfill waste per person	m3 / FTE	Not available	0.899	0.469	-0.430	-47.801
Greenhouse Gas Emissions						
48. Greenhouse gas emissions from electricity	Tonnes CO2-e	1137	1075	957	-118	-11
49. Greenhouse gas emissions from gas	Tonnes CO2-e	112	121	104	-17	-16.3
50. Office greenhouse gas emissions (electricity + gas)	Tonnes CO2-e	1248	1195	1060	-135	-11.3

Indicator	Unit	2007-2008 result	2008-2009 result	2009-2010 result	Variance between 2008-09 and 2009-10	Percentage variance between 2008-09 and 2009-10
51. Greenhouse gas emissions from fleet	Tonnes CO2-e	97	77	58	-19	-24.4
52. Total greenhouse gas emissions (electricity + gas + fleet)	Tonnes CO2-e	1346	1272	1118	-154	-12.1
Greenhouse Gas Intensities						
53. Total emissions per person	Tonnes CO2-e / FTE	9.04	8.29	7.36	-0.93	-11.26
54. Building energy emissions per office area	Tonnes CO2-e / m2	0.389	0.373	0.331	0.042	-12.7
55. Building energy emissions per area of office space and frequently used spaces	Tonnes CO2-e / m2	0.195	0.186	0.165	-0.021	-11.3
56. Building energy emissions per total floor space	Tonnes CO2-e / m2	0.165	0.158	0.140	-0.018	-11.3
57. Transport emissions per vehicle	Tonnes CO2-e / vehicle	7.47	3.34	4.46	1.12	33.6
58. Total emissions per person	Tonnes CO2-e / FTE	9.74	8.83	7.76	-1.06	-12.06
Greenhouse Gas Emissions by Scope						
59. Direct emissions (scope 1)	Tonnes CO2-e	209	198	162	-36	-18.0
60. Indirect emissions (scope 2)	Tonnes CO2-e	1137	1075	957	-118	-11.0

Indicator	Unit	2007-2008 result	2008-2009 result	2009-2010 result	Variance between 2008-09 and 2009-10	Percentage variance between 2008-09 and 2009-10
61. Other indirect emissions (scope 3)	Tonnes CO2-e	Not available	Not available	Not available	Not available	Not available
62. Total emissions	Tonnes CO2-e	1346	1272	1118	-154	-12.1

*2 In preparing the 2009-10 annual report, the Secretariat found that figures reported in last year's annual report for office, non-office and total area floor space were quantified in a way which did not accurately reflect the manner in which the building space is utilised. There is an inherent difficulty in using floor space figures to calculate water, energy or emissions intensities in that the Assembly building is unlike more traditional public or private sector office spaces and has large 'non-office areas' which require substantial quantities of energy to operate. Included in table 18, intensities have been calculated using two different 'office space' figures. The first figure (indicator number 3) only includes standard office floor space of the type used for day-to-day activities by MLAs, their staff and Secretariat staff. The second figure (indicator number 5) includes the standard office floor space + frequently used rooms such as the chamber, committee rooms, party rooms and the exhibition and reception rooms. The second figure is, in some respects, the more accurate for calculating intensities for water, energy and greenhouse gas emissions as it takes into account a considerable amount of space in the building which requires heating, air conditioning and lighting for significant parts of the year.

Notes to table 18

Note on building occupancy

2009-10 figure includes two media personnel and the legal advisor to the Scrutiny of Bills Committee (indicator 1)

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) (indicators 1 and 2)

Per person figures use 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)

Building floor space figures are separated into four categories: office floor space; non-office floor space c) office space + frequently used rooms (chamber, reception rooms etc); and total floor space (indicators 3-6)

Intensity of transport emissions is measured per vehicle rather than per person (the fleet services a small subset of building occupants and the number of people using each vehicle cannot be accurately measured).

The higher number of vehicles in 2008-09 reflects the churn of vehicles leases that occurred during this period rather than an increase in the total number of vehicles administered by the Secretariat at any one time (indicator 21)

Notes on conversions

Fuel usage has been converted from L to MJ to allow comparison with electricity and gas (Conversion rates used are 34.2 for unleaded, 38.4 for diesel (indicators 22, 23, 27, 28)

Energy used by different fuel types has been summed to obtain total megajoules used for transport (indicator 28)

Emissions values are taken directly from electricity, gas and fleet invoices (according to conversions calculated by suppliers) as CO₂ coefficients can change depending on the method of generation or production (indicators 48-52)

Electricity has been converted from kWh to MJ to allow comparison with gas usage (1kWh = 3.6 MJ) (indicator 7)

Note on renewable energy

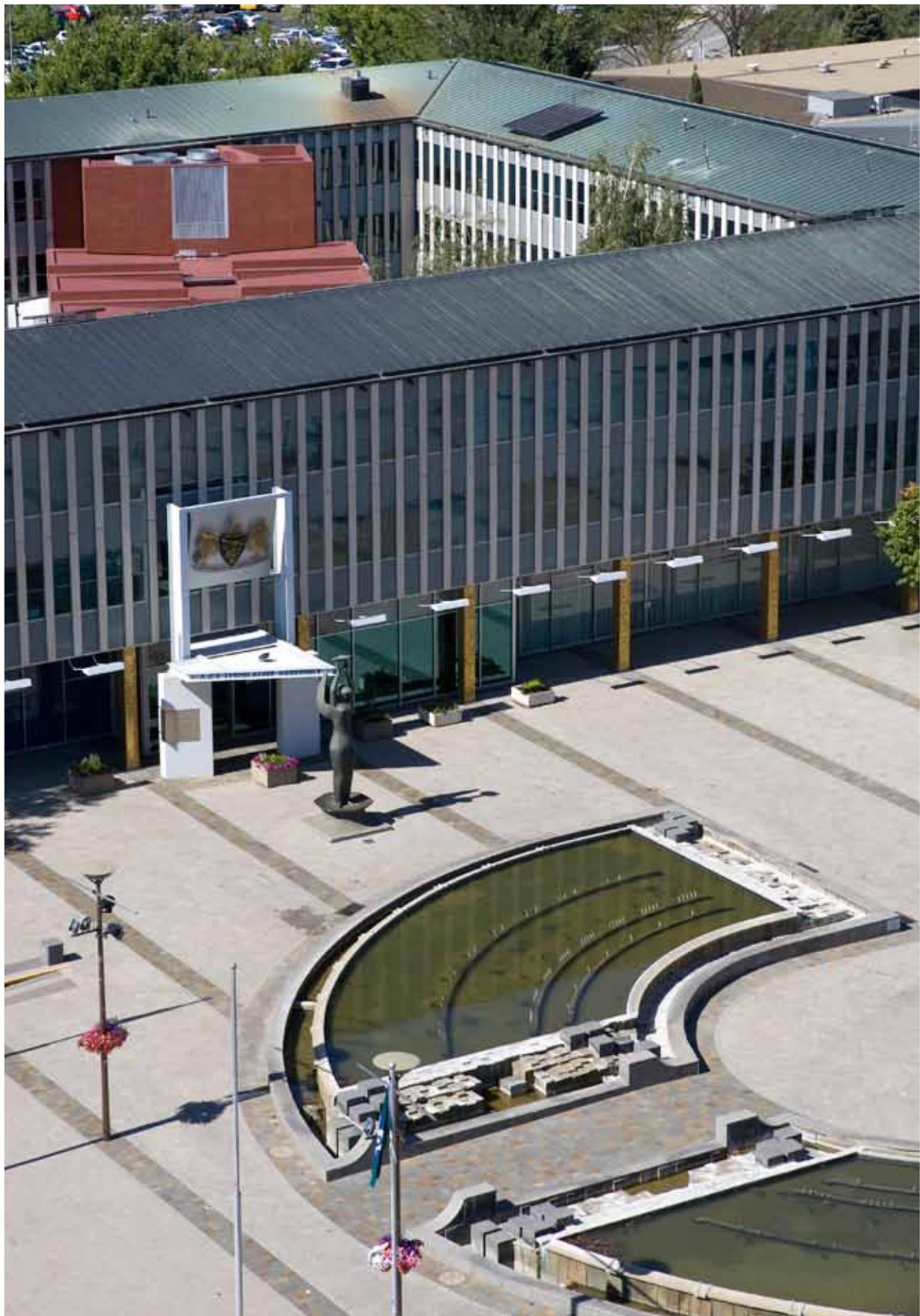
ACTEWAGL's billing in 2007-08 and part of 2008-09 did not disaggregate its 'Green Power' product from its EDL landfill gas product

Notes on scopes

Scope 1 emissions are taken to be direct emissions produced by fleet and natural gas (indicator 59)

Scope 2 emissions are taken to be indirect emissions from electricity off the grid (indicator 60)

Scope 3 emissions are taken to be indirect emissions from air travel - whole of life cycle, opportunity cost, etc (indicator 61)





APPENDICES

APPENDIX 1 – SITTING DAYS STATISTICS

Financial year	No. of sitting days	Number of hours*	Average hours per day*	Sittings after 10pm	Average time of rising Tues	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	<i>Average time of rising</i> 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	7.11 pm	
2000-01	37	306	8	9	6.46 pm	
2001-02	34	275	9	4	6.22 pm	
2002-03	40	346	9	10	7.08 pm	
2003-04	43	414	10	16	8.08 pm	
2004-05	36	290	8	5	6.38 pm	
2005-06	41	312	8	2	6.04 pm	
2006-07	38	292	8	1	6:11 pm	
2007-08	40	347	9	7	7.10 pm	
2008-09	38	323	9	5	6.40 pm	
2009-10	41	350	9	2	6.32 pm	

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 [closed up]
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
2009-10	38	3	10	107	-	23

APPENDIX 3 – 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
2009-2010	473	41	12

APPENDIX 4 – STATISTICS ON BILLS AND AMENDMENTS

Bills

	Executive	Private Members' Business	Total
Introduced	55	17	72
Discharged	-	1	1
Withdrawn	-	1	1
Not agreed in principle	-	3	3
Negatived	1	-	1
Passed	56	10	66
Amended	16	9	25
Still before the Assembly	10	12	22

Amendments moved

Year	Number of amendments		
	Motions	Bills	Total
Feb-June 2001	-	-	427
2001-2002	-	-	488
2002-2003	-	-	472
2003-2004	47	487	534
2004-2005	46	389	435
2005-2006	47	425	472
2006-2007	44	82	126
2007-2008	39	497	536
2008-2009	90	314	404
2009-2010	94	245	339

APPENDIX 5 – 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
2009-10	55	17	72

*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 6 – 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
2009-10	751	417	1008 [#]	34.7

* Includes supplementary questions

[#] Includes further supplementary questions per standing order 113B

APPENDIX 7 – CHAMBER SUPPORT SERVICES (PERFORMANCE STATISTICS)

Timeliness standard	2008-2009 result	1 July 2009 to December 2009	1 January 2010 to 30 June 2010
Daily Program available by 9 am each sitting day (target 100%)	89.75%	100%	100%
Procedures ready for distribution at 9.30 am each sitting (target 100%)	100%	100%	100%
<i>Notice Paper</i> published by 8 pm prior to sitting (target 100%)	88.75%	95%	70%**
Answers to QoNs provided to MLAs and Hansard within 1 working day of receipt (target 100%)	100%	100%	99%
Legislation processed and placed on Legislation Register within 7 working days of receipt from PCO (target 100%)	100%	100%	100%
Assembly chamber, committee rooms, reception and exhibition rooms prepared on time by attendants (target 100%)	100%	100%	100%
Legislation folders updated monthly (target 100%)	100%	100%	100%
Proof <i>Minutes of Proceedings</i> published within 2 hours of rising/11 am Friday (target 100%)	87.475%	95.2%**	100%
Final <i>Minutes of Proceedings</i> published with 2 weeks of conclusion of sitting week/fortnight (target 100%)	81.25%	100%	100%
Index to <i>Minutes of Proceedings</i> available online within 7 working days after final minutes published (target 100%)	100%	100%	100%
Index to <i>Papers</i> available online within 7 working days after final minutes published (target 100%)	100%	100%	100%

Timeliness standard	2008-2009 result	1 July 2009 to December 2009	1 January 2010 to 30 June 2010
Statistics for <i>Business of the Assembly</i> updated within 5 working days of final minutes published (target 100%)	91.675%	100%	100%
Pre-final <i>Bills List</i> published within 5 working days following sitting week/fortnight (target 100%)	91.675%	100%	100%
Final <i>Bills List</i> published within 2 working days following notification of Bills on Legislation Register (target 100%)	83.325%	80%	80%
<i>Summary of Bills</i> list published within 2 working days following sitting week/fortnight (target 100%)	87.5%	100%	100%

** Sittings past 8 pm

++ Clerk unavailable to check MOP 9/12/09

APPENDIX 8 – ATTENDANT, SECURITY AND FACILITIES MANAGEMENT (PERFORMANCE STATISTICS)

Timeliness standard	2008-2009 result	1 July 2009 to December 2009	1 January 2010 to 30 June 2010
Mail distributed within 1 hour of delivery (target 100%)	100%	100%	100%
Room booking requests forms forwarded to Speaker within 1 working day (target 100%)	97.75%	98%	99%
Security passes produced within 1 working day following receipt of fully completed application and photo recorded (target 100%) [#]	97%	97%	98%
Works/maintenance requests responded to within 1 working day (target 100%)	N/A	100%	100%

[#] System was updated and modified on 29 October 2009.

APPENDIX 9 – COMMITTEES – SEVENTH ASSEMBLY

Details about Legislative Assembly standing and select committees of the Seventh Assembly are provided below. In addition to the 21 reports presented, committees also tabled 10 statements pursuant to standing order 246A.

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

Standing Committee on Administration and Procedure

Membership

The Speaker (Mr Shane Rattenbury)

Ms Amanda Bresnan

Mrs Vicki Dunne

Mr John Hargreaves (appointed 10 November 2009)

Mr Jeremy Hanson (vice Vicki Dunne 20 April–5 May 2009 and 15 September 2009)

Ms Joy Burch (discharged 10 November 2009)

Secretary: Mr Tom Duncan (July 2009–January 2010) and Mr Max Kiermaier (from January 2010)

Assistant Secretary: Ms Janice Rafferty (July 2009–January 2010) and Ms Pattie Tancred (from January 2010)

Resolution of appointment

- 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.



Reports

Report 1: The Merit of Appointing a Parliamentary Budget Officer (referred 12 February 2009, tabled 20 August 2009, government response tabled 17 November 2009)

Report 2: Latimer House Principles (referred 11 December 2008, tabled 20 August 2009, government response tabled 25 March 2010)





Standing Committee on Climate Change, Environment and Water

Membership

Ms Meredith Hunter (Chair, elected 12 December 2008)

Mr John Hargreaves (Deputy Chair, elected 3 December 2009)

Mr Zed Seselja

Ms Mary Porter (Deputy Chair, elected 12 December 2008, discharged 19 November 2009)

Secretary: Dr Hanna Jaireth (July–September 2009) and Ms Margie Morrison (from September 2009)

Resolution of appointment

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.

New inquiries¹

Annual and Financial Reports 2008-2009 (referred 13 October 2009)

Ongoing inquiries

ACT Greenhouse Gas Reduction Targets (referred 11 December 2008)

Reports and statements

Report 2: ACT Greenhouse Gas Reduction Targets - Interim Report (referred 11 December 2008, tabled 15 September 2009, government response tabled 17 November 2009)

Report 3: Annual and Financial Reports 2008-2009 (referred 13 October 2009, tabled 11 February 2010)

Statement 2: Site visit to the Canberra Airport Trigeneration Facility and Blackwater Treatment Plant (18 August 2009)

¹ New inquiries refer to those established in the current reporting period. Ongoing inquiries are carried over from the previous reporting period.

Standing Committee on Education, Training and Young People

Membership

Ms Amanda Bresnan (Chair, elected 16 December 2008)

Mr Jeremy Hanson (Deputy Chair, elected 24 November 2009)

Ms Joy Burch (Deputy Chair, elected 16 December 2009, discharged 19 November 2009)

Ms Mary Porter (appointed 19 November 2009)

Secretary: Dr Sandra Lilburn

Resolution of appointment

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.

New inquiries

Annual and Financial Reports 2008-2009 (referred 13 October 2009)

Ongoing inquires

Needs of ACT students with a disability (referred 25 June 2009)

Reports

Report 2: Inquiry into school closures and reform of the ACT education system (self-referred 3 February 2009, tabled 17 September 2009, government response circulated to members 3 December 2009, tabled 9 February 2010)

Report 3: The educational achievement gap in the ACT (referred 25 June 2009, tabled 6 May 2010)

Report 4: Annual and Financial Reports 2008-2009 (referred 13 October 2009, tabled 6 May 2010)



Standing Committee on Health, Community and Social Services

Membership

Mr Steve Doszpot (Chair, elected 17 December 2008)

Ms Amanda Bresnan (Deputy Chair, elected 25 November 2009)

Ms Joy Burch (discharged 19 November 2009)

Ms Mary Porter (appointed 19 November 2009)

Secretary: Ms Grace Concannon

Resolution of appointment

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.

New inquiries

Inquiry into respite care services in the ACT (self-referred 16 December 2009)

Annual and Financial Reports 2008-2009 (referred 13 October 2009)

Reports

Report 2: Inquiry into access to primary health care services (referred 25 March 2009, tabled 23 February 2010, government response tabled 22 June 2010)

Report 3: Annual and Financial Reports 2008-2009 (referred 13 October 2009, tabled 18 March 2010)

Standing Committee on Justice and Community Safety

Membership

Mrs Vicki Dunne (Chair, elected 9 December 2008)

Mr John Hargreaves (Deputy Chair, elected 24 November 2009)

Ms Meredith Hunter

Ms Mary Porter (discharged 24 November 2009)

Secretary: Mr Derek Abbott and Dr Hanna Jaireth

Resolution of appointment

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.

New inquiries

Annual and Financial Reports 2008–2009 (referred 13 October 2009)

Inquiry into Campaign Finance Reform (referred 19 November 2009)

Ongoing inquiries

Inquiry into Freedom of Information Act 1989 (referred 2 April 2009)

Reports

Report 2: Inquiry into the Crimes (Murder) Amendment Bill 2008 (referred 10 February 2009, tabled 27 August 2009, partial government response tabled 15 September 2009)

Report 3: Inquiry into the delay in the commencement of operations at the Alexander Maconochie Centre (self-referred 21 January 2009, tabled 19 November 2009, government response tabled 9 February 2010)

Report 4: Annual and Financial Reports 2008–2009 (referred 13 October 2009, tabled 25 February 2010)





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

Membership

Secretary: Mr Max Kiermaier (July 2009–January 2010) and Ms Janice Rafferty (from January 2010)

Assistant Secretary: Ms Anne Shannon

Legal Adviser (Bills): Mr Peter Bayne

Legal Adviser (subordinate legislation): Mr Stephen Argument

Resolution of appointment

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

No. 9 (tabled 18 August 2009)

No. 10 (released 10 August 2009, tabled 18 August 2009)

No. 11 (released 24 August 2009, tabled 25 August 2009)

No. 12 (released 14 September 2009, tabled 15 September 2009)

No. 13 (released 12 October 2009, tabled 13 October 2009)

No. 14 (released 9 November 2009, tabled 10 November 2009)

No. 15 (released 16 November 2009, tabled 17 November 2009)

No. 16 (released 7 December 2009, tabled 8 December 2009)

No. 17 (released 9 December 2009, tabled 9 December 2009)

No. 18 (released 1 February 2010, tabled 9 February 2010)

No. 19 (released 22 February 2010, tabled 23 February 2010)

No. 20 (released 15 March 2010, tabled 16 March 2010)

No. 21 (released 22 March 2010, tabled 23 March 2010)

No. 22 (released 27 April 2010, tabled 4 May 2010)

No. 23 (released 15 June 2010, tabled 22 June 2010)

No. 24 (released 28 June 2010, tabled 29 June 2010)





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: Mrs Nicola Kosseck (nee Derigo)

Resolution of appointment

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.

New inquiries

Annual and Financial Reports 2008–2009 (referred 13 October 2009)

Draft Variation to the Territory Plan No. 299 – Lawson South: Introduction of a Structure Plan, a Concept Plan and Zone Changes (referred by Section 73(2) of the Planning and Development Act 2007, 11 June 2010)

Reports and statements

Report 2: Draft Variation to the Territory Plan No 288 - Lyons Estate Redevelopment and Related Changes to Residential Zones and Multi-Unit Housing Development Code (released 23 July 2009, tabled 18 August 2009, government response tabled 18 August 2009)

Report 3: Inquiry into the Crimes (Bill Posting) Amendment Bill 2008 (referred 10 February 2009, tabled 18 August 2009, government response tabled 25 August 2009)

Report 4: Inquiry into Live Community Events - Interim Report (referred 25 February 2009, tabled 10 December 2009)

Discussion paper: Inquiry into Rz3 and Rz4 Residential Redevelopment Policies in Inner North Canberra (released 4 February 2010, tabled 9 February 2010)

Report 5: Annual and Financial Reports (Planning, Public Works and Territory and Municipal Services) 2008-2009 (referred 13 October 2009, tabled 23 March 2010)

Statement 1: The Committee presented the Discussion paper: Inquiry into Rz3 and Rz4 Residential Redevelopment Policies in Inner North Canberra (9 February 2010)

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 (discharged 19 November 2009)

Mr John Hargreaves (appointed 19 November 2009)

Secretary: Ms Andréa Cullen and Mr Glenn Ryall (October 2009–March 2010)

Resolution of appointment

To:

- 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.

New inquiries

- Review of Auditor-General's Report No. 1 of 2009: Road Projects: Fairbairn Avenue Upgrade and Horse Park Drive (adopted as part of an inquiry into ACT Government Procurement 29 September 2009)
- Inquiry into the ACT Auditor-General Act 1996 (adopted as an inquiry 15 September 2009)
- Annual and Financial Reports 2008-2009 (referred 13 October 2009)

- Review of Auditor-General's Report No. 3 of 2008: Records Management in ACT Government Agencies (adopted as an inquiry 8 December 2009)
- Review of Auditor-General's Report No 4 of 2009: Delivery of Ambulance Services to the ACT Community (adopted as an inquiry 9 February 2010)

Ongoing inquiries

Inquiry into ACT Government Procurement (self-referred 7 May 2009)

Reports and statements

Report 4: Review of Auditor-General's Report No. 8 of 2008: 2007-08 Financial Audits (adopted as an inquiry 5 May 2009, tabled 15 September 2009, government response tabled 8 December 2009)

Report 5: Review of Auditor-General's Performance Audit Report No. 4 of 2008: Maintenance of Public Housing (adopted as an inquiry 20 August 2009, tabled 8 December 2009, government response tabled 6 May 2010)

Report 6: 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, tabled 9 February 2010, government response tabled 6 May 2010)

Report 7: Annual and Financial Reports 2008-2009 (referred 13 October 2009, tabled 25 March 2010)

Statement 5: Review of Auditor-General's Performance Audit Report No. 4 of 2008: Maintenance of Public Housing (20 August 2009)

Statement 6: Reportable contracts under section 39 of the Government Procurement Act 2001 (20 August 2009)

Statement 7: Inquire into and report on the ACT Auditor-General Act 1996 (15 September 2009)

Statement 8: Inquire into Auditor-General's Report No. 1 of 2009: Road Projects: Fairbairn Avenue Upgrade and Horse Park Drive as part of its inquiry into ACT Government Procurement (10 November 2009)

Statement 9: Reportable contracts provided to the Committee under section 39 of the Government Procurement Act (19 November 2009)

Statement 10: Review of Auditor-General's Report No. 3 of 2008: Records Management in ACT Government Agencies and no further inquiries into Auditor-General's Report No. 3 of 2009: Management of Respite Care Services (8 December 2009)



Statement 11: Review of Auditor-General's Report No 4 of 2009: Delivery of Ambulance Services to the ACT Community (9 February 2010)

Statement 12: Overdue Government submissions to Auditor-General's reports (16 March 2010)

Statement 13: Reportable contracts under section 39 of the Government Procurement Act 2001 (24 June 2010)





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

Secretaries: Dr Sandra Lilburn and Ms Erin Anderson

Resolution of appointment and terms of reference

On 1 April 2009, the Assembly resolved that:

- (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.

Report

Government Agencies (Campaign Advertising) Bill 2008 (tabled 27 August 2009, government response released on 3 December 2009 and tabled 9 December 2009)

Select Committee on Estimates 2010 – 2011

Membership

Ms Meredith Hunter (Chair, elected 17 February 2010)

Mr Zed Seselja (Deputy Chair, elected 17 February 2010)

Ms Amanda Bresnan

Mr John Hargreaves

Mr Brendan Smyth

Secretary: Dr Sandra Lilburn

Resolution of appointment and terms of reference

- (1) a Select Committee on Estimates 2010 2011 be appointed to examine the expenditure proposals contained in the Appropriation Bill 2010 2011 and any revenue estimates proposed by the Government in the 2010 2011 Budget and prepare a report to the Parliament;
- (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) funds be provided by the Parliament to permit the engagement of external expertise to work with the Committee to facilitate the analysis of the Budget and the preparation of the report of the Committee;
- (5) the Committee is to report by 22 June 2010;
- (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.



Report

Appropriation Bill 2010-11 (tabled 22 June 2010, government response tabled 29 June 2010, Speaker's response tabled 29 June 2010)

Select Committee on Privileges 2009

Membership

Ms Meredith Hunter (Chair, elected 25 June 2009)

Mr Simon Corbell

Mr Brendan Smyth

Secretary: Mr Tom Duncan

Assistant Secretary: Ms Janice Rafferty

Resolution of appointment and terms of reference

- (1) pursuant to standing order 276, 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; or
 - (b) 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 p.m. on Tuesday, 16 June 2009.

Report

Possible improper influence of a member (tabled 27 August 2009)



Select Committee on Privileges 2010

Membership

Ms Amanda Bresnan (Chair, elected 25 February 2010)

Mr Andrew Barr

Mr Alistair Coe

Secretary: Mr Derek Abbott

Resolution of appointment

That this Assembly:

- (1) pursuant to standing order 276, establish a Select Committee on Privileges 2010 to examine whether a breach of privilege or contempt of the Assembly has been committed by Mr Mark Sullivan, Managing Director of ACTEW Corporation, in relation to evidence given on matters relating to the Murrumbidgee to Googong bulk water transfer pipeline:
 - (a) at the Select Committee on Estimates 2009 2010 on 18 May 2009; or
 - (b) at the 2 December 2009 or the 18 February 2010 hearings of the Assembly's Standing Committee on Public Accounts in its inquiry into Annual Reports 2008 2009; or
 - (c) in any directly relevant evidence;
- (2) the Committee shall report back to the Assembly by Tuesday, 22 June 2010; and
- (3) the Committee shall comprise:
 - (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 p.m. this sitting day (23 February 2010)

On 6 May 2010, the resolution of the Assembly of 23 February 2010, which established a Select Committee on Privileges, be amended by the addition of a paragraph (2A) as follows:

"(2A) 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, circulation and publication;". (6 May 2010)



Report

Evidence of Mr Mark Sullivan to the Select Committee on Estimates 2009-2010
(released 11 May 2010, tabled 22 June 2010, Speaker response tabled
22 June 2010)

APPENDIX 10 – COMMITTEES (ACTIVITY STATISTICS)

Overview of Committee Statistics for 2009-2010 (Seventh Assembly)

Name of committee	Committee meetings	Public hearings	Reports presented	SO 246A statements	Statutory appointment considered (No. of appointees)
Administration and Procedures*	20	0	2	0	N/A
Climate Change, Environment and Water	21	5	2	1	13
Education, Training and Youth Affairs	38	12	3	0	27
Health, Community and Social Services	35	7	2	0	10
Justice and Community Safety	29	7	3	0	32
Justice and Community Safety (performing the duties of a Scrutiny of Bills and Subordinate legislation)*	15	N/A	16	0	N/A
Planning, Public Works and Territory and Municipal Services	38	5	5	0	14
Public Accounts	65	22	4	9	10
Select Committee on Campaign Advertisement	7	2	1	N/A	N/A

Name of committee	Committee meetings	Public hearings	Reports presented	SO 246A statements	Statutory appointment considered (No. of appointees)
Select Committee on Estimates 2010-2011	31	14	1	N/A	N/A
Select Committee on Privileges 2009	7	-	1	N/A	N/A
Select Committee on Privileges 2010	5	1	1	N/A	t



Summary of Committee Statistics 1989-2010

Financial year	Meetings	Meetings supported by Chamber Support	Total number of meetings	Public hearings	Reports	Reports produced by Chamber Support	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
2007-2008	206	36	243	59	15	17	35
2008-2009	221	31	252	61	23	13	36
2009-2010	264	47	311	74	21	20	41

Consolidated committee statistics

Consolidated statistical return (7th Assembly)	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	133	131	264
Number of private meetings	90	93	183
Number of public hearings	40	34	74
Number of site visits/study tours	2	3	5
Other kinds of meetings	1	1	2
Hours of meetings			
Hours of committee meetings [total]	173:23	212:02	385:25
Hours of private meetings	62:23	66:45	129:08
Hours of public hearings	105:45	139:58	245:43
Hours of site visits/study tours	4:15	4:34	8:49
Hours of other kinds of meetings	1:00	0:45	1:45
Inquiry outcomes			
Number of Witnesses (data only collected from 2009)	321	361	682
Number of submissions (data only collected from July 2009)	85	160	245
Number of referrals	13	4	17
Number of reports presented	10	10	21
Number of statements made under S0246A	7	3	10
Number of statutory appointments considered	47	59	106



Hours of meeting time

	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10
Public hearings	25:17	6:59	2:13	19:07	21:32	30:37	0:00	7:33	11:09	18:26	102:50	0:00
Private meeting	10:11	17:12	14:54	4:39	6:26	9:01	2:41	13:29	19:07	10:42	6:09	14:37
Inspection/ site visit	4:15	0:00	0:00	0:00	0:00	0:00	1:05	0:00	0:20	0:00	3:00	0:00
Other meeting	0:00	0:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:45	0:00

Number of referrals and ongoing inquiries

	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10
Referrals	0	1	2	6	1	3	0	1	0	1	1	1
On-going inquiries	18	18	13	13	19	18	20	22	19	15	15	13
Total on-going inquiries	18	19	15	19	20	21	20	23	19	16	16	14

INDIVIDUAL COMMITTEE STATISTICS

Standing Committee on Climate Change, Environment and Water Committee

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	14	7	21
Number of private meetings	9	6	15
Number of public hearings	4	1	5
Number of site visits/study tours	1	0	1
Other kinds of meetings	0	0	0
Hours of meetings			
Hours of committee meetings [total]	19:39	3:41	23:20
Hours of private meetings	6:10	3:01	9:11
Hours of public hearings	11:14	0:40	11:54
Hours of site visits/study tours	2:15	0:00	2:15
Hours of other kinds of meetings	0:00	0:00	0:00
Inquiry outcomes			
Number of witnesses	22	1	23
Number of submissions	5	1	6
Number of referrals	1	0	1
Number of reports presented	1	1	2
Number of statements made under S0246A	1	0	1
Number of statutory appointments considered	6	7	13

Standing Committee on Education, Training & Youth Affairs

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	23	15	38
Number of private meetings	14	11	25
Number of public hearings	8	4	12
Number of site visits/study tours	1	0	1
Other kinds of meetings	0	0	0
Hours of meetings			
Hours of committee meetings [total]	28:05	10:53	38:58
Hours of private meetings	6:20	2:34	8:54
Hours of public hearings	19:45	8:19	28:04
Hours of site visits/study tours	2:00	0:00	2:00
Hours of other kinds of meetings	0:00	0:00	0:00
Inquiry outcomes			
Number of witnesses	71	18	89
Number of submissions	9	14	23
Number of referrals	1	0	1
Number of reports presented	1	2	3
Number of statements made under SO246A	0	0	0
Number of statutory appointments considered	15	12	27

Standing Committee on Health, Community and Social Services

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	19	16	35
Number of private meetings	14	13	27
Number of public hearings	5	2	7
Number of site visits/study tours	0	1	0
Other kinds of meetings	0	0	0
Hours of meetings			
Hours of committee meetings [total]	24:25	17:34	41:59
Hours of private meetings	6:22	10:49	17:11
Hours of public hearings	18:03	5:40	23:43
Hours of site visits/study tours	0:00	1:05	1:05
Hours of other kinds of meetings	0:00	0:00	0:00
Inquiry outcomes			
Number of witnesses	61	19	80
Number of submissions	18	42	60
Number of referrals	2	0	2
Number of reports presented	0	2	2
Number of statements made under S0246A	0	0	0
Number of statutory appointments considered	1	9	10

Standing Committee on Justice and Community Safety

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	16	13	29
Number of private meetings	12	10	22
Number of public hearings	4	3	7
Number of site visits/study tours	0	0	0
Other kinds of meetings	0	0	0
Hours of meetings			
Hours of committee meetings [total]	24:32	8:25	32:57
Hours of private meetings	6:59	6:00	12:59
Hours of public hearings	17:33	2:25	19:58
Hours of site visits/study tours	0:00	0:00	0:00
Hours of other kinds of meetings	0:00	0:00	0:00
Inquiry outcomes			
Number of witnesses	50	5	55
Number of submissions	3	7	10
Number of referrals	2	0	0
Number of reports presented	2	1	3
Number of statements made under S0246A	0	0	0
Number of statutory appointments considered	14	18	32

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

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	18	20	38
Number of private meetings	14	17	31
Number of public hearings	4	1	5
Number of site visits/study tours	0	2	2
Other kinds of meetings	0	0	0
Hours of meetings			
Hours of committee meetings [total]	16:19	16:33	32:52
Hours of private meetings	7:08	9:35	16:43
Hours of public hearings	9:11	3:29	12:40
Hours of site visits/study tours	0:00	3:29	3:29
Hours of other kinds of meetings	0:00	0:00	0:00
Inquiry outcomes			
Number of witnesses	23	14	37
Number of submissions	27	85	112
Number of referrals	1	1	1
Number of reports presented	3	2	5
Number of statements made under S0246A	0	0	0
Number of statutory appointments considered	5	9	14



Standing Committee on Public Accounts

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	36	29	65
Number of private meetings	22	20	42
Number of public hearings	13	9	22
Number of site visits/study tours	0	0	0
Other kinds of meetings	1	0	1
Hours of meetings			
Hours of committee meetings [total]	49:03	34:03	83:06
Hours of private meetings	22:13	17:28	39:41
Hours of public hearings	25:50	16:35	42:25
Hours of site visits/study tours	0:00	0:00	0:00
Hours of other kinds of meetings	1:00	0:00	1:00
Inquiry outcomes			
Number of witnesses	83	35	118
Number of submissions	23	11	34
Number of referrals	6	2	8
Number of reports presented	2	0	2
Number of statements made under SO246A	6	3	9
Number of statutory appointments considered	6	4	10

Select Committee on Campaign Advertising

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	7	N/A	7
Number of private meetings	5	N/A	5
Number of public hearings	2	N/A	2
Number of site visits/study tours	0	N/A	0
Other kinds of meetings	0	N/A	0
Hours of meetings			
Hours of committee meetings [total]	11:20	N/A	11:20
Hours of private meetings	7:11	N/A	7:11
Hours of public hearings	4:09	N/A	4:09
Hours of site visits/study tours	0:00	N/A	0:00
Hours of other kinds of meetings	0:00	N/A	0:00
Inquiry outcomes			
Number of witnesses	11	N/A	11
Number of submissions	0	N/A	0
Number of referrals	0	N/A	0
Number of reports presented	1	N/A	1
Number of statements made under S0246A	0	N/A	0
Number of statutory appointments considered	0	N/A	0



Select Committee on Estimates 2010-11

	1st half-year	2nd half-year	Total
Type of meetings - activity			
Total number of meetings	N/A	31	31
Number of private meetings	N/A	16	16
Number of public hearings	N/A	14	14
Number of site visits/study tours	N/A	0	0
Other kinds of meetings	N/A	1	1
Hours of meetings			
Hours of committee meetings [total]	N/A	120:53	120:53
Hours of private meetings	N/A	17:18	17:18
Hours of public hearings	N/A	102:50	102:50
Hours of site visits/study tours	N/A	0:00	0:00
Hours of other kinds of meetings	N/A	0:45	0:45
Inquiry outcomes			
Number of witnesses	N/A	269	269
Number of submissions	N/A	N/A	N/A
Number of referrals	N/A	1	1
Number of reports presented	N/A	1	1
Number of statements made under S0246A	N/A	N/A	N/A
Number of statutory appointments considered	N/A	N/A	N/A

APPENDIX 11 – RECEPTION AND EXHIBITION ROOM STATISTICS (BOOKINGS)

Reception room bookings	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1998	8	10	12	9	4	11	12	11	16	16	14	12	135
1999	3	11	11	3	4	10	7	5	7	6	20	18	105
2000	2	13	15	9	20	19	14	18	13	17	17	13	170
2001	6	10	18	6	17	9	16	12	20	13	13	20	160
2002	1	9	20	15	16	16	11	12	17	20	22	19	178
2003	3	11	22	10	25	15	12	20	23	24	24	19	208
2004	5	16	21	14	26	21	18	35	22	24	22	20	244
2005	2	18	21	19	29	34	20	27	28	33	33	21	285
2006	3	13	30	26	20	23	17	22	25	27	20	22	248
2007	3	14	32	9	17	24	13	20	24	17	20	14	207
2008	18	17	19	21	27	25	14	22	31	21	22	20	256
2009	4	15	20	17	26	17	15	17	12	13	21	14	191
2010	7	18	25	10	22	21	11						
Exhibition room bookings													
1998	3	1	4	2	0	1	2	1	2	5	3	4	28
1999	0	2	5	2	2	0	0	0	2	0	6	6	25
2000	1	5	4	2	4	4	4	2	3	7	5	3	44
2001	0	3	9	3	2	0	1	4	6	4	5	7	44
2002	0	0	5	6	9	4	2	6	7	6	5	8	58
2003	0	6	7	6	5	8	4	3	2	6	4	6	57
2004	1	4	2	4	6	7	6	5	7	4	2	2	50
2005	0	4	7	2	10	13	7	9	6	13	7	5	83
2006	2	8	3	6	17	8	5	4	6	3	2	9	65

Reception room bookings	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2007	1	1	4	2	4	6	18	9	7	19	6	4	81
2008	2	3	2	8	18	7	14	14	19	12	6	10	115
2009	0	9	6	8	18	8	12	3	16	3	8	4	95
2010	7	16	22	12	19	17	1						
Total bookings reception and exhibition room by Year													
1998	11	11	16	11	4	12	14	12	18	21	17	16	163
1999	3	13	16	5	6	10	7	5	9	6	26	24	130
2000	3	18	19	11	24	23	18	20	16	24	22	16	214
2001	6	13	27	9	19	9	17	16	26	17	18	27	204
2002	1	9	25	21	25	20	13	18	24	26	27	27	236
2003	3	17	29	16	30	23	16	26	25	30	28	25	268
2004	6	20	23	14	32	28	24	40	29	28	24	22	291
2005	2	22	28	21	39	47	27	36	34	46	40	26	368
2006	5	21	33	32	43	31	22	26	31	30	22	31	327
2007	4	15	36	11	21	30	31	29	31	36	26	18	288
2008	20	20	21	29	45	32	28	36	50	33	28	30	371
2009	4	24	26	25	44	25	27	20	28	16	29	22	290
2010	14	34	47	22	41	38	12						

APPENDIX 12 – HANSARD AND TRANSCRIPTION (PERFORMANCE STATISTICS)

	2007-08 Average per quarter	2008-09 Average per quarter	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Year average per quarter
Assembly Hansard timeliness							
Question time transcript emailed to members by 6.30 pm (target 95%)	100%	100%	100%	100%	89%	100%	97.25%
Question time transcript published on Assembly web site by 7 pm (target 95%)	100%	100%	100%	100%	89%	100%	97.25%
Uncorrected proof transcript emailed to members by 10.30 pm on day of sitting (assuming adjournment by 7 pm) (target 95%)	97%	88%	78%	92%	100%	100%	92.5%
Proof <i>Daily Hansard</i> published 4 working days after day of sitting (assuming adjournment by 7 pm) (target 95%)	100%	100%	100%	100%	100%	100%	100%
Official Weekly Hansard (electronic & hardcopy)							
Electronic Weekly Hansard published 10 working days after last sitting day of the sitting week (target 95%)	98%	100%	100%	100%	100%	100%	100%

	2007-08 Average per quarter	2008-09 Average per quarter	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Year average per quarter
Hard copy Weekly Hansard published 20 working days after last sitting day of the sitting week (target 95%)	100%	96%	100%	50%	100%	100%	87.5%
Hansard audio replay of question time*							
HARS to be available for replay on Assembly website within 45 minutes of question time finishing.	100%	100%	67%	100%	n/a	n/a	83.5%
Daily on Demand							
DOD to be available for replay on Assembly website by the following times: Morning sessions: by 1pm Question time: 45 minutes after the end of QT Afternoon and evening sessions: the next morning (target 95%)	n/a	n/a	n/a	78%	100%	100%	92.6%
Committee Hansard timeliness							
Uncorrected proof transcripts of:							
Reference & annual report hearings delivered to committee 3 working days after day of meeting (target 95%)	100%	100%	100%	100%	100%	100%	100%

	2007-08 Average per quarter	2008-09 Average per quarter	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Year average per quarter
Estimates hearings delivered to committee next working day (target 95%)	100%	100%	n/a	n/a	n/a	100%	100%
Final transcripts:							
Published 20 working days after day of hearing (target 95%)	90%	100%	100%	100%	100%	100%	100%
Hansard accuracy							
Number of significant errors reported by clients per 100 pages of proof Daily Hansard	0.05 of an error per 100 pages	0.16	Nil	Nil	0.12 of an error per 100 pages	Nil	0.03
Number of significant errors reported by clients per 100 pages of proof committee transcripts produced	0.79 of an error per 100 pages	0.48	2.14 of an error per 100 pages	0.26 of an error per 100 pages	2.08 of an error per 100 pages	0.45 of an error per 100 pages	1.23 of an error per 100 pages

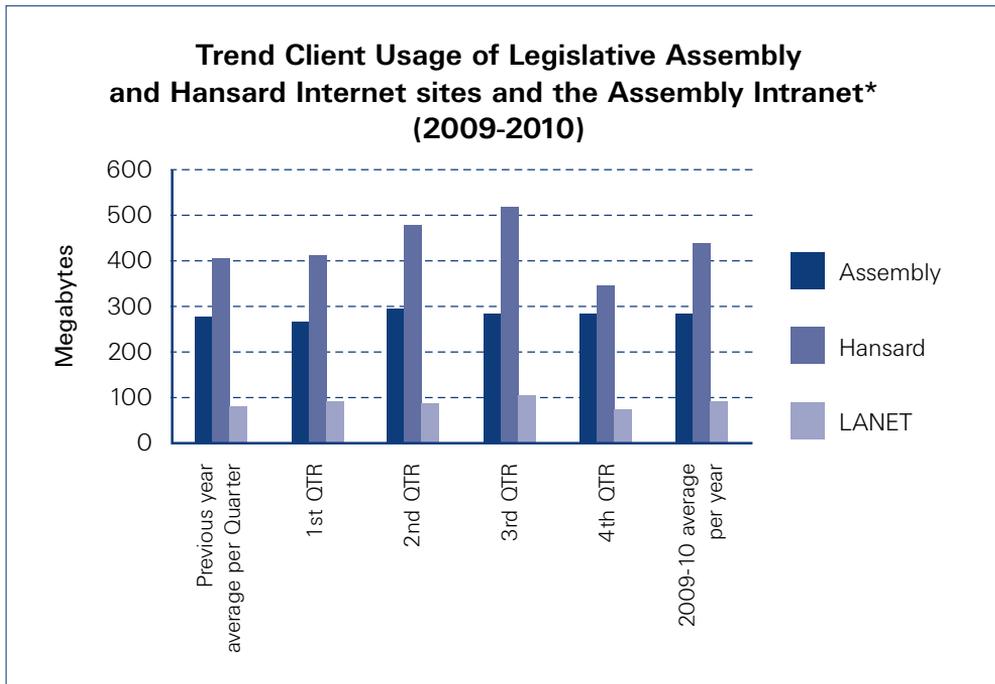
* DOD replays replaced HARS from 10. 11.09.

APPENDIX 13 – IT, BROADCASTING AND COMMUNICATIONS (ACTIVITY STATISTICS)

	2007-08 Average per quarter	2008-09 Average per quarter	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Year average per quarter
Internet & intranet-related activity							
Internet							
Trend client usage of LA internet site*	185MB	273MB	263MB	293MB	282MB	278MB	279MB
http://www.parliament.act.gov.au							
Hansard trend client usage of LA Hansard site*	334MB	405MB	411MB	478MB	516MB	342MB	437MB
http://www.hansard.act.gov.au							
Intranet							
Trend client usage of the LA intranet site*	78MB	77MB	92MB	87MB	99MB	72MB	87.5MB
http://ladotnet							
*measured in megabyte file sizes taken from web logs							
(see also chart below)							
Webstreaming							

	2007-08 Average per quarter	2008-09 Average per quarter	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Year average per quarter
Number of visits to webstreaming page:							
Within ACTGOV	490	531	433	675	576	764	612
Outside ACTGOV	356	451	386	490	487	634	499
(see also chart below)							
Daily on Demand (DOD)							
Number of visits to DoD page (See also chart on following page)			n/a	n/a	1451	778	1115

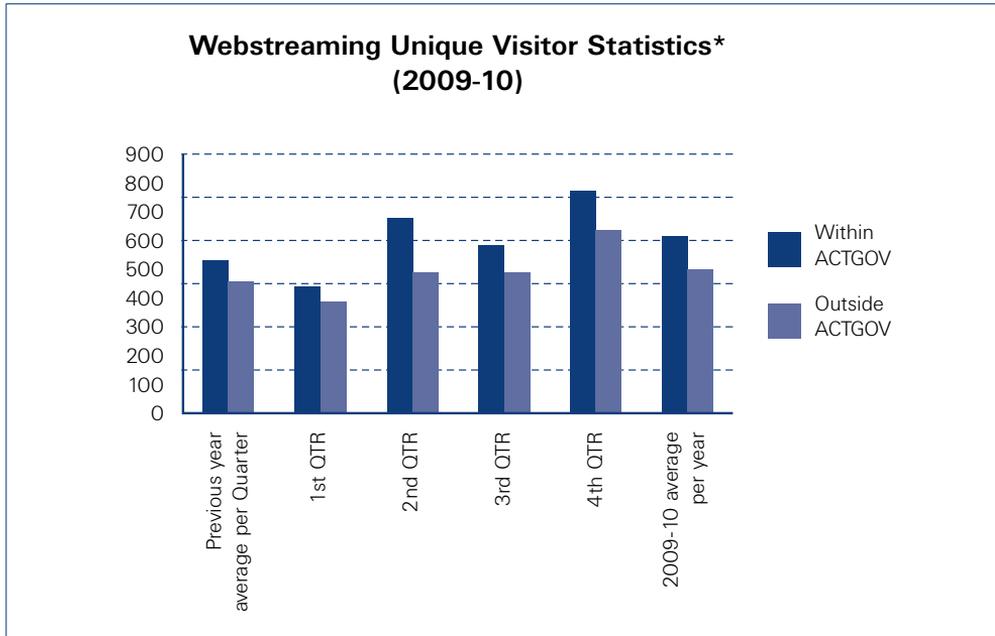
Hansard and intranet sites



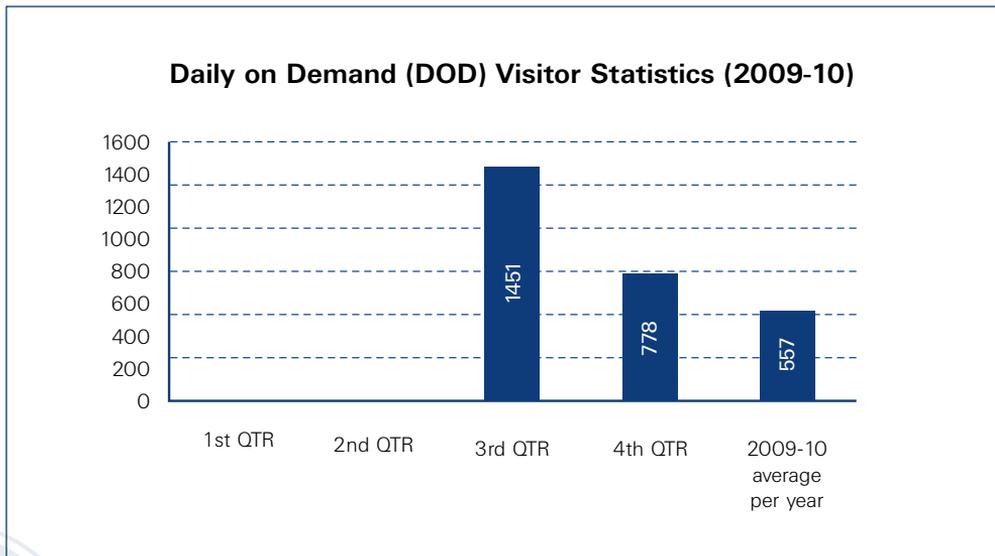
*NOTE: For performance measurement purposes, the Hansard and Communications Office maintains trend statistics relating to client use of three Legislative Assembly websites: the Assembly's website <http://www.parliament.act.gov.au>, the Hansard site <http://www.hansard.act.gov.au> and the Assembly's Intranet site <http://ladotnet>.

These statistics indicate the trend over time in client use of the websites. Due to the widely varying and complex ways that website 'hits' are recorded (page hits, file uploads, unique visitors, reloads, et cetera), they do not purport to provide an accurate measure of individual client use of the sites. The figures are based on file sizes—expressed in megabytes—taken from the web logs. The more client use, the bigger the file sizes will be.

Website and Daily on Demand



* 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 14 - LIBRARY AND REFERRAL SERVICES (PERFORMANCE AND ACTIVITY STATISTICS)

	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Full year	Year average per quarter
Library activities						
Opening hours:						
Monday - Friday 8.30 to 5.00 (non-sitting weeks)	✓	✓	✓	✓	✓	✓
Mondays, Tuesdays and Wednesdays 8.30 to 6.00 (in sitting weeks*)	✓	✓	✓	✓	✓	✓
* (On Mondays, Tuesdays and Wednesdays in sitting weeks the Library will remain open between 5 and 6 pm for use by members and Assembly staff)	✓	✓	✓	✓	✓	✓
Ease of locating resources:						
No. of publications catalogued or indexed	n/a	n/a	129	192	321	161
Percentage of publications catalogued or indexed within 6 weeks of receipt (Cataloguing includes original and copy cataloguing) (target 100%)	n/a	n/a	100%	100%	100%	100%
No. of journals received from publishers	n/a	n/a	166	139	305	153

	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Full year	Year average per quarter
Percentage of journals on shelves within 5 working days of receipt of latest edition (target 100%)	n/a	n/a	100%	100%	100%	100%
Interlibrary loans:						
No. of interlibrary loans requested	50	44	51	36	181	45
Percentage of interlibrary loan requests processed within one working day (target 95%)	n/a	n/a	100%	100%	100%	100%
Percentage of interlibrary loans notified to borrower within one working day of receipt of item (target 95%)	n/a	n/a	100%	100%	100%	100%
Reference and information service						
No. of requests for information received from:						
Assembly clients	304	248	215	255	1022	256
ACT public sector clients	156	187	92	83	518	130
Simple inquiry: percentage resolved within one hour (Target 90%)	94%	97%	95%	95%		95.25%
Complex inquiry: percentage resolved within five working days of notification (Target 70%)	68%	75%	100%	91%		83.5%

	1st quarter 2009-10	2nd quarter 2009-10	3rd quarter 2009-10	4th quarter 2009-10	Full year	Year average per quarter
Percentage of users satisfied with quality of information provided (target 90%)	n/a	n/a	n/a	n/a	100%	n/a
Current awareness service—quantity:						
No. of media items delivered to clients:						
Assembly clients	6142	5373	5212	5435	22162	5541
ACT Government clients	6152	4160	4148	4831	19291	4823
Items from selected online media websites uploaded to intranet by 12 noon daily, MonFri (target 100%)	100%	100%	98%	98%		99%
Percentage of table of contents of selected journals delivered to clients within three working days of receipt of latest edition (target 100%)	n/a	n/a	100%	100%		100%
Other services:						
Australian Standards						
Percentage of Australian Standards delivered to clients within one working day (target 95%)	n/a	n/a	100%	99%		99.5%



APPENDIX 15 – 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 16 – OFFICE HOLDERS OF THE SEVENTH ASSEMBLY

SPEAKER

Mr Shane Rattenbury

DEPUTY SPEAKER

Ms Mary Porter

ASSISTANT SPEAKERS

Ms Joy Burch (to 12 November 2009)

Mrs Vicki Dunne

Mr John Hargreaves (from 12 November 2009)

Ms Caroline Le Couteur

APPENDIX 17 – MINISTRIES OF THE SEVENTH ASSEMBLY

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

Tenth Stanhope Ministry (1 November 2009)

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
Andrew Barr	Minister for Education and Training
	Minister for Children and Young People
	Minister for Planning

	Minister for Tourism, Sport and Recreation
Joy Burch	Minister for Disability and Housing
	Minister for Ageing
	Minister for Multicultural Affairs
	Minister for Industrial Relations
	Minister for Corrections

Eleventh Stanhope Ministry (10 November 2009)

Jon Stanhope	Chief Minister
	Minister for Transport
	Minister for Territory and Municipal Services
	Minister for Business and Economic Development
	Minister for Aboriginal and Torres Strait Islander Affairs
	Minister for the Arts and Heritage
Katy Gallagher	Deputy Chief Minister
	Treasurer
	Minister for Health
	Minister for Industrial Relations
Simon Corbell	Attorney-General
	Minister for the Environment, Climate Change and Water
	Minister for Energy
	Minister for Police and Emergency Services
Andrew Barr	Minister for Education and Training

	Minister for Planning
	Minister for Tourism, Sport and Recreation
	Minister for Gaming and Racing
Joy Burch	Minister for Disability, Housing and Community Services
	Minister for Ageing
	Minister for Multicultural Affairs
	Minister for Women

Twelfth Stanhope Ministry (1 December 2009)

Jon Stanhope	Chief Minister
	Minister for Transport
	Minister for Territory and Municipal Services
	Minister for Business and Economic Development
	Minister for Land and Property Services
	Minister for Aboriginal and Torres Strait Islander Affairs
	Minister for the Arts and Heritage
Katy Gallagher	Deputy Chief Minister
	Treasurer
	Minister for Health
	Minister for Industrial Relations
Simon Corbell	Attorney-General
	Minister for the Environment, Climate Change and Water
	Minister for Energy
	Minister for Police and Emergency Services

Andrew Barr	Minister for Education and Training
	Minister for Planning
	Minister for Tourism, Sport and Recreation
	Minister for Gaming and Racing
Joy Burch	Minister for Disability, Housing and Community Services
	Minister for Children and Young People
	Minister for Ageing
	Minister for Multicultural Affairs
	Minister for Women



APPENDIX 18 – REMUNERATION OF MLAS

ACT Remuneration Tribunal determination No 3 of 2009, which was effective from 1 July 2009, provided that the basic rate of salary for all members of the Legislative Assembly shall be \$ 114,354 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	\$125,789
Deputy Chief Minister	\$91,483
Minister	\$80,048
Leader of the Opposition	\$80,048
Presiding Officer	\$62,895
Deputy Leader of the Opposition	\$51,459
Deputy Presiding Officer	\$17,153
Government Whip	\$11,435
Presiding Member of a committee which is concerned with public affairs rather than domestic affairs of the Legislative Assembly.	\$11,435
Opposition Whip	\$11,435

APPENDIX 19 – VISITS BY MEMBERS AND PARLIAMENTARY OFFICERS FROM OTHER LEGISLATURES, DELEGATIONS AND OTHER VISITS

For the period 1 July 2009—30 June 2010

Date	Name	Place of Origin
11 August 2009	Australian Political Exchange Council—eight member delegation (including members of Parliament and officials)	New Zealand
9 September 2009	Rt Hon Joan Ryan MP (Delegation Leader), Baroness Harris of Richmond, Mr Paul Keetch MP, Mrs Jacqui Lait MP, Mrs Christine McCafferty MP, Rt Hon Lord McNally, Mr Paul Jackson (Delegation Secretary)—Commonwealth Parliamentary Association	United Kingdom
20 October 2009	Rotary International Group Study Exchange—Five member delegation	China
22 October 2009	Study visit—Secretariat of Rajya Sabha—six member delegation	India
28 October 2009	Professional Skills Development Course for Parliamentarians—Centre for Democratic Institutions	Cook Islands, Kiribati, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu
15-16 February 2010	Study visit—Auditor-General, Accountant General and three members of the Public Accounts Committee	Kiribati
6 May 2010	Beijing Municipal Committee of the Chinese People’s Political Consultative Conference—six member parliamentary delegation	China
23 June 2010	Australian Political Exchange Council—Twenty-seventh delegation from the United States of America—nine member delegation	United States of America



APPENDIX 20 – LAMS ACT STATISTICS

Number of staff employment agreements processed

Year	Number of LAMS contracts	Number 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
2007-2008	102	12	8.5
2008-2009 (pre-election)	16	12	1.33
2008-2009 (post-election)	98	12	8.17
2008-2009 total	114	12	9.5
2009-2010	71	12	5.91

Number of non-executive MLAs staff employed at each classification at 30 June 2010

Classification	Number of staff	Full-time equivalent
Senior Adviser Level 2	3	3
Senior Adviser Level 1	8	7.8
Adviser Level 2	21	18.5
Adviser Level 1 (Upper)	5	4.5
Adviser Level 1 (Lower)	8	4
TOTAL	45	37.8





APPENDIX 21 – ACTIVITY OF THE ASSEMBLY BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION

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;
- Australian Region representative on the Australian Commonwealth Women’s Group Steering Committee.

Correspondence from the CPA headquarters and the Australian Region are regularly circulated to members, and the issues raised included:

- twinning arrangements with the parliament of Kiribati;
- proposed agenda items for future conferences; and
- Restructure of the CPA;

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

- 29th Small Countries Conference and the 55th General Conference in Arusha, Tanzania, 25 September to 5 October 2009; and
- 18th Commonwealth Parliamentary Association Australian and Pacific Regional Seminar – Wellington, New Zealand, 2 to 6 November 2009.

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 2000-10 has been as follows:

- 29th Small Countries Conference and the 55th General Conference in Arusha, Tanzania, 25 September to 5 October 2009; (Mrs Dunne) \$6894;
- 18th Australian and Pacific Regional Seminar – Wellington, New Zealand, 2 to 6 November 2009 (Ms Bresnan) \$1407;

In addition, the Association membership subscription for the Branch for the year was \$12,894.

APPENDIX 22 – EDUCATION PROGRAM (ACTIVITY STATISTICS)

	Number of participants 2007-2008	Number of participants 2008-2009	Number of participants 2009-2010
Community groups	83	121	286
Speakers citizenship evening	160	62	55
Public service Seminar/Tour (includes teacher PD)	234	216	152
Seminars & conventions	66	55	73
Work experience/Internship	13	7	11
School students (from individual school visits)	1011	850	775
School students (School Debates)	117	230	225
School students (constitutional convention)	34	60	72
Youth parliament	0	22	0
Total	1718	1623	1649



APPENDIX 23 – FINANCIAL STATEMENTS AND MANAGEMENT DISCUSSION AND ANALYSIS

Management discussion and analysis for the Legislative Assembly Secretariat for the year ended 30 June 2010

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* that is responsible for providing a range of business and procedural advice and support services to the Legislative Assembly.

During the 2009-10 reporting period, the Secretariat developed its 2009-2014 Strategic Plan, replacing the earlier plan for the period 2004-2009. The 2009-14 Strategic Plan identified that the primary purpose of the Secretariat was: "*To assist the Legislative Assembly in fulfilling its responsibilities to the people of the ACT by providing high-quality services, support and advice*". It identified a series of priorities to be addressed over the next five years and these were grouped under the following five goals:

1. To improve services to the Assembly and its committees;
2. To enhance accountability and governance arrangements;
3. To build more effective mechanisms for public engagement;
4. To work towards an environmentally sustainable Assembly; and
5. To maintain a highly skilled, satisfied and committed workforce.



Changes in administrative structure

Following an agreement between the Speaker and the Executive, responsibility for the Assembly and Government Library transferred from the Department of Territory and Municipal Services to the Assembly Secretariat from 1 July, 2009. The Library provides reference services for members and Assembly staff, as well as ACT Government staff. The transfer mainly involved the transfer of five employees and a library collection. The agreement to the transfer was reached after finalisation of the 2009-10 Budget and, accordingly, was not reflected in the 2009-10 Budget Papers.

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 24 and 49 to the Secretariat's 2009-10 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.

Information provided

The following financial information is based on audited financial reports for 2008-09 and 2009-10 and the forward estimates contained in Budget Paper Number 4 for 2010-11:

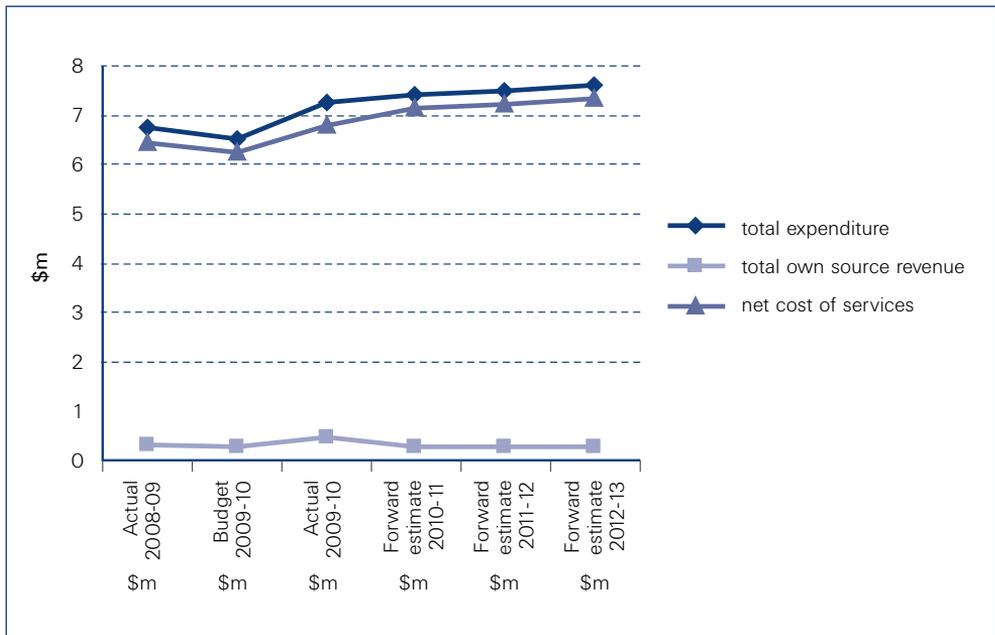


Financial performance

Net cost of services

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

	Actual 2008-09 \$m	Budget 2009-10 \$m	Actual 2009-10 \$m	Forward estimate 2010-11 \$m	Forward estimate 2011-12 \$m	Forward estimate 2012-13 \$m
total expenditure	6.755	6.514	7.258	7.425	7.484	7.598
total own source revenue	0.312	0.275	0.465	0.265	0.265	0.265
Net cost of services	6.443	6.239	6.793	7.16	7.219	7.333



Comparison to 2009-10 Budget and 2008-09 actual net cost of services

The Secretariat's net cost of services for 2009-10 of \$6.793m was \$0.554m higher than the 2009-10 Original Budget and \$0.350m higher than the equivalent cost in 2008-09. The increases predominantly stemmed from an agreement between the Speaker and the Executive, transferring the responsibility for the Assembly and Government Library from the Department of Territory and Municipal Services to the Assembly Secretariat from 1 July, 2009 (involving a transfer of \$0.499m, five employees and a library collection).

The agreement to transfer the Library was reached after finalisation of the 2009-10 Budget and, accordingly, was not reflected in the 2009-10 Budget Papers.

Although the additional cost associated with the transfer of the library was approximately \$0.500m, the net cost of services was only \$0.350m higher than in the 2008-09 reporting period and this was mainly due to the inclusion in the 2008-09 actual cost of some additional one-off expenditures associated with a change in accounting policy for leave liabilities (with an associated one-off expense) and costs associated with addressing safety and security measures within the Assembly Building.

Future trends

The Secretariat's net cost of services is projected to grow in line with normal indexation parameters.

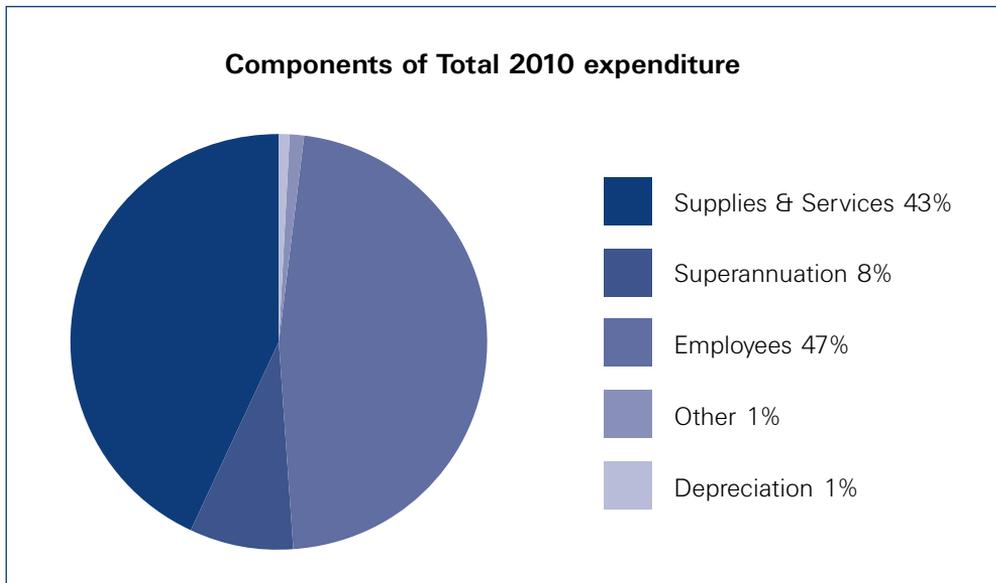
Total expenditure

The Secretariat's total actual and budgeted expenditure for 2009-10, and the total actual expenditure for 2008-09, are broken down in the following table:

Expenditure Type	Actual 2009-10 \$m	Budget 2009-10 \$m	Actual 2008-09 \$m
Employees	3.509	3.094	3.185
Superannuation	0.563	0.480	0.472
Supplies and Services	3.092	2.884	3.031
Depreciation	0.057	0.056	0.062
Other	0.037	0	0.005
TOTAL	7.258	6.514	6.755

Components of expenditure

The components of the Secretariat's 2009-10 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 \$4.072m, or 55%, of the Secretariat's total expenditure. Supplies and Services expenses was the other significant component, representing 43% of total expenditure.

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

- information technology (\$0.665m, or 22%); and
- building management (\$0.630m, 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 \$7.258m in 2009-10 was \$0.744m higher than the budgeted expenditure.

The main causes of the higher than budgeted expenditure include:

- the transfer of the Assembly and Government Library (\$0.499m) and the related employee expenses and supplies and services expenses;
- the increase of \$0.157m in the cost of resources provided to the Secretariat free of charge. This cost predominantly covers the expense incurred by the Parliamentary Counsel's Office that is attributed to the drafting of bills for non-Executive Members. This cost has increased since the 6th Assembly and management expects that it will continue at this higher level. In this regard, details of the 2009-10 expense were not identified until after the finalisation of the 2010-11 budget papers and, accordingly, those budget papers only make provision of this cost of \$0.209m; and
- the accrual of the expense associated with the ACT Government's offer to staff of a sign-on bonus in connection with the Enterprise Agreement being negotiated.

Comparison to 2008-09 actual expenditure

The Secretariat's total expenditure of \$7.258m in 2009-10 was \$0.503m higher than the equivalent expenditure in 2008-09.

The transfer of the library and the increased cost of resources provided free of charge (discussed above) were the main factors for this increase. A third factor that accounts for the difference in the year to year comparative costs is that the 2008-09 expenditure included some additional one-off expenditures associated with a change in accounting policy for leave liabilities and costs associated with addressing safety and security measures within the Assembly Building.

Future trends

The Secretariat's total expenditure is budgeted to increase in line with normal indexation parameters over the next three years.

Total own source revenue

The following table shows a break down of the Secretariat's Own Source Revenue for 2009-10 (both budgeted and actual) as well as the actual 2008-09 amounts. The table also shows the proportion that each individual amount represented of total own source revenue:

Expenditure Type	Actual 2009 -10 \$m	Proportion of Total 2009-10 Own Source Revenue	Budget 2009-10 \$m	Actual 2008-09 \$m
Resources Received Free of Charge	0.366	78.7%	0.209	0.253
Interest	0.012	2.6%	0.026	0.023
Other Revenue	0.085	18.3%	0.040	0.034
Other Gains	0.002	0.4%	0	0.002
Total	0.465	100%	0.275	0.312

Comparison to budget

The Secretariat's Own Source Revenue for 2009-10 (\$0.465m) exceeded the budgeted amount by \$0.190m.

This increase was mainly due to:-

- an increase in the amount of legal services (\$0.157m) 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). Factors that influence the provision of these services, and the costs associated with them, are discussed in the Total Expenditure section of this management discussion and analysis; and
- the inclusion of income received for attendees of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) conference hosted by the Secretariat in January 2010 (\$0.035m). This conference is generally held annually and Australian Parliaments generally take turns to host the conference.

Comparison to 2008-09 actual own source revenue

The Secretariat's Own Source Revenue increased by \$0.153m from \$0.312m in 2008-09.

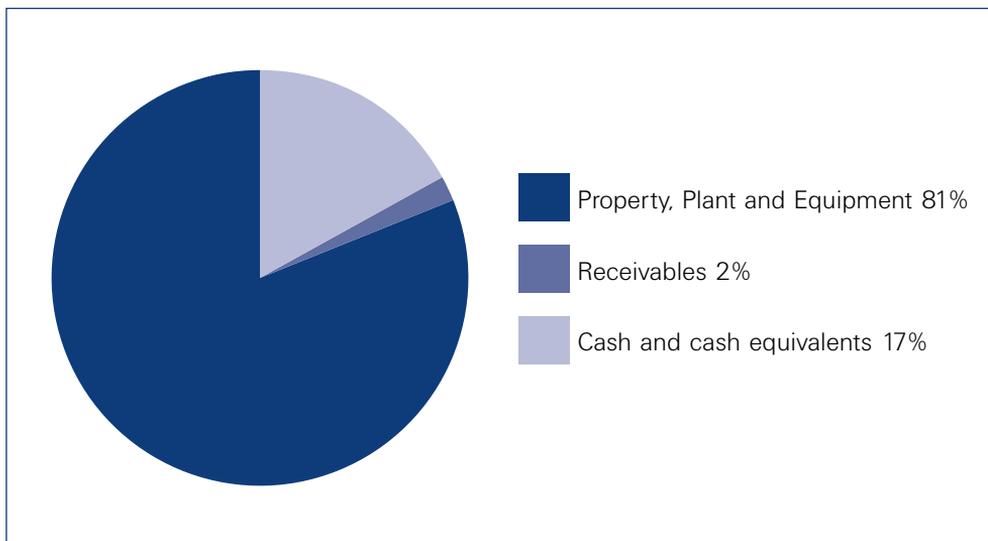
The increase is mainly attributable to the factors discussed above except that the increase from 2008-09 of resources received free of charge was only \$0.113m.

Financial Position

Total assets

The value of the Secretariat’s Total Assets at 30 June 2010 was \$1.508m 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	0.258
▪ Receivables	0.028
Non-current	
▪ Property, Plant and Equipment	1.222
TOTAL	1.508

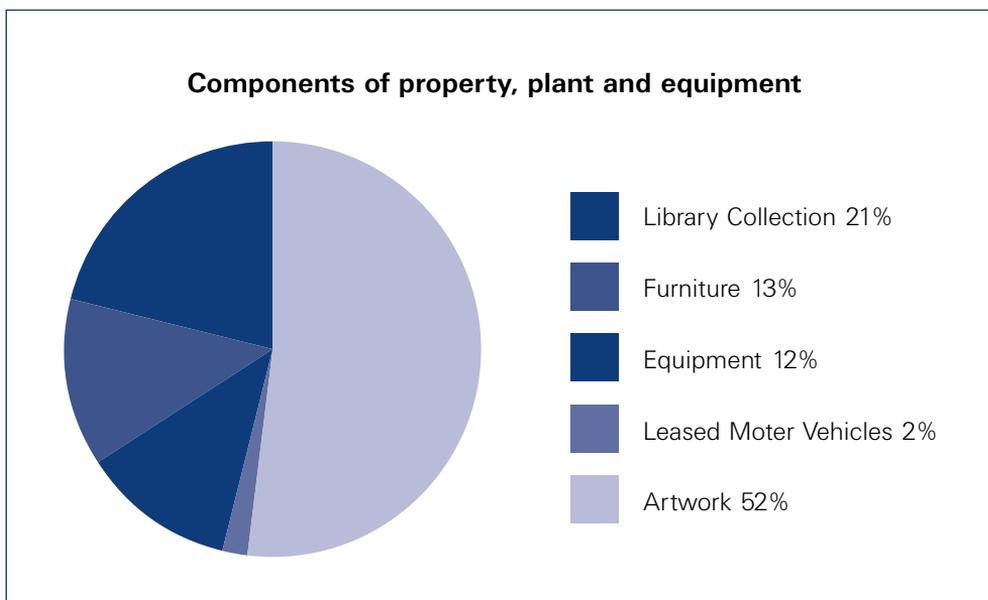


The major portion of Assets of \$1.222m (or 81%) is property plant and equipment.



The composition and proportion of the total of this class of asset at 30 June 2010 is shown in the following table and chart:

Leased motor vehicles	Equipment	Furniture	Library collection	Artwork
\$20,305	\$144,338	\$156,209	\$253,500	\$647,691



Comparison to budget

The following table shows the composition of the Secretariat's Total Asset position as at 30 June 2010 compared to 2009-10 budget and as at 30 June 2009:

Asset category	Value at 30 June 2010 \$m	Budget 2010 \$m	Value at 30 June 2009 \$m
Current			
▪ Cash and cash equivalents	0.258	0.446	0.143
▪ Receivables	0.028	0.049	0.049
Non-Current			
▪ Property, Plant and Equipment	1.222	0.870	0.993
TOTAL	1.508	1.365	1.185

The Total Asset position of \$1.508m at 30 June 2010 was \$0.143m higher than the budget amount mainly due to the transfer of the library collection (\$0.254m), and offset mainly by a lower than budgeted cash balance.

Comparison to 2008-09 actual values

The increase of \$0.323m from the 30 June 2009 Total Asset value was mainly due to the transfer of the library collection.

Total liabilities

The following table shows the composition of the Secretariat’s Total Liabilities as at 30 June 2010, compared to 2009-10 budget and as at 30 June 2009:

Liability category	Actual 2010 \$m	Original budget 2010 \$m	Actual 2009 \$m
Current			
▪ Payables	0.289	0.133	0.123
▪ Finance Leases	0.020	0.035	0.014
▪ Employee Benefits	1.308	0.920	0.926
Non-Current Liabilities			
▪ Finance Leases	0	0	0.041
▪ Employee Benefits	0.081	0.131	0.296
Total Liabilities	1.698	1.219	1.400

The value of current and non-current employee benefits at 30 June 2010 totalled \$1.389m and accounted for 82% of Total Liabilities at that date. The split between current and non-current employee benefit liabilities is determined according to a methodology developed by the Department of Treasury following an actuarial assessment. 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 likelihood that all staff would leave the organisation over the next 12 months is extremely low.

The comparisons of Total Liabilities, including for employee benefits, between 30 June 2010 and both the original budget and 30 June 2009 are as follows:



Comparison to budget

Total Liabilities at 30 June 2010 is \$0.479 higher than originally budgeted and this is predominantly due to:

- the recognition of the employee liabilities for the five Assembly and Government Library staff who transferred to the Secretariat (\$0.135m);
- higher than budgeted payables being accounted for at 30 June 2010, even though there was no single transaction causing this increase but, rather, a series of expenses that were accrued or not paid at 30 June 2010; and
- the impact of the change in accounting policy discussed above in relation to leave liabilities not being finalised at the time of the 2009-10 budget and therefore not being reflected in the budgeted figures. The impact of this change in methodology as at 30 June 2009 was \$0.230m.

Comparison to 08-09 actual amounts

- The increase in Total Liabilities from 30 June 2009 to 30 June 2010 is mainly due to the:
- the recognition of the employee liabilities for the five Assembly and Government Library staff who transferred to the Secretariat (\$0.135m);
- a higher value of payables being accounted for at 30 June 2010, even though there was no single transaction causing this increase but, rather, a series of expenses that were accrued or not paid at 30 June 2010; and
- the value of a second vehicle lease being included in the 30 June 2009 figure. During the 2009-10 reporting period, and connected with some changed temporary staffing arrangements involving the Office of the Clerk of the Assembly, the Secretariat reduced the number of leased vehicles it manages from two to one.

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 2009-10, the EBT payment was \$5.430m, which was \$.065m lower than budget. The nature of the Territorial budget is that EBT not required to meet cash expenses is not drawn down. In 2009-10, \$0.065m was not required to meet those expenses.

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

Total expenditure

Comparison to budget

Total Territorial Expenditure for 2009-10 was \$5.998m, which was \$.238m less than budgeted, mainly due to:

- decreased depreciation of \$0.107m; and
- decreased employee and superannuation expenses for the staff of non-Executive Members. In this regard, it should be noted that the arrangements for the provision of annual staff salary allocations of non-Executive members allow members to transfer up to 10% of any unspent allocation from one year to the next and, as such,, these costs can fluctuate from year to year.

Comparison to 2008-09 actual amounts

Total Territorial Expenditure for 2009-10 was \$0.273m higher than 2008-09 and this was mainly due to:

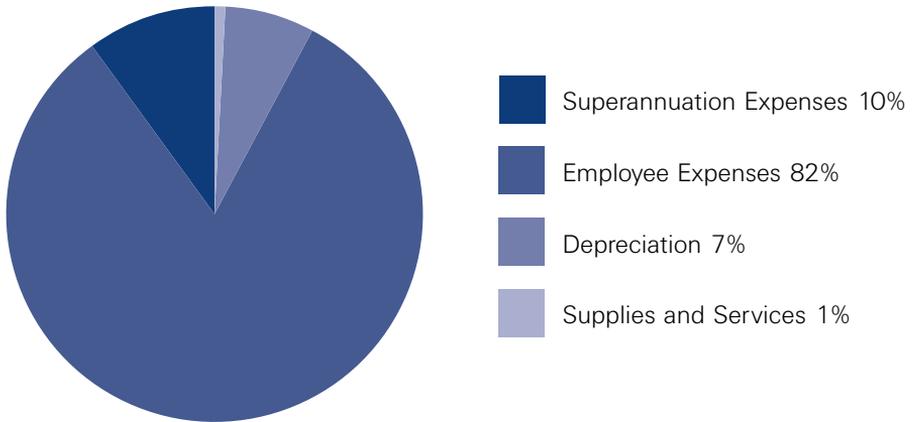
- employee expenses in 2008-09 being lower than a normal year due to the 2008 election. In the period immediately following the election, salary is not incurred for any newly elected members; no additional salary is payable during this period of any re-elected members; and salary expenditure for member's staff is generally lower; and
- the composition of the 7th Assembly including a larger number of cross-bench members who are entitled to a higher salary allocation. Combined with other increases to salary allocations agreed to by the Chief Minister after the 2008 election, full year expenses in 2009-10 were significantly higher.

In 2009-10, employee expenses represented 81% of total expenditure (92% if combined with superannuation expenses). This reflects the fact that the Secretariat's Territorial budget is used to manage the non-discretionary entitlements that exists for the 12 non-Executive Assembly Members and their staff.

The components of the Total Territorial Expenditure for 2009-10 are set out in the following table and illustrated in the following chart:

Employee expenses \$m	Superannuation expenses \$m	Supplies and services \$m	Depreciation \$m	Other expenses \$m	TOTAL \$m
4.860	.605	.082	.448	0.003	5.998

Breakdown of Territorial Expenses 2009-10





ACT AUDITOR-GENERAL'S OFFICE



A10/34

Mr Max Kiermaier
Acting Clerk of the Legislative Assembly
ACT Legislative Assembly
Legislative Assembly Building, Civic Square
London Circuit
CANBERRA CITY ACT 2601

Dear Mr ^{Max}Kiermaier

AUDIT REPORT ON THE FINANCIAL STATEMENTS OF THE LEGISLATIVE ASSEMBLY SECRETARIAT FOR THE YEAR ENDED 30 JUNE 2010

The Audit Office has completed the audit of the financial statements of the Legislative Assembly Secretariat for the year ended 30 June 2010.

I am pleased to attach the audited financial statements and **unqualified** audit report.

I have provided a copy of the audited financial statements and audit report to the Speaker of the Legislative Assembly, Mr Shane Rattenbury MLA.

Yours sincerely

Tu Pham
Auditor-General
17 August 2010

c.c. Mr Ian Duckworth, Corporate Manager
Mr Michael Harris, Chair, Internal Audit Committee
Mr David Skinner, Manager, Strategy and Parliamentary Education
Ms Melissa Tetley, Manager, Budget Coordination and Reporting Branch,
Department of Treasury

Level 4, 11 Moore Street, Canberra City, ACT 2601 | PO Box 275, Civic Square, ACT 2608
Telephone: 02 6207 0833 | Facsimile: 02 6207 0826 | Email: actauditorgeneral@act.gov.au



ACT AUDITOR-GENERAL'S OFFICE



INDEPENDENT AUDIT REPORT

LEGISLATIVE ASSEMBLY SECRETARIAT

To the Members of the ACT Legislative Assembly

Report on the financial statements

I have audited the financial statements of the Legislative Assembly Secretariat (the Secretariat) for the year ended 30 June 2010. The financial statements are 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 Departmental 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 statements

The Clerk of the Secretariat is responsible for the preparation and fair presentation of the financial statements. 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 statements.

The auditor's responsibility

My responsibility is to express an independent audit opinion on the financial statements 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 statements are free of material misstatement.

I formed the audit opinion by performing audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, 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.

Level 4, 11 Moore Street, Canberra City, ACT 2601 | PO Box 275, Civic Square, ACT 2608
Telephone: 02 6207 0833 | Facsimile: 02 6207 0826 | Email: actauditorgeneral@act.gov.au

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 statements or to evaluate the prudence of decisions made by the Secretariat.

Electronic presentation of the audited financial statements

Those viewing an electronic presentation of the financial statements 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 statements to confirm the accuracy of this electronically presented information.

Independence

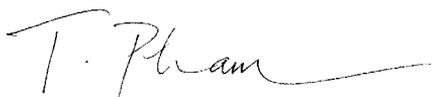
I followed applicable independence requirements of Australian professional ethical pronouncements in conducting the audit.

Audit opinion

In my opinion, the financial statements of the Secretariat for the year ended 30 June 2010:

- (i) are presented in accordance with the *Financial Management Act 1996*, Accounting Standards and other mandatory financial reporting requirements in Australia; and
- (ii) present fairly the financial position of the Secretariat as at 30 June 2010 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
17 August 2010

**Legislative Assembly Secretariat
Financial Statements
For the Year Ended 30 June 2010**

Statement of Responsibility

In my opinion, the financial statements are in agreement with the Legislative Assembly Secretariat's accounts and records and fairly reflect the financial operations of the Legislative Assembly Secretariat for the year ended 30 June 2010 and the financial position of the Legislative Assembly Secretariat on that date.



Janice Rafferty
Acting Clerk
Legislative Assembly Secretariat
23 July 2010

**Legislative Assembly Secretariat
Financial Statements
For the Year Ended 30 June 2010**

Statement by the Chief Finance Officer

In my opinion, the financial statements have been prepared in accordance with generally accepted accounting principles, and are in agreement with the Legislative Assembly Secretariat's accounts and records and fairly reflect the financial operations of the Legislative Assembly Secretariat for the year ended 30 June 2010 and the financial position of the Legislative Assembly Secretariat on that date.

Lisa Bennett

Lisa Bennett
Chief Finance Officer
Legislative Assembly Secretariat
23 July 2010



Legislative Assembly Secretariat

DEPARTMENTAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2010

**Legislative Assembly Secretariat
Operating Statement
For the Year Ended 30 June 2010**

	Note No.	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Income				
Government Payment for Outputs	4	6,662	6,163	5,932
Interest	5	12	26	23
Resources Received Free of Charge	6	366	209	253
Other Revenue	7	85	40	34
Other Gains	8	2	-	2
Total Income		7,127	6,438	6,244
Expenses				
Employee Expenses	9	3,509	3,094	3,185
Superannuation Expenses	10	563	480	472
Supplies and Services	11	3,092	2,884	3,031
Depreciation	12	57	56	62
Other Expenses	13	37	-	5
Total Expenses		7,258	6,514	6,755
Operating (Deficit)		(131)	(76)	(511)
Other Comprehensive Income				
Increase in Asset Revaluation Surpluses		123	-	2
Total Other Comprehensive Income		123	-	2
Total Comprehensive (Deficit)		(8)	(76)	(509)

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



**Legislative Assembly Secretariat
Balance Sheet
As at 30 June 2010**

	Note No.	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Current Assets				
Cash and Cash Equivalents	16	258	446	143
Receivables	17	28	49	49
Total Current Assets		286	495	192
Non-Current Assets				
Property, Plant and Equipment	18	1,222	870	993
Total Non-Current Assets		1,222	870	993
Total Assets		1,508	1,365	1,185
Current Liabilities				
Payables	19	289	133	123
Finance Leases	20	20	35	14
Employee Benefits	21	1,329	920	926
Total Current Liabilities		1,638	1,088	1,063
Non-Current Liabilities				
Finance Leases	20	-	-	41
Employee Benefits	21	60	131	296
Total Non-Current Liabilities		60	131	337
Total Liabilities		1,698	1,219	1,400
Net (Liabilities)/Assets		(190)	146	(215)
Equity				
Accumulated (Deficits)		(836)	(375)	(738)
Asset Revaluation Surpluses	22	393	-	270
Other Reserves		253	521	253
Total Equity		(190)	146	(215)

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 2010**

	Note No.	Asset		Other Reserves Actual 2010 \$'000	Total Equity Actual 2010 \$'000	Original Budget 2010 \$'000
		Funds Actual 2010 \$'000	Revaluation Surplus Actual 2010 \$'000			
Balance at the Beginning of the Reporting Period		(738)	270	253	(215)	222
Comprehensive Income						
Operating (Deficit)		(131)	-	-	(131)	(76)
Increase in Asset Revaluation Surpluses	22	-	123	-	123	-
Total Comprehensive (Deficit)/Income		(131)	123	-	(8)	(76)
Transactions Involving Owners Affecting Accumulated (Deficits)						
Capital Injections		2	-	-	2	-
Net Assets transferred in as part of an Administrative Restructure		31	-	-	31	-
Total Transactions Involving Owners Affecting Accumulated (Deficits)		33	-	-	33	-
Balance at the End of the Reporting Period		(836)	393	253	(190)	146

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

**Legislative Assembly Secretariat
Statement of Changes in Equity - Continued
For the Year Ended 30 June 2010**

		Accumulated	Asset Revaluation	Other	Total
		Funds	Surplus	Reserves	Equity
		Actual	Actual	Actual	Actual
Note	2009	2009	2009	2009	2009
No.	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at the Beginning of the Reporting Period		(227)	268	253	294
Comprehensive Income					
Operating (Deficit)		(511)	-	-	(511)
Increase in Asset Revaluation Surpluses	22	-	2	-	2
Total Comprehensive (Deficit)/Income		(511)	2	-	(509)
Transactions Involving Owners Affecting Accumulated (Deficits)					
Capital Injections		-	-	-	-
Total Transactions Involving Owners Affecting Accumulated (Deficits)		-	-	-	-
Balance at the End of the Reporting Period		(738)	270	253	(215)

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 2010**

	Note No.	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Cash Flows from Operating Activities				
Receipts				
Government Payment for Outputs		6,662	6,163	5,932
Interest Received		12	26	23
Other		112	204	34
Goods and Services Input Tax Credits from the Australian Taxation Office		293	-	283
Goods and Services Tax Collected from Customers		11	-	4
Total Receipts from Operating Activities		7,090	6,393	6,276
Payments				
Employee		3,474	3,073	2,941
Superannuation		563	480	472
Supplies and Services		2,561	2,668	2,783
Goods and Services Input Tax Credits Remitted to the Australian Taxation Office		11	-	5
Good and Services Tax Paid to Suppliers		275	-	284
Other		-	164	4
Total Payments from Operating Activities		6,884	6,385	6,489
Net Cash Inflows/(Outflows) from Operating Activities	28	206	8	(213)
Cash Flows from Investing Activities				
Receipts				
Proceeds from Sale of Property Plant and Equipment		2	-	2
Total Receipts from Investing Activities		2	-	2
Payments				
Purchase of Property, Plant and Equipment		60	-	41
Total Payments from Investing Activities		60	-	41
Net Cash (Outflows) from Investing Activities		(58)	-	(39)



**Legislative Assembly Secretariat
Cash Flow Statement - Continued
For the Year Ended 30 June 2010**

	Note No.	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Cash Flows from Financing Activities				
Receipts				
Capital Injections		3	-	-
Total Receipts from Financing Activities		3	-	-
Payments				
Repayment of Finance Lease Liabilities		36	-	57
Total Payments from Financing Activities		36	-	57
Net Cash (Outflows) from Financing Activities		(33)	-	(57)
Net Increase/(Decrease) in Cash and Cash Equivalents Held		115	8	(309)
Cash and Cash Equivalents at the Beginning of the Reporting Period		143	438	452
Cash and Cash Equivalents at the End of the Reporting Period	28	258	446	143

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 2010**

	Original Budget 2010 \$'000	Total Appropriated 2010 \$'000	Appropriation Drawn 2010 \$'000	Appropriation Drawn 2009 \$'000
Departmental				
Government Payment for Outputs	6,163	6,662	6,662	5,932
Capital Injections	-	5	3	-
Total Departmental Appropriation	6,163	6,667	6,665	5,932

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 in the Budget Papers. This amount also appears in these financial statements, 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 these financial statements, in the Cash Flow Statement of the Secretariat.

Variations between 'Original Budget' and 'Total Appropriated'

Government Payment for Outputs

The Total Appropriated Government Payment for Outputs was \$499,000 higher than the Original Budget due to the transfer of the Government and Assembly Library from the Department of Territory and Municipal Services in July 2009.

A Capital Injection of \$5,000 was appropriated in 2010 but was not included in the Original Budget. The capital injection related to the transfer of the Assembly and Government Library from the Department of Territory and Municipal Services in July 2009 and was appropriated to increase the library collection.

Variations between 'Total Appropriated' and 'Appropriation Drawn'

Capital Injections

The difference between the Total Appropriated and the Appropriation Drawn down is due to lower than budgeted expenditure on books and publications following an increase in the use of electronic resources.



Legislative Assembly Secretariat

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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 Statements
For the Year Ended 30 June 2010**

NOTE 1 OBJECTIVES OF THE LEGISLATIVE ASSEMBLY SECRETARIAT

Operations and Principal Activities of the 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 Secretariat is responsible for providing a range of business and procedural advice and support services to the Legislative Assembly, including:

- procedural advice and research services to members and their staff through the Chamber Support Office and the Committee Office;
- business and policy advice and support relating to information and communication technology, payroll, human resources, budgeting and financial management, members' entitlements, building and operations management, and corporate governance;
- Hansard recording and transcription services and broadcasting services;
- library and reference services for members and their staff, as well as to ACT Government staff;
- communicating and promoting the roles and functions of the Assembly to the community and Government agencies; and
- building and strengthening relationships with other parliaments.

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 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*, issued under the Act, require a Department's financial statements 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 Statements
For the Year Ended 30 June 2010**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(a) Basis of Accounting - continued

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

- (i) Australian Accounting Standards; and
- (ii) ACT Accounting Policies.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effects of transactions and events when they occur. The financial statements have 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 statements.

These financial statements are 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 statements. The Departmental financial statements include income, expenses, assets and liabilities over which the Secretariat has control. The Territorial financial statements include 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.

(c) The Reporting Period

These financial statements state the financial performance, changes in equity and cash flows of the Secretariat for the year ending 30 June 2010 together with the financial position of the Secretariat as at 30 June 2010.

(d) Comparative Figures

Budget Figures

To facilitate a comparison with the Budget Papers, as required by the *Financial Management Act 1996*, budget information for 2009-10 has been presented in the financial statements. Budget numbers in the financial statements 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 statements, except where an Australian Accounting Standard does not require comparative information to be disclosed.

Where the presentation or classification of items in the financial statements 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 Statements
For the Year Ended 30 June 2010

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(e) Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000). Use of the “-” symbol represents zero amounts or amounts rounded up or 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. Interest revenue is recognised using the effective interest 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. 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 is 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 in 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 the current classification are classified as non-current.

(j) Impairment of Assets

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 Surplus relating to these classes of assets. Where the impairment loss is greater than the available balance in the Asset Revaluation Surplus 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 Statements
For the Year Ended 30 June 2010

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 the asset's '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) Assets Held for Sale

Assets held for sale are assets that are available for immediate sale in their present condition, and their sale is highly probable.

Assets held for sale are measured at the lower of the carrying amount and fair value less costs to sell. An impairment loss is recognised for any initial or subsequent write down of the asset to fair value less cost to sell. Assets held for sale are not depreciated.

(n) 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 (ex GST).

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(o) 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) is measured at fair value.

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 plant and equipment 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.

The cost of plant and equipment comprises the purchase price, any directly attributable costs, and the initial estimate of the costs of dismantling and removing the plant and equipment and restoring the site on which it is located.

(p) 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 heritage assets have an unlimited useful life and are therefore not depreciated.

All depreciation is calculated after first deducting any residual values which remain for each asset.

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	1.5-2

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

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(q) 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.

(r) 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. The depreciation is calculated after first deducting any residual values which remain for each leased asset. 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

InTACT, the ACT's provider of information technology, has entered into operating leases on behalf of the Secretariat.

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.

(s) Employee Benefits

Employee benefits include wages and salaries, annual leave, 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.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(s) Employee Benefits - continued

Annual and Long Service Leave

Annual leave and long service leave that fall due wholly within the next 12 months is measured based on the estimated amount of remuneration payable when the leave is taken. Annual and long service leave including applicable on-costs that do not fall due within the next 12 months are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At each reporting end, 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 2009-10, the discount factor used to calculate the present value of these future payments is 92.9% (90.5% in 2008-09).

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.

(t) 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.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(t) Superannuation - continued

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.

(u) 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.

(v) 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.

(w) 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 statements:

- (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 number of assets held.
- (b) *Employee Benefits*: Significant judgements have been applied in estimating the liability for 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(s) *Employee Benefits* and Note 3 *Change in Accounting Policy and Accounting Estimates, and Correction of a Prior Period Error*.
- (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 (p) - *Depreciation of Non-Current Assets*.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(x) 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. Legislative Assembly 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 Legislative Assembly in future reporting period:

- AASB 5 Non-current Assets Held for Sale and Discontinued Operations (application date 1 Jan 2010);
- AASB 5 Non-current Assets Held for Sale and Discontinued Operations (application date 1 Jan 2011);
- AASB 7 Financial Instruments: Disclosures (application date 1 Jul 2010);
- AASB 9 Financial Instruments (application date 1 Jan 2013);
- AASB 101 Presentation of Financial Statements (application date 1 Jan 2010);
- AASB 107 Statement of Cash Flows (application date 1 Jan 2010);
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors (application date 1 Jan 2011);
- AASB 110 Events after the Reporting Period (application date 1 Jan 2011);
- AASB 117 Leases (application date 1 Jan 2010);
- AASB 118 Revenue (application date 1 Jan 2010);
- AASB 119 Employee Benefits (application date 1 Jan 2011);
- AASB 132 Financial Instruments: Presentation (application date 1 Feb 2010);
- AASB 136 Impairment of Assets (application date 1 Jan 2010);
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets (application date 1 Jan 2011);
- AASB 139 Financial Instruments: Recognition and measurement (application date 1 Jan 2010);
- AASB 139 Financial Instruments: Recognition and measurement (application date 1 Jan 2011);
- AASB 1031 Materiality (application date 1 Jan 2011);
- AASB 1053 Application of Tiers of Australian Accounting Standards (application date 1 Jul 2013);
- AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023& 1038 and Interpretations 10 & 12] (application date 1 Jan 2013);
- AASB 2010-2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 188, 134, 136, 137, 138, 140, 141, 1050, 1052 and Interpretations 2, 4, 5, 15, 17, 127, 129 & 1052] (application date 1 Jan 2013);
- AASB 2010-3 Amendments to Australian Accounting Standards arising from Annual Improvements Project [AASB 3, 7, 121, 128, 131, 132 and 139] (application date 1 Jul 2010);
- AASB2010-4 Further Amendments to Australian Accounting Standards arising from Annual Improvements Project [AASB 1, 7, 101, 134 and Interpretation] (application date 1 Jan 2011);
- AASB Interpretation 4 Determining whether an Arrangement contains a lease (application date 1 Jan 2011).
- AASB Interpretation 4 Determining whether an Arrangement contains a lease (application date 1 Jan 2011); and
- AASB Interpretation 14 AASB 119 - The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction (application date 1 Jan 2011).



Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

**NOTE 3 CHANGE IN ACCOUNTING POLICY AND ACCOUNTING ESTIMATES,
AND CORRECTION OF A PRIOR PERIOD ERROR**

Change in Accounting Estimate

Revision of the Employee Benefit Short Hand Rate

The Secretariat uses the short-hand method to calculate the present value of long service leave and annual leave liabilities classified as long-term. The short-hand method takes into account future wage increases discounted back to present value using the government bond rate. Last financial year the short-hand method was 90.5%, however, due to a change in the government bond rate the percentage is now 92.9%. As such the estimate of the long service leave and annual leave liabilities has changed.

This change has resulted in an increase to the estimate of the long service leave liability and expense in the current reporting period of \$21,913 in the Departmental financial statements and \$2,314 in the Territorial financial statements.

Revision of Useful Lives and Residual Values

The Secretariat reviewed the useful lives and residual values of its property, plant and equipment at the end of the reporting period. This review resulted in the adjustment to the useful lives of some heritage assets and the increase of the residual value of some plant and equipment. For further details see Note 12 *Depreciation*.

Change in an Accounting Policy

The Legislative Assembly Secretariat had no changes in Accounting Policy during the reporting period.

Correction of Prior Period Errors

The Legislative Assembly Secretariat had no correction of prior period errors during the reporting period.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

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.

	2010	2009
	\$'000	\$'000
Revenue from the ACT Government		
Government Payment for Outputs ¹	6,662	5,932
Total Government Payment for Outputs	6,662	5,932

¹ The increase in Government Payment for Outputs is mainly due to the transfer of the Assembly and Government Library from the Department of Territory and Municipal Services in July 2009.

NOTE 5 INTEREST

	2010	2009
	\$'000	\$'000
Revenue from within the ACT Government		
Interest Revenue from the Territory Banking Account ¹	10	20
Total Interest Received from within the ACT Government	10	20
Revenue from Non-ACT Government Entities		
Other Interest Revenue	2	3
Total Interest Revenue from Non-ACT Government Entities	2	3
Total Interest Revenue	12	23

¹ Interest earned in 2009-10 is lower than 2008-09 due to the level of investment with the Territory Banking Account remaining relatively low for most of 2009-10.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

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.

	2010	2009
	\$'000	\$'000
Revenue from ACT Government Entities		
Legislative Drafting and Legal Services ¹	366	253
Total Resources Received Free of Charge	366	253

¹ The increase from 2008-09 is mainly due to increased legislative drafting requirements by non-Executive Members.

NOTE 7 OTHER REVENUE

Other Revenue arises from the core activities of the Secretariat.

	2010	2009
	\$'000	\$'000
Revenue from Non-ACT Government Entities		
Venue Hire ¹	19	14
Seminars	10	10
Other Revenue ²	56	10
Total Other Revenue	85	34

¹ The increase from 2008-09 is due to a higher usage of the function room facilities.

² The increase from 2008-09 is due to the inclusion of income received for attendees of the Australia and New Zealand Association of Clerks-at-the Table (ANZACATT) conference hosted by the Secretariat in January 2010. This income was used to meet associated expenses.

NOTE 8 OTHER GAINS

Other gains tend to be one off, unusual transactions that are not part of the Secretariat's core activities. Other gains are distinct from other revenue, as other revenue arises from the core activities of the Secretariat.

	2010	2009
	\$'000	\$'000
Gains from the Sale of Assets	2	2
Total Other Gains	2	2

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 9 EMPLOYEE EXPENSES

	2010	2009
	\$'000	\$'000
Wages and Salaries ¹	3,048	2,681
Annual Leave ²	251	288
Long Service Leave ³	143	172
Comcare Premium ⁴	17	6
Other Employee Benefits and On-Costs ⁵	51	38
Total Employee Expenses	3,509	3,185

At the end of the 2009-10 reporting period, the Secretariat had 53 employees [41.7 Full-Time Equivalent] (48 employees [36.7 Full-Time Equivalent] at the end of the 2008-09 reporting period). The increase is mainly due to the transfer of the Assembly and Government Library from the Department of Territory and Municipal Services which involved 5 employees [4.6 Full-Time Equivalent].

¹ The increase is mainly due to the transfer of the Assembly and Government Library employees.

² The decrease is mainly due to the 2008-09 expense being unusually high resulting from the change in methodology used to calculate leave liabilities.

³ The decrease is mainly due to the 2008-09 expense being unusually high resulting from the change in methodology used to calculate leave liabilities.

⁴ The increase is due to a change in premium calculation methodology following actuarial review. There were no new claims during the premium year.

⁵ The increase is mainly due to the accrual of the expense associated with the ACT Government's offer to staff of a sign-on bonus in connection with the Enterprise Agreement being negotiated. This increased expense is offset by reduced expenditure on the provision of a vehicle to the Clerk.

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 Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (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.

	2010	2009
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account ¹	401	339
Productivity Benefit ¹	61	48
Superannuation Payment to Comsuper (for the PSSAP) ¹	53	40
Superannuation to External Providers	48	45
Total Superannuation Expenses	563	472

¹ The increases are mainly due to new employees being members of the existing superannuation schemes.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 11 SUPPLIES AND SERVICES

	2010	2009
	\$'000	\$'000
Building Management ¹	630	761
Information Technology Running Costs	665	607
Legal Services and Legislative Drafting ²	366	253
Recording and Transcription	115	120
Staff Training and Services ³	139	163
Consultants ⁴	261	196
Accounting and Audit Fees ⁵	40	58
Outsourced Financial Processing	231	216
Insurance Premium ⁶	84	115
Travel ⁷	70	82
Printing and Stationery ⁸	126	103
Telephone	75	77
Hospitality and Functions ⁹	47	65
Discretionary Office Allocation for Non-Executive Members	77	76
Library Materials ¹⁰	89	-
Advertising ¹¹	33	31
Other Expenses ¹²	44	108
Total Supplies and Services	3,092	3,031

¹ The decrease is mainly due to less unscheduled maintenance work occurring in the current reporting period.

² The increase is due to increased legislative drafting requirements by non-Executive Members.

³ The decrease is due to less training being undertaken by Secretariat and non-Executive Members' staff.

⁴ The increase is mainly due to information technology consultants involved in the Daily on Demand project and intranet redevelopment and specialist advice provided to the Select Committee on Estimates regarding the Territory Budget.

⁵ The decrease is due to a one-off invoice relating to an environmental audit being included in the 2008-09 reporting period.

⁶ The decrease is due to a reduction in premiums for smaller agencies achieved following an actuarial review of risk.

⁷ The decrease is mainly due to reduced Committee travel activity during the reporting period.

⁸ The increase is mainly due to the provision during 2009-10 of colour copying to non-Executive Members.

⁹ The decrease is due to the expenses associated with the marking of the 20th anniversary of self-government in the ACT being included in the above figure for 2008-09.

¹⁰ The increase reflects the transfer of the Assembly and Government Library to the Secretariat.

¹¹ Advertising is a new classification in 2010, recognising the materiality of this expense. The equivalent expense in 2008-09 was \$31,000 and was included in 'Other Expenses'.

¹² The decrease is mainly due to a reduction in expenditure in 2009-10 on assets under threshold, records management, and gifts. 'Other Expenses' in 2008-09, includes expenditure devoted to the purchase of items marking the 20th anniversary of self-government.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 12 DEPRECIATION

	2010	2009
	\$'000	\$'000
Depreciation		
Plant and Equipment	57	62
Total Depreciation	57	62

NOTE 13 OTHER EXPENSES

	2010	2009
	\$'000	\$'000
Asset Revaluation Decrement ¹	37	2
Net Loss on Disposal of Assets	-	3
Total Other Expenses	37	5

¹ The higher expense is due to furniture and equipment being valued at less than its carrying amount.

NOTE 14 ACT OF GRACE PAYMENTS, WAIVERS, IMPAIRMENT LOSSES 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* (2009: 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.

There were no impairment losses during the reporting period.



**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 15 AUDITOR'S REMUNERATION

Auditor's remuneration consists of financial audit services provided to the Secretariat by the ACT Auditor-General's Office.

	2010	2009
	\$'000	\$'000
Audit Services		
Audit Fees Paid to the ACT Auditor-General's Office	27	25
Total Audit Fees	<u>27</u>	<u>25</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 5.78% (average of 5.00% in 2009). These funds are able to be withdrawn upon request and as such meet the definition of a cash equivalent.

	2010	2009
	\$'000	\$'000
Cash at Bank ¹	25	18
Cash on Hand	1	2
Investments with the Territory Banking Account - Cash Enhanced Portfolio ²	232	123
Total Cash and Cash Equivalents	<u>258</u>	<u>143</u>

¹ The increase is mainly due to the cash flow requirements early in the 2010-11 reporting period.

² The higher investment balance at 30 June, 2010 was consistent with management intentions to maintain a higher investment balance than at 30 June, 2009.

NOTE 17 RECEIVABLES

	2010	2009
	\$'000	\$'000
Current Receivables		
Trade Receivables	6	9
Net GST Receivable ¹	22	40
Total Current Receivables	<u>28</u>	<u>49</u>
Total Receivables	<u>28</u>	<u>49</u>

¹ The difference is due to higher levels of input tax credits than the previous year during June 2010.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 17 RECEIVABLES - CONTINUED

Aging of Receivables

	Not Overdue \$'000	Past Due		Total \$'000
		Less than 30 Days \$'000	30 to 60 Days \$'000	
2010				
Not Impaired¹				
Receivables	28	-	-	28
2009				
Not Impaired				
Receivables	47	2	-	49

¹ 'Not Impaired' refers to Net Receivables (that is, Gross Receivables less Impaired Receivables)

Classification of ACT Government/Non-ACT Government Receivable	2010 \$'000	2009 \$'000
Receivables with ACT Government Entities		
Net Trade Receivables	6	5
Total Receivables with ACT Government Entities	<u>6</u>	<u>5</u>
Receivables with Non-ACT Government Entities		
Net Trade Receivables	-	4
Net GST Receivable	22	40
Total Receivables with Non-ACT Government Entities	<u>22</u>	<u>44</u>
Total Receivables	<u><u>28</u></u>	<u><u>49</u></u>

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

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 and a library collection.

	2010	2009
	\$'000	\$'000
Plant and Equipment		
Plant and Equipment at Fair Value ¹	300	345
Less: Accumulated Depreciation	-	(2)
Total Written Down Value of Plant and Equipment	300	343
Motor Vehicles under a Finance Lease		
Motor Vehicles under a Finance Lease at Cost ²	28	65
Less: Accumulated Depreciation	(8)	(9)
Total Written Down Value of Motor Vehicles under a Finance Lease	20	56
Heritage Assets		
<u>Artwork Collection</u>		
Heritage Assets at Fair Value ³	648	594
<u>Library Collection</u>		
Library Collection at Fair Value ⁴	254	-
Total Written Down Value of Heritage Assets	902	594
Total Written Down Value of Property, Plant and Equipment	1,222	993

Valuation of Non-Current Assets

¹ The Secretariat's plant and equipment was valued at 30 June, 2010 by Nigel Spoljaric, Certified Practising Valuer, Auctioneers and Valuers Association of Australia member, Plant and Machinery Valuer.

² The decrease is mainly due to the Secretariat reducing the number of vehicles leased from two to one during 2009-10.

³ The Secretariat's artwork was valued at 30 June, 2010 by Andrew Whitehead, Auctioneers and Valuers Association of Australia/Australian and Antique Art Dealers Association member.

⁴ The Secretariat's library collection was valued at 30 June, 2010 by Jill Burdon, Librarian, Auctioneers and Valuers Association of Australia member.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

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 2009-10

	Plant and Equipment	Motor Vehicles under a Finance Lease	Heritage Assets	Total
	\$'000	\$'000	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	343	56	594	993
Additions ¹	45	-	20	65
Acquisition through Administrative Restructuring ²	-	-	165	165
Revaluation (Decrement)/Increment ³	(38)	-	123	84
Depreciation	(50)	(7)	-	(57)
Disposals ⁴	-	(29)	-	(29)
Carrying Amount at the End of the Reporting Period	300	20	902	1,222

¹ Additions consist mainly of staff office furniture, computer hardware to support the Daily on Demand project and artwork.

² The Assembly and Government Library was transferred to the Secretariat 1 July, 2009.

³ Plant and Equipment was valued lower than the carrying amount. Artwork and the Library Collection was valued higher than the carrying amount.

⁴ One motor vehicle was disposed during the reporting period due to changes in requirements.

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2008-09

	Plant and Equipment	Motor Vehicles under a Finance Lease	Heritage Assets	Total
	\$'000	\$'000	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	327	34	571	932
Additions	66	65	20	151
Revaluation (Decrement)/Increment	(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.



**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 19 PAYABLES

	2010	2009
	\$'000	\$'000
Current Payables		
Trade Payables ¹	155	31
Accrued Expenses ²	133	88
Other Payables	1	4
Total Current Payables	<u>289</u>	<u>123</u>
Total Payables	<u>289</u>	<u>123</u>
Payables are aged as follows:		
Not Overdue	289	123
Total Payables	<u>289</u>	<u>123</u>
Classification of ACT Government/Non-ACT Government Payables		
Payables with ACT Government Entities		
Trade Payables	2	20
Accrued Expenses	-	24
Total Payables with ACT Government Entities	<u>2</u>	<u>44</u>
Payables with Non-ACT Government Entities		
Trade Payables	153	11
Accrued Expenses	133	64
Net GST Payable	1	4
Total Payables with Non-ACT Government Entities	<u>287</u>	<u>79</u>
Total Payables	<u>289</u>	<u>123</u>

¹ The increase is due to the higher value of invoices received in the month of June 2010, compared to 2009.

² The increase represents the higher value of those expenses, compared to 2009, that needed to be accrued.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 20 FINANCE LEASES

The Secretariat holds one finance lease, which has been taken up as a finance lease liability and as a leased asset. This lease is for a motor vehicle. The interest rate implicit in this lease is currently 5.67%, with a two-year term. This lease has no terms of renewal or purchase options, nor escalation clauses.

	2010	2009
	\$'000	\$'000
Current Finance Leases		
Secured		
Finance Leases ¹	20	14
Total Current Finance Leases	20	14
Non-Current Finance Leases		
Secured		
Finance Leases ¹	-	41
Total Non-Current Finance Leases	-	41
Total Finance Leases	20	55

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	20	17
Later than one year but not later than five years	-	42
Minimum Lease Payments	20	59
Less: Future Finance Lease Charges	-	(4)
Amount Recognised as a Liability	20	55
Add: Lease incentive involved with non-cancellable operating lease	-	-
Total Present Value of Minimum Lease Payments	20	55

The present value of the minimum lease payments is as follows:

Within one year	20	14
Later than one year but not later than five years	-	41
Total Present Value of Minimum Lease Payments	20	55

¹ The increase in current liabilities and the decrease in non-current liabilities are due to the existing finance lease nearing the end of its term.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 21 EMPLOYEE BENEFITS

	2010	2009
	\$'000	\$'000
Current Employee Benefits		
Annual Leave	323	345
Long Service Leave ¹	847	466
Accrued Salaries	126	115
Other Employee Benefits ²	33	-
Total Current Employee Benefits	<u>1,329</u>	<u>926</u>
Non-Current Employee Benefits		
Long Service Leave ¹	60	296
Total Non-Current Employee Benefits	<u>60</u>	<u>296</u>
Total Employee Benefits	<u>1,389</u>	<u>1,222</u>

	2010	2009
	\$'000	\$'000
<i>For Disclosure Purposes Only</i>		
Estimate of when Leave is Payable		
Estimated Amount Payable within 12 Months		
Annual Leave	323	345
Long Service Leave	59	50
Accrued Salaries	126	-
Other Employee Benefits	33	115
Total Employee Benefits Payable within 12 Months	<u>541</u>	<u>510</u>
Estimated Amount Payable after 12 Months		
Annual Leave	-	-
Long Service Leave	848	712
Total Non Current Employee Benefits Payable after 12 Months	<u>848</u>	<u>712</u>
Total Employee Benefits	<u>1,389</u>	<u>1,222</u>

¹ The increase in combined current and non-current employee benefits is mainly due to the recognition of leave liabilities for staff of the Assembly and Government Library who transferred to the Secretariat in July 2009, as well as normal annual growth in that liability. The significantly higher proportion of current employee benefits compared to 2009 reflects the significantly larger proportion of staff who have sufficient service to be able to access their entitlement within 12 months.

² The increase is due to the expense associated with the ACT Government's offer to staff of a sign-on bonus in connection with the Enterprise Agreement being negotiated.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 22 EQUITY

Asset Revaluation Surplus

The Asset Revaluation Surplus is used to record the increments and decrements in the value of property, plant and equipment held by the Secretariat.

	2010	2009
	\$'000	\$'000
Balance at the Beginning of the Reporting Period	270	268
Increment in Heritage Assets due to Revaluation Surplus ¹	123	2
Total Increase in the Asset Revaluation Surplus	<u>123</u>	<u>2</u>
Balance at the End of the Reporting Period	<u><u>393</u></u>	<u><u>270</u></u>

¹ The increase is due to the valuations at fair value of the library collection and artwork being higher than the carrying amount.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 23 RESTRUCTURE OF ADMINISTRATIVE ARRANGEMENTS

Following an agreement between the Speaker and the Executive, responsibility for the Assembly and Government Library transferred from the Department of Territory and Municipal Services to the Assembly Secretariat from 1 July 2009. The Library provides reference services for members and Assembly staff, as well as ACT Government staff. The transfer mainly involved the transfer of five employees and a library collection. The agreement to the transfer was reached after finalisation of the 2009-10 Budget and, accordingly, was not reflected in the 2009-10 Budget Papers.

Income and Expenses

The following table shows the income and expenses associated with the Assembly and Government Library recognised by the Legislative Assembly Secretariat for the financial year ended 30 June 2010. As the transfer was effective from 1 July 2009, the Assembly and Government Library operated as part of the Legislative Assembly Secretariat for the entire financial year.

	2010
	\$'000
Revenue	
Government Payment for Outputs	499
Total Revenue	<u>499</u>
Expenses	
Employee Expenses ¹	261
Superannuation Expenses	59
Supplies and Services ¹	122
Total Expenses	<u>443</u>

¹ A number of other expenses were incurred by the Secretariat that were attributable to the Assembly and Government Library. However these expenses are met on a whole of agency basis and cannot be precisely reported in respect of the library in its own right.

Assets and Liabilities

The assets and liabilities transferred as at 1 July 2009 were as follows:

	2010
	\$'000
Assets	
Heritage Assets - Library Materials	165
Total Assets	<u>165</u>
Total Liabilities	
Payables	5
Employee Benefits	128
Total Liabilities	<u>133</u>
Total Net Assets Transferred	<u>31</u>

The transfer of the library also included a \$5,000 capital injection to fund increases to the library collection.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 24 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 Statements.

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. Interest rates increased during the year ended 30 June 2010 and although the Secretariat earned less interest during the reporting period, this was due to a lower investment balance throughout the year. There have been no changes in risk exposure or processes for managing risk since the last financial reporting period.

The Secretariat invests surplus funds in the Cash Enhanced Portfolio with the Territory Banking Account. As at 30 June, 2010, cash and cash equivalents represents approximately 17% 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.

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.

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.

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 Statements
For the Year Ended 30 June 2010

NOTE 24 FINANCIAL INSTRUMENTS - CONTINUED

Liquidity Risk

Liquidity risk is the risk that the Secretariat will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

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 drawdown, 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. The Secretariat's exposure to price risk and the management of this risk has not changed since the last reporting period.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 24 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		Carrying	
	Amount	Fair Value	Amount	Fair Value
	2010	2010	2009	2009
	\$'000	\$'000	\$'000	\$'000
Financial Assets				
Cash and Cash Equivalents	258	258	143	143
Receivables	28	28	49	49
Total Financial Assets	286	286	192	192
Financial Liabilities				
Payables	289	289	123	123
Finance Leases	20	20	55	55
Total Financial Liabilities	309	309	178	178

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 24 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 2010 and 30 June 2009. 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.

2010

	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	16	257	-	-	-	1	258
Receivables	17	-	-	-	-	28	28
Total Financial Assets		257	-	-	-	29	286
Weighted Average Interest Rate		5.8%					
Financial Liabilities							
Payables	19	-	-	-	-	289	289
Finance Leases	20	-	20	-	-	-	20
Total Financial Liabilities		-	20	-	-	289	309
Weighted Average Interest Rate			5.7%				
Net Financial Assets/ (Liabilities)		257	(20)	-	-	(260)	(23)

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 24 FINANCIAL INSTRUMENTS - CONTINUED

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 ¹	16	141	-	-	-	2	143
Receivables	17	-	-	-	-	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

¹ This table has been amended since publication in the 2008-09 Annual Report to correctly reflect the Secretariat's exposure to interest rates for cash and cash equivalents.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 24 FINANCIAL INSTRUMENTS - CONTINUED

	2010	2009
	\$'000	\$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability		
Financial Assets		
Loans and Receivables	28	49
Financial Liabilities		
Financial Liabilities measured at Amortised Cost	309	182

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 Statements
For the Year Ended 30 June 2010**

NOTE 25 COMMITMENTS

Other Commitments

Other commitments contracted at the reporting date that have not been recognised as liabilities, are payable as follows:

	2010	2009
	\$'000	\$'000
Within one year	508	481
Later than one year but not later than five years ¹	287	473
Total Other Commitments	<u><u>794</u></u>	<u><u>954</u></u>

¹ The decrease is due to a number of contracts nearing the end of their current term.

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:

	2010	2009
	\$'000	\$'000
Within one year ²	79	87
Later than one year but not later than five years ²	118	63
Total Operating Lease Commitments	<u><u>197</u></u>	<u><u>150</u></u>

All amounts shown in the commitment note are inclusive of GST.

² The changes are mainly due to a significant number of leases for computer equipment expiring during the 2009-10 reporting period.

NOTE 26 CONTINGENT LIABILITIES AND CONTINGENT ASSETS

Contingent Liabilities

There were no contingent liabilities or contingent assets as at 30 June 2010 (2009: Nil).

Contingent Assets

There were no contingent assets as at 30 June 2010 (2009: Nil).

NOTE 27 GUARANTEES

Guarantees

There were no guarantees or undertakings as at 30 June 2010 (2009: Nil).

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 28 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.

	2010	2009
	\$'000	\$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	258	143
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement	258	143

(b) Reconciliation of Net Cash Inflows/(Outflows) from Operating Activities to the Operating (Deficit)

	2010	2009
	\$'000	\$'000
Operating (Deficit)	(131)	(511)
Add/(Less) Non-Cash Items		
Revaluation Decrement Recognised in the Operating Statement	38	(2)
Depreciation of Property, Plant and Equipment	57	62
Add/(Less) Items Classified as Investing or Financing		
(Gain) on Disposal of Non-Current Assets	(2)	(2)
Loss on Disposal of Non-Current Assets	-	3
Cash Before Changes in Operating Assets and Liabilities	(38)	(450)
Changes in Operating Assets and Liabilities		
Decrease in Receivables	21	-
(Increase)/Decrease in Other Assets	-	-
Increase/(Decrease) in Payables	166	(5)
Increase in Employee Benefits	57	241
Net Changes in Operating Assets and Liabilities	244	237
Net Cash Inflows/(Outflows) from Operating Activities	206	(213)
(c) Non-Cash Financing and Investing Activities		
Acquisition of Motor Vehicles by means of Finance Leases	-	65
	-	65



**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 29 EVENTS OCCURRING AFTER BALANCE DATE

There were no events occurring after balance date which would affect the financial statements as at 30 June 2010 (2009: Nil).



Legislative Assembly Secretariat

TERRITORIAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2010

**Legislative Assembly Secretariat
Statement of Income and Expenses on Behalf of the Territory
For the Year Ended 30 June 2010**

	Note No.	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Income				
Payment for Expenses on Behalf of the Territory	31	5,430	5,495	5,403
Other Gains	32	-	-	4
Total Income		5,430	5,495	5,407
Expenses				
Employee Expenses	33	4,860	4,915	4,587
Superannuation Expenses	34	605	673	573
Supplies and Services	35	82	93	67
Depreciation	36	448	555	456
Other Expenses	37	3	-	24
Total Expenses		5,998	6,236	5,707
Operating (Deficit)		(568)	(741)	(300)
Other Comprehensive (Deficit) (Decrease) in Asset Revaluation Surpluses		(130)	-	(1,031)
Total Other Comprehensive (Deficit)		(130)	-	(1,031)
Total Comprehensive (Deficit)		(698)	(741)	(1,331)

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 2010

	Note No.	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Current Assets				
Cash and Cash Equivalents	39	97	15	47
Receivables	40	25	10	16
Assets Held for Sale	41	19	-	-
Total Current Assets		141	25	63
Non-Current Assets				
Property, Plant and Equipment	42	23,068	24,411	23,116
Capital Works in Progress	43	97	-	222
Total Non-Current Assets		23,165	24,411	23,338
Total Assets		23,306	24,436	23,401
Current Liabilities				
Payables	44	43	6	29
Finance Leases	45	243	264	92
Employee Benefits	46	468	629	218
Total Current Liabilities		754	899	339
Non-Current Liabilities				
Finance Leases	45	26	-	226
Employee Benefits	46	9	85	6
Total Non-Current Liabilities		35	85	232
Total Liabilities		789	984	571
Net Assets		22,517	23,452	22,830
Equity				
Accumulated Funds		12,053	11,827	12,236
Asset Revaluation Surpluses	47	10,464	11,625	10,594
Total Equity		22,517	23,452	22,830

The above Statement of Assets and Liabilities 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 2010**

	Note No.	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Cash Flows from Operating Activities				
Receipts				
Payment for Expenses on Behalf of the Territory		5,430	5,495	5,403
Goods and Services Input Tax Credits from the Australian Taxation Office		100	-	60
Other		-	19	7
Total Receipts from Operating Activities		5,530	5,514	5,470
Payments				
Employee Payments		5,212	5,399	5,257
Supplies and Services		72	93	51
Good and Services Tax Paid to Suppliers		110	20	69
Total Payments from Operating Activities		5,393	5,512	5,377
Net Cash Inflows from Operating Activities	48	137	2	93
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		424	691	432
Total Payments from Investing Activities		424	691	432
Net Cash (Outflows) from Investing Activities		(424)	(691)	(432)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		385	691	440
Proceeds from Sale of Motor Vehicles under a Finance Lease		-	-	4
Total Receipts from Financing Activities		385	691	444
Payments				
Repayment of Finance Lease		48	-	77
Loss on Sale of Motor Vehicles under a Finance Lease		-	-	24
Total Payments from Financing Activities		48	-	101
Net Cash Inflows from Financing Activities		337	691	343
Net Increase in Cash and Cash Equivalents Held		50	2	4
Cash and Cash Equivalents at the Beginning of the Reporting Period		47	13	43
Cash and Cash Equivalents at the End of the Reporting Period	48	97	15	47

The above Cash Flow Statement 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 2010

	Accumulated Funds Actual 2010 No.	Revaluation Surplus Actual 2010 \$'000	Total Equity Actual 2010 \$'000	Original Budget 2010 \$'000
Balance at the Beginning of the Reporting Period	12,236	10,594	22,830	23,502
Comprehensive Income				
Operating (Deficit)	(568)	-	(568)	(741)
Decrease in Asset Revaluation Surpluses	47	-	(130)	(130)
Total Comprehensive Income	11,668	10,464	22,132	22,761
Transfers to/(from) reserves	-	-	-	-
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	385	-	385	691
Total Transactions Involving Owners Affecting Accumulated Funds	385	-	385	691
Balance at the End of the Reporting Period	12,053	10,464	22,517	23,452

The above Statement of Changes in Equity 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 2010**

	Note No.	Accumulated Funds Actual 2009 \$'000	Revaluation Surplus Actual 2009 \$'000	Total Equity Actual 2009 \$'000
Balance at the Beginning of the Reporting Period		12,096	11,625	23,721
Comprehensive Income				
Operating (Deficit)		(300)	-	(300)
Decrease in the Asset Revaluation Surplus	47	-	(1,031)	(1,031)
Total Comprehensive Income		11,796	10,594	22,390
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections		440	-	440
Total Transactions Involving Owners Affecting Accumulated Funds		440	-	440
Balance at the End of the Reporting Period		12,236	10,594	22,830

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

**Legislative Assembly Secretariat
Territorial Statement of Appropriation
For the Year Ended 30 June 2010**

	Original Budget 2010 \$'000	Total Appropriated 2010 \$'000	Appropriation Drawn 2010 \$'000	Appropriation Drawn 2009 \$'000
Territorial				
Payment for Expenses on Behalf of the Territory ¹	5,495	5,495	5,430	5,403
Capital Injections ²	691	691	385	440
Total Territorial Appropriation	6,186	6,186	5,815	5,843

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 'Total Appropriated' and 'Appropriation Drawn'

1 The Appropriation Drawn is \$65,000 less than the Total Appropriated, due to the Greens' Parliamentary Convenor's annual salary allocation being included in the Total Appropriated, but not being paid.

2 The total appropriated Capital Injection was \$306,000 less than the Appropriation Drawn due to the Lift Upgrade project not progressing as planned and the funding has been rolled over into 2010-11 and also savings were identified on installation of the main chiller for the Legislative Assembly building.

Legislative Assembly Secretariat TERRITORIAL NOTE INDEX

Note 30 Summary of Significant Accounting Policies - Territorial

Income Notes

Note 31 Payment for Expenses on Behalf of the Territory - Territorial

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Legislative Assembly Secretariat
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NOTE 30 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 Notes 2 and 3 apply to both the Departmental and Territorial financial statements.

NOTE 31 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. See note 32 Employee Expenses -Territorial.

	2010	2009
	\$'000	\$'000
Payment for Expenses on Behalf of the Territory	5,430	5,403
Total Payment for Expenses on Behalf of the Territory	<u>5,430</u>	<u>5,403</u>

NOTE 32 OTHER GAINS - TERRITORIAL

	2010	2009
	\$'000	\$'000
Gain from Sale of Assets	-	4
Total Other Gains	<u>-</u>	<u>4</u>

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 33 EMPLOYEE EXPENSES – TERRITORIAL

	2010	2009
	\$'000	\$'000
Salaries and Wages ¹	4,322	3,919
Annual Leave Expense ²	227	167
Long Service Leave Expense ³	148	49
Termination Payments ⁴	9	326
Other Employee Benefits and On-Costs ⁵	155	126
Total Employee Expenses	4,860	4,587

At the end of the 2010 financial year, non-Executive Members employed 44 employees [37.4 Full-Time Equivalent]. In addition, there were 12 non-Executive Members. (34.5 Full Time Equivalents were employed at the end of the 2008-09 reporting period, plus the 12 non-Executive Members).

¹ The increase is mainly due to a combination of lower than normal expense in the 2008-09 reporting period and increased entitlements in the 2009-10 reporting period. Firstly, the level of expense in the 2008-09 reporting period was lower than normal due to reduced salary entitlements for members during the 2008 election period. All members are only paid salary until polling day but any re-elected member is back paid basic salary to polling day, whereas newly elected members, of which there were 8 in the 2008 election, are paid salary only from the date the poll is declared. In effect, there was no salary expense for 8 members for a period of approximately two weeks. Also, in the same period, no additional salary is payable to non-Executive Members other than the Speaker. Apart from indexation of salaries, the increased 2009-10 expense is mainly due to the increased number of cross bench members in the 7th Assembly and the full year effect of the increased staff salary allocations made available by the Chief Minister to the cross bench members and the Leader of the Opposition.

² The increase is mainly due to the need to recognise the expense associated with the annual leave balances of staff transferring from the Executive to the non-Executive during the reporting period.

³ The increase is mainly due to the need to recognise the expense associated with the long service leave balances of staff transferring from the Executive to the non-Executive during the reporting period.

⁴ The decrease is due to the 2008-09 reporting period being an election year and accordingly a year in which a large number of termination payments are made.

⁵ The increase is mainly due to the accrual of the expense associated with the ACT Government's offer to staff of a sign-on bonus in connection with the Enterprise Agreement being negotiated.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 34 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 statements.

	2010	2009
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account	272	276
Superannuation Contributions paid to External Providers ¹	333	297
Total Superannuation Expenses	605	573

¹ The increase is mainly due to the increasing proportion of superannuation expenses being paid to external providers reflects closure of the schemes whose contributions are paid to the Territory Banking Account.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 35 SUPPLIES AND SERVICES – TERRITORIAL

	2010	2009
	\$'000	\$'000
Travel ¹	44	22
Consultants ²	38	45
Total Supplies and Services	82	67

¹ The increase is due to increased 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 their duties and responsibilities as a Member. Because an Assembly Election was held during 2008-09, the 2008-09 figure is generally lower than normal.

² The decrease is due to a smaller portion 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 the staff salary allocations determined by the Chief Minister under the *Legislative Assembly (Members Staff) Act 1989*.

NOTE 36 DEPRECIATION - TERRITORIAL

	2010	2009
	\$'000	\$'000
Buildings	380	380
Motor Vehicles under a Finance Lease ¹	68	76
Total Depreciation	448	456

¹ The decrease is mainly due to a larger number of vehicles being used by non-Executive Members during the first half of 2008-09, combined with a net reduction in average monthly depreciation during 2009-10.

NOTE 37 OTHER EXPENSES - TERRITORIAL

	2010	2009
	\$'000	\$'000
Loss from the Sale of Assets ¹	3	24
Total Other Expenses	3	24

¹ The decrease is due to a large number of Territorial motor vehicles being exchanged in the 2008-09 reporting period.

NOTE 38 WAIVERS, IMPAIRMENT LOSSES AND WRITE-OFFS – TERRITORIAL

There were no waivers, impairment losses or write-offs made during the reporting period. (2009: Nil)

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 39 CASH AND CASH EQUIVALENTS - TERRITORIAL

	2010	2009
	\$'000	\$'000
Cash at Bank ¹	97	47
Total Cash and Cash Equivalents	97	47

Under whole-of-government banking arrangements, interest is not earned on cash at bank held with the Territorial Bank Account.

¹ The higher bank balance was to cover invoices scheduled to be paid very early in the new financial year.

NOTE 40 RECEIVABLES – TERRITORIAL

	2010	2009
	\$'000	\$'000
Current Receivables		
Net Goods and Services Tax Receivable ¹	25	16
Total Current Receivables	25	16
Total Receivables	25	16

¹ The difference is due to higher levels of input tax credits than the previous year during June 2010.

Aging of Receivables

	Not Overdue	Past Due		Total
		Less than 30 Days	30 to 60 Days	
	\$'000	\$'000	\$'000	
2010				
Not Impaired ¹				
Receivables	-	25	-	25
2009				
Not Impaired				
Receivables	-	16	-	16

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.

	2010	2009
	\$'000	\$'000
Classification of ACT Government/Non-ACT Government Receivables		
Receivables with Non-ACT Government Entities		
Net GST Receivable	25	16
Total Receivables with Non-ACT Government Entities	25	16
Total Receivables	25	16

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 41 ASSETS HELD FOR SALE - TERRITORIAL

The Secretariat has classified one motor vehicle under a Finance Lease as 'assets held for sale'. The Secretariat has one motor vehicle which has been returned to the Territory's fleet manager and the vehicle is to be sold in July 2010. The residual and all lease payments have been paid. As such this vehicle has been classified as 'assets held for sale'.

	2010	2009
	\$'000	\$'000
Motor Vehicles under a Finance Lease Held for Sale	19	-
Total Assets Held for Sale	19	-

NOTE 42 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.

	2010	2009
	\$'000	\$'000
Land and Buildings		
Land at Fair Value ¹	3,800	3,800
Total Land Assets	3,800	3,800
Buildings at Fair Value ¹	19,000	19,000
Total Written Down Value of Buildings	19,000	19,000
Total Land, Plant and Equipment and Written Down Value of Buildings	22,800	22,800
Motor Vehicles under a Finance Lease		
Motor Vehicles under a Finance Lease at Cost	347	364
Accumulated Depreciation of Motor Vehicles under a Finance Lease ²	(79)	(48)
Total Written Down Value of Motor Vehicles under a Finance Lease	268	316
Total Written Down Value of Property, Plant and Equipment	23,068	23,116

¹ Land and Buildings were valued by Richard Swinbourne LFAP, Certified Practising Valuer, as at 30 June 2010.

² The increase in depreciation is due to vehicle changes within the Territorial fleet, including changes in lease terms.

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010

NOTE 42 PROPERTY, PLANT AND EQUIPMENT - TERRITORIAL - CONTINUED

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2009-10.

	Land	Buildings	Motor Vehicles under a Finance Lease	Total
	\$'000	\$'000	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	3,800	19,000	316	23,116
Additions	-	510	104	614
Assets Classified as Held for Sale	-	-	(19)	(19)
Revaluation Increment/(Decrement)	-	(130)	-	(130)
Depreciation	-	(380)	(68)	(448)
Disposals	-	-	(66)	(66)
	3,800	19,000	268	23,068

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 Increment/(Decrement)	(1,200)	169	-	(1,031)
Depreciation	-	(380)	(76)	(456)
Disposals	-	-	(196)	(196)
Carrying Amount at the End of the Reporting Period	3,800	19,000	316	23,116

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 43 CAPITAL WORKS IN PROGRESS – TERRITORIAL

	2010	2009
	\$'000	\$'000
The following capital works projects had not been completed at the end of the reporting period:		
Building Works in Progress ¹	97	222
Total Capital Works in Progress	<u><u>97</u></u>	<u><u>222</u></u>

Reconciliation of Assets under Construction

The following shows the movement of assets under construction from the beginning to end of 2009-10.

Carrying Amount at the Beginning of the Reporting Period	222	-
Additions	385	433
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment ²	(510)	(211)
Carrying Amount at the End of the Reporting Period	<u><u>97</u></u>	<u><u>222</u></u>

¹ The 2009 capital works in progress related to the installation of a new chiller and work was completed during the reporting period. The 2010 building works in progress relate to the upgrade of Lift 2 and 3 within the Legislative Assembly building. This project is scheduled to be completed in the 2010-11 reporting period.

² Includes projects such as building fabric restoration, improving roof space access, installing energy efficient lighting and resealing windows as well as the installation of the new main chiller.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 44 PAYABLES - TERRITORIAL

	2010	2009
	\$'000	\$'000
Current Payables		
Trade Payables ¹	30	-
Other Payables	-	-
Accrued Expenses ²	13	29
Total Current Payables	<u>43</u>	<u>29</u>
Total Payables	<u>43</u>	<u>29</u>
 Payables are aged as follows:		
Not Overdue	43	29
Total Payables	<u>43</u>	<u>29</u>
 Classification of ACT Government/Non-ACT Government Payables		
Payables with ACT Government Entities		
Trade Payables	30	-
Other Payables	-	-
Accrued Expenses	-	4
Total Payables with ACT Government Entities	<u>30</u>	<u>4</u>
 Payables with Non-ACT Government Entities		
Accrued Expenses	13	25
Total Payables with Non-ACT Government Entities	<u>13</u>	<u>25</u>
Total Payables	<u>43</u>	<u>29</u>

¹ The balance relates to two capital invoices outstanding as at 30 June 2010.

² The decrease is due to an invoice for fleet vehicles being accrued as at 30 June 2009.

**Legislative Assembly Secretariat
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NOTE 45 FINANCE LEASES - TERRITORIAL

At 30 June 2010, the Secretariat held 10 finance leases on behalf of the Territory (excluding the vehicle held for sale), 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 5.65% to 7.41% with a 1.5 to 2 year term. These leases have no terms of renewal or purchase options, nor escalation clauses.

	2010	2009
	\$'000	\$'000
Current Finance Leases		
Secured		
Finance Leases ¹	243	92
Total Current Secured Finance Leases	243	92
Non-Current Finance Leases		
Secured		
Finance Leases ¹	26	226
Total Non-Current Secured Finance Leases	26	226
Total Finance Leases	269	318

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	254	103
Later than one year but not later than five years	31	231
Minimum Lease Payments	285	334
Less: Future Finance Lease Charges	(16)	(16)
Amount Recognised as a Liability	269	318
Total Present Value of Minimum Lease Payments	269	318

The present value of the minimum lease payments are as follows:

Within one year	243	92
Later than one year but not later than five years	26	226
Total Present Value of Minimum Lease Payments	269	318

¹ The majority of existing finance leases are due to expire within the 2010-11 reporting period and it is expected that new leases will be entered into for replacement vehicles.

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
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NOTE 46 EMPLOYEE BENEFITS - TERRITORIAL

	2010	2009
	\$'000	\$'000
Current Employee Benefits		
Annual Leave ¹	258	138
Long Service Leave ²	94	-
Accrued Salaries	94	80
Other Employee Benefits ³	22	-
Total Current Employee Benefits	<u>468</u>	<u>218</u>
Non-Current Employee Benefits		
Long Service Leave	9	6
Total Non-Current Employee Benefits	<u>9</u>	<u>6</u>
Total Employee Benefits	<u>477</u>	<u>224</u>

<i>For Disclosure Purposes Only</i>		
Estimate of when Leave is Payable		
Estimated Amount Payable within 12 Months		
Annual Leave	258	138
Long Service Leave ¹	13	-
Accrued Salaries	94	-
Other Employee Benefits	22	80
Total Employee Benefits Payable within 12 Months	<u>387</u>	<u>218</u>
Estimated Amount Payable after 12 Months		
Long Service Leave	90	6
Total Employee Benefits Payable after 12 Months	<u>90</u>	<u>6</u>
Total Employee Benefits	<u>477</u>	<u>224</u>

¹ The increase is due to non-Executive members' staff accruing annual leave that has not yet been taken.

² 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 in lieu of the accrual of long service leave. As at 30 June, 2009, only a small number of staff had opted to accrue long service leave and consequently the value of the benefits was very low. However, during the reporting period, a number of staff with existing long service leave entitlements from other recognised employment commenced employment with non-Executive members and opted to continue accruing long service leave.

³ The increase is due to expenses associated with the sign-on bonus for ACT Government employees resulting from Enterprise Agreement negotiations.

**Legislative Assembly Secretariat
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NOTE 47 EQUITY - TERRITORIAL

Asset Revaluation Surplus

The Asset Revaluation Surplus is used to record the increments and decrements in the value of property, plant and equipment held by the Secretariat.

	2010	2009
	\$'000	\$'000
Asset Revaluation Surplus		
Balance at the Beginning of the Reporting Period	10,594	11,625
(Decrement) in Land due to Revaluation	-	(1,200)
(Decrement)/Increment in Buildings due to Revaluation	(130)	169
Total (Decrease) in the Asset Revaluation Surplus	(130)	(1,031)
Balance at the End of the Reporting Period	10,464	10,594



**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 48 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.

	2010	2009
	\$'000	\$'000
Total Cash Disclosed on the Statement of Assets and Liabilities on Behalf of the Territory	97	47
Cash at the End of the Reporting Period as Recorded in the Cash Flow Statement	97	47

(b) Reconciliation of Net Cash Inflows from Operating Activities to the Operating (Deficit)

Operating (Deficit)	(568)	(300)
Add/(Less) Non-Cash Items		
Depreciation of Property, Plant and Equipment	448	456
Add/(Less) Items Classified as Investing or Financing		
Net Gain on Disposal of Non-Current Assets	-	20
Cash Before Changes in Operating Assets and Liabilities	(120)	176
Changes in Operating Assets and Liabilities		
(Increase) in Receivables	(10)	(9)
Increase in Payables	14	23
Increase/(Decrease) in Employee Benefits	253	(97)
Net Changes in Operating Assets and Liabilities	257	(83)
Net Cash Inflows from Operating Activities	137	93

(c) Non-Cash Financing and Investing Activities

Acquisition of Motor Vehicles by means of Finance Leases	104	326
Net Cash Inflows from Financing and Investing Activities	104	326

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 49 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 statements.

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 encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

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 Statements
For the Year Ended 30 June 2010**

NOTE 49 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 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	Fair Value	Carrying Amount	Fair Value
	2010	2010	2009	2009
	\$'000	\$'000	\$'000	\$'000
Financial Assets				
Cash and Cash Equivalents	97	97	47	47
Receivables	25	25	16	16
Total Financial Assets	<u><u>122</u></u>	<u><u>122</u></u>	<u><u>63</u></u>	<u><u>63</u></u>
Financial Liabilities				
Payables	43	43	29	29
Finance Leases	269	269	318	318
Total Financial Liabilities	<u><u>312</u></u>	<u><u>312</u></u>	<u><u>347</u></u>	<u><u>347</u></u>

Legislative Assembly Secretariat
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NOTE 49 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 2010 and 30 June 2009. 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.

2010

	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	39	-	-	-	-	97	97
Receivables	40	-	-	-	-	25	25
Total Financial Assets		-	-	-	-	123	122
Financial Liabilities							
Payables	44	-	-	-	-	43	43
Finance Leases	45	-	254	31	-	-	285
Total Financial Liabilities		-	254	31	-	43	328
Weighted Average Interest Rate			5.97%	5.97%			
Net Financial (Liabilities)/Assets		-	(254)	(31)	-	80	(205)

Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
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NOTE 49 FINANCIAL INSTRUMENTS - TERRITORIAL - CONTINUED

2009

	Note	<u>Fixed Interest Maturing In:</u>				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	39	-	-	-	-	47	47
Receivables	40	-	-	-	-	16	16
Total Financial Assets		-	-	-	-	63	63
Financial Liabilities							
Payables	44	-	-	-	-	29	29
Finance Leases	45	-	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)

**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

NOTE 49 FINANCIAL INSTRUMENTS - TERRITORIAL - CONTINUED

	2010	2009
	\$'000	\$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability		
Financial Assets		
Loans and Receivables	25	16
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost	312	347

The Secretariat does not have any financial assets in the 'Financial Assets at Fair Value through Profit and Loss' category or '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.

Fair Value Hierarchy

The Secretariat Territorial does not have any financial assets or financial liabilities at fair value. As such no fair value hierarchy disclosures have been made.

NOTE 50 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

	2010	2009
	\$'000	\$'000
Payable:		
Within one year ¹	111	61
<i>Total Capital Commitments - Property, Plant and Equipment</i>	111	61
Total Capital Commitments	111	61

All amounts shown in the commitment note are inclusive of GST.

Commitments to finance leases are disclosed in Note 44 Finance Leases - Territorial.

¹ The Legislative Assembly Secretariat has entered into a contract on behalf of the Territory for the upgrade of lifts within the Legislative Assembly building. The upgrade is scheduled to be completed in the 2010-11 reporting period.



**Legislative Assembly Secretariat
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2010**

**NOTE 51 CONTINGENT LIABILITIES AND CONTINGENT ASSETS -
TERRITORIAL**

Contingent Liabilities

There were no contingent liabilities as at 30 June 2010 (2009: Nil).

Contingent Assets

There were no contingent assets as at 30 June 2010 (2009: Nil).

NOTE 52 EVENTS OCCURRING AFTER BALANCE DATE - TERRITORIAL

There were no events occurring after balance date which would affect the financial statements as at 30 June 2010 (2009: Nil).



